NYSID 2015 Pre-College Handbook

WELCOME to the

NEW YORK SCHOOL of INTERIOR DESIGN

The purpose of this handbook is to provide a guide to the Pre-College program at the New York School of Interior Design. NYSID is committed to providing an educational environment that is challenging and of the highest quality. The rules and regulations set forth in this handbook are designed to support these goals.

A student's attendance at the college constitutes an agreement with the college to abide by the standards and regulations expressed in the Pre-College Handbook, and the NYSID Catalog. Students are responsible for knowledge of information contained in this Pre-College Handbook. Failure to read the handbook does not excuse a student from the requirements and regulations contained herein.

NYSID is located at the center of the most vital design community in the United States. New York City serves as an extended “campus” since trips and assignments can involve visits to the city's various architectural landmarks, museums, and showrooms. Offices of numerous interior design and architectural firms as well as industry showrooms, including lighting, cabinetry, furniture, fabrics, wall and floor finish materials, are in close proximity to the School. Some of the world's finest museums, auction houses, and galleries are within walking distance of the campus. The goal of the NYSID Pre-College curriculum is to prepare students to consider a career in the interior design profession through immersing them for a short time in the educational experience of learning interior design.

Office of Academic Affairs

The Office of Academic Affairs, including the offices of the Dean, the Associate Dean, the Assistant Dean, and the academic advisors, is located on the third floor of the 69th Street building. The office of Deana Acheson, the Pre-College Advisor, is also located here. The Office of Academic Affairs may be reached by calling 212.472.1500 extension 304; that is the extension of Luz Garcia, assistant to the Office of Academic Affairs.

Student Identification Cards

Photo identification (ID) cards are issued to all registered Pre-College students and must be worn attached to the green NYSID lanyard whenever on campus. ID cards may be obtained on the first day of the Pre-College workshop from the Student Services desk, located in the office of the registrar on the 2nd floor of the 69th Street administrative building. A special time for Pre-College students has been scheduled for the first day of classes, at 12:30 pm. Many art supply stores and museums accept the ID card as a basis for student discounts. Students must present their ID cards to their instructors at the first class session if requested, and upon request by any NYSID authorized personnel thereafter. Refusal to present one's ID card upon request by NYSID authorized personnel will result in immediate removal from the campus.
Personal Property

NYSID is not responsible for the loss of or the damage to personal property, including belongings and work left in classrooms, studios, lockers, exhibition spaces, or the residence hall. All personal property should be protected against theft or other loss by individual or family insurance.

Attendance

Regular and punctual attendance at all classes is mandatory. If a student misses a class due to illness or personal emergency, the student is required to notify the Office of Academic Affairs at 212.472.1500 ext 304, or email Deana Acheson, at dacheson@nysid.edu as well as the Pre-College student activities coordinator, Celeste Collins at 212.472.1500 ext 206 or ccollins@nysid.edu.

A student will be involuntarily withdrawn from a class and a grade of “W,” will be assigned in the case of excessive absences, which is more than two absences in total. Students are required to arrive at their classes on time. Lateness is defined as ten (10) minutes after the beginning of the class session. Three instances of lateness are recorded as one absence. No refunds will be made to students who are involuntarily withdrawn from a class.

Students are required to attend classes for the entire time period, do studio work in class as directed by the instructor and present their work at periodic review sessions and formal presentations. Students are excused from review sessions and presentations only in the case of a documented illness or personal emergency.

In Case of Non Attendance

Attendance will be taken at every session and workshop. If a student has not appeared for a session 30 minutes after it has begun, the instructor will call the student’s mobile phone number. If the student cannot be reached, then the parents or emergency contact will be called by the assistant to the Office of Academic Affairs.

Grading

Students will earn a grade of P for Passing, or W for Withdrawn or not passing. Only grades of P will earn one college credit for enrollment in the NYSID Pre-College program.

Supplies

NYSID will supply a kit of basic art supplies to enrolled students on the first day of classes. The supplies include all necessary drafting equipment and drawing materials, as well as a pop-up map of Manhattan. Students may purchase additional supplies at their own expense.

Local travel

The NYSID Pre-College program includes several field trips to the offices of professional design firms, museums, and other important sites. Every field trip begins and ends at NYSID, at 170 East 70th Street. Regardless of the age of the student, each must meet at the school and depart from there for each field trip. Students will be accompanied at all times by NYSID staff, including instructors and other school representatives. Upon arrival in New York City, students must purchase a $20.00 metro card prior to the first field trip, which will be on the third day of class.
Spending money

On most days, students will be buying lunch and snacks on their own. There are several inexpensive restaurants in the area of the school. It is estimated that $10 per day is sufficient to purchase lunch and refreshments, either from NYSID Café or within the local area.

Food

Eating is not allowed in the classrooms at NYSID. However, there is a café in the Whiton Gallery on the lower level with an informal seating area, and tables and chairs on the roof garden of the 70th Street building.

Accommodations for Students with Disabilities (Learning and Physical)

The college provides reasonable accommodations to students with documented learning and physical disabilities. It is the student’s responsibility to provide his or her academic advisor with current written documentation from a qualified professional stating the accommodation requested, and to comply with all college requests for additional documentation when needed. Students must provide this documentation before services will be initiated.

Reproduction of Student Work and Images

NYSID frequently reproduces student work and photographs of campus activities in its publications and promotional materials. Students not interested in having their work or likeness published in these materials must notify the Office of Academic Affairs in writing during the registration period.

Student Code of Conduct

The New York School of Interior Design provides students with an environment that stimulates and nurtures creative exploration and interaction. Students are expected to support the environment and the community in which they work and live by actively practicing and living by the following Student Code of Conduct. Each student must practice an ethic that includes fostering personal and professional integrity and trust, and be responsible for her or his actions. Violation of the Student Code of Conduct may result in immediate expulsion from the Pre-College Program. If a student is expelled, no tuition refund will be made.

Student Code of Conduct Violations

Examples of actionable behavior are provided below in order to give students a better understanding of the kind of behavior that violates the Student Code of Conduct, and is therefore subject to immediate dismissal from the program.

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the NYSID community or the regular operation of the college and or residence facility.
- Disrespect to any member of the NYSID community and/or failure to comply with the directions of college faculty or staff.
- Physical violence, actual or threatened, against any individual or group of persons.
• Damage, destruction, or removal of another student’s work or property.
• Vandalism or damage to personal or NYSID or 1760 Residence property.

Standards of Conduct in Relation to Drugs and Alcohol

NYSID is committed to creating an environment for its students, faculty, and staff free of drug and alcohol abuse. NYSID strongly believes that a combination of preventive education about drug and alcohol abuse and counseling support for those with drug- and alcohol-related problems is the most effective means to achieve and maintain this environment. Students cannot consume, distribute or possess illegal drugs or alcohol at any time. Any violations of this policy will result in dismissal from the program. Smoking is not permitted on any NYSID property, dorms or during any NYSID sponsored activities.

School Sanctions

Individual students who violate this or related policies shall be subject to the appropriate disciplinary process. The disciplinary sanctions that may be imposed for violations of the policy include, but are not limited to, warnings and expulsion. No tuition refunds are made in case of expulsion.

Emergency contact numbers

The following is the contact information for NYSID staff and instructors in the Pre-College program:

Pre-College Coordinator       Don Kossar       917-453-1473
Pre-College Advisor           Deana Acheson    212-452-4177
dachesond@nysid.edu
Director of Admissions        Celeste Collins  212.472.1500 ext 206
collins@nysid.edu
Office of Academic Affairs    Luz Garcia       212-472-1500 ext. 304
lgarcia@nysid.edu