

PERSONAL INTEREST STUDENT HANDBOOK

2025/26

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WELCOME!

Dear Continuing Education Student,

Welcome to the School of Continuing Education and Professional Development (SCEPD) at Alberta University of the Arts (AUArts). Our mission is to be an accessible and innovative pathway into art and design experiences, and a bridge between AUArts and its external environment / community. Through art and design education of the highest caliber, we create opportunities to experience the joy of the creative process and to build connoisseurship regarding its outcomes. We are a supportive and constructive member of the arts community, working with our colleagues for a common good.

SCEPD offers a wide variety of credit-free Personal Interest courses for both adults and teens, as well as Summer Camps for teens and kids. Our calendar of courses comes out three times per year: Fall, Winter, Spring + Summer.

Please be sure to read through the entire Personal Interest Student Handbook, so you are aware of your commitment and responsibilities as well as the resources and policies of AUArts, ensuring a great experience and successful course.

You can contact us at 403-284-7640 or email coned@auarts.ca if you have any questions.

See www.auarts.ca/continuing-education for more information and current offerings.

CONTINUING EDUCATION OFFICE

CONTACT INFORMATION

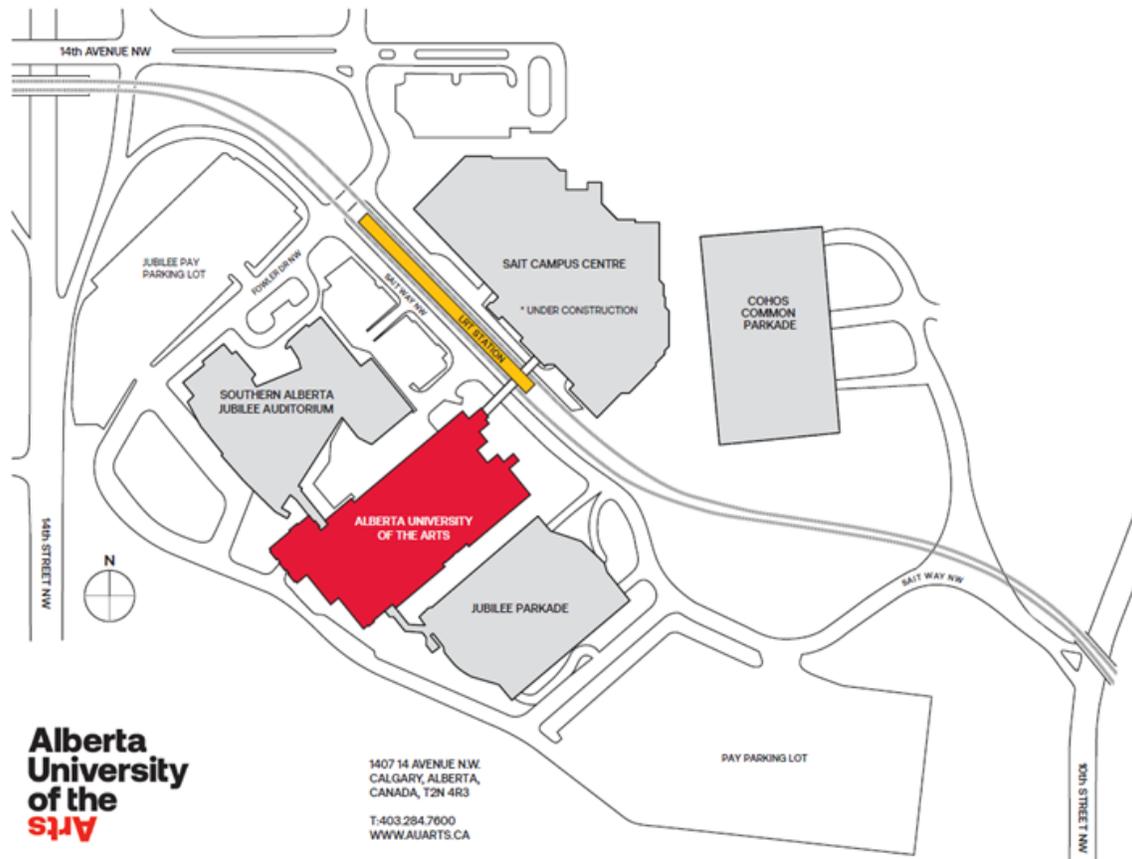
Telephone: 403-284-7640
Email: coned@auarts.ca

HOURS OF OPERATION

Monday – Friday 8:30 am – 4:30 pm
Saturday + Sunday closed

CAMPUS RESOURCES

AUArts is located at 1407 14 Avenue NW, Calgary, AB T2N 4R3. We are just south of the Southern Alberta Institute of Technology (SAIT) and the Red CTrain line stop, SAIT/AUArts/Jubilee. Our campus is contained in a single, five story building which is attached to the Jubilee Auditorium.



PARKING

There are a number of parking options available to you if you are commuting to campus by car (see map on previous page):

- **Jubilee Parkade** is attached to the AUArts building and is part of the *Calgary Parking Authority*, ParkPlus system, there are handicap spaces on level 4 (entrance level) and level 6 (top level), \$8 per day
- **Jubilee Pay Parking Lot** is adjacent to the Jubilee and is part of the *Calgary Parking Authority*, ParkPlus system, \$8.00 per day
- **SAIT Pay Parking Lot** is next to the **Jubilee Parkade** and is owned and operated by SAIT, \$9.00 per exit.
- **Cohos Common Parkade (SAIT Parkade)** is owned and operated by SAIT, on SAIT campus, \$5.00 for first hour, \$1.75 + 30 mins, Daily Max of \$16.00

PUBLIC TRANSIT

You can easily commute to AUArts using Calgary Transit. We are on the **Red Line, Tuscany—Somerset/Bridlewood** depending on the direction you are traveling, and the CTrain stop (SAIT/AUArts/Jubilee) is just outside our front door. Here's a link to the Calgary Transit website for more information: [Calgary Transit](#)

AUARTS BUILDING HOURS — public access

Mon – Fri 8:00am – 8:00pm
Sat 8:00pm – 5:00pm
Sun students must use their ID card to gain entrance

Con Ed students do not have access to studio spaces outside of your class meeting time.

SECURITY

Telephone: 403-284-7672
Cell phone: 403-680-1451 always accessible

AUARTS BOOKSTORE 403-284-7663

Fall + Winter Sep 1 – Apr 30
Mon – Fri 8:00 am – 4:00 pm
Sat + Sun closed

Spring + Summer May 1 – Aug 31
Mon – Fri 8:30 am – 4:00 pm
Sat + Sun closed

CAFETERIA

Fall + Winter Sep 1 – Apr 30 Spring + Summer May 1 – Aug 31
Mon – Fri 7:30 am – 2:00 pm Closed
Sat + Sun closed

LUKE LINDOE LIBRARY 403-284-7631

Please see [Library | Alberta University of the Arts \(auarts.ca\)](http://Library | Alberta University of the Arts (auarts.ca)) for current hours.

The library is located on the 2nd floor of the building, just inside the doors to the Parkade on the Jubilee walkway level, and offers many services to students, faculty, and staff. For a full list of the kinds of services the library offers, please see [Help + learning services | Alberta University of the Arts \(auarts.ca\)](http://Help + learning services | Alberta University of the Arts (auarts.ca))

Students registered in Personal Interest courses can borrow materials, up to 5 at a time, from the Luke Lindoe Library with a TAL (The Alberta Library) card, which you can get from any public library, with a photo ID. Once you have your TAL card, you can continue to visit the Luke Lindoe Library and borrow books after your course has ended.

- AFTER HOUR RETURNS – If you need to return books after hours, drop them in the red box outside of Security.

ILLINGWORTH KERR GALLERY

The Illingworth Kerr Gallery (IKG) located on the main mall of AUArts, is a mix of public programming, cultural research, and curated exhibitions with a focus on contemporary art which showcases local, regional, and international artists working in a variety of disciplines.

HOURS OF OPERATION

Tue, Wed, Fri	11:00am – 5:00pm
Thu	11:00am – 6:00pm
Sat	12:00pm – 4:00pm

ID/ACCESS CARDS

We use a 24 hour/7 days a week, card accessed, personal safety system at AUArts which limits studio access to students, faculty, and staff with current, active ID/access cards.

- You receive **one** ID card per academic year + summer (Sep – Aug) for **all** courses you take with Con Ed during that period. Pick up your ID card on the first day of your first class meeting from Security, you need to show photo ID to receive your AUArts ID card. You will need your ID card to get to your studio and move about the building easily.
- ID cards are active only during the dates of the courses you are registered in. When your course(s) ends, your ID card is deactivated.
- Once you have your ID card, you are responsible for it. A replacement card costs \$25.00, hang on to it if you plan on taking future courses with Con Ed during that academic year.
- AUArts degree students use your current AUArts ID cards.
- If you register late for a course (start day or later), you *might* not get your ID cards for your first class meeting. If it is not ready, you can get a Temporary ID card from security (with a photo ID) for that class meeting. Your ID card will be ready to pick up before your next class meeting.
- If security does not have your ID card, please email coned@auarts.ca so we can follow up and get it printed for you to pick up before your next class meeting.

AUARTS SAFE APP

We recommend downloading the AUArts Safe App, as it allows faculty, staff, and students easy access to safety resources and on-campus security. The app provides features such as safety notifications from AUArts security if an emergency occurs, campus maps, a way to contact security and report safety/security concerns, and information and restrictions currently in place on campus.

- Download on the Apple Store: [AUArts Safe on the App Store \(apple.com\)](#)
- Download on the Google Play Store: [AUArts Safe - Apps on Google Play](#)

LOCKERS/STORAGE SPACE

Storage space is limited across AUArts and lockers are not available for CE students use. You need to bring your supplies and projects with you to each class.

REGISTRATION INFORMATION

Continuing Education courses are online and open for registration roughly six weeks before the start of the upcoming term. Please check our website frequently near that time, some of our courses fill up quickly!

Students self-register online by adding your desired course(s) to your cart and following the prompts to check out. See the **How to Register** section for details and more information. We close online registration two weeks before the start of our term to better manage our class lists and ID card printing. You can still register for a course during that time period with our assistance, just email or call as noted in the **How to Register** section. Please note, there is a \$25 fee for assisted enrollment.

Once your registration is complete, you will receive a **Confirmation of Registration** email from us with the schedule and room number for your course. Please refer to this email as your course start date draws near, so you know what studio space you are meeting in.

PERSONAL INTEREST CERTIFICATES

Certificates of Completion (CoC) through the Con Ed Personal Interest course offerings are *student-directed* learning pathways for anyone interested in gaining skills in disciplines of your choosing for your own personal growth, they are not accredited, government approved credentials and are based on attendance* only. You can opt into a CoC, at any time, simply submit a Declaration Form to coned@auarts.ca and participate in any three Personal Interest courses that interest you. Your three courses must be completed within two years of receiving your Declaration in order to be eligible for a Certificate. Personal Interest course instructors keep attendance records of all students in all courses, so you can get credit for your participation in previous courses, so long as you meet the attendance requirements.

*Students may miss a maximum of two class meetings of a course, and it can still count toward their CoC.

*We are in the process of phasing out awarding **Certifications of Achievement**. We are not accepting new declarations, but are honouring students who are in progress and would like to complete their COA through 2028.*

Certifications of Achievement (CoA) are directed learning pathways for students interested in gaining skills in specific disciplines for their own personal growth, they are not accredited, government approved credentials and are awarded upon successful participation* based on attendance and completion of in-class assignments in the following disciplines:

- **Graphic Design**
- **Illustration**
- **Jewellery Skills**
- **Visual Arts**

*You will receive a “**Pass**” or “**No Pass**”, based on your attendance and successful completion of in-class assignments.

- Students may miss up to one class meeting.
- You understood the assignment, met the project requirements, and successfully completed the project.

Participating students must inform your instructors that you would like to be assessed on your attendance and in-class assignments as part of the requirements to complete your CoA. Instructors will only assess students who make that request. If you need course requirement information, please email coned@auarts.ca

STUDIO EXPERIENCE

STUDIO BASED LEARNING

Personal Interest courses are studio-based learning, meaning they are hands-on, experiential learning in a studio setting. You are actively engaged in creative processes at every class meeting through problem solving and critical thinking skills that increases your understanding of materials and processes. You will explore different ideas and solutions as you work through various iterations of an activity and receive feedback along the way, giving you a sense of satisfaction and accomplishment.

ATTENDANCE

Personal Interest instructors take attendance at every class meeting. Attendance requirements are needed for a Certificate of Completion as discussed above.

SUPPLY LIST

All Personal Interest course supply lists can be found online here: [Supply lists | Alberta University of the Arts](#) if you cannot find your course supply lists, email us for assistance!

COURSE EVALUATION

Near the end of your course, your instructor will share a QR code linking you to an online evaluation form and provide you with 10 minutes to complete it in class. Your feedback provides us with valuable information on what you enjoy (or maybe didn't!) and what you would like to see us offer in the future.

We will also email a link to a course evaluation in case you were not present or able to complete it during the class time provided. You do not need to complete both evaluations, just one please!

CLEAN ROOMS

We work closely with all the departments across the school to ensure neat and clean studio conditions for both degree and Con Ed students.

Please clean up after yourself, throw away your trash and return any moved furniture making sure to leave the room in a neat and organized manner.

If you walk into a classroom that is a mess, please discuss with your instructor who can email us to discuss with the proper internal party. We are one part of keeping studio spaces clean.

HEALTH + SAFETY

AUArts Health + Safety boards are posted in all studio spaces across AUArts, with good information for you which includes:

- Evacuation routes in case of an emergency
- Emergency procedures
- Location of the nearest fire extinguisher
- Location of the nearest first aid kit, eye wash, and AED
- A QR code for Safety Data Sheets, outlining what materials are safe to use in the studio spaces
- Safewalk at AUArts information

If you are injured or feel that you have encountered an unsafe situation, call Security immediately 403-680-1451. You will need to fill out an Incident Report (on the **AUArts Safe App**), AUArts does not report incidents to the police/other authorities, it is the responsibility of the person who has experienced the loss/issue to do so. Do not leave valuable items unattended!

Computer Access IN DIGITAL MEDIA COURSES

If you are taking a course that meets in one of our computer labs on campus. In your first class meeting you will receive a group Username/Login and Password to unlock the workstations. Please pay attention when logging in, if there are three wrong attempts by a single person or the group, everyone gets locked out and you need to wait 5 minutes to try again.

If you will be using Adobe Creative suite in your Con Ed course, you will need to create a free Adobe account to access the software using our licence. Use of our Adobe CS licence only works on campus in our computer labs.

TAX SLIPS for STUDENTS

Con Ed students' self-access and download their own T2202 tax forms using AUArts's webService. Tax forms are made available after Feb 28, for the previous year, in accordance

with the Canadian Revenue Agency.

Please follow the steps below:

1. Email Con Ed to get your AUArts student ID number and be sure to include your full name and course(s) you were registered in.
2. We will email your student ID number (nine digits, starting with 0000) and your six-digit default PIN which is your DOB in the format DDMMYY.
3. Once you have your ID number and your PIN, log in to [Student Self Service portal](#) and click the Student Service tab.
4. Click on Canadian Tax Forms and enter your Student ID again.
5. Select Tax Year and Printable T2202 Form (PDF) click Submit (*you can access your tax records dating back to 2004*).
6. If the error message "Social insurance number (SIN) is invalid, provide valid SIN" pops up, you can bypass this by pressing "OK". **You can still print your tax form without providing a SIN.**

Detailed steps to access T2202 forms are online at: [Income tax forms | Alberta University of the Arts \(auarts.ca\)](#)