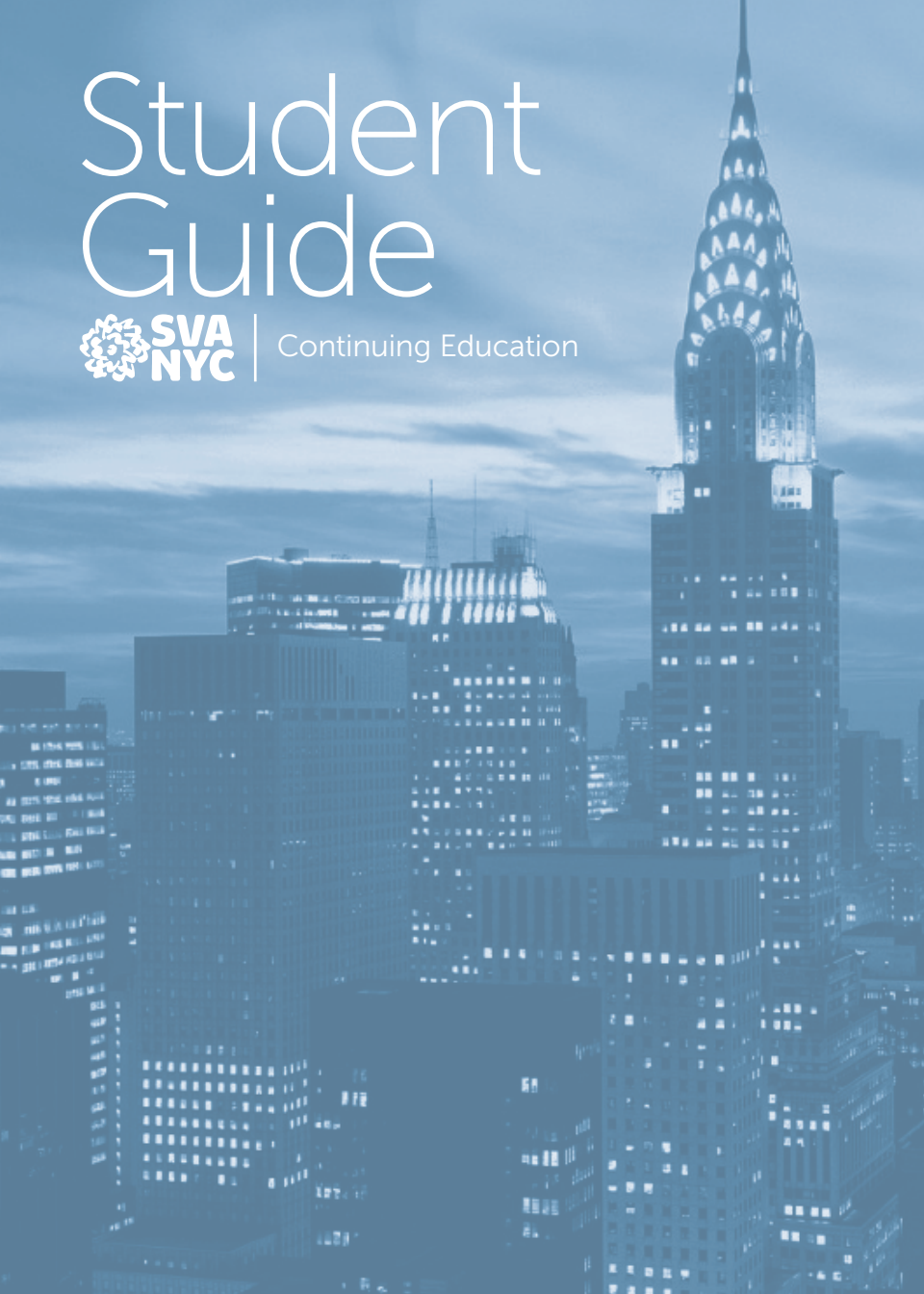


# Student Guide



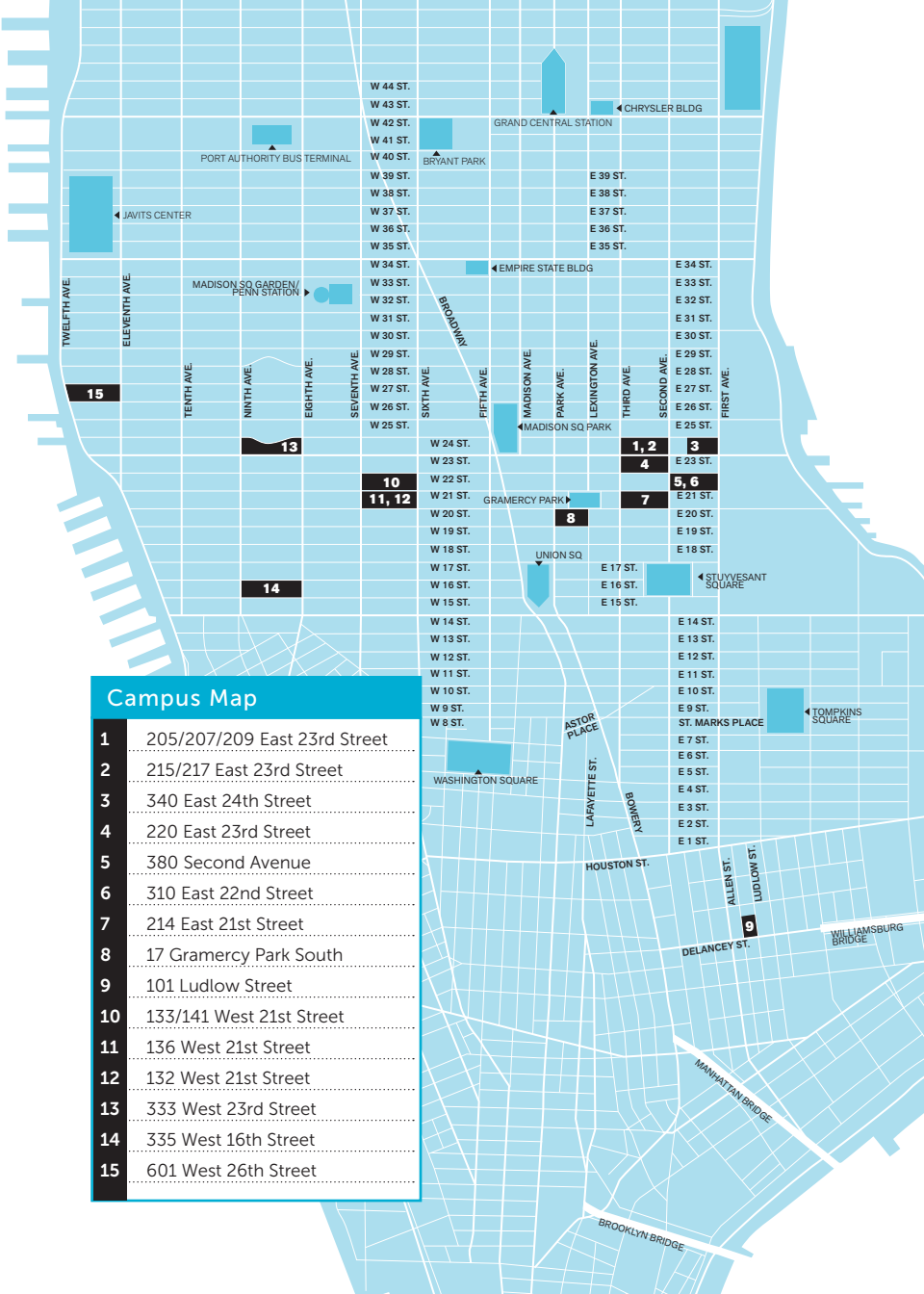
**SVA  
NYC**

Continuing Education



## Campus Map

- 1 205/207/209 East 23rd Street
- 2 215/217 East 23rd Street
- 3 340 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



## SVA Student Email Account: MySVA

MySVA is the School of Visual Arts' online portal that keeps you connected to the campus and provides access to email, grades, schedules and other pertinent information. To log in, visit [my.sva.edu](http://my.sva.edu) and enter your user name and password.

If this is your first time enrolling as student at SVA, your password will be sent to you in a separate email when you register.

If you encounter difficulties logging in, visit [myaccount.sva.edu](http://myaccount.sva.edu) or contact the Help Desk at [helpdesk@sva.edu](mailto:helpdesk@sva.edu) or 212.592.2400.

## 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 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 now for download from the App Store](#), free of charge.

## 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 able to assist.

## 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 can help you choose the hardware and software bundle that best fit your needs.

## Visual Arts Library

380 Second Avenue, 2nd floor, New York, NY 10010

Tel: 212.592.2660, Website: [sva.edu/library](http://sva.edu/library)

**Hours, fall and spring:** Mon – Thu, 8:30am – 10pm;

Friday, 8:30am – 7:30pm; Sat, 12 – 5:30pm; Sun, 12 – 8pm

**Hours, summer:** Mon – Thu, 9am – 7pm; Fri 9am – 4pm

The Visual Arts 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 Visual Arts 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, 180,000 eBooks and 460 current periodical titles, there are extensive collections of other materials, including DVDs/videos games, comic books, film scripts, pictures and digital images.

Continuing education students have access to the library, including its digital lab, imaging center and scanners, but are not permitted to sign out materials.

## Exhibition Opportunities

The Division of Continuing Education offers its students and alumni the opportunity to showcase work both 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 at least 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 ceartwork@sva.edu (jpegs should be titled number\_firstname\_lastname.jpg). Accepted artists must have work of sufficient size and quantity for exhibition purposes. Details will be provided by CE upon acceptance. Submissions are ongoing and exhibition slots are booked on a first-come, first-served basis to accepted artists. 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 the 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 ceartwork@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.

## Office of Alumni Affairs

Through programs, publications and special events, the Office of Alumni Affairs actively engages SVA alumni in an effort to advance their educational and professional best interests while encouraging their support of the College.

Students who meet one of the following requirements are eligible to receive a 20% discount per continuing education 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: [alumni.sva.edu](http://alumni.sva.edu).

## Veterans Discount

SVA is honored to welcome its veterans to our campus. SVA is a Yellow Ribbon Program participating school. Veterans who register for continuing education courses will receive a 20% discount per 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 at 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, by mail, in-person, fax or by telephone.

For more information about veterans benefits, programs, and services, visit [sva.edu](http://sva.edu) or contact Gemma Prosper-Brown, Veterans Counselor, at 212.592.2201 or [gprosperbrown@sva.edu](mailto:gprosperbrown@sva.edu).

## IRS Education Credits

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.

## Emergency College Closings: SVAAlert

Announcements of College closings due to inclement weather or other conditions will be posted to the College's website, [sva.edu](http://sva.edu).

The College's main telephone number, 212.592.2000, will also announce emergency closings.

Get the information you need to have with SVA's electronic notification system, SVAAlert. SVAAlert is your quickest, most convenient way to get up-to-the-minute information about school closings and emergency situations. You can sign up for SVAAlert to alert you via text, voicemail and/or email.

To set up your account, log in to MySVA ([mysva.edu](http://mysva.edu)), click the SVAAlert link on the main page and confirm your contact information.

## Course Cancellations

The Division of Continuing Education bulletin includes a complete listing of courses and their schedules. 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.

## 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 – 9 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 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.

## Continuing Education Units (CEUs), Grades and Transcript Requests

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.

Grades for fall, spring and summer semesters are available online and are updated daily and reflect any additions or changes. Access your grades via WebAdvisor at [wa.sva.edu](http://wa.sva.edu) or access through your MySVA account.

Requests for official transcripts may be made via WebAdvisor, in writing or in person. To request an official transcript please write to:

**School of Visual Arts, Registrar's Office**  
209 East 23rd Street, New York, NY 10010  
Attn: Transcripts

Requests may be made in person at the Registrar's Office, Monday through Thursday, 9:00 am to 7:00 pm; Friday, 9:00 am to 5:00 pm. Please note, summer hours Monday through Thursday, 9:00 am to 7:00 pm; Friday, 9:00 am to 4:00 pm.

## 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/handbooks](http://sva.edu/handbooks).

## Smoking Regulations

In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings, including private offices, private rooms, hallways, restrooms and all residence halls. Smoking is also prohibited within 25 feet of any building entrance.

Any violation of or dispute arising under this policy should be reported immediately to the Director of Student Affairs or the Director of Human Resources. Violations of this policy may result in appropriate corrective action, up to and including expulsion or termination of employment. The Directors of Student Affairs and Human Resources will promptly investigate any disputes arising under this policy. Each student, faculty or staff member is protected from retaliatory action or from being subjected to any adverse action for exercising or attempting to exercise his or her rights under this policy. Any person who feels he or she has been subject to a retaliatory adverse action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy, shall inform the Director of Student Affairs

or the Director of Human Resources who will promptly investigate the complaint and provide for adequate redress where necessary.

Any questions regarding the smoking policy should be directed to the Office of Student Affairs, (tel: 212.592.2214; email: studentaffairs@sva.edu) or the Office of Human Resources, (tel: 212.592.2645; email: hr@sva.edu).

## Visitors

Students may not receive visitors or bring guests to class during school hours unless consent is obtained from the instructor. Visitors are not permitted above the main floor of College buildings and residences unless on an official visit or tour, or as the invited guest of the student.

# Understanding Your Schedule

DIVISION OF CONTINUING EDUCATION

Student Schedule  
(Date)

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

**STUDENT INFO**

Student Name  
Street Address  
City, State Postal Code

E-mail Address:  
student\_name@sva.edu

Term: Year/Semester

**STUDENT ID #**

Student ID.....: 0000000  
Academic Program(s): ND.CE

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)