



Welcome to the School of Apparel Design & Development!

We put together the information below to answer questions you may have and help you prepare for a successful quarter.

How Will Online/Hybrid Courses Work?

- **Some classes will be online, with the option to come into our lab during scheduled hours – instructions for coming to lab are below.** Your instructor will request that you attend live Zoom sessions. It will be very important to check Canvas and e-mail regularly to keep up with the coursework and information. Demonstrations and hand-outs for courses will be available on Canvas.
- **You should be prepared to work from home with a sewing machine, space to pattern, and internet access.** While the skills associated with using industrial machines are important, you will not be required to come to campus and alternates to using industrial equipment will be offered. Details on needed equipment below. [Wifi hotspots are available from the college.](#)
- **Mandatory kits are available for pick up the first week of class**
 - You must pick up your kits by or before the first week of school. Specific hours, costs, and instructions will be emailed to you beforehand.

Steps to access campus

- **ALL STUDENTS ARE REQUIRED TO GET A STUDENT ID/KEY CARD FOR BUILDING ACCESS.** You will get these in-person from the admissions office. Once you have your card, you can use it on any entrance of the building and entrance into the Apparel Lab.
 - **Until you have your key card** you must **use the main 1701 Broadway entrance A** to enter the building. Everyone is required to **wear a mask at all times, maintain at least 3-foot distance** and **wash or sanitize hands and equipment** regularly. General and surface cleaning will be conducted regularly. We hope you will feel reassured by the safety measures AD&D and the college are taking and be comfortable coming in or taking advantage of our wonderful facility and equipment.
1. Sign up on our departmental Acuity calendar: [Lab Visit Calendar](#) (This will be available first week of each quarter.) If you have scheduled in-person class, you do not need to sign up. Only sign up for lab use outside of your scheduled class times.
 1. Choose your appointment type and select time of arrival.
 2. Appointments must be made by 8pm the day before.
 2. You must fill out the required [Campus Access Form](#), for COVID contact tracing and health screening each day before you come to campus.

Preparing to work at home

- Sewing Machine
 - If you have the space and are committed to completing the program, consider getting an industrial single needle machine. Industrial machines produce professional results, sew faster, and are able to handle a larger variety of fabrics. Juki is our trusted brand and what we use in our AD&D lab. Check Craigslist for used machines and be sure to test them before purchasing. Machines may be ordered online or with local distributors, CH Holderby and Sewing Machine Services.
 - Home machines can be a great option. Look for simple machines without too many extra functions. Bernina, Pfaff, Singer, Janome, & Juki are all good brands. If you are unable to get a machine, let your instructor know.
 - A grid cutting mat and rotary blade can be helpful with patterns and construction.
- Pressing Equipment
 - You will need an iron and pressing area or ironing board. You can purchase any style of iron that works for you. We use gravity feed industrial irons in the lab, though they are not necessary for at home applications.
 - You can purchase an ironing board online or make your own pressing surface by purchasing a small table or thick piece of plywood at the hardware store. Iron board batting is available from Pacific Fabrics. Use a staple gun to attach muslin or lightweight canvas over entire board and padding. YouTube has some helpful tutorials.
- Patternmaking / Cutting / Table Space
 - You will need a medium/large table surface for cutting out projects, patterns and for patternmaking. Though not required, a dense cork tabletop is the best surface for pattern drafting. If you would like to get custom cork tops made you can contact PBS Supply for more information on purchasing cork at www.pbsbuilds.com phone: 253-395-5550. 24" x 36" will work for tops and skirts, although bigger is better.
 - Bright lighting is important for patternmaking. Look for a good large LED light for your table surface.

Assignments

Your instructor will let you know how to submit assignments and samples. Individual assignments might be submitted via Canvas, dropped off on campus, or mailed to your instructor.