

maip

**2007
Mid-America
Institute
of
Professional
Photography**

**STUDENT
HANDBOOK**

*In cooperation with
PPA Affiliated Schools
University of Northern Iowa
Cedar Falls, Iowa*

The Mid-American Institute of Professional Photography School's Officers and Board of Directors welcome you to the University of Northern Iowa Campus (UNI). To become familiar with the benefits and campus activities, we sincerely encourage you to go through this entire handbook.

TRAVEL ARRANGEMENTS

AIR

We suggest you check with your travel agent as to the availability of flights and flight times into the **Waterloo, Iowa airport**. After securing the exact flight number and arrival time at the Waterloo Airport, notify:

MAIPP

220 East 2nd St.

Ottumwa, Iowa 52501

(641) 799-8957

A ride to the campus of the University of Northern Iowa will be provided for you at **NO CHARGE**. Pickup service not available from any other airport. Arrangements **MUST BE** made personally with the MAIPP Registrar's Office **BEFORE** Friday preceding the school opening date. To insure return transportation at No Charge, you should make arrangements at the MAIPP Registrar's Office when you arrive.

If you're arriving on Saturday you will need a motel for Saturday night, since UNI housing is not available until Sunday. MAIPP has a block of rooms reserved at the Country Inn & Suites, Cedar Falls. Their local number is 319-268-1800. To guarantee your reservation you must register by May 15, 2007. You must mention MAIPP to get the special rate of \$79.00 per night. If you're flying in you may use the hotel airport shuttle by calling their above number. Days Inn is conveniently located next to the Holiday Inn and across from three shopping centers, cinema center, and over 10 restaurants all within walking distance, and one mile from the University of Northern Iowa.

BUS

Same procedure as Air Travel Instructions.

CAR

Students traveling by automobile to the University of Northern Iowa campus will find it easy to locate. A map of the Waterloo-Cedar Falls area is provided in this booklet.

CAR POOL FROM YOUR STATE

If you are driving to MAIPP and wish someone to ride with you for company or to share expenses, you may obtain a list of students from your state by calling:

MAIPP Registrar's Office – Phone (641) 799-8957

We will be happy to give you the names of students from your area. It is then up to you to make your own arrangements.

REGISTRATION LOCATION

ARRIVING AT UNI

When first arriving at UNI, check in as soon as possible. The check-in location is in Noehren Hall at UNI. Additional signs on campus will direct you to this location. Everything is centrally located to make attending MAIPP a pleasant and rewarding experience.

The check-in location for MAIPP and housing for the week will be at Noehren Hall, Sunday 1:00-4:30 p.m. at the University of Northern Iowa (UNI) in Cedar Falls, Iowa. Please plan your arrival PRIOR TO 4:30 p.m. so that your check-in will be completed BEFORE 4:30. Currently your tuition covers the cost of the school, breakfasts, lunches and dinners, see registration for housing choices and costs. Your meal Sunday evening, prior to starting of school will be on your own. However, there will be a pizza party in the main lounge at Schindler Education Center at 9:00 p.m. If you wish to stay off campus, you are responsible for your own arrangements and payment.

NOTE: Any balance of tuition due at this time must be made by CASH, CERTIFIED CHECK, or CREDIT CARD. Personal check or company check will not be accepted for final payment at the school.

DORMITORY - HOUSING

INDIVIDUAL STUDENT

The dorm facilities at UNI are for all registered MAIPP students. You must choose your type of lodging. Separate floors are set aside for male and female students as you will be housed in a college dormitory situation.

MARRIED STUDENTS

Married students who wish to take their families with them are welcome to do so. Dormitory rooms and meals at UNI for NON-STUDENTS staying at UNI are available at very reasonable additional rates. For more details, rates and arrangements contact:

MAIPP Registrar - Phone (641) 799-8957

GENERAL DORMITORY INFORMATION

The dorm facilities are such to accommodate college students in a dormitory situation. When checking into the dorm you will receive the following packet of items for your stay: pillow case (pillow and blanket already in room), sheets, towels, and washcloths. Your own room key is also provided. (UNI will charge you a substantial key charge should you lose your room key. You are responsible for your own personal needs and wants (toiletries). Bathrooms are located down the hall (not in your room). If you reserved a double air conditioned room it will be at ROTH. Single air conditioned rooms will be in Schull Hall. Single or double non air conditioned rooms will be in Noehren Hall. We suggest you bring the following items for your own personal room comfort.

- Alarm clock
- Closet hangers (none provided)
- Fan for non-air conditioned rooms
- Extension cord
- Extra towels (if you like them thick and thirsty)

UNI STUDENT PARKING

To avoid paying a parking fine – simply DO NOT park in the Handicapped Zones. UNI will assess everyone a \$7.00 fee for a parking permit. Failure to display parking permit may result in a fine.

INTERNET

UNI has allowed us 25 passes to use the computers located in the main lobby of Schindler and also the Piazza (cafeteria). The charge will be \$10.00 for the week and passes will be available at registration—first come, first served.

TELEPHONE

There are telephones in dorm rooms. Local and credit card calls only. Pay phones in the main lounge of Schindler Education Center. If the need arises, your family or business can reach you by leaving word at the following numbers:

MAIPP Office at UNI – (319) 273-7240
(not answered after 5:00 p.m.)
Noehren Hall – (319) 273-2229
Schull Hall – (319) 273-2080

ATTENDING SCHOOL

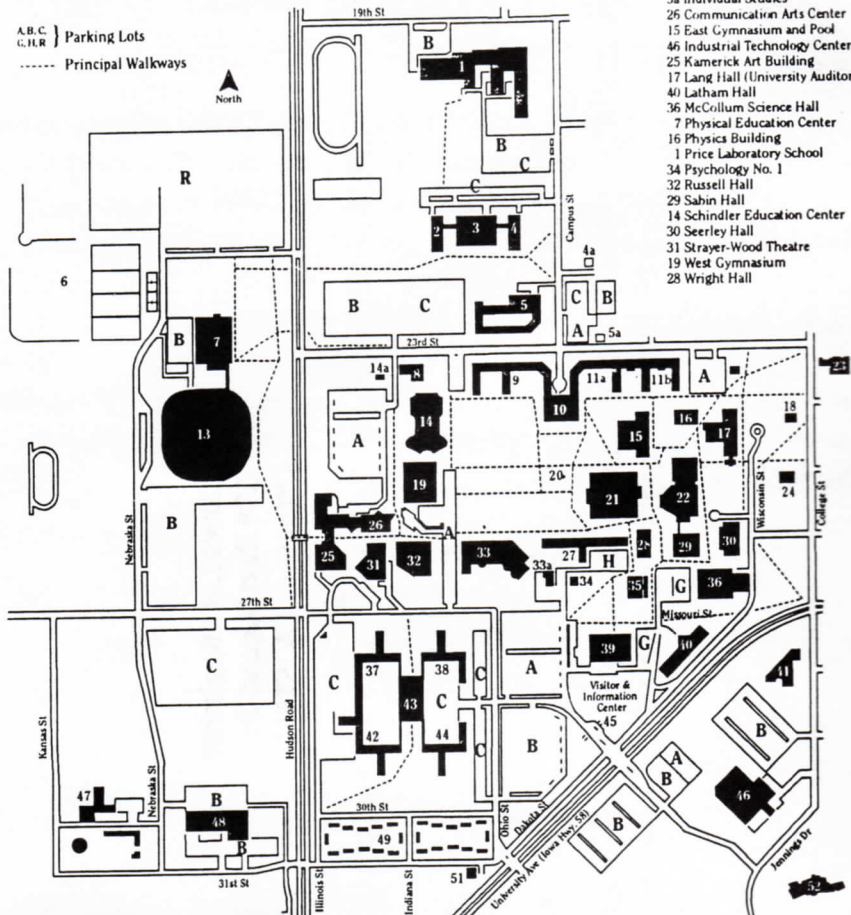
Facilities are at the University of Northern Iowa. Classes begin Sunday at 7:00 to 9:00 p.m., daily 9:00 a.m. to 5:00 p.m. Evening classes optional or students may arrange with instructor for special tutoring. All meals are served at the Piazza Dining Center on UNI campus. Breakfast supplied to MAIPP students will be served from 7:00-8:30 a.m. ONLY. This will allow you time to eat and get to your class on time. Lunch will be served from 11:00 noon to 1:00 p.m. and dinner will be served from 5:00 to 6:00 p.m.



A, B, C } Parking Lots
 G, H, R }
 ----- Principal Walkways



- Academic and Activity Areas**
- 6 Athletic Fields
 - 27 Baker Hall
 - 41 Biology Research Complex
 - 33 Business Building
 - 4a Camp Adventure™ Headquarters
 - 52 Center for Energy and Environmental Education
 - 5a Individual Studies
 - 26 Communication Arts Center
 - 15 East Gymnasium and Pool
 - 46 Industrial Technology Center
 - 25 Kamerick Art Building
 - 17 Lang Hall (University Auditorium)
 - 40 Latham Hall
 - 36 McCollum Science Hall
 - 7 Physical Education Center
 - 16 Physics Building
 - 1 Price Laboratory School
 - 34 Psychology No. 1
 - 32 Russell Hall
 - 29 Sablin Hall
 - 14 Schindler Education Center
 - 30 Seerley Hall
 - 31 Strayer-Wood Theatre
 - 19 West Gymnasium
 - 28 Wright Hall



Administration and Institutional Areas

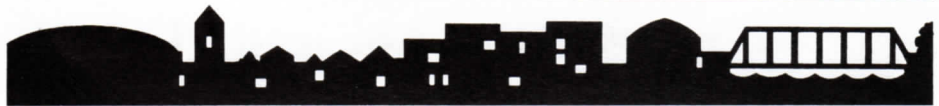
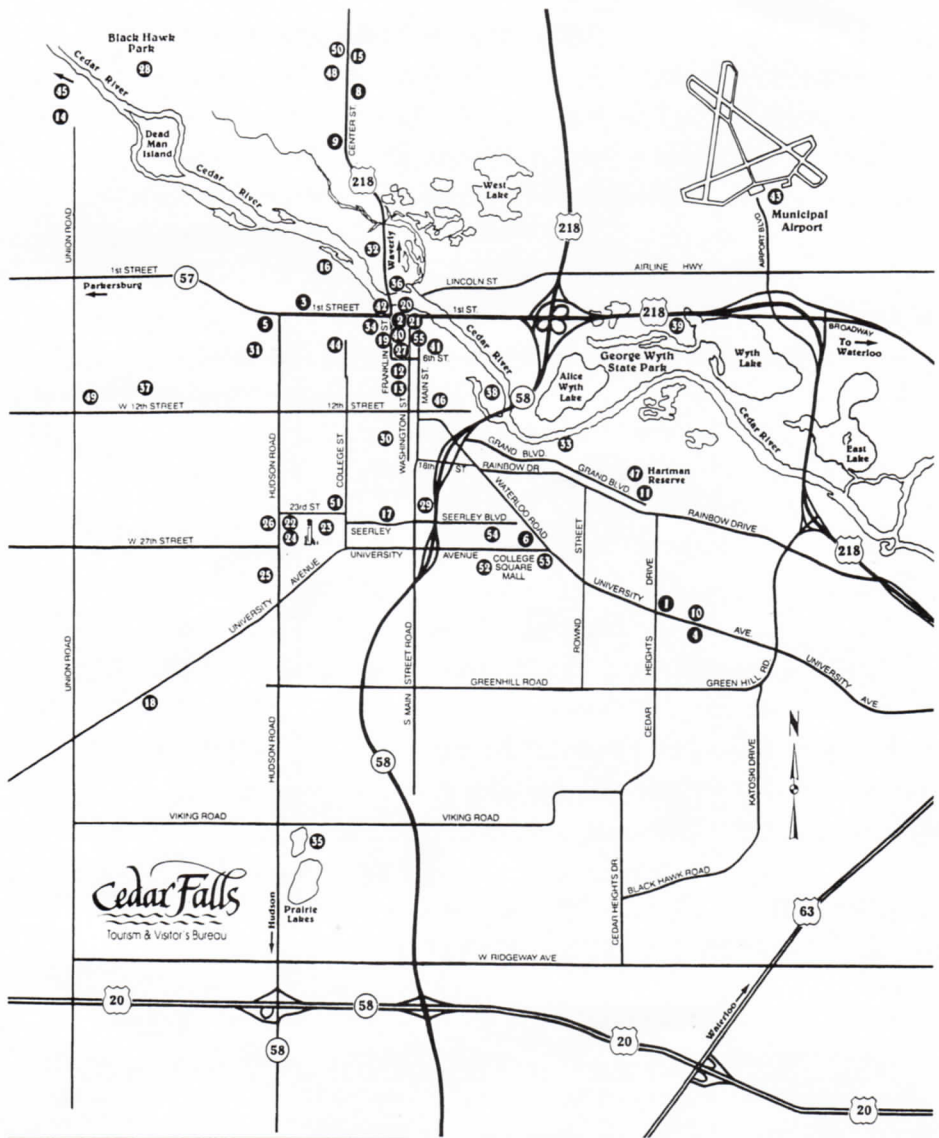
- 33a Art II
- 20 Campanile
- 23 Center for Educational Technology
- 10 Commons
- 51 Conferences & Visitor Services
- 18 Ethnic Minorities Cultural & Educational Center
- 39 Gilchrist Hall
- 35 Greenhouse
- 14a Marshall Center School
- 22 Maucker University Union
- 50 Museum
- 48 Physical Plant
- 47 Power Plant
- 21 Donald O. Rod Library
- 11b Student Services Center
- 13 UNI-Dome
- 8 University Health Services
- 45 Visitor & Information Center

Residence and Dining Areas

- 11a Bartlett Hall
- 2 Bender Hall
- 5 Campbell Hall
- 49 College Courts
- 10 Commons Dining Center
- 4 Dancer Hall
- 37 Hagemann Hall
- 54 Hillside Courts
- 9 Lawther Hall
- 42 Noehren Hall
- 24 President's Home
- 43 Redeker Center
- 53 Residence on the Hill (R.O.T.H.)
- 38 Rider Hall
- 44 Shull Hall
- 3 Towers Dining Center

Campus Information:

- (319) 273-2311
- UNI-Dome Ticket Information:
- (319) 273-6131
- Visitor and Information Center:
- (319) 273-6864



SUNDAY 1:00-4:30 p.m. Registration
 Noehren Hall
 6:00 p.m. Student-Faculty Orientation
 Schindler Education Center
 7:00-9:00 p.m. First official class session
 Various locations in Schindler
 9:00 p.m. Pizza Party sponsored by Canon
 Schindler Education Center

DAILY Breakfast 7:00-8:30 a.m. ONLY
 Class time 9:00 a.m. - 5:00 p.m.
 6:00 - 8:00 optional, or special tutoring
 One hour for lunch and dinner
 15 minute break any time after
 10:00 a.m. and 2:30 p.m.

PLEASE NOTE THE FOLLOWING TIMES AND EVENTS

SUNDAY Pizza Party, 9:00 p.m.
 MONDAY Class photos, a.m.
 WEDNESDAY Barbecue, 6:30 p.m., sponsored by
 American Color Imaging
 THURSDAY Class, 9:00 a.m. - 3:00 p.m.

GRADUATION CEREMONIES IN YOUR CLASSROOM

Student Bulletin Board available to
 MAIPP students at the MAIPP office.

ADDITIONAL COSTS

As far as school is concerned, there is no additional cost to you. Your personal needs are your expense. Most demonstration equipment and other items used in classes will be on sale at reduced prices for students. Personal checks are usually sufficient, unless otherwise noted. NOTE: If not previously paid, balance of tuition must be cash, certified check, or credit card.

CDs will be available from the master camera in your class. Most equipment, props, etc. will also be for sale by vendors. Most equipment and backgrounds used in classes may be purchased at discounted price. Bring extra cash or checks.

NATIONAL MERITS

MAIPP is authorized to offer two (2) PPA Merits for attending MAIPP School. In order for you to receive National Merits, you **MUST BE** a member of the Professional Photographers of America and attend the prescribed number of hours required through Thursday, 3:00 p.m. The merits are handed to the student after class has been completed. It is your responsibility to furnish us with your PPA number **ON YOUR REGISTRATION FORM**. You must submit your Validation Form by December 30th of the same year you receive it, or your merit may be rejected by National.

CLASS PHOTOGRAPH

A class photograph will be taken Monday a.m. Normal day-to-day dress is casual though you may wish to dress up for the photograph. You will be notified when and where the photographs are to be taken.

PUBLICITY PHOTOGRAPH

A publicity photograph with the instructor is the option of the instructor. Though the instructors are not required to do so, we certainly encourage you to for your own scrapbook or publicity into your local newspaper. This is an excellent way to receive valuable publicity from your local newspaper.

PIZZA PARTY

Canon will host a Pizza Party for everyone Sunday at 9:00 p.m. in the main lounge of the Schindler Education Center sponsored by Canon.

SCHOOL PICNIC

On Wednesday evening a BAR-B-QUE will be held with volleyball, picnic and a dance. Price of ticket included in your tuition. Sponsored by American Color Imaging.

STUDENT PACKET

After completing the course, you will receive a packet. In it will be a class portrait, PPA Merits (if you are eligible), a MAIPP Certificate, and a class list so that you keep track of the friends you have made at MAIPP.

PREFERRED ALUMNI LIST

Once an alumni of MAIPP, you will be given a preferred mailing status and be the first to receive our new class information for the following term. BE LOOKING FOR IT!

SPECIAL NOTICE

STAYING IN THE DORM:

UNI has brought to our attention new dorm rules which MUST be followed, and will be enforced by campus police.

No alcohol (including beer) in the hallways, lounges, or outside the dorms. These beverages may be consumed ONLY IN YOUR ROOMS. Legal age is 21 in Iowa.

Smoking only outside the buildings.

No loud noise after midnight.

These rules and requests are made by UNI and are agreed to by the MAIPP Board of Directors. Anyone not complying with them will be asked to leave the dorm.

Please realize this is a serious matter, and if problems continue, we could lose rights to stay in the future.

Thanks for your cooperation.

