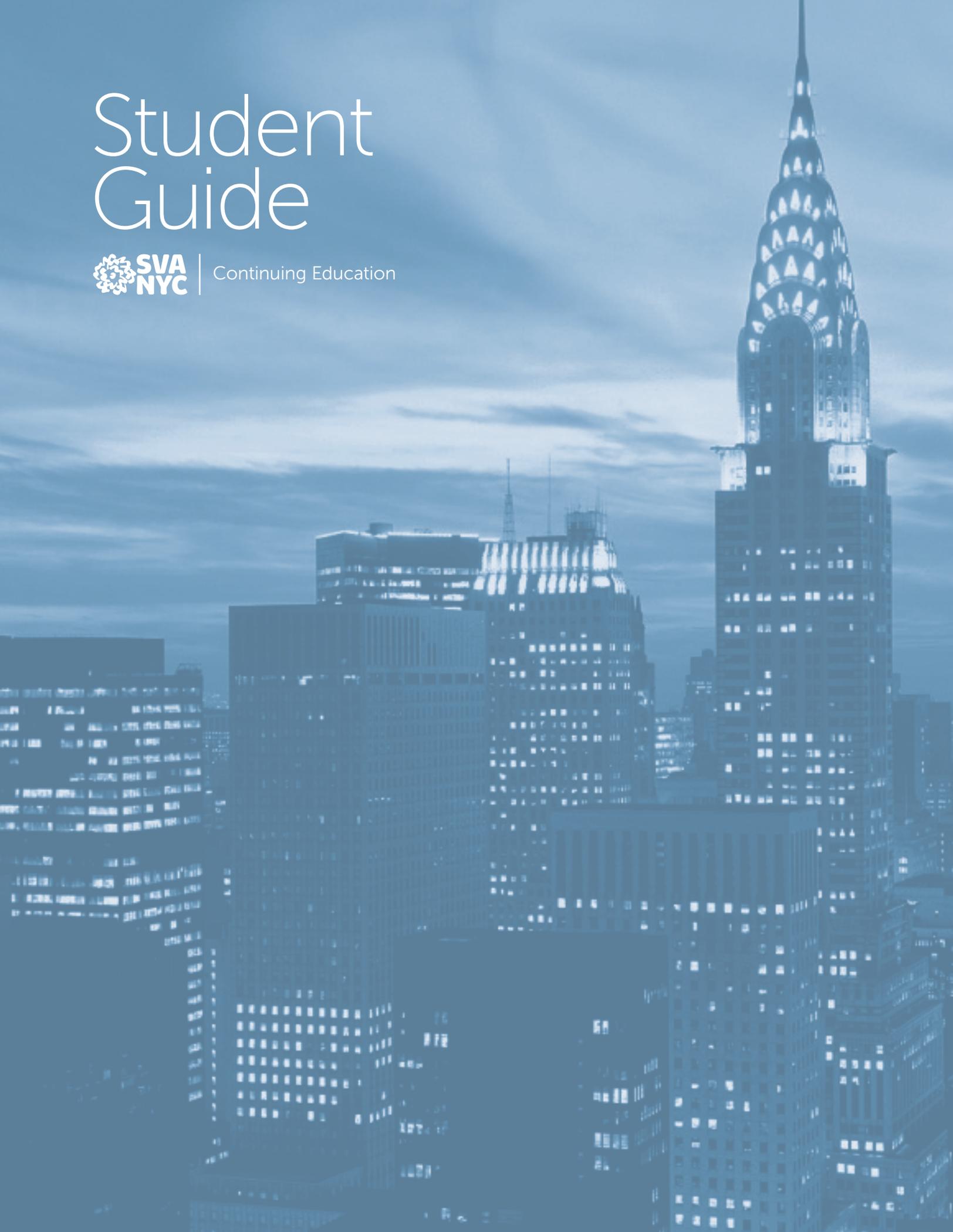


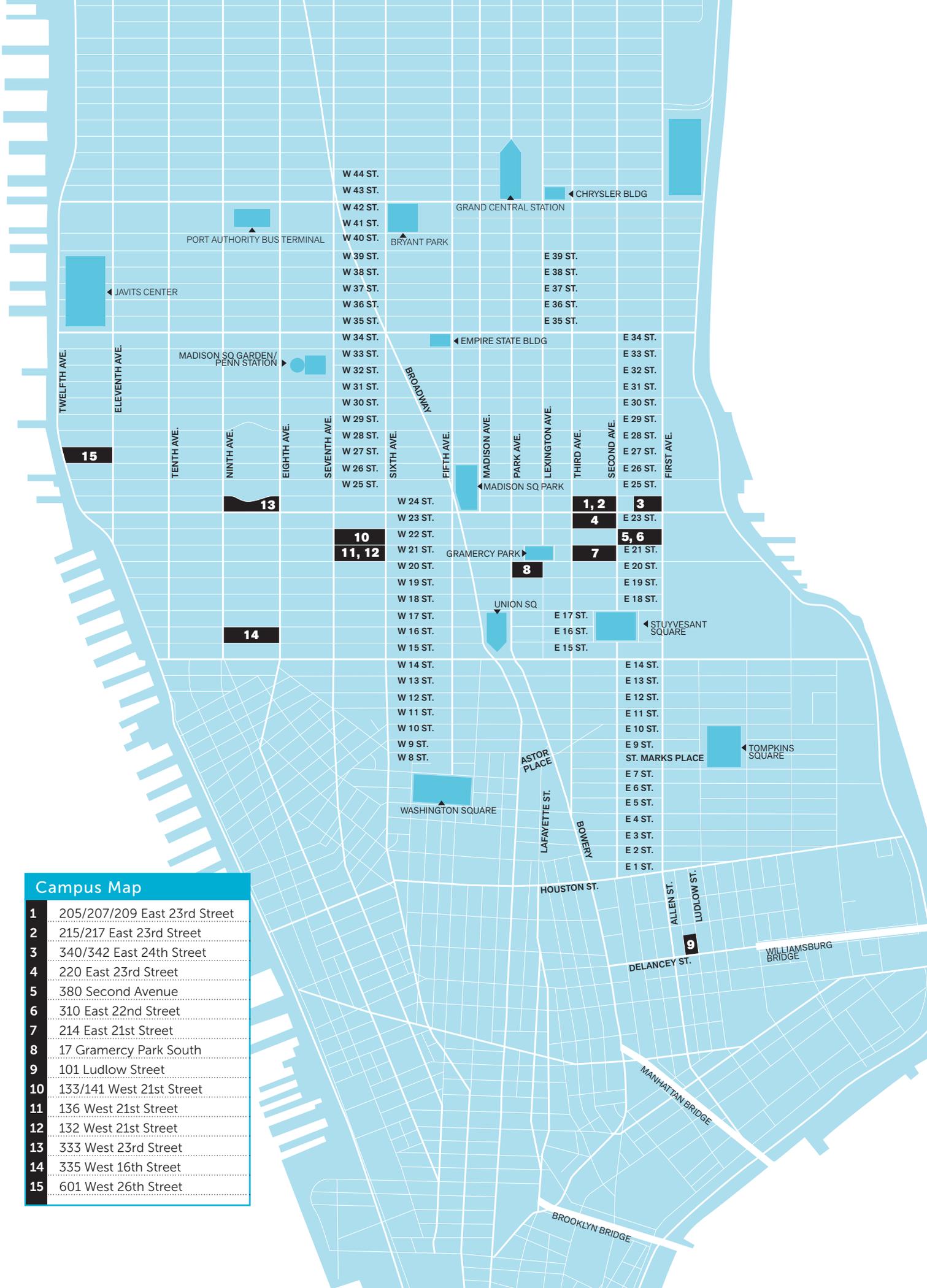
Student Guide



**SVA
NYC**

| Continuing Education





Campus Map	
1	205/207/209 East 23rd Street
2	215/217 East 23rd Street
3	340/342 East 24th Street
4	220 East 23rd Street
5	380 Second Avenue
6	310 East 22nd Street
7	214 East 21st Street
8	17 Gramercy Park South
9	101 Ludlow Street
10	133/141 West 21st Street
11	136 West 21st Street
12	132 West 21st Street
13	333 West 23rd Street
14	335 West 16th Street
15	601 West 26th Street

Table of Contents

1

Student Essentials

Class Location
Discounts For Alumni
Discounts For Veterans
Exhibition Opportunities
GoSVA, the SVA App
MySVA
Office Of Vocational Rehabilitation
Special Services
SVAlert
SVA Campus Store
SVA Library
Transcripts and Enrollment Verification

2

Policies

Attendance
Class Cancellations
Facilities Information and Access Policies
Financial Information
Grading Information
Intellectual Property Rights of Faculty
Intellectual Property Rights of Students
Internal Complaint Resolution Policy
International Students
Refund Policy Registration Cancellation
Student Code Of Conduct

3

General Information

College Closing: Unscheduled
Continuing Education Units (CEUs)
Corporate Training
The Degree Program
Online Courses: Technical Requirements
IRS Education Credit
Family Educational Rights and Privacy Act (FERPA)
Directory Information
Disclosure Policy

4

Understanding Your Schedule

1 STUDENT ESSENTIALS

CLASS LOCATION

All students will be emailed a course schedule. If you have not received a course schedule before your first week of classes, please contact the Registrar's Office, at 212.592.2200, or registrar@sva.edu, and a staff member will be happy to help you.

DISCOUNTS FOR ALUMNI

Students who meet one of the following requirements are eligible to receive a 20% tuition discount per continuing education course. This discount does not apply to any fee associated with the course:

- Attended SVA from 1947 – 1979 and enrolled for one full semester.
- Attended SVA from 1980 – 1995 and completed 12 credits.
- All SVA degree and certificate graduates.

For more information about alumni benefits, programs and services go to: sva.edu/alumni.

Office of Alumni Affairs and Development

Telephone: 212.592.2300

Email: alumni@sva.edu

DISCOUNTS FOR VETERANS

SVA is honored to welcome veterans to our campus. SVA is a Yellow Ribbon Program participating school. Veterans who register for continuing education courses will receive a 20% tuition discount per continuing education course. This discount does not apply to any fee associated with the course. To be eligible to receive this discount through the Division of Continuing Education, you must supply one of the following documents certifying proof of service:

- DD Form 214 (Certificate of Release or Discharge from Active Duty)
- DD Form 2384 (Notice of Basic Eligibility)

This documentation should be submitted in-person at the Registrar's Office, 205 East 23rd Street, New York, NY 10010. Once you have submitted proof of service to SVA, you do not need to resubmit this documentation again. The 20% discount will automatically be applied when registering online, in-person or by telephone.

For more information about veterans benefits, programs and services, contact Gemma Prosper-Brown, veterans counselor, at: veterans@sva.edu or telephone 212.592.2201.

EXHIBITION OPPORTUNITIES

The Division of Continuing Education offers students the opportunity to showcase work online—through the CE Gallery page and on its social media networks—and in exhibition spaces on campus.

CAMPUS DISPLAYS: If you are interested in exhibition opportunities in one of our displays, please send 3-5 jpegs sized 1500 pixels (long side) of artwork, along with your name, course(s) taken, and a brief statement of the work to pcrousillat@sva.edu (jpegs should be titled: number_first-name_lastname.jpg). Students should have enough work to fill the entire space assigned. Submissions are ongoing and exhibition slots are awarded on a first-come, first-served basis. We accept 2D and 3D artwork.

ONLINE SUBMISSIONS: To have your work included on our CE Gallery pages and on our various social media platforms, please follow these guidelines below:

- 2D and 3D submissions: Please send your image(s), sized 1500 pixels (long side), along with your name, course(s) taken, website/blog, and a brief statement about the work to pcrousillat@sva.edu (jpegs should be titled: number_firstname_lastname.jpg).
- Video submissions: Please send a link to your video on YouTube or Vimeo, along with your name, course(s) taken, website/blog, and a brief description of the work to ceartwork@sva.edu.

All work must be created during or in conjunction with a continuing education course.

GOSVA, THE SVA APP

GoSVA is the new SVA app, offering easy access to essential information about the College and a new way to stay connected to life on campus. GoSVA uses the same credentials as your MySVA and SVA email accounts, so once the app is downloaded, there's nothing more to set up.

After logging into the app from your smart phone, you can access a searchable email directory of students, faculty and staff, as well as the College's emergency phone numbers. GoSVA makes it easier to navigate the campus and take advantage of what's happening, with an interactive map and details about on-campus exhibitions, screenings and lectures.

GoSVA for iOS is available from the Apple Store free of charge.

MYSVA (SVA STUDENT EMAIL ACCOUNT)

MySVA (my.sva.edu) is the online portal that keeps students, faculty, alumni and staff members connected to the SVA campus. It is available 24 hours a day, 7 days a week, from any computer, tablet or smartphone with Internet access. All students, faculty and staff members automatically receive a MySVA account.

A MySVA username and password is required to access MySVA and SVApps email. The username consists of the first part of the user's email address, before the @ symbol. The initial password consists of the characters "Sva!" not including the quotation marks, followed by the user's 7-digit SVA student ID number (e.g., Sva!1234567). Users are encouraged to change their initial password by visiting pwchange.sva.edu.

SVApps email can be directly accessed by visiting webmail.sva.edu and logging in with a MySVA username and password.

For additional help with accessing MySVA, SVApps email or any other campus systems, please call the SVA Help Desk at 212.592.2400 or email helpdesk@sva.edu. The Help Desk is available Monday–Friday, 9:00am–5:00pm.

OFFICE OF VOCATIONAL REHABILITATION

The School of Visual Arts works with all state and city offices of vocational rehabilitation. For information, contact the VESID officer in the Financial Aid Office at: 212.592.2033.

SPECIAL SERVICES

The School of Visual Arts does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin or other legally protected status, and is committed to helping all enrolled students achieve their educational objectives.

The mission of the Office of Disability Services (ODS) is to assist in creating an accessible campus environment, where students with disabilities have equal access to educational programs and the opportunity to participate in campus life. The Office of Disability Services will:

- Provide and coordinate appropriate academic accommodations and related services to meet the specific disability-related needs of students.
- Consult with faculty about reasonable and effective academic accommodations.
- Advise academic and administrative departments about student access to programs and facilities.
- Answer questions that prospective students may have about services for students with disabilities.

The ODS is staffed by a disability services coordinator and a learning disabilities specialist who work together with students to determine their eligibility for academic accommodations and to ensure that these accommodations are implemented. The ODS recommends accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The Office of Disability Services is located at 340 East 24th Street. Individuals with questions or who are interested in receiving disability services may contact the office at 212.592.2281 or via email at: disabilityservices@sva.edu.

SVALERT

Get important announcements with SVA's electronic notification system. SVAAlert is a convenient way to learn about unscheduled closings, emergency situations, classroom changes, class cancellations and more. The notification comes directly to your cell phone (text or voice message), email address or home phone. To register, log on to MySVA (my.sva.edu), click the SVAAlert icon, and confirm your contact information.

SVA CAMPUS STORE

207 East 23rd Street, New York, NY 10010
Tel: 212.592.2900, Email: campusstore@sva.edu
Website: svacampusstore.com
Hours: Mon – Fri., 9am – 6pm
(closes at 5pm on Fridays in summer)

The SVA Campus Store provides hardware, software and related equipment at specially discounted prices. The campus store also offers technical consulting and tutorial services that help you choose the hardware and software bundles that best fit your needs.

SVA LIBRARY

380 Second Avenue, 2nd floor
Tel: 212.592.2660 Fax: 212.592.2655
Email: library@sva.edu
Website: library.sva.edu

Fall and Spring Semesters

Monday – Thursday, 8:30am – 10:00pm
Friday, 8:30am – 7:30pm
Saturday, 12:00pm – 5:30pm
Sunday, 12:00pm – 8:00pm

Summer

Monday – Thursday, 9:00am – 7:00pm
Friday, 9:00am – 4:00pm
Closed Saturday and Sunday

SVA LIBRARY WEST

133 West 21st Street, lower level
Tel: 212.592.2810

Monday – Friday, 11:00am – 4:00pm

Hours vary during Intersession and surrounding school breaks and major holidays; refer to the library website or contact us.

Of all the excellent libraries in New York City, only the SVA Library has a collection designed to support the creative research, work and academic needs of students, faculty and

alumni of the School of Visual Arts. The SVA Library, which is particularly rich in the areas of art and design, also offers a diverse collection in the humanities and social sciences. In addition to the collection of over 80,000 books, 140,000 ebooks and 420 current periodical titles, there are extensive collections of other materials, including movies, games, comic books, film scripts, pictures, ejournals and digital images. The library staff is proud to be at the heart of SVA's academic life and is committed to helping students, faculty and alumni make the most of the resources offered. Search for materials on the library website: library.sva.edu.

Continuing education students have access to the library, including its computer lab and onsite access to databases, but are not permitted to borrow materials.

TRANSCRIPTS AND ENROLLMENT VERIFICATION

Requests for transcripts and/or enrollment verification letters may be made by completing the Transcript and Enrollment Request form, available for download at sva.edu/regbook. You may also submit your request online by logging in to MySVA (my.sva.edu), clicking the "Academic Profile Menu" under the WebAdvisor menu, then selecting "Transcript Request" or "Enrollment Verification Request."

Transcripts and enrollment verifications are free of charge, and normal processing time is five days from receipt of request provided there are no holds on your account. Transcripts cannot be emailed or faxed.

Request forms may be submitted by any one of the following methods:

- Online at my.sva.edu
- In person at 205 East 23rd Street
- By fax at 212.592.2069
- By email at registrar@sva.edu
- By mail at School of Visual Arts, Attn:
Registrar, 209 East 23rd Street, New York, NY 10010

2 POLICIES

ATTENDANCE

The individual instructor determines the number of acceptable absences, if any, and has the final word in these matters.

CLASS CANCELLATIONS

The College reserves the right to cancel or withdraw courses and to change course curricula and scheduling. The College also reserves the right to withdraw and substitute instructors. If your course is canceled for the semester, the Division of Continuing Education will notify you by telephone or email. We will do our best to help you find another suitable course. However, if this is not possible, you will receive a 100% tuition refund for the canceled course and a 100% refund of any additional lab, equipment or model fees charged for the course.

FACILITIES INFORMATION AND ACCESS POLICY

ANIMATION, FILM PRODUCTION, FILM POSTPRODUCTION AND PHOTOGRAPHY: Students cannot take equipment out of the College or use equipment and facilities outside of class time unless indicated in the course description.

COMPUTER ART: Students have exclusive use of a computer during scheduled class hours. Additional lab time is not available.

The Macintosh operating system will be used unless otherwise indicated in the course description. Computer Animation courses use the Windows operating system and PC computers will be used unless otherwise indicated in the course description.

FINE ART PRINTMAKING: Students registered for printmaking courses have access to the printmaking facilities outside of class hours, based on facility availability.

FINE ART SCULPTURE: It is mandatory for students to attend the first session of class, during which essential information on the proper use of tools and materials as well as safety demonstrations will be given. If the first session is missed, the instructor and sculpture facilities manager, Daniel Wapner (dwapner@sva.edu), must be informed. The School of Visual Arts reserves the right to prohibit any student from tool use or facilities access as deemed necessary.

Access to the Sculpture Center outside of class hours is available for students enrolled in sculpture courses, unless otherwise indicated. The Sculpture Department has an onsite store where students can purchase materials, including wood, plaster, metal and glazes.

ADDITIONAL INFORMATION: For a full description of all institutional facilities, including the library and individual workshops, please consult the undergraduate catalog.

The College is not responsible for loss or breakage of artwork left in storage on College premises. No one is permitted to audit classes and visitors are not permitted in the studios or classrooms. All students accept full responsibility for personal injury and/or personal losses during class hours and while on College premises.

All students, faculty, administrative staff and alumni may use the library facilities; however, only matriculated students, current faculty and administrative staff may borrow books and other circulating materials. Library hours for the summer semester are Monday through Thursday, 9:00am to 7:00pm; Friday 9:00am to 4:00pm.

For the most up-to-date statistical information on student retention and graduate placement, please contact the Admissions Office.

FINANCIAL INFORMATION

Tuition and fees are payable in full at registration. Payment can be made by check drawn on a U.S. bank, U.S. money order, American Express, Discover, JCB, MasterCard or Visa. There will be a \$40 fee for checks returned by the bank for insufficient funds. When using a charge card, please list the necessary information on the registration form. All students must register before attending classes. Any student who attends classes without registering (auditing of classes is not permitted) will be charged a \$25 late fee. Financial aid is available only to U.S. citizens and resident aliens enrolled in a degree program.

GRADING INFORMATION

Once submitted by your instructor, grades can be viewed through MySVA at my.sva.edu. Under the WebAdvisor menu, click on "Academic Profile Menu," then "View Grades."

THE GRADING SYSTEM: A quality point system from 0.00 to 4.00 is used for computing scholastic standing. The following grade points reflect the plus/minus range:

A+	4.00	
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	Lowest passing grade
F	0.00	Failing
I	0.00	Incomplete. Becomes failing if not made up. Faculty may specify due date for work as long as it falls within the following parameters: Fall semester—No later than the last day of the spring semester. Spring semester/summer semester—No later than the last day of the fall semester.
NS	—	Grade not submitted (administrative)
P	—	Pass (pass/fail courses)
X	0.00	Withdrawal for excessive absences with failure
X+	—	Withdrawal for excessive absence

Students may withdraw from courses without academic penalty until 75% of the class sessions have met.

INTELLECTUAL PROPERTY RIGHTS OF FACULTY

SVA does not have any ownership or other interest in any "Works" (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by an SVA faculty member while employed at SVA, unless the faculty member agrees otherwise in writing.

INTELLECTUAL PROPERTY RIGHTS OF STUDENTS

SVA does not have any ownership or other interest in any "Works" (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by a student while enrolled at SVA, unless the student agrees otherwise in writing, except that SVA has a limited right to use the student's "Works" for educational and accreditation purposes.

INTERNAL COMPLAINT RESOLUTION POLICY

If you are experiencing a problem with a continuing education class, please speak with your instructor. If the problem goes unresolved, please address it, in writing, to the Division of Continuing Education.

INTERNATIONAL STUDENTS

International students can take a vocational or recreational course as long as it is incidental to their main purpose of visiting the U.S. Please note that SVA is not authorized to issue the Form I-20, Certificate of Eligibility for the F-1 student visa for the Division of Continuing Education. Non-matriculated students are not eligible to apply for the F-1 student visa.

REFUND POLICY REGISTRATION CANCELLATION FOR NONMATRICULATED STUDENTS

To withdraw from a credit or noncredit Division of Continuing Education course you must notify the Registrar's Office, in writing, of your intention to withdraw. You may do so by emailing your withdrawal to dropaddce@sva.edu; by sending written notification via mail or fax; or by completing a withdrawal form, in person, at the Registrar's Office. The office is located at 205 East 23rd Street. Failure to complete a course does not constitute official withdrawal, nor does notification to the instructor, nor does lack of attendance, nor does dissatisfaction with a course. Refunds are computed from the day on which written notice of withdrawal is received. The postmark will be considered the date of withdrawal for refunds requested by mail. All refunds for payment made by American Express, Discover, JCB, MasterCard or Visa, will be credited to the appropriate credit card account. Payment made by check or money order will be refunded by check, payable to the registrant. Processing of refunds takes approximately four weeks.

REFUNDS FOR 10 OR MORE SESSIONS: If written notice of withdrawal is received by the Registrar's Office:

- Before the first class session, the student will receive a 100% tuition refund, including any lab, equipment or model fee.
- Before the second class session, the student will receive a 90% tuition refund, including any lab, equipment or model fee.
- Before the third class session, the student will receive an 80% tuition refund, including any lab, equipment or model fee.

There will be no refunds after the start of the third class session.

REFUNDS FOR 5 TO 9 SESSION COURSES: If written notice of withdrawal is received by the Registrar's Office:

- Before the first class session, the student will receive a 100% tuition refund, including any lab, equipment or model fee.
- Before the second class session, the student will receive an 80% tuition refund, including any lab, equipment or model fee.

There will be no refunds after the start of the second class session.

REFUNDS FOR INTENSIVE AND WEEKLONG COURSES: If written notice of withdrawal is received by the Registrar's Office prior to the first class session, the student will receive a 100% tuition refund, including any lab, equipment or model fee.

There will be no refunds after the start of the first class session.

REFUNDS FOR 6 TO 8 WEEK ONLINE COURSES: If written notice of withdrawal is received by the Registrar's Office:

- Before Monday of the first week, the student will receive a 100% tuition refund.
- Before Monday of the second week, the student will receive an 80% tuition refund.

There will be no refunds after the Monday of the second week.

REFUNDS FOR 9 TO 12 WEEK ONLINE COURSES: If written notice of withdrawal is received by the Registrar's Office:

- Before Monday of the first week, the student will receive a 100% tuition refund.
- Before Monday of the second week, the student will receive a 90% tuition refund.
- Before Monday of the third week, the student will receive an 80% tuition refund.

There will be no refunds after the Monday of the third week.

NONREFUNDABLE EXPENSES: From time to time, the School of Visual Arts may find it necessary to cancel a course or workshop, or change schedules or faculty for a course or workshop. If this occurs, the School of Visual Arts will attempt to give notice to those students who are registered for the affected course or workshop, to the email address or telephone number provided by the student in her or his registration materials. It is the student's responsibility to keep the College advised of a current mailing address, email address and telephone number at which he or she may be contacted. If a course or workshop is canceled, or the schedule or faculty for a course or workshop are changed and as a result of the change the student no longer wishes to take the course or workshop, the School of Visual Arts will reimburse to the student the tuition and course fees for that course or workshop within the guidelines published in this bulletin, but will not be responsible or liable for any other expenses that the student may have incurred, including but not limited to transportation and housing costs and the purchase of materials and supplies

STUDENT CODE OF CONDUCT

The School of Visual Arts provides students with an environment that stimulates and nurtures creative exploration and interaction. Students are expected to support that environment and the community in which they work and live by actively practicing and living by the Student Code of Conduct. Each student must practice an ethic that includes fostering personal and professional integrity and trust, and being responsible for her or his actions.

Students registering for a Continuing Education course are expected to follow the School of Visual Arts Student Code of Conduct. Failure to adhere to these guidelines could result in disciplinary action. For a copy of the Code of Conduct, please refer the SVA Handbook: sva.edu/student-life/student-affairs/handbooks.

3 GENERAL INFORMATION

COLLEGE CLOSINGS: UNSCHEDULED

Announcements of SVA's closings due to inclement weather or other conditions will be posted to the College's website at sva.edu. The College's main telephone number, 212.592.2000, will also announce emergency closings.

To receive announcements as they are issued, you are encouraged to enroll in SVAlert, the College's electronic notification system, by visiting my.sva.edu.

CONTINUING EDUCATION UNITS (CEUs)

Students will receive continuing education units (CEUs) upon successful completion of the continuing education course(s). CEUs are a nationally recognized standard of measurement for students participating in nonacademic credit-granting programs. One CEU is defined as 10 hours of participation.

CORPORATE TRAINING

The Division of Continuing Education offers customized training programs that are designed to help an organization achieve its business goals more effectively. Whether using our state-of-the-art facilities or convenient on-site corporate training facility, SVA will tailor training sessions to meet the particular needs of your organization.

For further information please contact Akiko Takamori, associate director, Division of Continuing Education, at 212.592.2052, or email ce@sva.edu.

THE DEGREE PROGRAM

This guide to the Bachelor of Fine Arts degree in design offered through the Division of Continuing Education provides a description of the required curriculum. Information on admissions requirements, transfer credit, tuition, fees and financial aid is available in the SVA Viewbook. The SVA Handbook provides a description of all administrative services, procedures and regulations for SVA students. If you have any questions, please refer to these publications or contact the Office of Admissions, School of Visual Arts, 209 East 23rd Street, New York, NY 10010-3994; telephone: 212.592.2100; fax: 212.592.2116; email: admissions@sva.edu.

THE DEGREE: To qualify for the Bachelor of Fine Arts degree in design, a student must successfully complete all course work and meet all course requirements within an eight-year period.

Credit distribution requirements for matriculated students in the design program are as follows: complete a minimum of 120 credits, including 72 studio credits, 30 humanities and sciences credits, 12 art history credits, and 6 elective credits from any area. All degree candidates must pass the Proficiency Examination.

THE PROGRAM: The BFA Design Department offers a number of required courses that form the core of the Department's curriculum, as well as electives from other areas of study. In addition to fulfilling studio degree requirements, students must also fulfill their art history, humanities and sciences, and elective requirements.

MATRICULATION: After all admission requirements have been met, the Committee on Admissions will notify applicants of its decision in writing. This letter will specify any advanced standing, transfer of credit and/or waivers of requirements.

Students should meet with their departmental advisor prior to registration each semester. The advisor will provide course counseling and will help arrange a satisfactory schedule of courses so that the BFA degree requirements may be met in a cohesive way.

Matriculated students must register for a minimum of 6 credits each semester. Course selection must be approved by the departmental advisor. Students who fail to register for a minimum of 6 credits will automatically lose their matriculated status unless they have filed an official leave of absence form.

FINANCIAL AID: Matriculated students may apply for financial aid to help offset costs while attending the School of Visual Arts. In order to be eligible, students must make satisfactory academic progress, as outlined in the SVA Viewbook, in order to continue to receive financial aid funds. For more information contact the Office of Financial Aid, 209 East 23rd Street, New York, NY, 10010; telephone: 212.592.2030; fax: 212.592.2029; email: fa@sva.edu.

SAMPLE PROGRAM

FOUNDATION YEAR

	CREDITS
Drawing	6
Painting	6
Sculpture	3
Introduction to Digital Design	3
Art History I, II	6
Literature and Writing I, II	6

SOPHOMORE YEAR

Graphic Design	4
Advertising	6
Basic Typography	4
Computers in the Studio	0
Drawing	4
Visual Literacy*	3
History of Advertising ** or History of Graphic Design or History of Typography	3
Humanities electives	6

JUNIOR YEAR

Intermediate Graphic Design	6
Studio electives	12
Humanities electives	9
Art History elective	3

SENIOR YEAR

Design Portfolio	6-12
Studio elective	6-12
Humanities electives	9

* Note: Visual Literacy is only offered in the fall and spring semesters on Tues. from 9:00 am to 11:50 am.

** Note: Courses are offered through the Undergraduate Division.

In addition to the studio requirements listed, students must confer with their departmental advisor on art history and humanities and sciences course requirements.

ONLINE COURSES: TECHNICAL REQUIREMENTS

The School of Visual Arts online courses are hosted in Canvas, our College-wide learning system. Most computers (5 years old or newer recommended) can access these online courses without a problem. The courses work with Windows (Windows XP, SP3 and newer), Macintosh (Mac OSX 10.6 and newer), and Linux (chromeOS). Participants will need a minimum screen size of 1024x600 (the average size of a netbook) and good broadband Internet connection to participate in the online courses.

IRS EDUCATION CREDIT

If eligible, the Internal Revenue Service (IRS) allows students to apply for educational credits. The Hope Credit and Lifetime Learning Credit are educational credits you may deduct from your federal income tax. For more information regarding eligibility and instructions, refer to IRS publication 970, Tax Benefits for Higher Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Known by its acronym, FERPA, this important legislation guarantees students certain rights regarding their education records (records that include, but are not limited to, grades, financial records, and other personal information). FERPA applies to all students attending SVA, regardless of age.

STUDENT FERPA RIGHTS

- The right to inspect and review your educational records. You may submit a written request to the Registrar that specifies the record(s) you wish to inspect. SVA will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
- The right to request the amendment of your education records that you believe to be inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. To do this, simply write the SVA office responsible for the record, make clear which part you want changed, and specify what you feel is inaccurate or misleading. If SVA decides not to amend the record, the College will notify you in writing of the decision and advise you of your right to a hearing regarding the request for amendment.
- The right to agree to disclosures of personally identifiable information (PII) contained in educational records (information that would make identity easily traceable—e.g., your Social Security number), except to the extent that FERPA authorizes disclosure without consent. An example of disclosure without consent would be the opening of your records to school officials with legitimate educational interests. A school official is a person employed by SVA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SVA who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SVA.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of SVA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202

DIRECTORY INFORMATION

SVA may disclose Directory Information to third-party organizations without a student's consent. Such outside organizations may include, but are not limited to, federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions.

"Directory Information" is defined by SVA as: student's name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full- or part-time), dates of attendance, and degree(s) conferred.

If students wish to restrict the disclosure of directory information, they should complete a FERPA Disclosure Form, which is available at the Registrar's Office and online at sva.edu by hovering over the "Student" menu, then selecting "Registrar" from the list.

The College honors requests to withhold directory information but cannot assume responsibility for contacting a student for subsequent permission to release information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

DISCLOSURE POLICY

SVA typically will disclose personally identifiable information (PII)—such as a Social Security number, grades or other private information—from a student's education record only with the written consent of the student. However, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets one or more of the following conditions:

- To other school officials, including teachers, within SVA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as

their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, SVA, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

4 UNDERSTANDING YOUR SCHEDULE

DIVISION OF CONTINUING EDUCATION

Student Schedule
(Date)

<p>STUDENT INFO</p> <p>Student Name Street Address City, State Postal Code</p> <p>E-mail Address: student_name@sva.edu</p> <p>Term: Year/Semester</p>	<p>Student ID.....: 0000000</p> <p>Academic Program(s): ND.CE</p>	<p>STUDENT ID #</p>
--	---	----------------------------

Course	Description Instructor	CEUS	Bldg/Room	Days	Meeting Times
1	2	3	4	5	
ANC-1022-A	Introduction to Animation M. Abrahams	3.50	W21F 1106	T	07:00P-10:00P
	Class Start Date: MM/DD/YR Tuition: 470.00 Fee(s): 100.00				
Total CEUs :		3.50			

All students must present a current student schedule along with a picture I.D. to gain access to all S.V.A. facilities. If you do not have your schedule, a new one may be picked up at the Registrar's Office located at 205 E. 23rd St.

*** PLEASE NOTIFY THE SCHOOL OF ANY CHANGES TO YOUR NAME, ADDRESS, OR PHONE. PLEASE MAKE SURE THE COURSE(S) YOU REGISTERED FOR ARE INCLUDED IN THIS SCHEDULE. IF YOU NOTICE ANY ERROR, PLEASE CONTACT OUR REGISTRAR'S OFFICE AT 212-592-2200

1. Course Number
2. Course Title & Instructor's Name
3. CEU's (see page 7)
4. Course Location
(refer to the map on your final schedule)
5. Course Days and Meeting Times
(T=Tuesday, Th= Thursday)