



EMILY GRIFFITH

TECHNICAL COLLEGE

2021-2022 Culinary Arts Checklist

Be ready for the first day of class:

- **Payment and Student ID**

- You must confirm payment arrangements with the Treasurer's Office (Lincoln Campus, 6th floor) within 10 business days of registering for classes OR by the first day of class (whichever comes first). A monthly payment plan is available for this program.
- Pay in-person at the Treasurer's Office, online at www.emilygriffith.edu/student-portal-instructions, or by phone at 720-423-4786. Cash, check, VISA, and MasterCard accepted.
- You may get your student ID at the Lincoln Campus after payment arrangements are confirmed. Your student ID must be with you and displayed at all times.

- **Program Structure & Delivery**

- The Culinary Arts program is offered at our main campus, which is at 1860 Lincoln St in downtown Denver.
- The Culinary program is delivered in a hybrid format. This means that part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/kitchen.
 - Even though the program is offered in a hybrid format, students will be expected to be "in-class" and doing coursework for the duration of their daily class time. Students are not allowed to work during scheduled class hours.
 - Your instructor will inform you of your on-site class hours a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please contact student.help@emilygriffith.edu
- All assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
 - Your login for Moodle and the Student Hub is the same
 - Student Hub: <https://my.emilygriffith.edu/ics>
 - Moodle: moodle.emilygriffith.edu
 - If you need technical assistance during your program, please email help@emilygriffith.edu



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- **Program Policies**

- You must follow all school policies for in-person and virtual learning at all times.
 - Students must sign the Student Attestation before coming to class.
 - The Code of Conduct will be reviewed in class.
- You must have 952.5 hours to complete the culinary program.
- A minimum of 90% attendance is required to pass each class.
- An 80% grade is required on all written assignments and tests.

- **Textbook and Supplies**

- The cost of your book, uniform, and knife kit are included in your tuition and fees.
- You will receive the book on the first day of class.
- Bring a notebook and pen/pencil everyday to take notes.

- **Dress Code**

- Student IDs must be carried or worn in class and on school property during all school activities.
- Students must wear a mask that covers their mouth and nose at all times while on campus.
- Cloth Chef Toque (hat) no printing or design (1 provided)
- Standard black double-breasted chef coat (2 provided)
- Houndstooth checked cooks pants (2 provided)
- Black slip resistant work shoes

- **Childcare, Parking, and Transportation**

- For help connecting with community child care assistance, contact the Student Success Center at student.help@emilygriffith.edu
- For public transit info, visit www.rtd-denver.com. Information on nearby parking and public transit is available at www.emilygriffith.edu/locations-address-and-parking.