CONTINUING EDUCATION & TRAINING STUDENT HANDBOOK 2013 - 2014
NOTICES

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DigiPen Institute of Technology Singapore
CPE Registration No.: 200711322H
Registration Period: 21 June 2011 to 20 June 2017

Pixel Building @ one-north
10 Central Exchange Green | #01-01 | Singapore 138649
Tel: +65 6577 1900 | Fax: +65 6577 1908
singapore.digipen.edu
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WELCOME TO DIGIPEN

History

DigiPen was founded in 1988 by Mr. Claude Comair as a computer simulation and animation company based in Vancouver, British Columbia, Canada. As the demand for production work increased, DigiPen faced difficulty finding qualified personnel, and in 1990, it began offering a dedicated training program in 3D computer animation to meet this growing need.

That same year, DigiPen approached Nintendo of America to jointly establish a post-secondary program in video game programming. The result of this collaborative effort was the DigiPen Applied Computer Graphics School, which in 1994, officially accepted its first class of video game programming students to its Vancouver campus for the two-year Diploma in the Art and Science of 2D and 3D Video Game Programming. In 1995, DigiPen implemented a revised two-year 3D computer animation program and graduated student cohorts over each of the following four years.

Around this time, the video game industry underwent a paradigm shift from dealing primarily with 2D graphics and gameplay to fully 3D worlds that players could freely explore. As these worlds became more sophisticated, so did the task of programming, designing, and animating them. In anticipation of this change, DigiPen developed a four-year bachelor’s degree in video game programming (the Bachelor of Science in Computer Science in Real-Time Interactive Simulation) that would prepare students for the challenges of creating complex 3D game and simulation software.

In 1996, the Washington State Higher Education Coordinating Board (HECB) granted DigiPen the authorization to award both Associate and Bachelor of Science degrees in Real-Time Interactive Simulation. Two years later, in 1998, DigiPen Institute of Technology opened its campus in Redmond, Washington, USA. In 1999, DigiPen began offering the Associate of Applied Arts in 3D Computer Animation. At this time, DigiPen phased out its educational activities in Canada, moving all operations to its Redmond campus. On July 22, 2000, DigiPen held its first commencement ceremony, where it awarded Associate of Science and Bachelor of Science degrees.

In 2002, DigiPen received accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2004, DigiPen began offering three new degrees: the Bachelor of Science in Computer Engineering, the Master of Science in Computer Science*, and the Bachelor of Fine Arts in Digital Art and Animation. In 2008, DigiPen added two more degree programs: the Bachelor of Science in Game Design and the Bachelor of Arts in Game Design.

Also in 2008, DigiPen partnered with Singapore’s Economic Development Board to open its first international branch campus, offering the following degrees: the Bachelor of Science in Computer Science in Real-Time Interactive Simulation, the Bachelor of Science in Game Design, the Bachelor of Fine Arts in Digital Art and Animation, and the Bachelor of Arts in Game Design. In 2010, DigiPen announced plans to open its first European campus in Bilbao, Spain.**

That same year, DigiPen relocated its US campus to its current location at 9931 Willows Road Northeast in Redmond, Washington. In addition to uniting DigiPen’s BFA and BS programs under one roof, the larger campus provides more spaces for students to learn, meet, and collaborate on group projects.

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singapore.digipen.edu
On September 26, 2011, DigiPen launched DigiPen Institute of Technology Europe – Bilbao offering two bachelor’s degree programs: Bachelor of Science in Computer Science in Real-Time Interactive Simulation and Bachelor of Fine Arts degree in Digital Art and Animation, to forty students.

On October 11, 2011, DigiPen Institute of Technology Singapore was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.

In 2012, DigiPen added three new degree programs: the Bachelor of Arts in Music and Sound Design, the Bachelor of Science in Engineering and Sound Design, and the Master of Fine Arts in Digital Arts.

*ACCSC granted approval for this degree in 2006.
** DigiPen’s international branch campus (DigiPen Europe-Bilbao) does not fall within the scope of ACCSC accreditation.

Awards

DigiPen students have consistently excelled in both national and international game development competitions. At the annual Independent Games Festival (IGF) in San Francisco, California, DigiPen games have been nominated to the Student Showcase every year for the last 12 consecutive years. Since 2001, the IGF has granted 44 awards to 34 DigiPen student games. In 2007, 2008, and 2009, DigiPen projects also won the coveted Best Student Game award (for Toblo, Synaesthete, and Tag: The Power of Paint, respectively). In the IGF Main Competition, five DigiPen student games have been nominated for awards in various professional categories, and in 2004 Bontago won the “Innovation in Game Design” award while competing against professional developers. In 2011, the Independent Games Festival China, part of the annual Game Developers Conference China, selected three DigiPen games for its Student Competition which honors six of the top regional student games. DigiPen Singapore student game Pixi won the “Excellent Student Winner” award, while DigiPen Singapore student game Void won the “Best Student Game” award, as well as the “Excellence in Technology” award in IGF China’s Main Competition.

Other competition highlights for DigiPen students include five finalist positions at the Slamdance Guerrilla Gamemaker Competition with two of those games winning their award categories, wins at the Northwest Games Festival, the Intel Games Demo, the IndieCade International Festival of Independent Games, and the PAX 10, as well as wins at the Indie Game Challenge, which in 2010 awarded the $100,000 nonprofessional Grand Prize to the DigiPen student game GEAR and in 2012 gave the Gamer’s Choice Award to the DigiPen game Nitronic Rush. In 2011 at the Tokyo Game Show, only two of the 10 games showcased at the annual Sense of Wonder Night were from North America, with one of those, Solstice, being a DigiPen student project. Additionally, DigiPen students have won numerous awards at the Austin Game Developers Conference in Game Narrative Reviews and Poster Competitions.
DigiPen Institute of Technology Singapore as a Continuing Education & Training (CET) Center

DigiPen Institute of Technology Singapore is a Continuing Education and Training (CET) center appointed by the Singapore Workforce Development Agency (WDA) for delivering WSQ accredited training programs in games development.

With tuition fees subsidized by the WDA these CET programs are for those individuals interested in exploring the world of digital interactive entertainment production as well as those who are looking to enhance their overall knowledge in game development topics such as programming in C++, computer graphics, game engine design and artificial intelligence.

The courses are cross-disciplinary with the unique characteristic of integrating coursework in computer science, computer engineering, mathematics, art and game design with game development projects.

DigiPen Institute of Technology Singapore has been home to over one hundred CET students to date.
CAMPUS INFORMATION

Contact Information
DigiPen Institute of Technology Singapore (hereafter known as “The Institute”)

Address:
Pixel Building @ one-north
10 Central Exchange Green
#01-01 to #01-02, #02-01 to #02-05
Singapore 138649

Phone: +65 6577 1900
Fax: +65 6577 1908

singapore.digipen.edu

Programs Offered at DigiPen Institute of Technology Singapore’s Campus

1. Degree Programs
   • Bachelor of Science in Computer Science in Real-Time Interactive Simulation
   • Bachelor of Science in Computer Science and Game Design
   • Bachelor of Fine Arts in Digital Art and Animation
   • Bachelor of Arts in Game Design

2. Continuing Education and Training Programs*
   • DigiPen®-Ubisoft® Campus Program
     o WSQ Diploma in Games Development (Game Programming)
     o WSQ Diploma in Games Development (Game Design)
     o WSQ Diploma in Games Development (Game Support)
     o WSQ Diploma in Animation
   • WSQ Diploma in Games Development (Casual Game)
   • WSQ Advanced Certificate Programs
     o WSQ Advanced Certificate in Games Development (Game Programming)
     o WSQ Advanced Certificate in Digital Art
     o WSQ Advanced Certificate in Games Development (Game Design)
   • WSQ Modular Courses
     For Software Developers
     o WSQ Computer Environment
     o WSQ High Level Programming – The C Programming Language
     o WSQ Introduction to iPhone Game Development
For Game Artists
- WSQ Introduction to Traditional Arts and Design
- WSQ Introduction to Character Animation
- WSQ Introduction to 3D Modeling and Rigging
- WSQ Basic Life Drawing
- WSQ Advanced Traditional Arts and Design
- WSQ Advanced Character Animation
- WSQ Advanced 3D Modeling and Rigging
- WSQ Advanced Figure Drawing

For Game Designers
- WSQ Introduction to Game History
- WSQ Introduction to Game Mechanics and Balance
- WSQ Project Introduction

3. ProjectFUN Workshops*

*Note: CET courses and ProjectFUN workshops do not fall within the scope of ACCSC accreditation.

Hours of Operation

Administration Office
9:00 a.m. – 5:30 p.m. Monday – Friday
Closed Saturday, Sunday and Public Holidays

Labs and Classrooms
8:00 am – 12:00 am Monday – Saturday
12:00 pm – 12:00 am Sunday
Closed Public Holidays

Visitors
All visitors must sign in and receive authorization from the Administration office to be on the premises. Visiting hours are Monday through Friday from 9:00 a.m. to 5:30 p.m.
Important Dates for DigiPen®-Ubisoft® Campus Program

Institutional Calendar: Academic Phase

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, 2013</td>
<td>Academic Phase - Classes Begin</td>
<td></td>
</tr>
<tr>
<td>May 24, 2013</td>
<td>Vesak Day Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>August 8, 2013</td>
<td>Hari Raya Puasa Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>August 9, 2013</td>
<td>National Day Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>August 17 – September 1, 2013</td>
<td>Academic Phase Intersession</td>
<td>No Classes</td>
</tr>
<tr>
<td>September 2, 2013</td>
<td>Academic Phase – Classes Resume</td>
<td></td>
</tr>
<tr>
<td>October 15, 2013</td>
<td>Hari Raya Haji Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>October 18, 2013</td>
<td>Academic Phase – Classes End</td>
<td></td>
</tr>
<tr>
<td>October 19 – November 3, 2013</td>
<td>Intersession</td>
<td>No Classes</td>
</tr>
</tbody>
</table>

Institutional Calendar: Academic Phase

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3, 2013</td>
<td>Deepavali Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>November 5, 2013</td>
<td>Production Phase – Classes Begin</td>
<td></td>
</tr>
<tr>
<td>December 14 – January 5, 2014</td>
<td>Production Phase Intersession</td>
<td>No Classes</td>
</tr>
<tr>
<td>January 6, 2014</td>
<td>Production Phase – Classes Resume</td>
<td></td>
</tr>
<tr>
<td>January 31 – February 1, 2014</td>
<td>Chinese New Year Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>April 18, 2014</td>
<td>Good Friday Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>April 25, 2014</td>
<td>Production Phase – Classes End</td>
<td></td>
</tr>
</tbody>
</table>

*Singapore Public Holiday

The Institute is closed on all statutory public holidays. If a public holiday falls on a Sunday, the following Monday will be a public holiday. Singapore public holidays that fall during normal intersessions (e.g., Christmas Day) have not been listed. Exam periods and breaks may be subject to change. The laboratory facilities may be closed for a period of two consecutive days per month for maintenance. It is usually at the last two working days of the month unless otherwise posted.

Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 29, 2013</td>
<td>Last date to receive 100% tuition refund</td>
</tr>
<tr>
<td>May 3, 2013</td>
<td>Last date to receive 50% tuition refund</td>
</tr>
<tr>
<td>October 25, 2013</td>
<td>Academic Phase Final Grades released in Student Records System (SRS)</td>
</tr>
<tr>
<td>May 2, 2014</td>
<td>Production Phase Final Grades released in Student Records System (SRS)</td>
</tr>
<tr>
<td>May 30, 2014</td>
<td>Release date of Graduation Letter, Transcript and WSQ Certificate*</td>
</tr>
</tbody>
</table>

*WSQ Certificate is issued by the Singapore Workforce Development Agency within a month from the date of graduation. However, release date may vary and take longer than scheduled depending on WDA processing.
CAMPUS SAFETY

Emergencies
In the case of an emergency, get to a safe place and, if possible, contact the Administration Office at 6577 1900, or the police at 999. Students are to exercise their own judgment and report all such events to the Administration Office immediately. In the event you contact the Police, please inform the Administration Office.

If you are in class during an emergency, please follow the directions given by the instructor.

Student Information
Students are encouraged to complete a New Student Contact Information card with two emergency contacts and any relevant health information. This card is available in the Student Record System (SRS). Any information that is provided by a student is deemed to be voluntary and meant to aid individuals in an emergency. This information will remain confidential. Students may update their information at any time in SRS.

Evacuation Maps
See following pages.
Evacuation Map for Unit #01-01
Evacuation Map for Unit #02-01
Evacuation Map for Unit #02-02
Evacuation Map for Units #02-03/04
Evacuation Map for Unit #02-05
SERVICES

Admissions

Readmission Process
Students who wish to return to the Institute after an absence must apply for readmission by taking the following steps:

1. Submit a readmission application.
2. Pay the non-refundable application fee.
3. Submit official transcripts or certified true copies from all institutions attended during the absence. (Certified true copies must bear the official stamp and signature of the Institute administrative officer, an appropriate official from the awarding institute, or that of a notary public such as lawyer, justice of the peace, etc. Transcripts issued in a language other than English must be accompanied by literal translations completed by a recognized translating organization.)
4. Submit other official documents specific to the circumstances listed below.

Medical Withdrawals: You must submit your physician’s statement indicating that you are now fit to resume classes. It should describe any special needs that should be taken into account by the Institute during the course of your study.

Readmission after Academic Dismissal: You must submit a statement explaining your activities since your absence from the Institute. You must also explain your reason for your return and your plan to succeed this time.

Readmission after Disciplinary Action: Your application must be accompanied by a formal appeal to the Disciplinary Committee. Clearance from the Committee is mandatory for your return to the Institute.

Readmission for Personal Reasons: There are no impediments to return to the Institute if there is space available. However, you must seek advice from the CET Department prior to enrolment to determine your eligibility to the tuition subsidies offered by WDA.

Readmission after Non-Payment Account: You must settle all arrears before applying for readmission. Once settled, you should follow the same guidelines as being readmitted for personal reasons.

Exceptions to the abovementioned requirements will only be made in certain cases at the sole discretion of the Institute’s Administration. All students under the WDA subsidies must contact the CET Department to verify their eligibility to continue the subsidies upon readmission.
Facilities

**Rules and Regulations**
Everyone is responsible for maintaining a clean, accessible, and safe environment for the DigiPen Institute of Technology Singapore community. If you notice any areas of the campus that need attention, repairs, or improvement, please email facility.sg@digipen.edu.

**General School Facilities Usage:**
- Office equipment (photocopier, fax, office phone, etc.) is not available for student use.
- To prevent damage to equipment and facilities, food and drinks are not permitted anywhere within the training areas of the premises.
- Students are to keep the classrooms clean and tidy after each lesson.
- Smoking is not permitted anywhere on the premises.
- Possession of alcohol or illegal substances on the Institute’s premises is considered an offense.

**Student Lounge Usage:**
- All food and drinks are to be consumed only in the Student Lounge.
- Students are not allowed to move any furniture out of the lounge.
- Appliances such as a refrigerator and microwave oven are provided for student use.
- Students may only store food and drinks in the refrigerator. Alcoholic beverages are strictly prohibited.
- The refrigerator will be emptied at the end of every semester.
- Observe safety measures when using the microwave oven. Please wipe it with a clean cloth after every use.
- Keep the lounge clean and tidy at all times.

**Photocopying Service**
Animation and photocopying papers may be obtained from the Front Desk. Each student is allocated a maximum of 500 copies for printing and photocopying in a semester (A4/A3). Colored printing is not available. The photocopier is located at Narbacular Drop (Unit #01-02).

WSQ Modular students have access only to scanning services. No photocopying is allowed.

Students are expected to observe environmentally friendly practices in paper consumption and use only what is needed. Recycling is encouraged.

For more information about printing and photocopying privileges, refer to the Printing Guide in the Network Drive, Student Folder, IT Guide.
Information Technology (IT)

General Information
- You can access your email over the web at webmail.digipen.edu.
- Class websites can be accessed at distance.digipen.edu.
- Students must submit software requests to their instructors. If the instructor is convinced of the need, they will submit a request to the Information Technology department.
- Never give out your password. The Information Technology Department will never ask you for your password.
- Classroom computers, webmail, and distance.digipen.edu all use the same credentials. SRS uses a separate set of credentials; if you require assistance with SRS, please contact the Registrar’s Office.
- The Information Technology Department is not responsible for supporting your personal hardware or software.

IT Support
The IT Support webpage (inside.digipen.edu) contains a great deal of information to help you, including the following topics:
- Changing your password
- Connecting your laptop to the wireless network
- Using Subversion
- Configuring email clients
- Submitting HelpDesk requests
- And much more...

If you are unable to resolve your issue after visiting the Support site, you can contact our HelpDesk in the following ways:
- Visit helpdesk.digipen.edu
- Email helpdesk@digipen.edu
- Call the HelpDesk hotline: 6577 1945 or dial extension 1945 from any on-campus phone.

This information is also available in the IT Section of the Staff and Department Directory.

Helpful Tips
- Restarting a workstation can resolve many issues with roaming profiles.
- The Y: drive is there for you to store your data, but you should not work on files while they are saved there. Copy the file(s) you wish to work on to C:\sandbox, do your work, and then save the latest version back to the Y: drive. Do not expect any data left in C:\sandbox the next time you use that machine, as this is just a temporary storage area whose contents will be deleted when the user logs off (or if the PC is unattended for more than one hour).
- It is important to backup your document, project, or artwork. Flash drives work well for this.
- You can choose to forward your DigiPen Institute of Technology Singapore emails to your personal email address. If you wish to do so, send an email with your request to helpdesk@digipen.edu.
- Your roaming profile has a storage limit significantly lower than the amount of space available to you on your Y: drive. Do not save large files to your desktop; instead, save them to the Y: drive.
- If there is specific software you would like to see in a lab, please inform your instructor.
Policies
The Computer Use policies can be found in the Student Conduct section of the Student Handbook. All other policies and procedures can be found on the IT webpage at inside.digipen.edu/main/ITS.

International Students
At DigiPen Institute of Technology Singapore, we support our international students by helping them with information about traveling, working, and living in Singapore.

Accommodation
The Institute does not provide accommodations for students. It is the responsibility of the student to make his or her own housing arrangements before the semester begins. Students may request the "Student Accommodation Booklet" from the Student Relations Officer as a reference. If you need assistance in identifying housing options near the campus, please contact Student Affairs.

Loss of Student Visa
International students who have lost their student visas must report to the Institute’s Administration Department immediately. Students are required to apply for a replacement within seven days from the date of loss.

The student is required to call in person at ICA Student’s Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at:

ICA Student's Pass Unit
Visitor Services Centre
4th Storey ICA Building
Monday-Friday (8:00 am – 4:30 pm)
Saturday (8:00 am – 12:30 pm)

The following documents must be produced:

- Valid travel document and a photocopy of the personal particulars page;
- A letter from the school stating that the applicant is currently a registered student of the school.
- eForm 16 duly completed and signed by the applicant; and
- Police report (original) or Declaration of Loss of Student’s Pass form.

The processing time for second or subsequent losses will be 4 weeks.

Library
The Institute’s Library is committed to providing quality library and information services to support the curriculum, students, and faculty and enhance the teaching, research, and academic programs of the Institute. Students have access to a variety of reference books, online databases and DVDs relevant to their program of study. The Library maintains an online public access catalog (OPAC) where students can search the collection and obtain access to electronic databases that are available at the Singapore campus. The online library catalog website is http://library.digipen.edu.

The online databases are listed here:

- Proquest – http://proquest.umi.com/login/
- Sarari Books Online – http://proquestcombo.safaribooksonline.com/
The Institute’s library is open to all students.

- Operational hours are 9:00 a.m. – 9:00 p.m. (Monday – Friday only).
- Students are required to show their student ID badge to borrow books.
- Damaged or lost books must be replaced by the borrower.
- The Institute may freeze the student’s SRS account if the student incurs any overdue books and library fines.
- Eating and drinking is not permitted in the library.

**Circulation Policies**

**Loan Periods:**

- Books may be checked out for three weeks at a time. Modular Course students can use the library services but are limited to stacks browsing and reading room privileges.
- Reference books and periodicals, which do not circulate, can only be used within the library. Upon request, these items may be taken from the library to photocopy, but the student must temporarily surrender his/her student ID badge.
- Reserve items may be checked out for two hours.
- Audio-visual materials (video games, CDs, DVDs) may be checked out for two days.

**Loan Policies:**

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Duration</th>
<th>#of Items</th>
<th>Fine (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-visual</td>
<td>7 days</td>
<td>5</td>
<td>0.25 per item per day past due</td>
</tr>
<tr>
<td>Board Games</td>
<td>7 days</td>
<td>3</td>
<td>0.15 per item per day past due</td>
</tr>
<tr>
<td>Career</td>
<td>1 day</td>
<td>5</td>
<td>0.15 per item per day past due</td>
</tr>
<tr>
<td>Circulation</td>
<td>21 days</td>
<td>10</td>
<td>0.15 per item per day past due</td>
</tr>
<tr>
<td>Equipment</td>
<td>5 hours</td>
<td>5</td>
<td>0.25 per item per hour past due</td>
</tr>
<tr>
<td>Reserve</td>
<td>2 hours</td>
<td>5</td>
<td>0.25 per item per hour past due</td>
</tr>
</tbody>
</table>

Library accounts will be frozen and borrowing privileges will be suspended when fines have been accumulated to a total of S$25.

**Damaged Materials**

If materials are damaged and deemed unsuitable for the collection by the Librarian, the student must pay the replacement cost.

For more information, please contact the Librarian, Ms. Jocelyn Villanueva, at jvillanueva@digipen.edu or 6577 1937.
Registrar

Class Registration
Before the start of classes, you will receive an account activation email from the Student Records System (SRS). The activation email includes your user name and one-time password.

The Registrar’s Office will automatically register you into your respective courses. Once the process is completed, you will receive an email confirming the classes for which you are registered. Please contact the Registrar’s Office or visit the Administration Office if you have not received this email prior to commencement of classes.

For more information regarding Class Registration, please contact the Registrar’s Office at registrar.sg@digipen.edu.

Grades
Final grades are published in SRS a few weeks after the program ends. Note that the minimum grade requirement to successfully complete any CET course is 70%, which is equivalent to a C- or better. The Registrar’s Office will notify all students once the grades have been submitted by the instructor(s) and are available in SRS.

Institutional Withdrawal
To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal form to the Registrar’s Office. Institutional Withdrawal forms may be obtained from SRS and the Administration Office. The withdrawing student will have an exit interview after they submit their form and must obtain signatures from various departments to complete their withdrawal. For more information about withdrawing from the Institute, please see the SRS Bulletin Board.

Transcript and Other Document Requests
Transcripts are not automatically issued to students. In order to obtain an official or unofficial transcript, you must complete a Transcript Request form. You can download the form from SRS.

Upon completion of your program, you may request one (1) copy of your official transcript free of charge. For additional transcript requests, you must pay the corresponding transcript fee (plus GST) per copy.

The Registrar’s Office may provide other official documents upon request. Male students who are called for reservist may request for enrollment verification and other supporting documents for their deferment.

Contact Information
If you need assistance with registration, have questions about academic matters or would like to request an official transcript, please contact the Registrar’s Office at registrar.sg@digipen.edu or visit the Administration office. If you are having problems with SRS or need to have your password reset, email the request to srs.sg@digipen.edu.

Note: DigiPen’s IT department does not handle SRS-related issues.
POLICIES AND PROCEDURES

Every member of the Institute’s community has the right to learn and participate in a respectful, safe, and supportive environment. To achieve this accepting atmosphere, everyone is expected to represent themselves and the Institute in a manner that exemplifies respect, compassion, and professionalism. These expectations are set so that students will be challenged academically, socially, and developmentally to succeed both inside and outside the classroom.

All students are responsible for the policies set forth in the Student Handbook. The administration assumes that each student has read the handbook and understood the policies and procedures outlined within.

Academic Policies and Procedures

Academic Dishonesty
Academic dishonesty or cheating occurs when a person represents someone else’s work as their own, or assists another person in doing so. This can happen on any class work including exams, quizzes, homework, and projects. Academic dishonesty also may occur when a student uses any prohibited reference or equipment in the completion of a task (e.g., the use of a calculator, notes, books, materials or the internet when such materials are prohibited).

Plagiarism is a common form of academic dishonesty. This can take the form of copying and pasting excerpts from the web and representing them as original work. The type and severity of any occurrence, as well as the legitimacy of any claim of academic dishonesty, will be judged by the instructor, department chairs, program director, and the Disciplinary Committee. The Disciplinary Committee consists of faculty and staff who review alleged policy violations and meet with the involved students.

Appeals Process
A student has the right to appeal a charge of academic dishonesty, or the penalties assigned for academic dishonesty, with the Disciplinary Committee. All decisions of the Disciplinary Committee are final. If the student does not appeal within two weeks of being informed, then there will be no other actions taken to amend the Disciplinary Committee records.

Academic Warning
Students who fail to maintain the required minimum grade or who fail to complete their academic program within the maximum time allowed will be placed on Academic Warning.

Academic Warning should not be considered a penalty, but rather a warning that you need to improve your academic performance.

Students who are currently on warning must achieve the minimum grade requirement during their probationary period. Failure to satisfy these requirements will result in expulsion from the Institute.
**Attendance**
All CET students are expected to satisfy the mandatory attendance requirement set by the Institute.

<table>
<thead>
<tr>
<th>Program</th>
<th>Compulsory Attendance Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET Modular Courses</td>
<td>At least 80% of the total number of sessions in a term.</td>
</tr>
<tr>
<td>DigiPen®-Ubisoft® Campus Program</td>
<td>At least 90% of the total number of sessions in both Academic and Production phases.</td>
</tr>
</tbody>
</table>

Students who are more than 15 minutes late to class will be marked as absent for the entire class period. You may not leave class early without an instructor’s permission. If you are absent without explanation for a period of two weeks or more, you will be considered to have withdrawn from that course as of your last date of attendance.

Students are encouraged to contact their instructors as soon as possible regarding an absence to obtain any information or assignments they missed. You are responsible for submitting all work assigned during your absence.

We encourage you to notify your instructor and the Registrar’s Office at registrar.sg@digipen.edu to report your absence from class.

**Change of Personal Information**
In order to change your personal information (local address, marital status, emergency contacts, citizenship, etc.), please update your profile in SRS. This information can affect how you receive the Institute’s correspondence and more. Your SRS profile should be updated immediately after any changes to your personal information take effect. International students must include their local addresses in SRS as soon as they have found accommodation in Singapore.

If you have any questions about changing your SRS profile, please contact the Registrar’s Office.

**Final Grade Appeal**
Students who wish to appeal a final grade should do so in writing by completing a Grade Appeal form, available at the Administration Office or on the SRS Bulletin Board (in “Downloadable Forms”), no later than two weeks after final grades are issued. Grade appeals submitted after this time will not be reviewed.

If the instructor on record does not respond within seven days from the receipt of the appeal or is no longer employed by the Institute, the Registrar’s Office will forward the grade appeal to the department chair.

Students may appeal the department chair’s decision to the program director. Appeals to the program director will occur if:

- A decision has not been received from the department chair within seven days after the appeal has been forwarded.
- There was a procedural irregularity in the grievance process that altered the outcome.
- New information surfaced that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the grievance.
- The resolution is not appropriate for the case filed.

The decision of the program director is considered final.
Campus Policies and Procedures

**ID Badges**

The Institute is a closed facility that requires an ID badge to gain access. Access card readers are the square black devices located at the entrance of these areas. If you require access to a locked area that your ID badge does not currently grant you, contact Ms. Jocelyn Villanueva, Librarian, at jvillanueva@digipen.edu.

Badges can be replaced free of charge if they stop working and there is no visible damage.

All other replacement badges cost S$25. If you need a replacement badge, please inform the Librarian.

Please remember:

- ID badges must be visible when on campus at all times.
- If an ID badge is lost or stolen, it must be reported to the Librarian immediately.
- ID badges must be returned to the Librarian upon completion of your program, or upon withdrawal or dismissal from the Institute.
- Under no circumstances should you allow anyone else to use your ID badge.

To extend the life of your ID badge:

- Do not leave it in direct sunlight.
- Remove it from pockets before washing clothing.
- Do not expose it to organic solvents.
- Do not punch a hole in any part of the badge.
- Do not place stickers on the badge.
- Do not bend, twist, or crimp the badge.

**Student Discounts at Local Businesses**

Some businesses offer discounts for current students with appropriate identification. Please check the SRS Bulletin Board for a current list of stores and restaurants that offer student discounts, and remember to present your ID badge before making payment.

**Lockers**

Lockers are located at Units #02-02 and #02-05, and are available for students to rent free of charge. Students must provide their own combination lock. Lockers will be issued on a first-come, first-served basis and should be requested through the Front Desk.

<table>
<thead>
<tr>
<th>Students</th>
<th>Locker Rental Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DigiPen®-Ubisoft® Campus Program</td>
<td>The first day of Academic Phase until the last day of Production Phase</td>
</tr>
<tr>
<td>WSQ Advanced Certificate programs</td>
<td>The first day of the semester until the last day of the semester</td>
</tr>
<tr>
<td>WSQ Modular Courses</td>
<td>Students enrolled in Modular Courses are not eligible to rent lockers</td>
</tr>
</tbody>
</table>

All lockers not registered with Student Affairs will have their locks cut and contents emptied. To rent a locker, the student must complete a locker rental form and submit it to the Front Desk. The forms can be printed from SRS or obtained from the Front Desk officer.
Lost and Found

If you find a lost item, please have the courtesy of returning it to the Front Desk officer. Lost items that are not claimed by the end of the semester will be donated.

Career Services

DigiPen Institute of Technology Singapore extends career service support by providing its CET alumni with updates on job opportunities. Most recent job vacancies are posted under the DigiPen Institute of Technology Singapore Job Portal. It is strongly advised for all CET Alumni to check the Job Portal on a regular basis.

Please note, however, that the Institute only facilitates employment upon successful completion of CET Diploma programs. The facilitation is not to be mistaken as a guarantee.

Competitions and Festivals

The competitions that are approved by DigiPen Institute of Technology Singapore are:

1. Independent Games Festival
   http://www.igf.com/

2. PAX 10 (Penny Arcade Expo)

3. IndieCade International Festival of Independent Games
   http://www.indiecade.com/index.php

4. Indie Game Challenge
   http://indiegamechallenge.com/home/

If you are interested in submitting your game or artwork to any other competition, you must speak with your instructor or department chair. Do not enter into any competition on your own.

The guidelines for participating in a game or animation competition are as follows:

1. All games, graphics, animations, or artworks produced at the Institute or as part of school projects, assignments, homework, etc. are properties of the Institute. Students are not allowed to enter these works into any competitions by themselves.

2. The Institute will not participate in any competition that claims ownership or distribution rights of these works as outlined in its rules and regulations.

3. Copyrights of any games created by the Institute’s students are owned by DigiPen Institute of Technology Singapore. The Institute does not allow any of its student games to be copied, distributed, modified, or (to the extent not otherwise permitted by law) decompiled, disassembled or reverse engineered at any time.

4. The Institute does not allow its students games to be used for any other purposes, including, without limitation, any commercial or for-profit product development.

5. The Institute has the right to withdraw from or choose not to participate in any competition if there is a violation of any of the above regulations.
Students acknowledge that:

1. The Institute retains the right to screen all submissions for content. Students must receive support and approval from their instructor prior to submissions; not all games or animations are guaranteed to be approved for submission.
2. The Institute will fill out any forms and ship the submission on the student’s behalf. Please plan in advance to have sufficient time for submissions.
3. The Institute retains the right to submit or withdraw student projects from any competition. If students submit or withdraw their games or artwork without approval, the Institute will take appropriate actions.
4. Students must include the Institute’s copyright in their game or animation at all times. For game proposals, you should submit them in a PDF format and include “© Copyright DigiPen Institute of Technology Singapore. All Rights Reserved” on every page.
5. All competition participants must be registered students in the Institute’s program. No paid artists, musicians, or programmers may be involved in the productions.

For more information, speak with your instructors.

FERPA (Family Educational Rights and Privacy Act)

Students have rights to privacy related to their academic, financial, and personal information at DigiPen Institute of Technology Singapore. Students can choose to allow others to access select portions or all of this information as they see fit. While students are asked to submit a FERPA Release Form during New Student Orientation, students can submit a new form at any time if they wish to change any or all of the permissions they have granted to others. These rights are listed under FERPA (Family Educational Rights and Privacy Act) guidelines found at the SRS Bulletin Board for CET students.

Rules and Regulations

Communication

DigiPen Institute of Technology Singapore provides every student with an email address and uses email for official communications. Students are required to check their email accounts every day during the week to obtain important information that may affect their academic standing or their status as students of the Institute.

Computer Use

- It is strictly forbidden to bring in or out of the premises any digital storage, including memory sticks, optical media, diskettes, video recorders, etc., other than for approved academic usage. Additionally, students are forbidden from bringing any personal computers or software, as well as any video or audio recording equipment, onto campus without agreeing and signing a Network and Internet Usage agreement. Students are responsible for guaranteeing that any files transferred to and from the Institute’s equipment are free of malicious viruses. Furthermore, students are only allowed to carry data files in and out of the Institute’s premises and not executable files, including ones created by the students themselves. In order for the faculty to review and grade the projects and assignments, source code must be stored and executables must be generated at the Institute from the corresponding source code.
- Students are forbidden from downloading any files from the Internet or installing any software, including but not limited to freeware and/or shareware, without the written approval from a faculty member.
member or from the IT Department of the Institute. Illegal use of the Internet may be prosecuted to the fullest extent of the law.

- It is strictly forbidden to use any equipment on the premises to produce any commercial work. The equipment is only to be used for homework and training purposes. Any attempt to produce commercial work will result in legal action against the offenders.
- Downloading or installing software on the Institute’s equipment without written permission from the Institute is considered an offense.

**Disruptive Behavior**
Disrupting the daily operations of the Institute, including scheduled lectures, seminars, examinations, tests, etc., is considered an offense.

**Drugs and Alcohol**
Possession of alcohol or illegal substances on the school premises is considered an offense.

**Failure to Comply**
- Failing to comply with any penalty imposed for misconduct is considered an offense.
- Failure to comply with the instructions of the Institute official is a policy violation.

**Harassment**
In accordance with the law, the Institute prohibits harassment (both sexual and otherwise) between any members of the DigiPen Institute of Technology Singapore community, whether faculty, staff, or students, on the basis of race, sex, color, national origin, ancestry, religion, physical or mental disability, veteran status, age or any class by law. The Institute’s policy also prohibits inappropriate conduct even though it may not reach the legal standard for harassment.

**Smoking**
Smoking is not permitted anywhere within the Institute’s premises, including washrooms, elevators, or stairwells. Smoking is only permitted within designated smoking areas.

**Theft**
It is forbidden to damage, remove, or to make unauthorized use of the Institute’s property or the personal property of faculty, staff, students, or others at the Institute. “Property” includes information, regardless of how it is recorded or stored.

**Vandalism**
Public areas and building equipment must be kept clean. No tampering, moving, defacing, or otherwise altering of the premises, equipment, or the building property is allowed.

**Violence/Weapons**
In the interest of maintaining an environment that is safe and free of violence and threats of violence towards its employees, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of the Institute. Weapons and ammunition are potential safety hazards.

Possession, use, or display of weapons or ammunition is inappropriate in an academic community for any reason, except by law enforcement officials. No weapons or ammunition shall be worn, displayed, used or possessed on campus. Any member of the community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from the Institute.
Any person who is not a member of the Institute’s community who violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions of the law of the Republic of Singapore. Members of the Institute’s community who are aware of any violations of this policy or have other concerns about safety or weapons should report them to the Administration Office.

The assault of individuals, whether verbal or physical, including conduct which leads to the physical or emotional injury of faculty, staff, students, or others at the Institute, or which threatens the physical or emotional well-being of faculty, staff, students, or others at the Institute, is considered an offense.

Student Conduct

DigiPen Institute of Technology Singapore adheres to the belief that students learn and develop by taking responsibility for their actions. Our disciplinary process is designed to help students understand how to succeed and recognize their impact as part of a larger community. These skills are vital to becoming a professional leader in any industry.

Disciplinary Process

1. Anyone who witnesses student misconduct shall file an Incident/Contact Report to the Student Affairs Department. The Incident/Contact Report can be found in the SRS Bulletin Board and the Administration Office.
2. Student Affairs will be notified of the alleged student misconduct upon receiving the Incident Report. Student Affairs will gather information to determine if any policies have been violated, the extent of the violations, and the individual(s) responsible for the violations.
3. Student Affairs will assess the need for a disciplinary hearing. The student(s) involved will receive an email and letter sent to the local address on file indicating the alleged policy violation and meeting time with Student Affairs.
4. Student(s) are required to attend student conduct meetings with Student Affairs and the Disciplinary Committee. If the student fails to attend the meeting, the meeting will be held in his or her absence and the student will be responsible for adhering to all assigned sanctions. During the meeting, the student can choose to have the disciplinary hearing with:
   a. Student Affairs, where the disciplinary hearing will begin immediately, or the
   b. Disciplinary Committee, where Student Affairs will arrange a meeting within one week. The Disciplinary Committee consists of faculty and staff who review the alleged policy violations and meet with the involved students.
5. If the student is not found responsible, there will be no further action; if the student is found responsible, Student Affairs or the Disciplinary Committee will determine the appropriate sanctions.
6. The student will be notified in writing of the hearing outcome and any possible sanctions.
7. Student Affairs will monitor any sanctions imposed on the student.
8. Students who fail to comply with the terms of their sanction will be committing an additional policy violation and are subject to further disciplinary action.

Appeals Process

Students who wish to appeal the decision of their disciplinary hearing must do so in writing to the Chief Operating Officer – International no later than 72 hours after the hearing. The written appeal must address the following:
1. Indicate if your appeal is regarding your disciplinary hearing decision of responsibility or the disciplinary sanctions imposed.

2. For the decision of responsibility, please give full details of the circumstances relevant to your appeal. Please include information regarding all alleged policy violations.

3. For the disciplinary sanctions imposed, explain the reasons why you consider the sanctions inappropriate.

**IMPORTANT TERMS AND CONDITIONS**

1. A course fee, subsidized by WDA, is applicable to qualified Singapore citizens and permanent residents only. Please check with the CET Department on your eligibility for the subsidies.

2. An enhanced absentee payroll is available for employer-sponsored trainees. Please check with the CET Department on your eligibility for the absentee payroll.

3. Upon successful completion of the programs, all trainees will be tracked for a certain period of time. All trainees are to co-operate with the tracking requirement and respond in a timely fashion. For more information on tracking, please email cet.sg@digipen.edu.
# DIRECTORIES

## Faculty Directory

*Department of Computer Science*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samir Abou Samra</td>
<td>Program Director, Department Chair</td>
<td><a href="mailto:samir@digipen.edu">samir@digipen.edu</a></td>
<td></td>
</tr>
<tr>
<td>John Doran</td>
<td>Software Engineer</td>
<td><a href="mailto:jodoran@digipen.edu">jodoran@digipen.edu</a></td>
<td>6577 1936</td>
</tr>
</tbody>
</table>

*Department of Fine Arts & Animation*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calvin Tan</td>
<td>Department Chair, Senior Lecturer</td>
<td><a href="mailto:caltan@digipen.edu">caltan@digipen.edu</a></td>
<td>6577 1918</td>
</tr>
<tr>
<td>Yong Zhen Tan</td>
<td>Lecturer</td>
<td><a href="mailto:ytan@digipen.edu">ytan@digipen.edu</a></td>
<td>6577 1930</td>
</tr>
<tr>
<td>Marc Lee</td>
<td>Adjunct Lecturer</td>
<td><a href="mailto:marcm@digipen.edu">marcm@digipen.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

*Department of Game Design*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Yan</td>
<td>Department Chair</td>
<td><a href="mailto:ryan@digipen.edu">ryan@digipen.edu</a></td>
</tr>
</tbody>
</table>

## Staff Directory

*Executives*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claude Comair</td>
<td>President and Founder</td>
<td><a href="mailto:ccomair@digipen.edu">ccomair@digipen.edu</a></td>
</tr>
<tr>
<td>Jason Chu</td>
<td>Chief Operating Officer, International</td>
<td><a href="mailto:jchu@digipen.edu">jchu@digipen.edu</a></td>
</tr>
<tr>
<td>Raymond Yan</td>
<td>Senior Vice President</td>
<td><a href="mailto:ryan@digipen.edu">ryan@digipen.edu</a></td>
</tr>
<tr>
<td>Samir Abou Samra</td>
<td>Chief Technology Officer</td>
<td><a href="mailto:samir@digipen.edu">samir@digipen.edu</a></td>
</tr>
<tr>
<td>Prasanna Ghali</td>
<td>Chief Technology Officer, Asia</td>
<td><a href="mailto:pghali@digipen.edu">pghali@digipen.edu</a></td>
</tr>
<tr>
<td>John Bauer</td>
<td>Chief Financial Officer</td>
<td><a href="mailto:jbauer@digipen.edu">jbauer@digipen.edu</a></td>
</tr>
</tbody>
</table>

*Accounting Department*

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Chan Mui Yee</td>
<td><a href="mailto:michelle.chan@digipen.edu">michelle.chan@digipen.edu</a></td>
<td>6577 1920</td>
</tr>
</tbody>
</table>
## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabriel Lee Hock Heng</td>
<td>Director of Operations</td>
<td><a href="mailto:ghee@digipen.edu">ghee@digipen.edu</a></td>
<td>Responsible for: Administrative Operation Oversight, Campus Safety, Facilities Management</td>
</tr>
<tr>
<td>Ma. Gracia Carmella Herico Acosta</td>
<td>Senior Manager</td>
<td><a href="mailto:gccosta@digipen.edu">gccosta@digipen.edu</a></td>
<td>Responsible for: Accreditation, Compliance</td>
</tr>
<tr>
<td>Junainah Mashud</td>
<td>Administrative Officer</td>
<td><a href="mailto:jmarshud@digipen.edu">jmarshud@digipen.edu</a></td>
<td>Responsible for: Administration, Facilities Management, HR Processes</td>
</tr>
<tr>
<td>Nurul Norhadi</td>
<td>Front Desk Officer</td>
<td><a href="mailto:nurul.norhadi@digipen.edu">nurul.norhadi@digipen.edu</a></td>
<td>Responsible for: General Information Inquiries and Requests, Locker Rental, Lost and Found, Room Reservations, Visitors</td>
</tr>
</tbody>
</table>

## Continuing Education & Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Tay Puay Kiang</td>
<td>Administrative Officer</td>
<td><a href="mailto:atay@digipen.edu">atay@digipen.edu</a></td>
<td>Responsible for: Admissions, Career Placement Tracking, General Inquiries and Information Requests</td>
</tr>
</tbody>
</table>

## Information Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ye Lynn Kyaw</td>
<td>Systems Administrator</td>
<td><a href="mailto:helpdesk.sg@digipen.edu">helpdesk.sg@digipen.edu</a></td>
<td>IT Department is responsible for: HelpDesk, Network Management, Server Administration, Software Management, Workstation Management</td>
</tr>
<tr>
<td>Leilani Parinas Requiz</td>
<td>Support Systems Administrator</td>
<td><a href="mailto:helpdesk.sg@digipen.edu">helpdesk.sg@digipen.edu</a></td>
<td>Hotline: 6577 1945</td>
</tr>
<tr>
<td>Saiful Bahri Bin Sulaimi</td>
<td>Support Systems Administrator</td>
<td><a href="mailto:helpdesk.sg@digipen.edu">helpdesk.sg@digipen.edu</a></td>
<td>On campus hours: 8:30a.m. - 5:30p.m. (Monday to Friday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Off campus hours: 5:30p.m. - 9:30p.m. (Monday to Friday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9:00a.m. - 1:00p.m. (Saturday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00p.m. - 5:00p.m. (Sunday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>General inquiries: <a href="mailto:helpdesk.sg@digipen.edu">helpdesk.sg@digipen.edu</a></td>
</tr>
</tbody>
</table>
Library

Jocelyn Diesta Villanueva
Librarian
jvillanueva@digipen.edu
6577 1937

Responsible for:
- DVDs, Games, Library Books, Library,
- Instructions, Periodicals, Wacom Tablets and Pens, Student ID Badges

Registrar

Ma. Gracia Carmella Herico Acosta
Registrar
gocosta@digipen.edu
6577 1904

Responsible for:
- Academic Policies, FERPA, Student Progress, Student Withdrawals

Zomela Cababan Gonzales
Administrative Officer
zgonzales@digipen.edu
6577 1928

Responsible for:
- Add/Drop Requests, Class Registration, Enrollment Verification and Transcript Requests, Student Attendance

Pea Yan Ling
Administrative Officer
yanling.pea@digipen.edu
6577 1923

Responsible for:
- Add/Drop Requests, Class Registration, Enrollment Verification and Transcript Requests, Student Attendance

General inquiries: registrar.sg@digipen.edu

Student Affairs

Caroline Tan Hui Hui
Student Relations Officer
catan@digipen.edu
6577 1913

Responsible for:
- Disciplinary Process and Appeals, Student Programs and Events, Student Welfare

Theeba Rani Krishnasamy
Career and Alumni Services Coordinator
tkrishnasamy@digipen.edu
6577 1912

Responsible for:
- Employer Outreach, Alumni Services

General Inquiries: studentaffairs.sg@digipen.edu and careerservices.sg@digipen.edu