Institute for Continuing & 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.

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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.

phone 212. 472.1500 ext 350
email ICPS@nysid.edu
web www.nysid.edu/icps
Rebates Available!

If you register for all courses in a specific suite at the same time you will receive a 10% rebate.*

Suites include: 3dsMax, Adobe Applications, AutoCAD (Mac), AutoCAD (PC), Design Entrepreneurship, SketchUp and Revit.

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<td>The Business of Design: From Vision to Design Practice</td>
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<td>CE910</td>
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<td>Insider’s Guide: Sourcing Rugs</td>
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Unless otherwise noted, all ICPS courses take place at New York School of Interior Design, 170 East 70 Street, NYC.
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CE914  Future Planning: Scaling Your Design Business for Growth p.7
       1 session | Wed, July 27, 6–9pm

Check nysid.edu/icps for information about these new classes!

- Sourcing Stone
- Sourcing Wallcovering
- Space Planning Using 2D AutoCAD
- Organizational Psychology in Design
- Tour Antique Furnishings and Accessories with Judy Sheridan
Certificate Programs

Transform: 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.

All courses in the series:
The Business of Design: From Vision to Design Practice
Business Planning for Your Design Practice
Brand Building for Your Design Practice
Strategies in Marketing Your Design Practice
Strategies in Managing Your Design Practice
Future Planning: Scaling Your Design Business for Growth

► All six courses are being offered this semester.

CE909 The Business of Design: From Vision to Design Practice
1 session | Wed, June 15, 6–9pm | $185 | .3 CEUs | 3 LUs
Change begins with the flow of information: about yourself, your skills, goals and intended audience. Successful change stems from experimenting with ways to organize the information you already have and new information that will be coming in through this series of seminars. Find out how to personalize principles of business planning to incorporate your creativity and approach to design. Discover the elements that will lead you to a clear business vision and work with your own strengths to build your practice. The goal is to articulate the unique vision of your own design business with clarity and precision and to build a plan that will help your business grow.

CE910 Business Planning for Your Design Practice
1 session | Wed, June 22, 6–9pm | $185 | .3 CEUs | 3 LUs
Having covered the basics of business planning, the focus shifts to connecting those components that are unique to your business and finding a way to market them to your current and prospective clients. In other words, how do you move from articulating your vision to implementing your business mission? What is the value you bring to your clients? How can you deliver your value? As a one-time project, a recurring service, or a long-term commitment? Are all these methods applicable to your business? Learn how to be profitable without looking greedy.

CE911 Brand Building for Your Design Practice
1 session | Wed, June 29, 6–9pm | $185 | .3 CEUs | 3 LUs
Marketing a service or product implies a transactional relationship with your client. Learn how to build a system—business name, logo, product/service—that consistently, constantly, and clearly expresses who you are and what you do. In other words, learn how to develop your brand. What are the components of your brand? How can you stand out in a competitive market?

CE912 Strategies in Marketing Your Design Practice
1 session | Wed, July 13, 6–9pm | $185 | .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.
Certificate Programs

Transform: the Business of Design

**CE913 Strategies in Managing Your Design Practice**
1 session | Wed, July 20, 6–9pm | $185 | .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.

**CE914 Future Planning: Scaling Your Design Business for Growth**
1 session | Wed, July 27, 6–9pm | $185 | .3 CEUs | 3 LUs

Planning for growth is essential both for the survival of your business and for your own development. How does a brand grow? How can you manage your practice from the beginning to set it up for future growth that will develop organically? Several scenarios will be discussed and will cover partnerships, scale of projects and/or business, as well as development of different revenue streams. Businesses should be groomed to grow in alignment with the owner’s goals and ambitions. Learn how to prepare yourself and your business and for which type of growth.

Instructor: Thomaï Serdari is 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.

Register for all 6 Transform classes and receive a 10% rebate!
CE050 Introduction to Interior Design
A | 4 sessions | Thurs, June 9–30, 1–4pm | $675
L | 4 sessions | Thurs, June 9–30, 6–9pm | $675
ONLINE | 5 weeks | June 6–July 11 | $675

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 shall refer to the syllabus for details regarding the purchase of required drawing materials and supplies. Online learning students will participate in active discussions with their fellow students and the instructor. Online learning students will need access to a computer with a scanner and a camera.

Instructors:
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.
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.
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.

CE143 Collecting Design: History, Collections, Highlights
A | 6 sessions | Tues, June 7–July 12, 10am–12pm | $350 | 1 CEUs | 10 LUs
K | 6 sessions | Mon, June 6–July 11, 5:30–7:30pm | $350 | 1 CEUs | 10 LUs

This course on collecting modern and contemporary design will educate architects, interior designers, decorators, and art collectors in one of the most fascinating territories—the international marketplace. Lectures will address furniture, styles, and modes in the history of modern design that have a strong presence in the market. Featured guests include experts, curators, collectors, dealers, and scholars such as Alberto Aquilino, director of Delorenzo 1950; Suzanne Demisch of Demisch Danant; Evan Snyderman, co-founder of R 20th Century Gallery; Banoist Drut of Maison Gerard. Those who register for the program receive free access to the annual report of the design market conducted by DeTnk.com (valued at $375). The program is presented by Cultured Magazine and co-sponsored by DeTnk. CE courses are subject to cancellation if the minimum enrollment is not satisfied 3 business days in advance of the first session.

Instructor: Daniella Ohad received her Ph.D. from Bard Graduate Center for Studies in the Decorative Arts, Design History and Material Culture. She lectures and publishes widely on design history, theory, and the decorative arts.
CE147 Insider’s Guide: Sourcing Historic Textiles & Wallcoverings
1 session | Wed, June 15, 2–5pm | $165 | .3 CEUs

Join Marina Case from the Red Shutters on a tour of the Decoration & Design Building (DDB) highlighting showrooms rich in historic wallpaper and textile designs including Brunschwig & Fils, Schumacher, and Pierre Frey. Students will meet in the main lobby of the DDB (979 Third Avenue) at the concierge desk, 15 minutes before the course is scheduled to begin.

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.

CE148 Insider’s Guide: Sourcing Rugs
1 session | Thurs, June 30, 3:30–5pm | $75 | .15 CEUs 1.5 LUs

Learn how to source a rug for your residential or commercial project starting from measuring the room correctly to determining proper size and placement. Find out what questions to ask when purchasing a custom rug including discerning the quality and texture of a rug, and what materials create the desired look, feel, and durability. Starting with a brief historical background on the significance of textiles and rugs in ancient cultures since the 16th and 17th centuries, participants will learn about trends in manufacturing technology, innovation, aesthetics, and how to select rugs based upon the social, environmental, and economic components of sustainability.

Instructor: Behrooz Hakimian of Woven Concepts is an historic textile and rug evaluator, appraiser, expert, and production consultant. He is involved in the recreation and reproduction of historical and 19th century Tabriz carpets. Hakimian has supervised the production of custom woven and antique production pieces from India and Pakistan; and he is involved in the global purchase and sales of carpets.

CE350 Run Your Design Business Efficiently with StudioWebware
1 session | Thurs, July 21, 6–9pm | $165 | .3 CEUs | 3 LUs

Are you operating your business efficiently? Are you maximizing profit? Studio Designer by StudioWebware is the premier web-based project management and accounting application tool for interior design professionals accessible from any computer or mobile device.

Through structured hands-on exercises, students will be introduced to key software features including: managing every detail of a design project from the initial presentation to the final invoice, controlling the bottom line and maximizing profit with accounting procedures customized for the complexities of interior design, and sharing design project information with clients. In addition, students will be able to further their knowledge through individual experimentation with the sandbox version of the software on their own time and free of charge.

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

CE403 Sketching Techniques for Interiors
4 sessions | Wed, June 8–29, 6–9pm | $425 | 1.2 CEUs 12 LUs

Do not let a lack of confidence in your ability to draw prevent you from expressing your ideas quickly and successfully. Give yourself the freedom to scrawl your concepts on paper or on the back of a napkin and you will reach a new level of spontaneous creativity. Even in the age of digital drawing, the ability to sketch will enable you to effectively communicate with clients and colleagues. Either on the spur of the moment or by routine, learn to embrace your pen and paper and you will be surprised at how sketching can save time, improve work flow, enhance communication, boost creativity, and be enjoyable. This course will instruct you on the use of basic drawing materials, simple shapes and composition for creating informative diagrams quickly and with minimum effort.

Instructor: Rocco Leonardi, 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.
CE410 Basic 2D Drafting Using AutoCAD
6 sessions | Tues & Thurs, June 7–23, 6–9:30pm | $675
2.1 CEUs | 21 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. Students are encouraged to bring a flash drive for saving their work throughout the course.

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 | Tues & Thurs, July 12–28, 6–9:30pm | $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. Students are encouraged to bring a flash drive for saving their work throughout the course.

Instructor: Janet Lee, a graduate of NYSID (BFA) and Syracuse University (M.Arch), is an architect in the healthcare practice at NBBJ.

CE412 Mac Users: Basic 2D Drafting Using AutoCAD
6 sessions | Mon & Wed, June 13–29, 6–9:30pm | $675
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: Nestor Rouyet is a LEED Green Associate and has over a decade of experience in designing and managing large scale architectural projects. He is currently a project manager at the NYC Department of Parks and Recreation.

CE414 Mac Users: Intermediate 2D Drafting Using AutoCAD
6 sessions | Mon & Wed, July 11–27, 6–9:30pm | $675
2.1 CEUs | 21 LUs

Now that you’ve conquered the preliminaries, it’s time to become proficient in intermediate level 2D drafting using AutoCAD for Mac. This course will build upon the basic drafting of plans, elevations, and details, and cover the next level of skills. Small class size and in-class practice time with the instructor will allow students to master intermediate AutoCAD.

Instructor: Nestor Rouyet (see CE412 for instructor bio)

CE416 Basic 3ds Max
6 sessions | Tues & Thurs, June 14–30, 6–9:30pm | $675
2.1 CEUs | 21 LUs

Originally known as 3D Studio Max, this popular software seamlessly works with AutoCAD and enables interior designers and architects to create artistic and realistic three dimensional visualizations of concepts and designs. Students will be taught the basics of 3D modeling, creating and applying realistic textures, lighting principles, and rendering techniques. Learn the capabilities of the interface, how to work efficiently, and how to apply the right tools to accomplish specific tasks.

Instructor: Frank Collazo is a senior 3D designer who has been creating digital environments, renderings, and animations since receiving his graduate degree in design and technology from Parsons, The New School for Design. Autodesk® Certified Instructor (ACI).
CE417 3ds Max + V-Ray
6 sessions | Tues & Thurs, July 12–28, 6–9:30pm
$675 | 2.1 CEUs | 21 LUs

This course builds upon Basic 3ds Max by combining higher levels of 3ds Max modeling, texturing and UV mapping with fast and accurate photo-realistic rendering using V-Ray to produce compelling computer graphic representations. Emphasis is placed on maximum visual impact through the creation of properly composited images complete with lighting, shading and rendering. Built-in camera mapping functions and organic shapes within 3ds Max are also explored.

*Instructor: Frank Collazo* (see CE416 for instructor bio)

CE430 Basic Revit
6 sessions | Tues & Thurs, June 14–30, 6–9:30pm
$675 | 2.1 CEUs | 21 LUs

This course will cover the basics of Revit, a powerful 3D modeling and visualization computer program for interior designers, architects, engineers, and contractors. Explore the concept of BIM (Building Information Modeling), placing emphasis on the process of interior design by using parametric models—components with real world behavior. Experience the Revit interface as it updates the drawing set, rendered perspective views, and schedules. Learn the skills to generate various design studies and investigations within a single model using the design options tool. Students are encouraged to bring a flash drive for the duration of the course for saving their work.

*Instructor: Eugene Mekhtiyev* is a registered architect with New York State. He holds a LEED Green Associate as well as a Revit 2015 Certified Professional certificate. He is currently an Associate with Magnuson Architecture and Planning where he manages multiple projects from inception through construction.

CE431 Basic Adobe Photoshop
4 sessions | Mon–Thurs, June 6–9, 6–9pm | $385
1.2 CEUs | 12 LUs

Learn the basic tools and techniques of Adobe Photoshop, the premiere imaging editing program used by professionals in all design disciplines. Gain the confidence to start using this versatile program. Topics include workspace and navigation, tools, selections, layers, color and contrast adjustment, retouching and image compositing. This workshop is designed for people with little or no experience in Photoshop.

*Instructor: Frank Collazo* (see CE416 for instructor bio)

CE432 Basic Adobe Illustrator
4 sessions | Tues & Thurs, June 14–23, 6–9pm | $385
1.2 CEUs | 12 LUs

Adobe Illustrator is a vector based image creation program used in illustrations, technical drawings, animations, special effects, logo design, and motion graphics. Topics covered include drawing tools, the pen tool, color and gradients, gradient mesh tool, patterns, effects, image trace, vector vs. rasterized artwork, CMYK vs. RGB color, and integration with other Adobe Creative Suite programs.

*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 an architect in New York City.

CE433 Basic Adobe InDesign
4 sessions | Mon & Wed, July 11–20, 6:30–9:30pm
$385 | 1.2 CEUs | 12 LUs

Adobe InDesign is the design industry’s standard layout program. Learn how to layout pages for presentations, magazines, and ads. Topics covered include layout grids, styling text, importing photos, colors, adding multiple pages, threading text frames, paragraph and character styles, master pages, how to create files for print or web, and integration with other Adobe Creative Suite programs.

*Instructor: Francisco de Leon*
(see CE432 for instructor bio)
CE435 Basic SketchUp
3 sessions | Mon & Wed, June 6–13, 6–9pm | $285
.9 CEUs | 9 LUs

Part I of this three course sequence will introduce students to SketchUp, a powerful and free downloadable program that offers designers a quick and easy way to learn a 3D image modeling program that is compatible with AutoCAD. Completion of this introductory class will enable students to use SketchUp effectively to create three-dimensional presentation drawings.

Instructor: Leyla Aghayeva is a graduate of Azerbaijan University of Architecture and Construction. She has more than three years of experience in interior design with an emphasis on 3D visualization.

CE436 Intermediate SketchUp
3 sessions | Mon & Wed, June 20–27, 6–9pm | $285
.9 CEUs | 9 LUs

Building on the fundamental skills learned in Basic SketchUp, students will learn how to use shadows, light, textures, and other advanced digital rendering techniques to give visual appeal to their 3D SketchUp drawings. Students will understand how to manage 3D geometry by creating and manipulating groups and components, import information into SketchUp from Google Earth, use PhotoMatch to add photographs to a model, create, edit, mix, and apply styles.

Instructor: Leyla Aghayeva (see CE435 for instructor bio)

CE437 Advanced SketchUp
3 sessions | Mon & Wed, July 11–18, 6–9pm | $285
.9 CEUs | 9 LUs

This course is designed for advanced SketchUp users who are already familiar with most or all of SketchUp’s basic commands. Students are introduced to advanced modeling techniques, tool techniques, and project management. At the completion of this course, students will understand how to use existing CAD files for reference, organize your model using Layers, create sections and animated scenes for presentations, export SketchUp models to AutoCAD and Google Layout.

Instructor: Leyla Aghayeva
(see CE435 for instructor bio)

CE438 Intermediate Revit
6 sessions | Tues & Thurs, July 12–28, 6–9:30pm
$675 2.1 CEUs | 21 LUs

This course builds on the fundamentals of basic Revit through hands-on exercises that further explore the production of BIM (Building Information Modeling) based drawings. Students learn efficient work habits and become familiar with a work-share tool that allows collaboration of multiple users to build and modify a single model. Students are encouraged to bring a flash drive for the duration of the course for saving their work.

Instructor: Eugene Mekhtiyev
(see CE430 for instructor bio)
Courses for Academic Credit

128 Basic Drafting
Credits: 3 | $2,745
16 sessions | Tues & Thurs, June 7–July 28, 9am–1:15pm
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
Credits: 2 | $1,830
15 sessions | Mon & Wed, June 6–July 27, 2–5pm
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. Using gouache paints, colors for walls, floor coverings, window treatments, upholstery, accessories, and accent areas are selected and applied to a variety of room settings.

Instructor: Ruth Burt

142 SketchUp
Credits: 1 | $915 | Print fee: $25
7 sessions | Thurs, June 9–July 21, 1:30–4:45pm
This course provides students with the ability to explore and express design ideas in three dimensions using SketchUp, a quick, easy-to-learn 3D image modeling program that is compatible with AutoCAD. Students will learn how to enhance their drawings with shadow, light, textures, and other advanced digital rendering techniques.

Instructor: Leyla Aghayeva

145 Introduction to Adobe InDesign
Credits: 1 | $915 | Print fee: $25
7 sessions | Tues & Thurs, June 28–July 19, 6–9:15pm
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 (Bezier curves), color creation and application, master pages, multiple pages and integration with other Adobe Creative Cloud programs.

Instructor: Francisco de Leon

180 Visual Concepts
Credits: 2 | $1,830
15 sessions | Mon & Wed, June 6–July 21, 9am–12pm
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 and conceptual organization. Discussion and critique of assigned projects enable students to develop an understanding of the elements and principles of design composition.

Instructor: Robert Harding

245 Photography for Interior Designers
Credits: 2 | $1,830 | Print fee: $25
8 sessions | Thurs, June 9–July 28, 9:30am–12:45pm
This course is an introduction to the history, language, and techniques of architectural and interior photography. Students will acquire a basic knowledge of photographic vocabulary, learn how to evaluate photographic images, and become familiar with traditional and digital photographic equipment and techniques. Discussions and assignments will also explore composition, styling, and lighting.

Instructor: Mark La Rosa
309 Contemporary Topics in Design Hospitality
Credits: 2 | $1,830 | Print fee: $25 | Material fee: $100
8 sessions | Mon–Thurs, July 25–Aug 4, 1–4:15 pm

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, industrial, and graphic designer to city restaurants, cafes, and hotels. Students will visit important New York City destinations such as The Plaza and Ace hotels, Chelsea Market, and the restaurants of the Museum of Modern Art. Students will keep a sketchbook and design journal, and complete a small hospitality project. The course fee covers museum admissions and special tours.

Instructor: Stefan Steil

368 Watercolor Rendering Techniques
Credits: 1 | $915 | Print fee: $15
7 sessions | Mon, June 6–July 25, 10am–1:15pm

For centuries watercolor was the medium of choice in capturing the essence of a design, and creating luminous architectural and interior design renderings. In this course, students will learn the fundamentals of watercolor rendering, and the effects of various brushes, papers, and paints.

Instructor: Steven Gerber
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 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 fall semester, or after the semester 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. 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 23
Last day for voluntary withdrawal..................... June 30
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 three 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 four 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. The drop form is available on the NYSID Portal.

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 (registration@nysid.edu). Fees are nonrefundable and nontransferable.

Last day to receive tuition refund of:
100% ...............................................................5/30/2016
75% .................................................................6/9/2016
50% .................................................................6/16/2016
25% .................................................................6/23/2016
No tuition refunds after June 23, 2016

Rebate Policy

If you register for all courses in a specific suite at the same time you will receive a 10% rebate. Rebate is not applicable if courses are added at different times or if any course in the suite is dropped. Rebates will be issued at the end of the semester.

Cancellation Policy

Continuing education courses are subject to cancellation if the minimum enrollment is not met 3 business days in advance of the first session.

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.
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.

**BASIC INTERIOR DESIGN (BID)** certificate is a one-year, non-degree program that you can complete in person or online. You’ll learn about the field, master essential skills, and start to create a portfolio—and along the way you’ll acquire credits that you can roll right into an AAS or BFA. No portfolio required to apply. NYSID.edu/BID

**ASSOCIATE IN APPLIED SCIENCE IN INTERIOR DESIGN (AAS)** is a two-year degree program that you can do full-time or part-time. You’ll master some of the fundamental skills required to be a practicing interior designer in both residential and commercial design. This program also fulfills the requirements you’ll need to become a design assistant or a junior designer. NYSID.edu/AAS

**BACHELOR OF FINE ARTS IN INTERIOR DESIGN (BFA)** is a four-year degree that you can do full-time or part-time. It combines a comprehensive interior design curriculum with a strong liberal arts education, providing students with the professional-level preparation to become practicing interior designers. NYSID.edu/BFA

**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 the interior environments and the objects they contain. A portfolio is not required for admission and you can attend part-time or full-time. NYSID.edu/BA

**MASTER OF FINE ARTS — PROFESSIONAL LEVEL (MFA-1)** is a full-time program that provides a fundamental and comprehensive interior design education in just three years. Most of our master’s programs classes are held in our award-winning Graduate Center. No portfolio required to apply. NYSID.edu/MFA1

**MASTER OF FINE ARTS — POST-PROFESSIONAL (MFA-2)** is a two-year, full-time program that explores interior design on a deeper level. It is open to those who have a professional degree in interior design, architecture, or a related field and are interested in becoming leaders in the field. NYSID.edu/MFA2

**MASTER OF PROFESSIONAL STUDIES IN HEALTHCARE INTERIOR DESIGN (MPS-H)** is a comprehensive overview of current issues, research, and theory in the design of healthcare interiors. All classes are offered in the evenings and on weekends, and you can enroll full-time (completing the degree in one year), part-time, or study online with live classes delivered via video-conferencing. NYSID.edu/MPS-H

**MASTER OF PROFESSIONAL STUDIES IN INTERIOR LIGHTING DESIGN (MPS-L)** is a one-year program open to those with a professional degree in interior design, architecture, or a related field. Changing technologies, new energy efficiency laws, and the demand for inspired, innovative solutions have created a strong need for specialists in interior lighting design. This degree must be completed full-time, with all classes offered in the evenings and on weekends. NYSID.edu/MPS-L

**MASTER OF PROFESSIONAL STUDIES IN SUSTAINABLE INTERIOR ENVIRONMENTS (MPS-S)** covers the principles and best practices of sustainable design, providing students with marketable skills that are essential to the industry today. Intended for those already working within design or architecture, all classes are offered in the evenings and on weekends, and you can enroll full-time (completing the degree in one year), part-time, or study online with live classes delivered via video-conferencing. NYSID.edu/MPS-S
Office of the Registrar • NYSID • 170 East 70 Street • New York, NY 10021 • 12-472-1500

SUMMER 2016 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: ________________

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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.