NOTICES

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

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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 Computer Science and 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 Computer Science and 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.

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.
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, #02-02, #02-03/04, #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
     • WSQ Diploma in Games Development (Game Programming)
     • WSQ Diploma in Games Development (Game Design)
     • WSQ Diploma in Games Development (Game Support)
     • WSQ Diploma in Animation
   • WSQ Diploma in Games Development (Casual Game)
   • WSQ Advanced Certificate Programs
     • WSQ Advanced Certificate in Games Development (Game Programming)
     • WSQ Advanced Certificate in Digital Art
     • WSQ Advanced Certificate in Games Development (Game Design)
   • WSQ Modular Courses
     For Software Developers
     • WSQ Computer Environment
     • WSQ High Level Programming – The C Programming Language
     • WSQ Introduction to iPhone Game Development
- WSQ Introduction to Facebook Game Development
- WSQ Introduction to PC Game Development
- WSQ Linear Algebra and Geometry
- WSQ Programming in C++

**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.
## Institutional Calendar

### Fall 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29, 2014</td>
<td>Orientation – First Year Students</td>
</tr>
<tr>
<td>September 1, 2014</td>
<td>Fall Semester – Classes Begin</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>Last day to add classes for Fall Semester</td>
</tr>
<tr>
<td>September 15, 2014</td>
<td>Final day to drop classes for Fall Semester without academic penalty</td>
</tr>
<tr>
<td>October 5, 2014</td>
<td>Hari Raya Haji Observed*</td>
</tr>
<tr>
<td>October 22, 2014</td>
<td>Deepavali Observed*</td>
</tr>
<tr>
<td>October 23, 2014</td>
<td>Final day to receive ‘W’ on transcript for Fall Semester withdrawals. Withdrawals from the Institute after this date will receive ‘F’ grades on transcripts. Final day to drop a class for Fall Semester.</td>
</tr>
<tr>
<td>November 24, 2014</td>
<td>Last day to submit Change of Major Requests for Spring 2015</td>
</tr>
<tr>
<td>November 30, 2014</td>
<td>Last day to register for Spring 2015 classes</td>
</tr>
<tr>
<td>December 8-12, 2014</td>
<td>Fall Semester Final Exams</td>
</tr>
<tr>
<td>December 12, 2014</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>December 13, 2014 – January 4, 2015</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 2 – 4, 2015</td>
<td>Intersession</td>
</tr>
</tbody>
</table>

### Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5, 2015</td>
<td>Spring Semester – Classes Begin</td>
</tr>
<tr>
<td>January 12, 2015</td>
<td>Last day to add classes for Spring Semester</td>
</tr>
<tr>
<td>January 19, 2015</td>
<td>Final day to drop class for Spring Semester without academic penalty</td>
</tr>
<tr>
<td>February 3, 2015</td>
<td>Founder’s Day</td>
</tr>
<tr>
<td>February 19 – 20, 2015</td>
<td>Chinese New Year Observed*</td>
</tr>
<tr>
<td>February 26, 2015</td>
<td>Final day to receive ‘W’ on transcript for Spring semester withdrawals. Withdrawals from the Institute after this date will receive ‘F’ grades on transcript. Final day to drop a class.</td>
</tr>
<tr>
<td>March 30, 2015</td>
<td>Last day to submit Change of Major Requests for Summer 2015</td>
</tr>
<tr>
<td>March 31, 2015</td>
<td>Last day to submit Transfer/Waiver Credit Requests for Summer 2015</td>
</tr>
<tr>
<td>March 31, 2015</td>
<td>Last day to register for Summer 2015 classes</td>
</tr>
<tr>
<td>April 1, 2015</td>
<td>Last day to submit Intercampus Transfer Requests for Fall 2015</td>
</tr>
<tr>
<td>April 3, 2015</td>
<td>Good Friday Observed*</td>
</tr>
<tr>
<td>April 13 – 17, 2015</td>
<td>Spring Semester Final Exams</td>
</tr>
<tr>
<td>April 17, 2015</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>April 18 – May 3, 2015</td>
<td>Intersession</td>
</tr>
</tbody>
</table>
## Summer 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 2015</td>
<td>Summer Semester – Classes Begin</td>
</tr>
<tr>
<td>May 11, 2015</td>
<td>Last day to add classes for Summer Semester</td>
</tr>
<tr>
<td>May 18, 2015</td>
<td>Final day to drop class for Summer Semester without academic penalty</td>
</tr>
<tr>
<td>June 1, 2015</td>
<td>Vesak Day Observed*</td>
</tr>
<tr>
<td>June 25, 2015</td>
<td>Final day to receive ‘W’ on transcript for Summer Semester withdrawals.</td>
</tr>
<tr>
<td></td>
<td>Withdrawals from the Institute after this date will receive ‘F’ grades on transcript.</td>
</tr>
<tr>
<td></td>
<td>Final day to drop a class.</td>
</tr>
<tr>
<td>July 1, 2015</td>
<td>Last day to submit Transfer/Waiver Credit Requests for Fall 2015</td>
</tr>
<tr>
<td></td>
<td>Last day to submit Intercampus Transfer Requests for Spring 2016</td>
</tr>
<tr>
<td>July 17, 2015</td>
<td>Hari Raya Puasa Observed*</td>
</tr>
<tr>
<td>July 27, 2015</td>
<td>Last day to submit Change of Major Requests for Fall 2015</td>
</tr>
<tr>
<td>August 1, 2015</td>
<td>Last day to register for Fall 2015 classes</td>
</tr>
<tr>
<td>August 9, 2015</td>
<td>National Day Observed*</td>
</tr>
<tr>
<td>August 10 – 14, 2015</td>
<td>Summer Semester Final Exam</td>
</tr>
<tr>
<td>August 14, 2015</td>
<td>Summer Semester Ends</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.
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 #01-02
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

Academic Advising

All full-time students are assigned an academic advisor upon enrolment at the Institute. Advisors typically teach a subject related to their advisees’ major and are a useful resource for academic- and career-related queries. While students may consult regularly with their instructors, only their academic advisor has access to their complete academic record and has the authority to sign Override Forms and other school documents.

Role of the Advisor

It is highly recommended that students meet with their academic advisor at least once every semester. A good time to set up an appointment is during the midterm or before registering for classes. Academic advisors can assist with:

• Approving pre-requisite overrides and course overloads
• Choosing classes for the coming semester
• Understanding academic progress
• Setting academic goals
• Career advising
• Preparing for graduation
• Preparing for their employment search
  o Developing interview skills
  o Developing resume writing skills

Request to Change Advisor

If you would like another faculty member to be your academic advisor, you may nominate him or her through your SRS account. The processing time is approximately two weeks. Please note that the faculty member should be full-time and available to accommodate your request. Every academic advisor is restricted to a maximum of 30 advisees. Consult with the faculty member first about his or her availability before sending in the request.

Faculty Office Hours

Students are encouraged to speak regularly to their instructors. All faculty members are required to allocate consultation hours for assisting students. Simply schedule an appointment with the faculty member(s) for a consultation session. Please refer to SRS and bulletin boards for the updated schedules.

Another invaluable advising resource is the Administration department. Students can speak to the following personnel for matters pertaining to their academic and student life:

Grace Acosta, Registrar - email: gacosta@digipen.edu, Tel: 6577 1904
Caroline Tan, Acting Manager | Student Affairs Office - email: catan@digipen.edu, Tel: 6577 1913
Theeba Rani, Senior Officer | Student Life - email: theeba.rani@digipen.edu, Tel: 6577 1912
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 after Personal Reasons: There are no impediments to return to the Institute if there is space available. However, you must seek advice from your academic advisor, upon enrollment to develop an academic plan for yourself. This is to determine the viability of your completion of the degree program.

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. You may also need to contact the Singapore Institute of Technology Admissions Department to determine whether you meet their readmission requirements.

Student Ambassadors

Student Ambassadors are volunteers who serve as liaisons between the current student community and visitors to the Institute. They primarily work under the direction and supervision of the Admissions office, but may assist the administration or faculty from time to time.
Why Become a Student Ambassador?

Student Ambassadors play a varied and important role. Typical duties may include hosting visiting students and allowing them to shadow you in classes for a day, assisting at events, hosting an information or service table, providing tours, and speaking to others about the student experience at the Institute.

Student Ambassadors have the opportunity to interact with prospective students, campus visitors, and alumni, many of whom become valuable career contacts. Ambassadors also have the chance to develop skills in interpersonal communication and public relations.

How to Become a Student Ambassador

DigiPen Institute of Technology Singapore is always looking for responsible, enthusiastic students who enjoy meeting new people. To become a Student Ambassador, students must meet the following criteria:

• Have a desire to meet prospective students and help promote DigiPen Institute Technology of Singapore as a world-class institution
• Be in good academic standing
• Be reliable and have a good work ethic to perform assigned tasks
• Have an enthusiastic and positive attitude
• Have an ability to start conversations easily, or be willing to develop and improve communication skills
• Be able to attend meetings or training sessions, actively participate in volunteer offerings, and conduct all Ambassador matters in a professional manner.

If you are interested in becoming a Student Ambassador, please contact the Admissions office.

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.

Counseling Helplines

If you feel distress, please seek help immediately or approach the Student Affairs Office for more information. Following are some helplines that you can call:

1. Samaritans of Singapore
   http://www.samaritans.org
   Tel: 1800 332 4444 (24 hrs, daily)
   Provides emotional support for anyone suicidal or in crisis.

2. Pregnancy Crisis Service
   http://www.familylife.sg/support-services/pregnancy-crisis-service
   Tel: 6339 9770
   Hotline & counseling service for expectant mothers facing unwanted pregnancies.
3. Singapore Anti-Narcotics Association (SANA) Hotline
   http://www.sana.org.sg
   Tel: 1800 733 4444 (Daily, 7:30am – 12:00 midnight)
   Provides support and help drug abusers, their families and the general public.

   http://www.afa.org.sg
   Tel: 6254 0212
   Provides information and counseling on all aspects of AIDS.

5. Association of Woman for Action & Research (AWARE) Helpline
   http://www.aware.org.sg/
   Tel: 1800 774 5935 (Mon – Friday 3:00pm – 9:30pm)
   Telephone counselling service for women e.g. sexual harassment

6. Alcoholics Anonymous Singapore
   http://singaporeaa.org/
   Tel: 6475 0890 (answering machine)
   Provide group support for alcohol dependent.

7. National Council on Problem Gambling (NCPG)
   http://www.ncpg.org.sg/
   Tel: 1800 666 8668
   For those who need a listening ear, and to obtain information and assistance on gambling problems.

Disability Support

DigiPen Institute of Technology Singapore strives to ensure that all students are provided with an equal opportunity to participate in the college’s programs, courses, and activities. Students requiring special assistance must self-identify to the Student Affairs Office and provide current documentation supporting their disability. Students must assist in identifying the proper accommodations and negotiate these accommodations at the beginning of each semester. The Institute will provide reasonable accommodations and academic adjustments as long as provisions do not fundamentally alter the nature of the programs or the academic requirements that are considered essential to the program of study.

Services

The Institute provides in-class and testing accommodations and services appropriate to the documented disability of the individual student. Some common reasonable accommodations may include:

- Use of tape recorder for lecture
- Extra time for exams
- Quiet location for exams
- Use of computer during exams
- Notification about possible absence
- Referral to on-campus tutoring and any other available services
- Referral to community resources
Obtaining Services

1. Contact the Student Affairs Office and schedule an appointment.
2. Make your request for accommodation at least ten days prior to the beginning of each semester to allow time for accommodation to be coordinated.
3. Mail, fax, or bring in current medical documentation of your disability.
4. Upon verification of your disability, the Student Affairs Office will discuss appropriate in-class and alternative testing accommodations with you.
5. Maintain on-going contact with the Student Affairs Office for support throughout your academic career (strongly recommended).

Eligibility for Services

Current documentation from a qualifying professional — such as a physician, clinical psychologist, or psychiatrist — must be provided. The document should indicate that the student meets appropriate criteria of a physical or psychological impairment that substantially limits one or more major life activities. In an academic setting, the disability must substantially limit the ability to participate equally in activities associated with learning and/or demonstration of specific skills and/or knowledge.

Documentation should include:
- Date of evaluation
- Diagnosis of disability
- Current impact of the disability
- Recommendations for accommodations
- Credentials and contact information of the evaluator

Testing Accommodation Process

For testing accommodations, students should sign up with the Student Affairs Office at least one week before the test date to help ensure that space and time are available.

Here is how the process works:
1. Recognize when a test is approaching.
2. Request a Testing Accommodation form from the Student Affairs Office and complete Part I completely.
3. Have the instructor complete Part II of the form completely.
4. Return the completed form to the Student Affairs Office.
5. Be punctual for the exam.
6. Bring all necessary materials to the exam.
7. Once the exam is finished, place the exam in the envelope provided.
8. Fill out the Proctor/Student Verification form.
9. Seal the envelope and sign across the seal.

To learn more about the Institute’s Disability Support Services and to get answers to specific questions, please contact the Student Affairs Office.
Facilities

Rules and Regulations

Everyone is responsible for maintaining a clean, accessible, and safe environment for the Institute’s community. If you notice any areas of the campus that need attention, repairs, or improvement, please email facilities.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).

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, and IT Guide.

Graduation

DigiPen Institute of Technology Singapore’s graduation ceremony is held each year, usually in the month of June. Graduates from the Fall, Spring, and Summer semesters of the academic year are invited to participate in the ceremony. For questions regarding any aspect of graduation, please contact the Student Affairs Office.
Process

1. Eligible candidates for graduation will be notified by the Registrar’s Office to submit their application in SRS within the following application deadlines.

<table>
<thead>
<tr>
<th>Date of Graduation</th>
<th>Application Deadline for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>December 1</td>
</tr>
<tr>
<td>August</td>
<td>April 1</td>
</tr>
<tr>
<td>December</td>
<td>August 1</td>
</tr>
</tbody>
</table>

2. A degree audit will be conducted by the Registrar's Office, which may take four (4) to six (6) weeks. The Registrar’s Office will also review the student's current class registration and advise if there is a need to add more classes during the final semester to complete the remaining credits.

3. Degree audit result will be issued to the student by the Registrar's Office. The Registrar's Office, the Student Affairs Office or the Academic Advisor may address questions regarding degree audit and graduation requirements.

4. By the end of the semester, a final degree audit will be conducted by the Registrar's Office. Final approval for graduation will only be issued once the Registrar’s Office has verified the student’s final grades. A notification will be sent to the student via email once the graduation application in SRS has been approved. Student will be required to update the postal address and other contact information. Information on transcript request, diploma issuance and testimonial/reference request will also be included in the graduation confirmation email.

5. The Student Affairs Office will send a letter of instruction a month prior to the date of graduation regarding deadlines and procedures for commencement-related activities.

6. Degree certificates will be released within four (4) to six (6) weeks after program completion. The Institute, however, reserves the right to withhold the release of transcript and degree certificate if a student has any unsettled fee or pending item.

7. In the event you misplace your Degree certificate, the replacement fee is S$200.

Attire

This is a formal ceremony; attire tends to favour items such as dress shirts and slacks for men and slacks, skirts or dresses for women. It is requested that graduating students and their guests refrain from wearing jeans. Graduating students must wear the graduation regalia in order to participate in the ceremony.

Regalia

All students participating in the graduation ceremony must rent the graduation regalia. The Student Affairs Office will provide information on how to rent these items closer to the graduation date.
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 (IT) department.
- Never give out your password. The IT 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 IT 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.sg@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.sg@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. The Student Affairs Office can assist international students with this process by providing resources, information, as well as pre-departure advice. Please refer to the Student Accommodation guide, if you need assistance in identifying housing options near the campus or need more information on short- or long-term accommodations.

Loss of Student Visa
International students who have lost their student visas must report to the Institute’s Administration Department and Singapore Institute of Technology Administration Department immediately. Students are required to apply for a replacement within seven (7) days from the date of loss.

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/
- Safari Books Online – http://proquestcombo.safaribooksonline.com/
- Grove Music Online – http://www.oxfordmusiconline.com/
- Rhino House – http://rhinohouse.com/
- GDC Vault – http://gdcvault.com/
- Ebrary – http://site.ebraby.com/lib/digipen/home.action

The Institute’s library is open to all students.
- Operational hours are
  - 8:45 a.m. – 8:00 p.m. (Monday – Friday)
  - 12:00 p.m. – 4:00 p.m. (Saturday)
- 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 (3) 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 library.sg@digipen.edu or 6577 1937.

Academic Support

The Academic Support Center offers free tutoring for students wishing to improve their academic performance.

Students may request individual tutoring or may form groups to improve their knowledge on a variety of topics pertaining to their respective majors. Tutors are trained to enhance the understanding of core class concepts, answer questions, and assist with exam preparation.

For more information about the Academic Support Center, please contact asc.sg@digipen.edu or check the SRS bulletin board and the notice boards on campus for the updated schedules.
Registrar

Class Registration

Class registration takes place online using the Student Record System (SRS). Once a registration request is submitted, it is placed in a processing queue in the order received. Once processed, the student will receive an email confirming the classes for which he or she is registered. Please contact the Registrar’s Office if you have not received this email within one week of registration.

Without exception, all students missing prerequisites will be removed from classes for which they do not meet the posted qualifications. After students missing the prerequisite(s) to a class have been removed, qualified students on the waiting list will fill available slots. Slots will be given to the earliest requests received. If you have been removed from a class because of a missing prerequisite, you must submit a Registration Override Request Form. Registration Overrides are not always automatically approved, and require signatures from the Course Instructor, the Department Head, the Dean of Faculty and Academic Affairs and the Registrar.

You may drop classes without financial penalty until a day before a semester starts. Classes dropped after this date will incur a financial penalty as well as possible academic penalties. Students will be notified by email of class registration dates, along with detailed registration instructions for each semester.

For more information regarding class registration, please consult the Course Catalog or contact the Registrar’s Office at registrar.sg@digipen.edu.

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 forms 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.

Hardship Withdrawal

Students may request a hardship withdrawal if one of three conditions prevents him or her from completing all courses: death of a close family member, catastrophic illness in the family, or injury or illness that incapacitates the student. Hardship withdrawals may be sought any time after the last date to withdraw from classes, as listed in the Institutional Calendar, but not after all materials for a course have been completed (i.e., after submitting the final exam or final assignment). The Hardship Withdrawal form, a personal statement, and appropriate documentation (i.e., death certificate, obituary, letter from a state-licensed physician or mental health professional) must be provided to the Student Affairs Office to initiate the request.

Once all documents are received, the Student Affairs Office will forward the documents to the Hardship Withdrawal Review Committee. If the committee grants a hardship withdrawal, the student will receive a grade or an incomplete in any class in that semester. The student will be withdrawn from DigiPen Institute of Technology Singapore, effective from his or her last date of attendance. Students seeking readmission must abide by the Institute’s readmission policy.
**Transfer Credits**

The Registrar will evaluate post-secondary or college credits earned elsewhere with respect to graduation requirements at the Institute. Credits must have been earned at an institution recognized and approved by a regulatory authority, which oversees the educational system in the country where the Institution is based within the past 10 years. Developmental classes, orientation classes, or classes in which a student received a “Pass” are not eligible for transfer credit consideration. Courses transferred or waived are entered on transcripts, but no grades or quality points are awarded. For more information, please refer to the current Course Catalog.

**Transcript Request**

In order to obtain an official or unofficial transcript, you must complete a Transcript Request. You can download the Transcript Request form from SRS. Note that you may request up to three (3) official transcripts per semester. Transcripts are free of charge for current students. Once you leave the Institute, you will have to pay the corresponding transcript fee (plus GST) per copy.

**Contact Information**

If you need assistance with registration, have questions about transfer credits 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: The Institute’s IT department does not handle SRS-related issues.

**Student Employment**

**On-Campus Jobs**

Students interested in working on campus should review the current position openings on the SRS Bulletin Board under “On-campus job opportunities”.

Once a student identifies a position for which he or she is interested, he or she needs to complete a Job Application Form (found on the SRS Bulletin Board and in the Administration Office). After the application is submitted to the Learning Resource Department, the hiring department will review it.

If the student is selected, he or she will be contacted with the additional steps necessary to begin working.

It is important that students do not perform any work for the supervisor until they have been notified that the paperwork is complete. Beginning work earlier may mean that payroll and other important requirements have not been met, and can result in the delay of a paycheck. Even if the student has worked for the Institute before, we ask that they wait for the job notification to ensure the student is on the current roster, as most student employee contracts are effective for one semester at a time only.

Each hiring department has its own pay scale for student positions. The departments, which most frequently hire students, are:
• Academic Departments (Teaching Assistants)
• Information Technology (Helpdesk)
• ProjectFUN Workshops (Various Positions)
• Library (Library Assistants)

For more information regarding the hiring process, please contact the Learning Resource Department.

Career Services

The Career Services Department is a division of the Student Affairs Office and provides opportunities for students to prepare for their careers after graduation. The Career Services Department sponsors many companies to speak to our students and host an annual Career Day where graduates can meet with prospective employers. If you are looking for assistance in jump-starting your career, email the Career Services Department at careerservices.sg@digipen.edu.

Career Events

The Career Services Department hosts an annual Career Day for its graduating seniors. Our Career Day is different from the traditional Career Days many colleges and universities offer. DigiPen students present their portfolios, game projects, art, sculptures, and resumes to potential employers. This type of event allows our students to exchange information and make the essential contacts with employers in their field of interest. Career Day may occur in any semester and is for students who are on track to graduate.

DigiPen Institute of Technology Singapore also offers “Company Days,” specified dates and times where employers can share with students on employment and internships opportunities, information about their work environment, and reasons to work for their company. Employers also have the option to interview students on campus.

Student Activities

Get involved at the Institute and create your own club!

A Student Club is a group whose aim is to promote healthy, educational, cultural or social events or services to its members and/or the Institute. The Student Club Handbook found in the SRS Bulletin Board (in “Undergraduate Academic and Administrative Notices”), and on the Institute’s website, has information on how to create your own club. You may also contact the Students Affairs Office to learn more about starting a club.

10 Reasons to start a CLUB!

1. Pursue special interests, hobbies, causes, and issues
2. Gain marketable skills
3. Achieve personal goals
4. Increase self-confidence and self-esteem
5. Learn more about yourself and others
6. Give your time and talents back to the community
7. Develop leadership and communication skills
8. Build relationships with faculty and staff
9. Mature personally, socially, intellectually and spiritually
10. Have a more enjoyable college experience
Tuition and Fees

All tuition and fees are collected by Singapore Institute of Technology (SIT).

For current information, please refer to SIT’s website at www.singaporetech.edu.sg, the SIT Student Handbook or contact SIT’s admission department.

Non-SIT students should contact the Accounting Department at the Institute for information about tuition and fee payment.
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.

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 in the Course Catalog.

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 (2) 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 cumulative GPA or who fail to complete their academic program within the maximum attempted credits allowed will be placed on academic warning.
Academic warning should not be considered as a penalty but a warning that a student needs to improve on his or her academic performance.

While on academic warning, students will be restricted to a maximum course load of 15 credits of which 50% must be core courses as defined in the course catalog.

Students who are currently on warning must achieve a GPA of 2.0 or higher during the semester while he or she is placed on academic warning. Failure to satisfy these requirements will result in academic expulsion.

Please refer to the Course Catalog for additional information.

**Attendance**

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 (2) 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 Major**

Current students may request a change of major by submitting a “Change of Major” form to the Admissions Office, along with any additional materials needed for the major to which they would like to transfer. The Change of Major form can be completed online via SRS. Alternatively, the paper form may be obtained from the SRS Bulletin Board (in “Downloadable Forms”) and is also available in the Administration Office.

Students requesting a change of major between RTIS to BFA must submit additional materials (art portfolio) before the change of major can be evaluated. Please submit colour copies or electronic files, as originals will NOT be returned. A decision will be sent to students requesting a change of major either by email or post. Students who are approved to change majors will need to sign a new student enrolment agreement for the new major before making the change official.

Students who change their majors are encouraged to meet with their academic advisors or with the head of the program to which they are transferring to figure out changes that need to be made to their schedules or recommended course sequences.

**Important Information Regarding Change of Major Requests:**

1. Change of majors will only take effect on the first day of a new semester. To be considered, requests must be submitted at least 15 working days prior to the end of the current semester; otherwise, the request will be considered for the next available semester.

2. Be aware of Add/Drop deadlines. Requests for change of majors do not exempt you from the add/drop policies at the Institute.

3. You may register for classes in any major prior to the deadline for adding a class, provided that you
meet the prerequisites, but we recommend speaking to your academic advisor if you have not yet had your request for a change of major approved.

4. Speak to the degree program faculty if you have specific questions about transferring majors.

Any questions about the status of your request or about this process should be directed to the Admissions Office.

You are also required to contact the SIT Admissions Department to undertake the necessary process as stipulated by SIT.

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 your tuition assessment, how you receive correspondences from the Institute, 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 accommodations in Singapore.

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

Grievance and Appeals Protocol

The Institute is committed to mutual respect amongst all constituents of our community. This commitment includes students, faculty, staff, and administration alike.

In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are committed at all levels to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The protocol described below guides the orderly procedure of registering grievances and making attempts at resolution.

Academic Concerns

Students with concerns related to academic issues are encouraged to discuss the situation with the instructor of the class. If a resolution cannot be achieved in a timely manner, the student may file an Academic Grievance Form available at the Administration Office and on the SRS Bulletin Board (in “Downloadable Forms”) and submit it to the appropriate department chair. In cases where the department chair is also the instructor, the grievance form should be forwarded to the Dean’s Office.

Students may appeal the department chair’s decision to the Dean’s Office. Appeals to the Dean’s office will occur if:

- A decision has not been received within seven days.
- 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 Dean of Faculty and Academic Affairs’ Office has seven (7) days to render a decision.
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 (2) 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 (7) days from the start of the following semester 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 Dean of Faculty and Academic Affairs Office. Appeals to the Dean of Faculty and Academic Affairs will occur if:

- A decision has not been received by the start of the following semester.
- 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 Dean of Faculty and Academic Affairs is considered final.

Non-Academic Concerns
If the Student feels he/she has any other type of dispute with the Institute, he/she should file a complaint with the relevant Department Chair or supervisor. A copy of this complaint shall be given to those involved with the dispute. If the Student is not satisfied with the decision of the Department Chair or supervisor, a second complaint may be filed to the Chief Operating Officer – International. If the Student is still dissatisfied with the decision, the Student may appeal to the President of the Institute. If the Student is still not satisfied with the decision, the Student may appeal to the Executive Director of the Washington Student Achievement Council at:

Washington Student Achievement Council  
P.O. Box 43430  
Olympia, WA 98504-3430  
USA

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the Institute has adequately addressed a complaint or concern, he/she may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the Institute for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201, USA  
Tel: (703) 247-4212  
www.accsc.org

A copy of the Commission’s Complaint Form is available at the Institute and may be obtained by contacting Ms. Caroline Tan Hui Hui, Acting Manager of the Student Affairs Office at the following address:
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. Norliyana Rahim, Accounts & HR Officer at norliyana.rahim@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 Officer-in-charge.

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 Officer-in-charge immediately.
• ID badges must be returned to the Officer-in-charge 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>Degree Program</td>
<td>The first day of Spring Semester and to be emptied on the last day of Summer Semester.</td>
</tr>
<tr>
<td></td>
<td>The first day of Fall Semester and to be emptied on the last day of Fall Semester.</td>
</tr>
</tbody>
</table>

All lockers not registered with the Student Affairs Office 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.

**Room Reservations**

In order to help student organizations and groups meet conveniently, the Institute allows individuals to reserve certain rooms on our campus.

If you would like to reserve a room, please complete the Room Use Agreement, available on the website, SRS Bulletin Board (in “Downloadable Forms”) or at the Front Desk, and submit it to the Front Desk Officer.

DigiPen Institute of Technology Singapore rooms can only be reserved by members of the Institute community and the agreement signatory must be in the room at all times.

Room use priority goes to the official needs of DigiPen Institute of Technology Singapore for academic or institutional usage. Therefore, the Institute’s administration reserves the right to cancel or reschedule the Room Use Agreement due to scheduling conflicts.
**Student Postings Policy**

Student groups and individual students can post signs at the Institute under the following conditions:

1. All signs need to have an approval stamp authorized by the Student Affairs Office.
2. Signs can only be posted in designated locations on campus, e.g., notice boards at unit #01-01/02, and units #02-01 – #02-05. Signs found taped to walls, doors, or any other space that is not a designated location will be immediately removed and recycled.
3. Signs need to be removed a day or two after the event by the students or an affiliated group.
4. All signs will be removed at the end of the semester.
5. Please contact the Student Affairs Office for more information.

**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 Office. The Incident/Contact Report can be found in the SRS Bulletin Board and the Administration Office.
2. The Student Affairs Office will be notified of the alleged student misconduct upon receiving the Incident Report. The Student Affairs Office 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. The Student Affairs Office 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 the Student Affairs Office.
4. Student(s) are required to attend student conduct meetings with the Student Affairs Office 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. The Student Affairs Office, where the disciplinary hearing will begin immediately, or the
   b. Disciplinary Committee, where the Student Affairs Office 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.
6. If the student is found responsible, the Student Affairs Office or the Disciplinary Committee will determine the appropriate sanction.
7. The student will be notified in writing of the hearing outcome and any possible sanctions.
8. The Student Affairs Office will monitor any sanction imposed on the student.
9. Students who fail to comply with the terms of their sanction will be committing an additional policy violation and are subject to further sanctioning.
**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 sanction 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 sanction imposed, explain the reasons why you consider the sanction inappropriate.

**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 premises 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 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.
# DIRECTORIES

## Faculty Directory

*Department of Computer Science*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prasanna Ghali</td>
<td>Dean of Faculty and Academic Affairs</td>
<td><a href="mailto:pghali@digipen.edu">pghali@digipen.edu</a></td>
<td>6577 1910</td>
</tr>
<tr>
<td>Elie Hosry</td>
<td>Principal Lecturer</td>
<td><a href="mailto:ehosry@digipen.edu">ehosry@digipen.edu</a></td>
<td>6577 1911</td>
</tr>
<tr>
<td>Le Ngoc Sang</td>
<td>Assistant Professor</td>
<td><a href="mailto:sang.le@digipen.edu">sang.le@digipen.edu</a></td>
<td>6577 1921</td>
</tr>
<tr>
<td>Edward Sim Joon</td>
<td>Department Chair</td>
<td><a href="mailto:esim@digipen.edu">esim@digipen.edu</a></td>
<td>6577 1907</td>
</tr>
<tr>
<td>Zhao Yiliang</td>
<td>Assistant Professor</td>
<td><a href="mailto:yiliang.zhao@digipen.edu">yiliang.zhao@digipen.edu</a></td>
<td>6577 1902</td>
</tr>
<tr>
<td>Ming Zhao-Yan</td>
<td>Assistant Professor</td>
<td><a href="mailto:zhaoyan.ming@digipen.edu">zhaoyan.ming@digipen.edu</a></td>
<td>6577 1929</td>
</tr>
</tbody>
</table>

## Department of Fine Arts & Animation

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calvin Tan</td>
<td>Department Chair</td>
<td><a href="mailto:caltan@digipen.edu">caltan@digipen.edu</a></td>
<td>6577 1918</td>
</tr>
<tr>
<td>Dilip Kumar Chaubey</td>
<td>Principal Lecturer</td>
<td><a href="mailto:dchaubey@digipen.edu">dchaubey@digipen.edu</a></td>
<td>6577 1915</td>
</tr>
<tr>
<td>Sandara Tang Sin Yuan</td>
<td>Senior Lecturer</td>
<td><a href="mailto:stang@digipen.edu">stang@digipen.edu</a></td>
<td>6577 1943</td>
</tr>
<tr>
<td>Dominic Chang Yeat Cheng</td>
<td>Senior Lecturer</td>
<td><a href="mailto:dominicd@digipen.edu">dominicd@digipen.edu</a></td>
<td>6577 1946</td>
</tr>
<tr>
<td>Marc Tan Chin Chuan</td>
<td>Department Chair – Digital Arts Lecturer</td>
<td><a href="mailto:marc.tan@digipen.edu">marc.tan@digipen.edu</a></td>
<td>6577 1917</td>
</tr>
<tr>
<td>Noraset Rerkkachornkiat</td>
<td>Lecturer</td>
<td><a href="mailto:nrerkkachornkiat@digipen.edu">nrerkkachornkiat@digipen.edu</a></td>
<td>6577 1909</td>
</tr>
<tr>
<td>Adrian Cher Thian Meng</td>
<td>Lecturer</td>
<td><a href="mailto:a.cher@digipen.edu">a.cher@digipen.edu</a></td>
<td>6577 1926</td>
</tr>
<tr>
<td>Keh Choon Wee</td>
<td>Lecturer</td>
<td><a href="mailto:choonwee.keh@digipen.edu">choonwee.keh@digipen.edu</a></td>
<td>6577 1922</td>
</tr>
</tbody>
</table>

## Department of Game Software Design & Production

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vivek Vashdev Melwani</td>
<td>Department Chair– Lector</td>
<td><a href="mailto:vmelwani@digipen.edu">vmelwani@digipen.edu</a></td>
<td>6577 1942</td>
</tr>
<tr>
<td>John Michael Quick</td>
<td>Assistant Professor</td>
<td><a href="mailto:john.quick@digipen.edu">john.quick@digipen.edu</a></td>
<td>6577 1922</td>
</tr>
<tr>
<td>Joe McGinn</td>
<td>Senior Lecturer</td>
<td><a href="mailto:joe.mcginn@digipen.edu">joe.mcginn@digipen.edu</a></td>
<td>6577 1941</td>
</tr>
<tr>
<td>Andy Logam Tan</td>
<td>Lecturer</td>
<td><a href="mailto:andy.logam@digipen.edu">andy.logam@digipen.edu</a></td>
<td>6577 1939</td>
</tr>
</tbody>
</table>
### Department of General Education (Mathematics)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Allan Jahn</td>
<td>Department Chair</td>
<td><a href="mailto:mjahn@digipen.edu">mjahn@digipen.edu</a></td>
<td>6577 1906</td>
</tr>
<tr>
<td>Sevvandi Priyanvada Kandanaarachchi</td>
<td>Assistant Professor</td>
<td><a href="mailto:skandanaarachchi@digipen.edu">skandanaarachchi@digipen.edu</a></td>
<td>6577 1944</td>
</tr>
</tbody>
</table>

### Department of Music and Sound Design

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vuk Krakovic</td>
<td>Lecturer</td>
<td><a href="mailto:vuk.krakovic@digipen.edu">vuk.krakovic@digipen.edu</a></td>
<td>6577 1938</td>
</tr>
</tbody>
</table>
Staff Directory

Executives

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</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>

Academic Support (Science)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elie Hosry</td>
<td>Director</td>
<td><a href="mailto:ehosry@digipen.edu">ehosry@digipen.edu</a></td>
<td>Academic Support Centre Oversight</td>
</tr>
<tr>
<td>John Doran</td>
<td>Software Engineer</td>
<td><a href="mailto:jodoran@digipen.edu">jodoran@digipen.edu</a></td>
<td>Provide Academic Coaching and Tutoring</td>
</tr>
<tr>
<td>Joseph Busch</td>
<td>Software Engineer</td>
<td><a href="mailto:joseph.busch@digipen.edu">joseph.busch@digipen.edu</a></td>
<td>Provide Academic Coaching and Tutoring</td>
</tr>
<tr>
<td>Delvin Yeo Kan Jie</td>
<td>Software Engineer</td>
<td><a href="mailto:k.yeo@digipen.edu">k.yeo@digipen.edu</a></td>
<td>Provide Academic Coaching and Tutoring</td>
</tr>
</tbody>
</table>

Academic Support (Art)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tan Yong Zhen</td>
<td>Production Associate</td>
<td><a href="mailto:y.tan@digipen.edu">y.tan@digipen.edu</a></td>
<td>Provide Academic Coaching and Tutoring</td>
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</tbody>
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Advisory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Tan Chek Ming</td>
<td>Managing Director</td>
<td><a href="mailto:chekming.tan@digipen.edu">chekming.tan@digipen.edu</a></td>
<td>Institutional Advancement</td>
</tr>
</tbody>
</table>
# Accounting, Human Resource & Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Responsible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chan Mui Ee (Michelle)</td>
<td>Controller</td>
<td><a href="mailto:michelle.chan@digipen.edu">michelle.chan@digipen.edu</a></td>
<td>6577 1920</td>
<td>Accounting, Facilities Oversight, Human Resource, Payroll</td>
</tr>
<tr>
<td>Norliyana Rahim</td>
<td>Accounts &amp; HR Officer</td>
<td><a href="mailto:norliyana.rahim@digipen.edu">norliyana.rahim@digipen.edu</a></td>
<td>6577 1933</td>
<td>Accounting, Employment Contracts/Payroll for Student Assistants, Student ID Badges</td>
</tr>
<tr>
<td>Nurul Norhadi</td>
<td>Administrative Officer – HR &amp; Facilities</td>
<td><a href="mailto:nurul.norhadi@digipen.edu">nurul.norhadi@digipen.edu</a></td>
<td>6577 1924</td>
<td>General Information Inquiries and Requests, Locker Rental, Lost and Found, Room Reservations, Facilities Management</td>
</tr>
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## Admissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Tan Hui Hui (Caroline)</td>
<td>Admissions Manager</td>
<td><a href="mailto:cathan@digipen.edu">cathan@digipen.edu</a></td>
<td>6577 1913</td>
<td>Admissions Oversight, Marketing (including International), Special Program Projects</td>
</tr>
<tr>
<td>Zheng Shi Min Lillian</td>
<td>Senior Officer</td>
<td><a href="mailto:lillian.zheng@digipen.edu">lillian.zheng@digipen.edu</a></td>
<td>6577 1914</td>
<td>Outreach, Student Ambassador, Student Shadow</td>
</tr>
<tr>
<td>Ng Sze Ling Madelene</td>
<td>Administrative Officer</td>
<td><a href="mailto:madelene.ng@digipen.edu">madelene.ng@digipen.edu</a></td>
<td>6577 1927</td>
<td>Admissions, Re-Admissions, Change of Major</td>
</tr>
</tbody>
</table>

General inquiries: admissions.sg@digipen.edu

## Continuing Education and Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Responsible for</th>
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</thead>
<tbody>
<tr>
<td>Angela Tay Puay Kiang</td>
<td>Assistant Manager</td>
<td><a href="mailto:atay@digipen.edu">atay@digipen.edu</a></td>
<td>6577 1931</td>
<td>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>Email</th>
<th>Hotline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marvin Tolibas Pascual</td>
<td>Senior Systems Administrator</td>
<td><a href="mailto:helpdesk.sg@digipen.edu">helpdesk.sg@digipen.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6577 1919</td>
<td></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>6577 1935</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>6577 1947</td>
</tr>
</tbody>
</table>

IT Department is responsible for:
- HelpDesk, Network Management, Server Administration, Software Management, Workstation Management
- Hotline: 6577 1945
- On campus hours:
  - 8:30a.m. - 5:30p.m. (Monday to Friday)
- Off campus hours:
  - 5:30p.m. - 9:30p.m. (Monday to Friday)
  - 9:00a.m. - 1:00p.m. (Saturday)
  - 1:00p.m. - 5:00p.m. (Sunday)

General inquiries: helpdesk.sg@digipen.edu

## Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jocelyn Diesta Villanueva</td>
<td>Librarian</td>
<td><a href="mailto:jvillanueva@digipen.edu">jvillanueva@digipen.edu</a></td>
<td>DVDs, Games, Library Books, Periodicals, Wacom Tablets and Pens, On-Campus Employment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6577 1937</td>
<td></td>
</tr>
</tbody>
</table>

## Marketing & Communications

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharanjeet Kaur (Sharan)</td>
<td>Senior Officer</td>
<td><a href="mailto:skaur@digipen.edu">skaur@digipen.edu</a></td>
<td>Production, Course Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6577 1925</td>
<td></td>
</tr>
</tbody>
</table>
### Registrar

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ma. Gracia Carmella Herico Acosta</td>
<td>Senior Manager &amp; Registrar</td>
<td><a href="mailto:gacosta@digipen.edu">gacosta@digipen.edu</a></td>
<td>6577 1904</td>
<td>Academic Policies, FERPA, Scheduling, Student Progress, Student Withdrawals, Compliance, ACCSC</td>
</tr>
<tr>
<td>Zomela Cababan Gonzales</td>
<td>Administrative Officer</td>
<td><a href="mailto:zgonzales@digipen.edu">zgonzales@digipen.edu</a></td>
<td>6577 1928</td>
<td>Add/Drop Requests, Class Registration, Enrollment Verification and Transcript Requests, Student Attendance</td>
</tr>
<tr>
<td>Pea Yan Ling</td>
<td>Administrative Officer</td>
<td><a href="mailto:yanling.pea@digipen.edu">yanling.pea@digipen.edu</a></td>
<td>6577 1923</td>
<td>Add/Drop Requests, Class Registration, Enrollment Verification and Transcript Requests, Student Attendance</td>
</tr>
</tbody>
</table>

General inquiries: registrar.sg@digipen.edu

### Student Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tan Hui Hui (Caroline)</td>
<td>Acting Manager</td>
<td><a href="mailto:catan@digipen.edu">catan@digipen.edu</a></td>
<td>6577 1913</td>
<td>Student Affairs Oversight, Academic Advising, Conduct and Disciplinary</td>
</tr>
<tr>
<td>Theeba Rani Krishnasamy</td>
<td>Senior Officer I Student Life</td>
<td><a href="mailto:theeba.rani@digipen.edu">theeba.rani@digipen.edu</a></td>
<td>6577 1912</td>
<td>Campus Life Programs and Events, Orientation and Graduation, Student Club Activities, Student Welfare, International Student, Academic Advising, Student Ambassador, Disability Services, Grievances Appeals</td>
</tr>
<tr>
<td>Liu Zhichao (Jackie)</td>
<td>Assistant Manager I Career and Alumni Services</td>
<td><a href="mailto:jackie.liu@digipen.edu">jackie.liu@digipen.edu</a></td>
<td>6577 1903</td>
<td>Career Advising, Career Skills Workshops and Events, Graduate Placement, Internship Program, Employer Outreach, Alumni Services</td>
</tr>
</tbody>
</table>

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