CONTENTS

ICPS Schedule at a Glance ................................................................................................. 2
Online Courses .................................................................................................................. 3
Pre-College Program ......................................................................................................... 3
Introduction to Interior Design .......................................................................................... 4
Special Programs ............................................................................................................... 6
  Transform* — Creatives to Entrepreneurs ................................................................. 6
  Residential Lighting Design ......................................................................................... 6
  Design Principles of Classical Architecture .............................................................. 7
  Creating with the iPad ................................................................................................. 8
  Experience of Drawing .............................................................................................. 10
Workshops .......................................................................................................................... 10
Graphic Communication & Technology ......................................................................... 11
Courses for Academic Credit .......................................................................................... 13
General Information ........................................................................................................ 15
Summer 2015 Calendar .................................................................................................... 18
Registration Form ............................................................................................................. 19

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Institute for Continuing and Professional Studies

Whether you are an established design professional, new to the field, or just interested in exploring a career in interior design, NYSID offers a wide range of classes in all aspects of interior design and its related fields. We offer noncredit workshops, undergraduate courses for credit, and professional development classes carrying CEUs and LUs, all taught by NYSID’s accomplished faculty of interior designers, architects, visual artists, and art and design historians and experts.

Unless otherwise noted, all ICPS courses take place at New York School of Interior Design, 170 East 70 Street, NYC.

078 ESL for Designers: Talking & Walking in NYC

12 sessions | Mon – Thurs, August 10 – 27, 9:30 am – 12 pm | $1,500 | Materials fee: $75
Location: 401 Park Ave. South at 28 Street

This immersive ESL conversation workshop uses New York City as an exciting “living laboratory” for international design students and designers to learn the specialized vocabulary used in design studios and design history courses. Every class session focuses on ease in public speaking. Co-taught by an architectural historian and an ESL instructor, students are introduced to the language of design through guided tours of the New York City streets and transit system and visits to cutting edge and architecturally significant design destinations, such as Grand Central Terminal, the Met Museum and MoMA, and the Seagram building. This is a fall semester course. Students will be able to register for this course beginning May 4, 2015.

Instructor: Raymond Blackburn

115 Healthcare Interior Design: Designing & Planning the Evidence-Based Environment

1 session | Tue, June 9, 6:30 – 9:30 pm | $185 | .3 CEUs | 3 LUs | Qualifies for HSW
1 session | Thurs, July 9, 2 – 5 pm | $185 | .3 CEUs | 3 LUs | Qualifies for HSW

Healthcare interior design is one of the fastest growing and fundamentally important fields in our profession today and for the future. Interior design of healthcare environments has been found to significantly impact patient health, employee safety and well being, and to potentially mitigate medical error. This presentation will introduce the subject of healthcare interior design from the perspective of Evidence Based design thinking, and show specific examples from current research, best practices, and education.

Instructor: Victor Dadras is the program director of NYSID’s MPS Healthcare Interior Design Program. He is also a partner at Dadras Architects, an architecture, interior design, and urban design consulting firm in New York City that works on commercial, residential, and healthcare facilities.
<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CE050</strong> Introduction to Interior Design</td>
<td><strong>CE115</strong> Healthcare Interior Design: Designing &amp; Planning the Evidence-Based Environment</td>
</tr>
<tr>
<td>6 sessions, Thurs, June 11 – July 16, p.4</td>
<td>1 session, Thurs, July 9, p.1</td>
</tr>
<tr>
<td>6 sessions, Tues, June 9 – July 14, p.4</td>
<td><strong>NEW</strong></td>
</tr>
<tr>
<td>6 weeks, June 14 – July 19, p.4</td>
<td><strong>CE115</strong> Healthcare Interior Design: Designing &amp; Planning the Evidence-Based Environment</td>
</tr>
<tr>
<td><strong>CE115</strong> Healthcare Interior Design: Designing &amp; Planning the Evidence-Based Environment</td>
<td>1 session, Tues, April 14, p.11</td>
</tr>
<tr>
<td>1 session, Tue, June 9, p.1</td>
<td><strong>CE200</strong> Telling Your Story: How to Catch an Editor’s Eye</td>
</tr>
<tr>
<td><strong>CE147</strong> Insiders Guide: Sourcing Rugs Like a Designer</td>
<td>1 session, Tues, April 14, p.11</td>
</tr>
<tr>
<td>1 session, Tues, June 16, p.11</td>
<td><strong>CE409</strong> Experience of Drawing III</td>
</tr>
<tr>
<td>6 sessions, Jun 9 – July 14, p.8</td>
<td>5 sessions, Tues &amp; Thurs, July 14 – July 28, p.10</td>
</tr>
<tr>
<td><strong>CE169</strong> Fundamental Principles of Classical Architecture, Design, Ornamentation</td>
<td><strong>CE912</strong> Strategies in Marketing Your Design Practice</td>
</tr>
<tr>
<td>6 sessions, Tues, June 9 – July 14, p.8</td>
<td>1 session, Tues, July 14, p.6</td>
</tr>
<tr>
<td><strong>CE350</strong> Run Your Design Business More Efficiently with Studio Webware</td>
<td><strong>CE913</strong> Strategies in Managing Your Design Practice</td>
</tr>
<tr>
<td>2 sessions, Wed, June 10 &amp; 17, p.8</td>
<td>1 session, Tues, July 21, p.6</td>
</tr>
<tr>
<td><strong>CE400</strong> Experience of Drawing I</td>
<td><strong>CE408</strong> Experience of Drawing II</td>
</tr>
<tr>
<td>5 sessions, Tues &amp; Thurs, June 9 – 23, p.26</td>
<td>5 sessions, Tues &amp; Thurs, June 25 – July 9, p.10</td>
</tr>
<tr>
<td><strong>CE403</strong> Quick Sketching Techniques for Interiors</td>
<td><strong>CE408</strong> Experience of Drawing II</td>
</tr>
<tr>
<td>8 sessions, Tues &amp; Thurs, June 9 – July 2, p.11</td>
<td>5 sessions, Tues &amp; Thurs, June 25 – July 9, p.10</td>
</tr>
<tr>
<td><strong>CE408</strong> Experience of Drawing II</td>
<td><strong>CE400</strong> Experience of Drawing I</td>
</tr>
<tr>
<td>5 sessions, Tues &amp; Thurs, June 25 – July 9, p.10</td>
<td>5 sessions, Tues &amp; Thurs, June 9 – July 23, p.26</td>
</tr>
<tr>
<td><strong>CE410</strong> Basic 2D Drafting Using AutoCAD</td>
<td><strong>CE411</strong> Intermediate 2D Drafting Using AutoCAD</td>
</tr>
<tr>
<td>6 Sessions, Tues &amp; Thurs, June 9 – July 2, p.12</td>
<td>6 sessions, Mon, June 8 – July 20, p.12</td>
</tr>
<tr>
<td><strong>CE411</strong> Intermediate 2D Drafting Using AutoCAD</td>
<td><strong>CE412</strong> MAC Users: Basic 2D Drafting Using AutoCAD</td>
</tr>
<tr>
<td>6 sessions, Mon, June 8 – July 20, p.12</td>
<td>7 sessions, Mon &amp; Wed, June 8 – June 29, p.12</td>
</tr>
<tr>
<td><strong>CE412</strong> MAC Users: Basic 2D Drafting Using AutoCAD</td>
<td><strong>CE424</strong> iPad Apps for Designers</td>
</tr>
<tr>
<td>7 sessions, Mon &amp; Wed, June 8 – June 29, p.12</td>
<td>2 sessions, Mon &amp; Wed, June 8 &amp; 15, p.9</td>
</tr>
<tr>
<td><strong>CE424</strong> iPad Apps for Designers</td>
<td><strong>CE425</strong> Drawing and Painting with the iPad</td>
</tr>
<tr>
<td>2 sessions, Mon &amp; Wed, June 8 &amp; 15, p.9</td>
<td>2 sessions, Tues &amp; Thurs, June 9 &amp; 16, p.9</td>
</tr>
<tr>
<td><strong>CE425</strong> Drawing and Painting with the iPad</td>
<td><strong>CE440</strong> 3D Image Modeling Using 3D Studio Max</td>
</tr>
<tr>
<td>2 sessions, Tues &amp; Thurs, June 9 &amp; 16, p.9</td>
<td>7 sessions, Wed, June 10 – July 29, p.12</td>
</tr>
<tr>
<td><strong>CE440</strong> 3D Image Modeling Using 3D Studio Max</td>
<td><strong>CE741</strong> Residential Lighting: Surveying the Sources of Light</td>
</tr>
<tr>
<td>7 sessions, Wed, June 10 – July 29, p.12</td>
<td>1 session, Thurs, June 11, p.7</td>
</tr>
<tr>
<td><strong>CE741</strong> Residential Lighting: Surveying the Sources of Light</td>
<td><strong>NEW</strong></td>
</tr>
<tr>
<td>1 session, Thurs, June 11, p.7</td>
<td><strong>NEW</strong></td>
</tr>
</tbody>
</table>
NYSID offers a number of online courses. Our distance learning offerings are flexible and convenient, and were designed for the working professional or busy student who cannot attend classes on our NYC campus.

NYSID instructors teach every course and the curriculum and learning goals are the same as the onsite courses, but reformatted to encourage participation and connection. Each course is asynchronous, meaning that you do not have to log in at a set time. Instead, students watch recorded lectures and demonstrations, participate in the discussions, access handouts and assignments, and communicate with the instructor and fellow students. Courses do follow the semester schedule and require weekly log in and assignments. Any academic credits earned online will directly apply to your degree program.

Students matriculated in the onsite Basic Interior Design program (with the exception of international students) may take up to 9 credits in the online format; students matriculated in the online Basic Interior Design may take up to 9 credits in onsite courses. Any academic credits earned online will directly apply to future degree programs.

Pre-College Program

040  Pre-College Program

Studio credit 1 | $1,030
8 sessions | Mon – Thurs, July 6 – 16, 10 am – 4 pm

NYSID’s Pre-College Program is a two-week course designed to immerse students in the creative and rewarding world of interior design. Classes are taught by professional interior designers — the same instructors who teach in NYSID’s degree programs. Open to high school sophomores, juniors, and seniors, this course introduces students to interior design and helps them explore career possibilities. They’ll attend lectures by design professionals, see demonstrations of architectural drawing and digital media, and get to create their own designs in studio classes.

And, of course, NYSID is located in the heart of New York City, so they can take full advantage of everything the city has to offer. In addition to classes at the College, there will be field trips to interior design firms and notable sites throughout the city.

This course is available on a Pass/Fail basis only. Students who successfully complete the Pre-College Program can apply one elective academic credit to a degree program at NYSID. Learn more at nysid.edu/precollege.

Instructors: Don Kossar & additional instructors
Introduction to Interior Design

CE050  Introduction to Interior Design

A | 6 sessions | Thurs, June 11 – July 16, 2 – 4 pm | $675
K | 6 sessions | Thurs, June 11 – July 16, 6 – 8 pm | $675
K1 | 6 sessions | Tues, June 9 – July 14, 6 – 8 pm | $675
DL2 | 6 weeks | June 8 – July 19 | $675 | Online

This course is intended for people who are considering a career in interior design. It provides a broad introduction to the profession and an overview of the education required. Through class discussions and a short design assignment, students will be exposed to a range of topics including basic design elements, the use and application of color, space planning, selection of furniture, finishes and textiles, and design resources. Students should refer to the syllabus for details regarding the purchase of required drawing materials and supplies.

Instructors:

Randi Halpern is principal of Randi Halpern Interior Design and has been practicing interior design in New York City for nearly 25 years. She is a NCIDQ certificate holder and a specialist in hospitality and residential design.

Don Kossar is principal of Don Kossar Interiors, which specializes in high-end residential interiors. He received his BFA from the New York School of Interior Design and has been teaching at the College for more than 15 years.

Katie Tomko is an NCIDQ certified interior designer who has worked at Gensler, Rockwell Group, and SOM, as well as smaller design firms, doing both commercial and residential design. She received a BA in Interior Design from Michigan State University.
Special Programs: Transform

transform*

CREATIVES TO ENTREPRENEURS: THE BUSINESS OF DESIGN

Transform is a series of six courses specifically intended to equip design professionals with the strategies needed to meet the business challenges of today’s market. Successful completion of the series results in a Certificate in Entrepreneurship for Creatives.

Offered this session:

**CE912 Strategies in Marketing Your Design Practice**

1 session | Tues, July 14, 6 – 9 pm | $185
0.3 CEUs | 3 LUs

Familiarize yourself with a few basic concepts of marketing. Have you heard of the 4Ps? The 5Cs? This discussion will allow you to choose how you position your business in the market, now and in the future, in a way consistent with the vision you have already articulated for your business. Additionally, the instructor will introduce you to the 4Ds of marketing, a new approach that connects design thinking with business management. Learn to distinguish between clients you should or should not keep and devise mechanisms that will rid your business of disadvantageous assignments.

**CE913 Strategies in Managing Your Design Practice**

1 session | Tues, July 21, 6 – 9 pm | $185
0.3 CEUs | 3 LUs

Learn about processes and operations that will make your business life easier and your clientele very happy. Topics to be covered include letters of agreement, licenses and administrative documents that stem from your firm’s value proposition, and pricing structure. What type of infrastructure do you need to keep track of all these documents? Should you execute or delegate? Streamline your own operations for accuracy, efficiency, and profit maximization.

*All courses are taught by Thomai Serdari, an architectural historian with a PhD from the Institute of Fine Arts, NYU. She began her research on entrepreneurship in the creative professions while at the Leonard N. Stern School of Business, NYU. Other areas of research and scholarship include marketing and branding, topics she combined with her knowledge of entrepreneurial businesses to create Transform specifically for NYSID.*
Special Programs: Lighting Design

BASICS OF RESIDENTIAL LIGHTING DESIGN

This program provides interior designers with the knowledge base and core strategies necessary to expand their skill set to include residential illumination. The cycle of courses strikes a balance between the fundamentals of lighting design with precisely targeted procedures for the illumination of specific types of residential spaces. Upon completion of the series, participants will be equipped with the resources and techniques needed to integrate light into their residential projects.

FOUNDATION COURSES
(offered in various semesters):
Surveying the Sources of Light
Control Technology for Interiors
Layout Fundamentals for Interiors
Basic Lighting Calculations

TOPICAL COURSES
(offered in various semesters):
Illuminating the Kitchen
Theatrical Lighting Strategies
Illuminating the Residential Bathroom
Lighting the Outdoor Room & Landscape

Offered this semester:

CE741  Residential Lighting: Surveying the Sources of Light

1 session | Thurs, June 11, 6 – 9 pm | $185
.3 CEUs | 3 LUs | Qualifies for HSW credit

Many design professionals and consumers have become overwhelmed by the rapidly changing selection of electric sources of light. The trend of manufacturers revising and refining their vast menu of lamp (light bulb) product types in response to increased energy legislation shows no signs of slowing down. Attendees of this course will receive a comprehensive overview of electric light technologies, from the traditional incandescent lamp to the LED (light emitting diode). Established guidelines for measuring color, intensity, and efficiency are presented along with recommendations on how to specify electric sources of light.

Instructor John Katimaris AIA, IES, IIDA, is a registered architect and NCIDQ certified interior designer with more than 25 years of professional experience. He is the program director of NYSID’s MPS in Interior Lighting Design. He holds a MFA in Architectural Lighting Design from Parsons School of Design and a BS in Architectural Technology from NYIT.
Special Programs: Classical Architecture

CE169  Fundamental Principles of Classical Architecture, Design, Ornamentation (*offered in conjunction with Institute of Classical Art & Architecture*)

6 sessions | Tues, June 9 – July 14, 6 – 9 pm | $675 | 1.8 CEUs | 18 LUs

_Instructor will provide list of materials_

The most beautiful rooms of any style can be traced to the integration of key architectural design principles. This course is intended for the interior designer, decorator, architect, or design enthusiast who wishes to embrace the basics of timeless Classical design. As the title implies, this is an in-depth introduction to the fundamental principles of classical architecture, design, and ornamentation beginning with the Classical orders and the key architectural elements of an interior. Participants will gain knowledge of the fundamentals of Classical architectural interior design through a combination of in-class sketching, lectures regarding significant historical and modern precedents of Classical interiors, and a field trip – typically to the New York Public Library. Drawing or drafting skills are not required.

**Recommended books:**

_The Architecture of the Classical Interior_ by Steven W. Semes (with illustrations by Nina Strachimirova)

_The New York Public Library: The Architecture and Decoration of the Stephen A. Schwartzman Building_ by H. H. Reed & F. Marrone

**Instructors:**

_Nina Strachimirova_ is a licensed architect in the United States and Europe with more than 35 years of practical experience. For the last 20 years, she has worked on the planning and design of custom high-end residences, apartments, and corporate interiors in the US and Canada.

_Nina R. Lomeo,_ interior designer and illustrator, earned a BFA in Interior Design at Syracuse University, and studied at the Institute of Classical Architecture & Art in Manhattan. She has consulted for design and architecture firms such as Danielle Galland Interior Design, Inc.; Atelier & Co.; AJ. T Architect PC; and Foster Reeve Architectural & Ornamental Plaster. She has worked with Weitzner Ltd. and Thomas Jayne Design Studio.
CREATING WITH THE iPAD

This series explores the exceptional creative potential of the iPad. From learning the basics to creating art with the best apps, each 10-hour course will guide you through topics such as getting started with the iPad, design, photography, and drawing and painting. Together, these new skills will help you get the most out of your iPad. Participants will be expected to purchase appropriate apps for each class (not included in the course fee).

**CE424  iPad Apps for Designers**

3 sessions | June 8, 10, 15; 5:30 – 8:30 pm | $285 | .9 CEUs | 9 LUs

Interior Design: There’s an app for that. The App Store has many helpful apps available for designers. Learn about apps for color, such as Colors, Saturation, and Josef Albers’ Interaction of Color. Explore apps that feature designers’ work, such as Architizer, and Houzz. Need to find furniture? There are apps for that, too. Each student must bring their own iPad to class.

**CE425  Drawing and Painting with the iPad**

3 sessions | Tues & Thurs, June 9, 11, 16; 5:30 – 8:30 pm | $285 | .9 CEUs | 9 LUs

From magazine covers to David Hockney’s landscapes, many artists are creating artwork on their iPad. Learn how to draw and paint using some of the apps available in the App Store such as Brushes, Adobe Ideas, Sketchbook, and InkPad. Create artwork on your iPad that can be printed and framed. Each student must bring their own iPad to class.

*Instructor: Francisco de Leon is a graphic designer and president of FAD Graphics. He has worked with The New York Times as a graphic designer and had a career as a junior architect in New York City.*
Special Programs: Drawing

EXPERIENCE OF DRAWING

Experience of Drawing is a course that has three sequences: the elementary routines of drawing, fundamentals and multi-media, and the development of an individual drawing and rendering style for each student.

CE400  Experience of Drawing I: How to Make a Drawing

5 sessions | Tues & Thurs, June 9 – June 23, 9:30 am – 12:30 pm | $475 | 1.5 CEU | 15 LUs

No previous experience is needed. Students who wish to develop drawing skills will be introduced to line, tone, texture, and basic drawing principles, concepts and strategies. The materials needed are: HB, 4B, and 6B pencils, 4B, and 6B graphite sticks, 18” x 24” bond quality paper pad, (2) sheets of 18” x 24” rice paper, and (1) 11” x 14” piece of illustration board.

CE408  Experience of Drawing II: How to Control a Drawing

5 sessions | Tue & Thurs, June 25 – July 9, 9:30 am – 12:30 pm | $475 | 1.5 CEU | 15 LUs

This course will familiarize students with a variety of media and include the use of color. Graphic concepts and formal strategies to create representational or abstract drawings will be explored. The materials needed are: HB, 4B, and 6B pencils, 4B, and 6B graphite sticks, alcohol or water based markers, compressed charcoal, vine charcoal, 18” x 24” bond quality paper pad, and (2) sheets of 18” x 24” illustration board. The instructor may suggest experimenting with additional drawing media and drawing surfaces.

CE409  Experience of Drawing III: How to Create Your Style of Drawing

5 sessions | Tues & Thurs, July 14 – July 28 9:30 am – 12:30 pm | $475 | 1.5 CEU | 15 LUs

This course encourages the development of individualized drawing technique and artistic expression. Students can choose to work in either representational or abstract style. The instructor will recommend, but the students will ultimately select the drawing media and materials with which to work. Suggested materials are (1) 18” x 24” bond quality drawing pad, various weight pencils, charcoal, straight pen & ink, or color markers.

Instructor: Robert J. Harding Jr. is a fine artist, art and design teacher, and writer on aesthetics. He received his BA from Rutgers and his MFA from Southern Illinois University.
Workshops

CE147  Insiders Guide: Historic Textiles & Wall Coverings
1 session | Tues, June 16, 2 – 5 pm | $185 | .3 CEU
Join Marina Case from the Red Shutters on a tour of the D&D Building highlighting showrooms rich in historic wallpaper and textile designs including Brunschwig & Fils, Schumacher, and Pierre Frey. The class will meet for a brief orientation at the New York School of Interior Design, then proceed to the Decoration & Design Building located at 979 3rd Avenue.

Instructor: Marina Case has executed many historic restoration projects including Liberty Hall Museum and the Tuxedo Park Library and her own historic home. She also hosts The Style Show, a radio program about decorating and fashion on WTBQ.com.

CE200  Telling Your Story: How to Catch an Editors Eye
1 session | Tues, July 14, 5 – 7 pm | $75
Every project, and every client, has a story. And every compelling story, like every great design, consistently contains similar elements: drama, history, color, detail, context, facts, quotes and anecdotes. Before your work can be published, every reporter needs to sell your story to their editors. As a career journalist writing for The New York Times and many top publications in the U.S., Canada and Europe, Kelly can help you find, create and share stories about your work.

Instructor: Caitlin Kelly frequently writes on business for The New York Times, where she has published more than 100 stories. Other clients include Ladies Home Journal, Cosmopolitan, Marie Claire, Smithsonian and More. Winner of a Canadian National Magazine Award, and a MORE award for her cover story in Arthritis Today, she is a former reporter for The Globe and Mail, Montreal Gazette and New York Daily News. She is the author of Malled: My Unintentional Career in Retail and Blown Away: American Women and Guns.

CE350  Run Your Design Business More Efficiently with StudioWebware
2 sessions | Wed, June 10 & 17 | 6 – 8:30 pm | $195 | .5 CEUs | 5 LUs
Are you operating your business efficiently and profitably? Increase your profitability by using industry specific software to automate your interior design business. Manage all aspects of your projects: budgets, proposals, order placements, and final invoices.

Instructor: Bob Mass has been a part of the interior design field for over 35 years in a wide range of capacities.

CE403  Quick Sketching Techniques for Interiors
8 sessions | Tue & Thurs, June 9 – July 2, 6 – 8 pm | $575 | 1.6 CEUs | 16 LUs
Even in the age of digital drawing, quick hand sketches remain the most effective way of communicating with clients and colleagues on the spur of the moment. Learn how to “sketch at the speed of light” to illustrate your ideas using quick techniques and basic materials.

Instructor: Rocco Leonardis, RA, ARCUK, NCARB, BBS, has been practicing architecture and interior design for over 40 years. He is also an accomplished illustrator who has exhibited widely in the United States and abroad.
Graphic Communication & Technology

Students registering for these classes are responsible for verifying that their personal computers have the capability to support the applications.

**CE410  Basic 2D Drafting Using AutoCAD**

6 sessions | Tue & Thurs, June 9 – July 2, 6 – 9 pm | $775 | 2.4 CEUs | 24 LUs

Take advantage of the functionality and productivity found in AutoCAD. Learn the fundamentals of AutoCAD in this hands-on course and discover how to efficiently prepare 2D digital drawings. Specifically designed for interior designers and using the Microsoft operating system, this course will cover the basics of AutoCAD drawing software. Topics include drawing commands, drawing set-up and edit, layers, dimensioning, and text. Save, save-as, printing and plotting functions are also covered. An elementary knowledge of both basic hand drafting and computer use is recommended. Attendees are encouraged to bring a flash drive for saving their work throughout the course cycle.

**Instructor:** Russell Klein, AIA, is president of Archidata, Inc., an architectural CAD services firm. He has over 30 years of experience in architecture and interior design.

**CE411  Intermediate 2D Drafting Using AutoCAD**

6 sessions | Mon, June 8 – July 20, 6:30 – 9:30 pm | $675 | 2.1 CEUs | 21 LUs

This course is specifically designed for those who have a working knowledge of basic AutoCAD 2D drafting using the Microsoft operating system. Build on the fundamentals of AutoCAD through hands-on exercises that explore the creation of 2D construction drawings using more advanced drawing production and management commands such as edit, annotate, block, layer, style, properties, and hatch. Work with drawing collaboration techniques such as publishing and plotting. Attendees are encouraged to bring a flash drive for saving their work throughout the course cycle.

**Instructor:** Johnny Lee, NYS-CID, IIDA, LEED AP, has been practicing interior design since graduating from the New York School of Interior Design. He has worked on commercial and retail projects for Gensler and Callison.
Graphic Communication & Technology

CE412  MAC USERS: Basic 2D Drafting Using AutoCAD for Mac’s

7 sessions | Mon & Wed, June 8 – 29 | 6 – 9 pm
$775 | 2.1 CEUs | 21 LUs
Specifically designed for interior designers, this course will cover basic drafting of plans, elevations, and details using AutoCAD. Hands-on practice and small class size allow students to become comfortable and competent in basic AutoCAD and 2D digital drafting using the Macintosh Operating System.

Instructor: Stefanie Werner, R.A., LEED AP, is an award-winning architect and principal of DAS Studio.

CE440  3D Image Modeling Using 3D Studio Max

7 sessions | Wed, June 10 – July 29, 6 – 9 pm
$675 | 1.8 CEUs | 18 LUs
This course introduces 3D Studio Max and its many applications, including 3D modeling shapes, light, texture, reflectivity, etc. This course is designed for students with a background in 2D drafting and basic 3D modeling in a computer environment.

Instructor: Daniel Friedman has been an associate with Metropolitan United Studio, a New Jersey based design firm, since 2007 with a background in architecture. He is a registered architect in New York, a LEED-accredited professional, and an active member of the US Green Building Council.
Courses for Academic Credit

Unless otherwise noted, all courses for academic credit take place at 170 East 70 St., NYC.

MINI-COURSES

145 Introduction to Adobe InDesign

Studio credits 1 | No prerequisites | $915
Print fee: $25
7 sessions | Mon & Wed, July 8 – 29, 6 – 9:15 pm
Adobe InDesign is the design industry’s standard layout program. This course will introduce fundamental tools and techniques including basic layout, text and graphics manipulation, drawing tools, color creation and application, master pages, multiple pages and integration with other Adobe Creative Cloud programs. *Instructor: Francisco de Leon*

SEMESTER-LONG COURSES

Design History and Theory

309 Contemporary Topics in Design: Hospitality in NYC

Lecture credits 2 | No prerequisites | $1,995
Print fee: $25
8 sessions | Mon – Thurs, 1 – 4:15 pm, July 6 – 16
Location: 401 Park Ave. South at 28 St.

Over the last 10 years, hospitality design has been the creative vanguard of New York City design. In this course, students will explore the interdisciplinary contributions of interior designers, architects, and industrial and graphic designers to city restaurants, cafes, and hotels. Students will visit important NYC destinations such as The Plaza and Ace hotels, the Brasserie and Four Seasons restaurants at the iconic Seagram’s building, the restaurants of the Museum of Modern Art, and the Chelsea Market. Students will keep a sketchbook or design journal and complete a small hospitality project. The course fee covers museum admissions and special tours. *Instructor: Stefan Steil*

Studio Courses

128 Basic Drafting

Studio credits 3 | No prerequisites | $2,745
16 sessions | Tues & Thurs, June 9 – July 30, 12:30 – 4:45 pm
The course is an introduction to the tools, techniques, and principles of architectural drafting, graphic conventions, and lettering. Students will measure actual sites and study the use of dimensional orthographic and three-dimensional paraline drawing types. *Instructor: Ann Barton*

141 Color for Interiors

Studio credits 2 | No prerequisites | $1,830
Exam fees for online course: see p. 17
16 sessions | Mon & Wed, June 8 – July 30, 4:30 – 7:30 pm
8 weeks | June 8 – July 29 | Online

This studio course concentrates on the study of color and color schemes for interiors. Compilation of the Munsell Color Charts is the basis for a series of projects which lead to the development of complete color schemes. Psychological and practical influences affecting the choice of color are studied. Colors for walls, floor coverings, window treatments, upholstery, accessories, and accent areas are selected and applied to a variety of room settings. *Instructors: TBA, Stefan Steil (online)*
Courses for Academic Credit

180  Visual Concepts

Studio credits 2 | No prerequisites | $1,830
Exam fees for online course: see p. 17
16 sessions | Mon & Wed, June 8 – July 29, 9 am – 12 pm
8 weeks | June 8 – July 30 | Online

Students are introduced to the language common to all visual activity. Through freehand drawing exercises and study models, the abstract elements of design — point, line, plane, shape/form, value, color and texture — are examined, along with the principles which unify these elements in a clear visual conceptual organization. Discussion and critique of assigned projects enable students to develop an understanding of the elements and principles of design composition. Instructors: Steven Gerber (online), Robert Harding

255  Architectural Photography Workshop

Lectures credits 3 | No prerequisites | $2,795
Print fee: $50
8 sessions | Thurs, June 11 – July 30, 2 – 5:15 pm

In this intensive workshop, students will visit iconic buildings and interiors in New York City and its environs in order to explore and experiment with photography in a rich architectural setting. The workshop will culminate in a show of class work at NYSID. Instructor: Mark La Rosa
General Information

Registration for Continuing & Professional Studies

If you do not have a NYSID ID, follow the instructions on the NYSID website (nysid.edu) to register and pay for a course. You will be sent an ID number and password to use on NYSID’s web portal, which can be used to access materials for a course, if needed, and for future registrations. (If you already have an ID number in our records because you took a course in the past or requested NYSID information, an e-mail will be sent to you with your log-in information.)

To register online on the NYSID Portal, reserve your course(s) and submit payment at the time of registration. Please note, payment in full is required at the time of registration for all noncredit continuing education courses and for all registrations made through nysid.edu. Registration and technology fees do not apply to noncredit courses. For credit bearing courses, tuition and fees must be paid within 15 calendar days of approval by an academic advisor. Course registrations made within 15 days of the beginning of the summer session, or after the session has started, are payable in full at the time of approval. No fees are transferable to another semester.

You may also use the registration form in this brochure to register in person or by mail. Simply complete the registration form and return it to NYSID with payment. The Office of the Registrar, located on the 2nd floor of the 69th Street administration building, is open from 9am to 5pm, Monday – Friday. Registration forms may be mailed, or e-mailed to registration@nysid.edu. Registrations and Drop/Adds are not accepted by phone.

Note: If a delinquent account is referred to a collection agency the student agrees to reimburse the school the fees of any collection agency, which may be based on a percentage at a maximum of 50% of the debt, and all costs and expenses, including reasonable attorneys’ fees, the school incurs in such collection efforts.

Course Additions

A student wishing to add a course may do so on the NYSID Portal, or by submitting a completed Drop/ Add form to the Office of the Registrar. Telephone notification is not accepted. Course additions must be approved by an academic advisor.

Course Drops and Withdrawals

A student wishing to drop a course may do so on the NYSID Portal, or by submitting a completed Drop/Add form to the Office of the Registrar. Students wishing to Withdraw from a course must submit a completed Drop/Add form to the Office of the Registrar. Telephone notification is not accepted. All fees are nontransferable and registration/technology, drop, and late fees are nonrefundable. A drop fee applies to drops that result in a refund. Course drops and withdrawals are based on the date the course is dropped online or the date of receipt of a completed Drop/Add form to the Office of the Registrar.

For full-term, credit-bearing courses, drops and withdrawals are determined according to the following schedule:

Last day to drop ..................................................June 25
Last day for voluntary withdrawal ......................... July 2
General Information

For continuing education courses, students must submit a completed Drop/Add form one full week prior to the first session. For credit-bearing mini-courses that meet for 3 or fewer sessions, students who wish to drop must do so one full week prior to the first session; no drops or withdrawals will be permitted once the course begins. For credit-bearing mini-courses that meet for 4 or more sessions, students who wish to drop must do so one full week prior to the first session; students may withdraw prior to the second session. No withdrawals will be permitted after the second session.

NYSID allows you to take up to 12 college credits as a nonmatriculated student before deciding to apply for a degree program. College credits earned can be applied to your program when you are admitted. For information on NYSID’s degree programs, go to nysid.edu or call the Admissions Office at 212-472-1500 ext. 205.

All courses and workshops are subject to a minimum enrollment per class. NYSID reserves the right to cancel any program, alter time schedules, or substitute faculty.

Information Regarding Continuing Education Credits

As an accredited institution of higher education, NYSID is a New York State-approved provider of continuing education. It is the responsibility of each participant to retain if required, or to submit to their professional organization or state office of the professions, all documentation regarding completion of continuing education requirements. NYSID CE courses may be taken only as non-credit courses. A “W” will be issued for partial attendance or unsatisfactory completion. Courses taken on a noncredit basis cannot be applied to a degree or the Basic Interior Design program.

For Interior Designers

NYSID CEUs may be accepted by professional interior design organizations as fulfilling continuing education credit requirements. NYSID meets the criteria to be a provider of continuing education because it is a degree-granting institution, offering degrees in interior design that are accredited by New York State. Organizations such as ASID and IIDA require members to self-report their continuing education using forms available on the organization websites and to maintain in their files Certificates of Completion with the name of the authorized provider, the course name and earned credits, and the date that the course was successfully completed. Interior designers may be required by their individual state boards and professional organizations to complete profession-related continuing education credits on a regular basis.

NYSID CE courses may be taken only as non-credit courses.

For Architects

Architects are required by their individual state boards and professional organizations to complete profession-related continuing education requirements on a regular basis and should follow the requirements of each jurisdiction.

NYSID is a registered provider of continuing education with the American Institute of Architects (AIA); each course in the bulletin has a notation regarding LU credits, and specifically HSW or SD designations. Members of the AIA who wish to use a NYSID course to meet their membership obligation must submit their membership number to NYSID on the registration form, and upon arrival to the
General Information

first session. NYSID will report their successful completion to the AIA. No continuing education credits will be issued for a grade of “W.”

Refund Policy

Refunds for continuing education courses and any one credit mini-course must be requested in writing at least one full week prior to the first session or no refund is permissible. No fees may be credited to another semester. Telephone notification is not accepted. Email ICPS@nysid.edu or visit the Office of the Registrar to request a drop form.

For the courses with tuition based on credits, tuition refunds are calculated according to NYSID’s refund schedule based on the date the course is dropped online or the date of receipt of a completed drop form. The student must provide the signed drop form to the Office of the Registrar in person or by fax or email. Fees are nonrefundable and nontransferable.

Last day to receive refund of:

100% .......................................................... 6/1/2015
75% ............................................................ 6/11/2015
50% ........................................................... 6/18/2015
25% ........................................................... 6/25/2015

No refunds after June 25, 2015

Tuition and Fees

The following costs are in effect at the time of publication. NYSID reserves the right to change regulations at any time without prior notice and the right to change tuition and fees as necessary.

Undergraduate tuition per credit ................... $915
Registration/Technology fee ....................... $255 (all programs)
Late registration fee* ................................. $100
Drop fee** ........................................ $50
Returned check fee ................................. $35
Transcript fee ........................................ $10

*Late fee does not apply to new students or for registration for noncredit continuing education courses.

**Drop fee and course addition and withdrawal deadlines apply only to credit-bearing courses.

Exams in online courses will be administered by ProctorU (proctoru.com). Students will pay ProctorU directly for all exams. Online students must have access to a computer or laptop with a webcam and internet connection. Each exam costs the student $25; there are 1–2 exams per online course.
### SUMMER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Registration for summer 2015 begins</td>
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<tr>
<td>Wednesday</td>
<td>Late registration for summer 2015 begins</td>
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<tr>
<td>Monday</td>
<td>Last day for 100% tuition refund for summer 2015 courses</td>
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<tr>
<td><strong>Monday</strong></td>
<td><strong>June 8</strong></td>
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<tr>
<td>Monday</td>
<td>Last day for 75% tuition refund for summer 2015 courses</td>
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<tr>
<td>Monday</td>
<td>Last day for 50% tuition refund for summer 2015 courses</td>
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<tr>
<td>Monday</td>
<td>Last day to drop summer 2015 courses</td>
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<tr>
<td>Thursday</td>
<td>Last day for 25% tuition refund for summer 2015 courses</td>
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<td>Thursday</td>
<td>Last day for voluntary withdrawal from summer 2015 courses</td>
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<tr>
<td>Friday</td>
<td>Independence Day</td>
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<tr>
<td><strong>Thursday</strong></td>
<td><strong>July 30</strong></td>
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<tr>
<td>Thursday</td>
<td>Summer 2015 semester ends</td>
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### SUMMER 2015 REGISTRATION FORM

**Instructions:** Register and pay online on the NYSID Portal, portal.nysid.edu. Otherwise, register at www.nysid.edu/register-for-course or complete and sign this form and return it to the Registrar’s Office in person, by mail, or by fax (212-472-3800) with your payment (by check payable to NYSID, money order, or credit card).

- **Social Security Number:**
- **NYSID ID:**

#### Personal Information

- **Last Name**
- **First Name**
- **M.I.**
- **Permanent Home Address**
- **Street/Apt. No.**
- **City**
- **State/Country**
- **Zip**
- **Permanent Telephone**
- **E-mail**
- **Local Address (if different)**
- **Local Telephone**

#### Course Information

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course/Workshop</th>
<th>Section (A-W) Day &amp; Time</th>
<th>Credits</th>
<th>CEUs</th>
<th>LUs</th>
<th>Tuition</th>
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**Refunds are given only in accordance with the current published refund schedule and by check only.** The undersigned student is responsible for all charges for registered courses and agrees that if a delinquent account is referred to a collection agency he/she must reimburse the school the fees of any collection agency, which may be based on a percentage at a maximum of 50% of the debt, and all costs and expenses, including reasonable attorneys’ fees, the school incurs in such collection efforts.

#### Courses for Credit:

- **Total Credits:**
- **Total Tuition:**
- **Plus Registration / Technology Fee**
- **Plus Print/Materials Fee**
- **Late Registration Fee (if applicable)**

#### Continuing and Professional Studies:

- **Total Continuing Education Fees**
- **TOTAL**

**AIA Membership No:**

- **Student Signature**
- **Date**
- **Advisor’s Signature**
- **Date**
- **Financial Aid Administrator Signature**
- **Date**

- **Method of Payment:**
  - Check
  - MasterCard
  - VISA
  - AmEx
  - Exp (mo/yr) __/___

#### Name as it appears on credit card

- **Name as it appears on credit card**
- **Signature**

#### Current Status

- **Incoming – New**
- **New Transfer**
- **Continuing**
- **Readmitted**

#### In Which Program?

- **MFA**
- **BFA**
- **AAS**
- **BA**
- **Basic Int Des**
- **MPS - L**
- **MPS-S**
- **MPS-H**
- **None**

#### U.S. citizens only

- **What is your home state?**
- **Name of City**
- **Non-U.S. citizens only**

- **Country of Citizenship**

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The New York School of Interior Design does not discriminate on the basis of sex, age, marital status, race, color, creed, disability, national or ethnic origin, actual or perceived sexual orientation or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs and other school-related programs.
The information published here represents the plans of the New York School of Interior Design at the time of publication. The College reserves the right to change without notice any matter contained in this publication, including but not limited to tuition, fees, policies, names of programs, course offerings, facilities, and faculty. Payment of tuition or attendance at any classes shall constitute a student’s acceptance of the administration’s rights as set forth above.
BASIC INTERIOR DESIGN (BID) is a non-degree program that provides a broad introduction to the field of interior design. It is offered both online and onsite.

ASSOCIATE IN APPLIED SCIENCE IN INTERIOR DESIGN (AAS) is a two-year program that emphasizes core studies in a range of residential and commercial design studio courses, technology, and graphic communications, as well as courses in the history of architecture, the decorative arts, and liberal arts.

BACHELOR OF FINE ARTS IN INTERIOR DESIGN (BFA) is a four-year degree of design studies with a foundation in liberal arts and design history that provides students with the professional-level preparation to become practicing interior designers.

BACHELOR OF ARTS (BA) IN THE HISTORY OF THE INTERIOR & THE DECORATIVE ARTS provides students with an undergraduate degree in art history, with a special focus on interior environments and the objects they contain.

MASTER OF FINE ARTS — PROFESSIONAL LEVEL (MFA-1) is a three-year graduate program designed to provide an advanced interior design degree to students who have a non-professional baccalaureate degree in design, art, or an unrelated field.

MASTER OF FINE ARTS – POST-PROFESSIONAL (MFA-2) is a two-year, post-professional degree program that provides interior designers, architects, environmental designers, and those in closely related fields with the opportunity for advanced creative and academic scholarship in interior design.

MASTER OF PROFESSIONAL STUDIES IN HEALTHCARE INTERIOR DESIGN (MPS-H) is a one-year, post-professional program providing practicing designers and healthcare professionals with focused knowledge of current issues, research, and theory in the design of healthcare interiors, including a collaborative studio experience.

MASTER OF PROFESSIONAL STUDIES IN INTERIOR LIGHTING DESIGN (MPS-L) is a one-year, post-professional degree that provides rigorous professional education in the area of natural and artificial illumination for the interior environment.

MASTER OF PROFESSIONAL STUDIES IN SUSTAINABLE INTERIOR ENVIRONMENTS (MPS-S) is a one-year, post-professional program that provides the specialized knowledge, thinking, and skills necessary to prepare design professionals to assume leadership roles in developing and maintaining sustainable interior spaces that will positively impact the world.

New York School of Interior Design is ranked one of the top colleges in the country for the study of interior design. Our small class size, sharp focus, and dedicated faculty allow us to provide our students with a great deal of personal attention and prepare them for professional success.

For more information about programs visit www.nysid.edu