GETTING STARTED

INTRODUCTION

Welcome to the College of Design!

This document is intended to ease the transition into your new position, to the College of Design, and to Iowa State University. It is also a good resource for existing faculty and staff members.

You will encounter situations that are unfamiliar to you, that are ambiguous and counter-intuitive. The best advice: ask before acting. Ask your department chair, your departmental administrative assistant, or your mentor.

It is intended that this handbook not replicate information that is available elsewhere, so in many cases, links to appropriate sites, information resources, etc. are listed.
STARTING YOUR EMPLOYMENT

1. Get signed up for payroll. This step is necessary before going any further.
   - [http://www.hrs.iastate.edu/hrs/node/100](http://www.hrs.iastate.edu/hrs/node/100)
   - 3810 Beardshear Hall ([map to Beardshear](http://www.hrs.iastate.edu/hrs/node/100))
   - 515-294-4800 or Toll Free 1-877-477-7485
   This step will also begin the process for your benefits package.

2. Get your ISU ID card.
   - [http://www.hrs.iastate.edu/hrs/node/206](http://www.hrs.iastate.edu/hrs/node/206)
   - ISU Card Office
   - 0530 Beardshear Hall ([map to Beardshear](http://www.hrs.iastate.edu/hrs/node/206))
   - 515-294-2727

3. Get a NET ID (your email address).
   - [http://www.it.iastate.edu/howtos/register_net-id](http://www.it.iastate.edu/howtos/register_net-id)
   - The Net-ID also serves as your login name for most applications (including email) on campus. When you register for your Net-ID, you will be automatically set up for AccessPlus, and Email. You can use a number of clients with your email, including smart phones, tablets, etc.

4. Inform the Administrative Services Office (156 Design) of your status and get your office assignment if applies.
   - Meet with Jean Holt, Linda Galvin or Mandy Youngquist who will add any additional department specific information. (See the Administrative Services Office section of this document for departmental contacts).
   - Your department chair will provide your office assignment. Keys cannot be issued till this information is known.

5. Inform the College of Design (134 Design) of your status.
   - Inform Nicole or Virgene of your new ISU ID number and your email address.
   - Nicole will also start the paperwork to get you access to the building and your office and/or studio keys.

6. Determine your parking options.
   - [http://www.hrs.iastate.edu/hrs/node/97](http://www.hrs.iastate.edu/hrs/node/97)
   - Department of Public Safety
   - Room 27 Armory ([map to Armory](http://www.hrs.iastate.edu/hrs/node/97))
   - 515-294-3388

7. Login to AccessPlus to set your personal information.
   - [http://www.hrs.iastate.edu/hrs/node/19](http://www.hrs.iastate.edu/hrs/node/19)
   - You will login with your ISU ID (from your red card).
   - Pay particular attention to Emergency Contact Information and the ISU Alert areas.
ABOUT THE UNIVERSITY

“Iowa State is an international university with a friendly welcoming personality. Students from all 50 states and more than 100 countries come to Ames, Iowa, to choose from 100 majors, study with world-class scholars and hone their leadership skills in 800-plus student organizations. Iowa State offers a great environment where students can enjoy reaching their potential and discovering their passions.”

- ISU Fact Book
- Peer Institutions

ABOUT THE COLLEGE OF DESIGN

The Iowa State University College of Design is home to about 120 faculty members, 32 staff members, 1,800 undergraduate students, and 230 graduate students. We’re a small college at a big university, and you can enjoy the best that both have to offer.

All undergraduate students entering the College of Design enroll in the Core Design Program, a first-year foundation curriculum that prepares you for application to any of our Departments or Programs in the college: Architecture, Art and Design, Community and Regional Planning, Design, Graphic Design, Industrial Design, Integrated Studio Arts, Interior Design, and Landscape architecture.

OUR MISSION IS TO:

- Educate students to become successful designers, planners, artists and scholars who enhance human experience and improve the natural, social and built environment.
- Serve as a resource for Iowa and beyond through research, creative endeavors, extension and outreach.

WE VALUE:

- Innovation, curiosity, collaboration, open exchange of ideas, diverse perspectives, environmental and social responsibility.

OUR VISION FOR THE FUTURE

- Faculty, staff, students, alumni and partners will be leaders who imagine and respond to challenges and opportunities in a sustainable manner using innovative, interdisciplinary approaches and technologies.
This vision will be accomplished through progress on eight interrelated goals:

1. Cultivate internal and external interdisciplinary partnerships to generate ideas and solutions—designs, plans, artworks, concepts—that address pressing challenges and opportunities and increase our understanding of the world.
2. Promote the value of design in society.
3. Continue to improve the quality of educational, research/creative extension and outreach programs.
4. Promote a collegiate culture that nurtures the success and well-being of students, faculty and staff.
5. Enhance opportunities for students to celebrate many peoples, cultures and places.
6. Support and increase the diversity of backgrounds and perspectives represented in the college.
7. Broaden access to the college's knowledge, educational offerings and outreach programs.
8. Develop the college's resources—human, fiscal, physical—to maximize their impact by achieving a balance between enrollment, faculty, staff and program offerings.

OFFICE OF THE DEAN (134 COLLEGE OF DESIGN)

LUIS RICO-GUTIERREZ
- Dean.
- Executive Officer of college, supervises associate deans, department chairs, and college directors. Reports to the Provost.

MARK CHIDISTER
- Senior Associate Dean for Planning and Academic Personnel.
- Facilitate college-wide strategic planning and assessment; support departments in matters pertaining to academic personnel and faculty development; oversee budgets and budget planning with the college’s fiscal officer; oversee diversity initiatives with the college’s multi-cultural liaison officer; provide continuity in the daily operation of the Dean’s Office and serve as the dean in his absence.

CAMERON CAMPBELL
- Associate Dean for Academic Programs.
- Oversee the college's undergraduate and graduate academic programs, including international programs, interdisciplinary programs, distance education, student programs and services, transfer students and the first-year Core Design Program.

KEVIN KANE
- Associate Dean for Research and Outreach.
College of Design Faculty Orientation

- Associate Director of the Institute for Design Research and Outreach (IDRO)
- Oversees the daily operations of IDRO and directing the ISU Geographic Information Systems Support and Research Facility.
- Supports research/scholarly/creative activities of faculty. Consults on proposal development, oversees business practices associated with grant and contracts. Represents the college on University committees and councils pertaining to research. Promotes faculty research/scholarship/creative activities.
- Coordinates collegiate Extension programs and activities. Extension (a feature of Land Grant Universities) is fairly broadly distributed across colleges at ISU.

PAM BOEHM
- Fiscal Officer.
- Coordinates financial and human resources activities at the collegiate level. Supervises the Administrative Services Office.

EMILY KRUSE
- Development Officer.
- Works with Dean, Alumni, and Donors to build gift support for students/faculty/facilities.

VIRGENE MONTHEI
- Dean and Senior Associate Dean Assistant.
- Implements the Dean’s initiatives, manages the interface between department chairs, faculty, staff.

NICOLE SHIMP
- Associate Dean and Development Officer Assistant.
- Supports faculty and staff with access to the building and college room reservations.

JENNIFER WIEDERIN
- Human Resource Liaison.
- Faculty appointments, promotion and tenure, and hiring.

MICHAEL MILLER
- Director of Operations.
- Coordinates/implements and supervises Communications, IT, shops and facilities owned or administered by the college.

COMMUNICATIONS
- Produces a weekly email/web newsletter for faculty, plus alumni news, program information, college web site, new releases and stories, etc.
- Heather Sauer. Written communications, press releases, etc. Submit news and event information to Heather.
College of Design Faculty Orientation

- Alison Weidemann. Graphic communications, faculty photos, submissions of images from classes, etc.

INFORMATION TECHNOLOGY
- Dan Carlisle, Faculty and Staff support.
- Jennifer Nieland, Lab and Output Center support.
- Mitch Versteeg, Student Laptop Program coordinator.

STUDENT SERVICES/CAREER SERVICES/RECRUITING (2ND FLOOR COD)

MICHELLE RASMUSSEN (297)
- Students Programs and Services, Director and College Registrar – Student records.

SHELLIE HOSCH (297)
- Administrative assistant for Student Services.

TIFFANY ATILANO (297)
- Career Services Director – Job fair, resume and portfolio reviews, employment surveys.
- Alumni Coordinator for the College of Design.

JENNIFER ANDERSON (289)
- Undergraduate Recruitment Coordinator

MEREDITH FOLEY (295)
- Undergraduate and Graduate Recruiting.

JENNIFER HOGAN (205)
- Director of International Programs.

AUDREY KENNIS (290)
- Multicultural Liaison Officer and Professional Adviser.

Professional Advisers

MINDY (MALINDA) COOPER
- Professional Adviser and learning community coordinator.

JENNY PARR
- Professional Adviser.

ALLISON RINGHOLZ
- Professional Adviser.
ADMINISTRATIVE SERVICES OFFICE (146 COLLEGE OF DESIGN)

The Administrative Services Office in the College of Design is your main source for academic support. The document College of Design Administrative Services Office Responsibility Descriptions provides a breakdown of who does what. When in doubt, consult the list, or check with the department chair, or check with Jean or Linda:

JEAN HOLT (146)
- Responsible for: Architecture and Industrial Design.
- Departmental financial matters and accounting, course and classroom scheduling.

LINDA GALVIN (146)
- Responsible for: Landscape Architecture, Graphic Design and Interior Design.
- Departmental financial matters and accounting, course and classroom scheduling.

AMANDA YOUNGQUIST (146)
- Responsible for Art and Visual Culture and Community and Regional Planning.
- Departmental financial matters and accounting, course and classroom scheduling.

DEB HEARN (146)
- Course fees, field trips, and book orders.

HOPE KEPLER (146)
- Office supplies, faculty travel, reimbursement paperwork and phones.

MONA PETT (146)
- Graduate Student records, administration.

Institute for Design Research and Outreach (IDRO - 126 COLLEGE OF DESIGN)

IDRO in the College of Design is your main source for research and outreach consultation (after your department chair and/or mentor) and support. The document Research and Outreach in the College of Design provides a summary of responsibilities and support for CoD researchers. When in doubt check with Kevin Kane or Linda Doering.

LINDA DOERING
- Research and outreach-related paperwork including expense tracking, purchasing, travel, etc.

SANDRA NORVELL
- Support with locating research funding and proposal development.

SUSAN ERICKSON
- Support with locating outreach collaborators and funding.

NORA LADJAHASAN
- Research support services including analysis, IRB, etc.
GENERAL INFORMATION

The College sends information to all faculty and staff on Mondays called “This week in the College of Design”. This is the primary source of information sent from the college. It will include current activities and events as well as important information from the university, college and departments. It is in your best interest to make sure you read “This week” as it may contain important information applicable to you. This information is also archived on the College of Design website.

MAIL

USPS, express mail, etc. is delivered by the college Administrative Services Office to your mailbox in Room 158 College of Design (CoD). Your “mailbox” is the slot BELOW your name. University business-related outgoing mail can be deposited in the metal box in Room 158 or in the basket in Room 146. Sending or receiving personal mail or packages is not allowed. Please use other means.

OFFICES

Full time faculty will have an office with basic furniture (desk, chair, file cabinets, shelving, phone, network connections). Computers are typically provided as part of your startup package, and the college currently has a 4 year replacement cycle for basic machines (subject to annual budgets). If you need a cart to help you move materials, please see Nicole Shimp in 134 Design.

RECYCLING AND MATERIAL DISPOSAL

The university recycles white paper and cardboard. White paper can be placed in any of the blue bins in your offices and studios. Cardboard should be taken to the dock (on the lower level on the SW corner of the building). Please make sure that all packaging materials are removed from the boxes. Please do not put any flammable liquids or leave any broken appliances or furniture on the dock. Contact Mike Miller (134) for information about disposal procedures.

A confidential recycle bin is located in room 158 (faculty mail box room) to dispose of any paper containing confidential information.

KEYS

The building is typically open 24/7. You will be authorized for a key to your office. Key requests are initiated through the college’s Dean’s Office (Nicole Shimp, Room 134). You are expected to go to Facilities Planning and Management to pick up keys when they are ready. Your ISU Card also serves as an access key card. You will be authorized
for after-hours access to the building and the mail room (158 CoD). Some of the studios in the building have electronic locks, and some use a realtor’s lock box. Nicole Shimp (Room 134) administers classroom access. If you need to reserve a room for a meeting or want to use another classroom for something – schedule this with Nicole Shimp (Room 134) and check out the keys from her.

PARKING
Parking is not included as a benefit. While there are many options, most faculty choose to purchase a parking permit. The parking division is located in the Armory.

It is common to offer visitors (guest speakers, guest critics, etc.) one-day parking passes. You can attain them three ways.
- Parking office, Room 27, Armory, during our hours, 7:30 to 4:00, Monday through Friday.
- Information Booth near the corner of South 4th Street and University Blvd. (formerly Elwood Drive) from 8am-4pm, Monday thru Friday.
- Online Visitor Permit The link for the online visitor permit can be sent out ahead of time to the visitor to fill out. Once they complete the form, the visitor can print their own permit.

Visitor permits are valid in General Staff lots and Student lots. Parking passes can be valid up to 3 consecutive days if needed.

TELEPHONES (LAND LINE AND CELLULAR)
Your office has a phone. The office phone is not to be used for personal calls. The University does have contracts with U.S. Cellular and Verizon, however the department will not provide for cellular service for your business use unless your position requires extensive travel (e.g. Extension faculty) or if you pay for it from contracts or other sources (assuming it is allowed). Any university paid-for phone is not intended for personal use.

DIRECTORIES AND PERSONAL INFORMATION
The college maintains a printed and electronic directory of faculty and staff. Directories are distributed to faculty/staff mailboxes after the first few days of class. The directory and faculty activity database are populated from information mostly provided by you. This information is entered using the college intranet (D-TRAK). Login using your Net ID and password. The category “Update Your Info” provides links to update your information (education, current research, etc.), add faculty activities (grants, publications, exhibitions, classes, etc.), upload a vita, etc.

You are required to maintain your faculty info and activity. In addition to providing current info on you, it can also be used as part of your annual reporting process

Current directories can always be printed by accessing the college intranet.
COLLEGE WEBSITE
The College of Design maintains a comprehensive website at www.design.iastate.edu.
Under the Faculty and Staff Tab is a directory of faculty and staff, information about
Governance, the Administrative Services Office, a faculty activity database, and tabs for
research, resources, getting news and events publicized and committees.

ISU INFORMATION TECHNOLOGY
Much of the campus information technology services are handled by the Office of
Information Technology. Their web site has many subareas of information and how-tos.
The College also has an IT unit headed by Mike Miller. The College IT Team will work
with you to get the right equipment ordered and set up with the software you might
need. The team can be contacted through the support help line, 294-1774.

EMERGENCY AND SAFETY INFORMATION

IN CASE OF FIRE
In case of a fire alarm in the building, all faculty and staff are expected to leave their
offices and evacuate classrooms and studios. Please proceed to the main level using the
staircases (not the elevators). Staff will be positioned at the stairways to direct you and
your students to a safe place.

IN CASE OF TORNADO
If the tornado sirens sound on campus, all faculty and staff are expected to leave their
office and evacuate classrooms and studios. Please proceed to the basement level of
the building. Follow the signs directing you to the designated tornado shelter area.

OTHER EMERGENCIES
If there is an emergency on campus that requires a building evacuation or lockdown,
please check the college or Iowa State web sites first for additional information.
Depending on the situation it may be necessary to evacuate the building or barricade
you and your students in a studio or classroom. The administration and the ISU alert
system will help keep you informed.

IN CASE OF STUDENT CRISIS
Make sure that you are familiar with the policies and procedures outline on the dean of
students website.

In the event of a crisis requiring emergency response, please call 911 or contact the
Iowa State Police Department at 515-294-4428. When an emergency occurs, the Dean
of Students Office will typically be notified. If a critical campus-wide situation occurs, the
ISU Alert emergency notification system may also be activated. For further information
on understanding students in distress, ISU additional resources and contacting emergency responders, please consult the "911 Guide for Faculty and Staff."

HANDBOOK(S) AND POLICIES

ISU FACULTY HANDBOOK

The Faculty Handbook is your go to guide for all university policy regarding your professional life (and even some of your personal life). It includes the following general categories:

- THE FACULTY HANDBOOK
- THE UNIVERSITY
- APPOINTMENT POLICIES AND PROCEDURES
- SALARIES AND BENEFITS
- EVALUATION AND REVIEW
- FACULTY RECOGNITION AND DEVELOPMENT
- FACULTY CONDUCT POLICY
- UNIVERSITY COMMUNITY POLICIES
- FACULTY GRIEVANCE PROCEDURES
- INSTRUCTION

ISU POLICY LIBRARY

For all policies the ISU Policy Library is a one-stop shopping location.

ACADEMIC
- Admission, Attendance, Academic Conduct, Faculty, Grades, Grievances, Instruction, Performance, Records, Transfers, Withdrawals, and more.

BUSINESS & ADMINISTRATION
- Business Conduct, Gifts, Payroll, Procurement (Purchases), Sales, Travel, Vehicles, and more.

FACILITIES & PROPERTY
- Animals, Disposal, Grounds, Inventory, Liability, Naming, Parking, Solicitation, Smoking, Weddings, and more.

INFORMATION TECHNOLOGY
PERSONNEL & HUMAN RELATIONS
Conflict of Interest, Benefits, Discrimination, Faculty, Merit, Non-Supervisory Merit, P&S, Payroll, Privacy, Student Employees, and more.

RESEARCH & INTELLECTUAL PROPERTY
Animal Subjects, Compliance, Copyrights, Cost Share, Effort Reporting, Human Subjects, Patents, Scientific Misconduct, and more.

SAFETY AND HEALTH
Accidents, Biosafety, Drugs, Environment, Hazards, Injuries, Radiation, Smoking, Waste, and more.

STUDENT LIFE
Alcohol, Conduct, Residency, Student Organizations, and more.

GRADUATE COLLEGE HANDBOOK
For dealing with policies regarding graduate students including committees, “programs of study”, thesis vs. creative component, deadlines, etc. see the following:

GRADUATE COLLEGE HANDBOOK - JUNE 2012
LIST OF TOP 9 FREQUENTLY ASKED ABOUT GRADUATE POLICIES

COLLEGE GOVERNANCE DOCUMENT
The college governance document defines the organization of the college, and policies and procedures that supplement the university policies and procedures (with regarding to hiring, promotion and tenure review, roles and responsibilities of college committees (called councils and boards), etc.

Other governance and related information is found on the college’s website.

DEPARTMENTAL GOVERNANCE DOCUMENT
Each department also has a governance document that outlines membership, organization, promotion and tenure policies (that supplement the college and university policies), etc.

FACULTY MEMBER INFORMATION
POSITION RESPONSIBILITY STATEMENT

Faculty at Iowa State University work under a general contract (Letter of Intent) and a Position Responsibility Statement (PRS). The PRS defines in relatively general terms, the expectations of the position. It is an important document in that it is used in the context of annual reviews and promotion and tenure review. The policies and guidance for PRS’s are documented in the Faculty Handbook. The process is that the department chair will meet with you in your first semester to discuss and draft a PRS. The PRS is defined by mutual agreement.
PROMOTION AND TENURE REVIEW

The process and standards for promotion and tenure as well as other important information related to faculty advancement and review can be found on the Provost’s web site (please use link below) In addition the college governance document and the departmental governance documents may have supplemental standards and procedures.

http://www.provost.iastate.edu/help/promotion-and-tenure

ADMINISTRATIVE SERVICES OFFICE PROCEDURES

ORDERING OFFICE AND CLASS SUPPLIES

Basic office supplies (staplers, tape, file folders, etc.) can be ordered. When purchasing supplies on your own, it is a good idea to check with the Administrative Services Office first to ensure that you can be reimbursed.

The primary point of contact for your offices supplies is the receptionist in room 146. If there is a question about who pays, it is usually brought to the department chair who may choose to approve the purchase from departmental accounts.

If you are ordering supplies for a specific course for which course fees have been assessed to students, the primary point of contact is Deb Hearn.

For a general guide to buying materials through the university, the Purchasing Office has a web page called “How do I buy…”

PHOTOCOPYING/PRINTING

Faculty are allocated a monthly allowance for general copying/printing on the college printer/copiers in room 158. It is expected that most documents (course syllabi, assignments, readings, etc.) will be made available on-line. Large print jobs (necessary class handouts, report production, etc.) are to be done through ISU Copy/Print Services.

The copiers also serve as scanners which email you the final scans. ISU Copy/Print Services has large format printing as well, but you can also use the College of Design Output Center on the 4th floor of the College of Design. If this is a reimbursable expense, you will have to set up an account and get access to use that account in the College Output Center. Please see Jean or Linda to get this process started.

Larger copying jobs may be sent to ISU Print Services/Copy Center. You must work with the receptionist in 146 CoD to arrange outsourced copy or printing jobs. They will need to know what it is for (course, course paid with course fees, professional development, etc.). Any expense involving department/college funds will require approval by the chair.
BOOK ORDERS
Textbooks for classes are typically ordered early in the semester before the class is offered. Deb Hearn (146 CoD) will send out notices and reminders.

If you prepare readers for classes, those are handled through 3rd party commercial vendors. If you want to put materials on reserve, you can do so through the Design Reading Room (COD Web Site) which is a branch of the ISU library. Design Reading Room Course Reserve Information.

Digital course materials can be developed through on-line course management software such as Blackboard. Reader packages (Course Reserves) can be managed by the ISU Library. Instructor forms and information can be found here.

COURSE FEES
Course fees are charges above tuition that are used to cover “exceptional costs”. University Course Fee Policy.

Authorization to assess special course fees for exceptional costs will be granted on a case-by-case basis. Examples of costs that may be recovered by assessing a special course fee include:

- Required travel costs for students to visit off-campus sites as part of the course.
- Consumable supplies, such as art supplies.
- Non-inventoried instructional materials used as part of the course.
- Maintenance costs of instructional equipment.
- Amortized replacement costs of equipment with a typically expected usable life of less than five years.

The ISU Course Catalog and the schedule of classes must list course fees associated with a course, so fees must be initiated as part of the annual catalog revision process. All course fees are fixed, while others (typically involving field trips) are variable, but the fee must be established before the October 1st for spring semester and March 1st for the fall semester. Deb Hearn (146 CoD) administers course fees, and expenses to be paid using course fees must be routed through Deb.

TRAVEL
Faculty engage in travel to present papers at conferences, to attend meetings, for professional development or as part of their teaching or research. In other words, travel is expected, but we need to be sure it doesn’t significantly interfere with your other responsibilities. In terms of travel expenses, the university considers travel to be a reimbursable personal expense. The following is the go-to web site for general travel
information and how-tos. Individual departments may also have departmental travel policies. Check with your Chair or Linda or Jean.

University Policy – Authorization and Funding

You must have permission to travel using university funds. The College has a [Travel Request Form](#) to use for all travel except field trips.

University Policy – Reimbursement

Reimbursement is intended to cover “extraordinary” expenses associated with travel, not expenses that you would incur whether you were traveling or not (haircuts, dry cleaning, etc.). [Summary of Allowable Expenses](#)

It is preferred that expenses like air tickets are purchased through the Administrative Services Office. The receptionist (146 CoD) is the point of contact for travel arrangements and travel reimbursements. Some expenses are reimbursed post travel. AccessPlus contains an employee reimbursement section, along with a rather extensive [tutorial](#). Fortunately, however, the Administrative Services Office will submit reimbursements for you if you keep all your original receipts and if you use the Receipt Form (this works for any reimbursement, not just travel).

- [Travel Request Form](#)
- [Receipt Form](#)

**Transportation Services** offers a range of vehicles for rent for travel. You can make reservations on your own, or through one of the Administrative Services Office staff (Deb Hearn if for class field trips, or The receptionist if for other purposes). If you do it on your own, you will still need a university account number, so you will need a Travel Request Form and authorization. If you are paying from a research grant, you can do it, but please inform the person managing your grant account (likely Linda Doering, 126 CoD).

ISU also has agreements with Enterprise and National that apply to personal travel as well as business travel. Please note that those contracts will have to be paid by you personally then reimbursed by the university.

**USE OF SPACE**

**CLASSROOM REQUESTS**

Classrooms are assigned via a range of methods. Room scheduling typically starts about a year in advance. For classes scheduled outside of the College of Design, classes are assigned by university room scheduling. If you have specific requirements for classrooms (movable furniture, audio/visual, etc.) please inform the department chair
as far in advance as possible. Please remember that if a class changes times or the maximum number of students allowed to register changes that the scheduling process will also have to start over. This can result in delays in the scheduling process. There are blackout periods prior to the beginning of the each semester when classroom changes CANNOT be made. For classes taught within the College of Design room assignments are made by the Associate Dean for Academic Programs.

COLLEGE SPACE REQUESTS
To request the use of Gallery 181, Room 181-1, the Lightfoot Forum (north, south, and wall), Kocimski Auditorium (101 Design) or Design on Main please complete the Space Reservation Request Form (PDF) and submit it to the Dean’s Office for approval.

Finally
This document is not comprehensive. We have probably missed important items and questions along the way. However, the staff in the College of Design are always here to answer questions and provide support for you. Our goal is to make your transition to Iowa State and the College of Design as easy as possible.