



STUDENT HANDBOOK

*New York Career Institute
11 Park Place
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(212) 962-0002*

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Mission Statement

New York Career Institute provides individuals with a higher educational experience designed to prepare them for productive careers in contemporary fields. The College's programs offer students the opportunity to build a foundation for lifelong financial independence and success in their professional lives.

To support this mission, the goals of NYCI are as follows:

Provide a supportive learning environment characterized by a dedicated, caring, and highly qualified faculty and staff

Provide instruction and student services in a manner that emphasizes individual attention

Provide general education courses that develop cognitive learning through self-awareness, creative thinking, and analytical reasoning while contributing to the social, emotional, and academic development of students

Provide a safe and secure physical plant with facilities that enhance and encourage student learning

Administration

The following people are available to be of service to the student body:

Dennis Byrns <i>President</i>	Dbyrns@nyci.edu Ext. 102
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Richard Putnam
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RPutnam@nyci.edu
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Online Student Center and Webmail

1. The Online Student Center is the place to go to register for classes, view your payments and the best way to communicate with NYCI administration, faculty and staff.
2. You can log on into the online student center by clicking the link on the NYCI website- <http://www.nyci.edu>
3. Log on using your unique username and password-first 4 letters of your last name followed by first 4 letters of your first name is your user name. Your password is the last 4 digits of your SSN.
4. On the right hand side, there is a link to the NYCI webmail.
5. Log on using your unique username and password.
6. It is likely that you will reach a page stating “There is a problem with this website’s security certificate”. **This is OK** just click on “continue to this website”.
7. If for some reason you are unable to log onto the online student center, you can always go directly to the webmail by going to <https://webmail.nyci.edu/exchange>

General Rules

FOOD and BEVERAGES are **NOT PERMITTED** in classrooms or hallways. Eating is permitted in the student lounge, which is located on the 5th floor.

Smoking is **NOT PERMITTED** anywhere on school premises. Smoking outside the building is permitted on Murray Street.

Visitors are not allowed on the floors of the school and should wait for students in the 1st floor lobby. In an emergency, visitors may go to the 4th floor reception area and request assistance in the Administrative Offices.

Although NYCI does not publish a detailed dress policy, the way you dress is a reflection of your attitude towards this college and your future profession. We expect your attire to be suitable for a career college setting.

Students' Rights and Responsibilities

Students have the right to receive a copy of the NYCI Course Catalog, which describes all pertinent policies and procedures as well as the content of each course. This includes information about the criteria to be used in academic evaluation and the grading system.

Students are responsible for learning the content of any course of study for which they are enrolled.

Students have the right to receive a grade based upon a fair and just academic evaluation of their performance in a course. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and for the following policies and procedures.

Attendance

Classroom instruction provides the students with an educational experience, which allows students to benefit from the guidance and abilities of the instructor, as well as the exchange of values and ideas among others in the class. For that reason, among others, class attendance is important.

STUDENTS ARE EXPECTED TO ATTEND ALL OF THEIR SESSIONS. Students who register for a class but who do not attend during the first two weeks of the term will have their enrollment in that class canceled and their academic and financial aid status adjusted accordingly. Regular attendance in classes is necessary for students to achieve academic success. Instructors shall monitor class attendance periodically throughout the trimester as academically appropriate. Students with excessive absences may be subject to grade reductions and/or course failure at the

discretion of the instructor. Instructors will also report all attendance issues to the Dean of Academic Affairs, who will attempt to provide academic counseling and/or tutoring as necessary to assist the student. Students with excessive absences/attendance issues in individual courses may be advised to withdraw from the course if achievement of a passing grade is no longer possible. Students with excessive absences/attendance issues in multiple courses may be administratively withdrawn from the program at the discretion of the Dean of Academic Affairs

Court Reporting Grades and Changing Classrooms or Instructors

In their progression through the Stenotype speed classes students may sometimes “travel” -- that is, change classrooms and instructors within a term or at the end of a term without receiving an actual course grade. This occurs because NYCI attempts to keep students in classrooms where all students are at the same speed level and can benefit from instructor-led activities and dictation appropriate to that speed. Regardless of whether or not you change teachers and classrooms during the term, **PASSING COURSE GRADES ARE ISSUED ONLY WHEN THE FOLLOWING SPEEDS ARE PASSED:**

SR107	(90 WPM)	ONE 90 WPM TEST IS PASSED
SR108	(130 WPM)	THREE (Q & A, JURY CHARGE, LITERARY) 130 WPM TESTS ARE PASSED
SR109	(180 WPM)	TWO (Q & A, JURY CHARGE) 180 TESTS ARE PASSED

To repeat, passing grades are issued only when the course requirements listed above are passed.

Court Reporting Testing and Classroom Guidelines

Testing Procedures

Warm-ups will be given to each speed group for approximately 15 to 20 minutes. The instructor will announce when testing will begin.

After all speed dictation is given, the instructor will collect all test notes. Test notes to be transcribed will be initialed, dated, and time stamped by the instructor. Test notes which will not be transcribed will be collected by the instructor and will be returned to the student after the allotted test hour is completed.

For transcription of notes, proceed to assigned testing lab. There is to be absolutely no talking in the testing labs. If assistance is needed, see instructor or lab monitor.

It is strongly recommended that students transcribing the same speed test do not sit next to each other.

Only one log-in and log-out will be permitted during the transcription time allotted. After test transcription is completed, return to the classroom and return to your seat, ready to review the speed test.

The instructor will play the recorded speed tests for each speed group. At this time, you may correct your own test by tallying up your errors. Under no circumstances are students allowed to correct any test other than their own. If after correcting your test, you feel you have less than the allowable amount of errors, you may hand in your test.

Grading Procedures

- Tests will be marked according to the NCRA “What is an Error” guideline, which includes punctuation.
- All passing tests will be graded on notes vs. transcript basis. Words not on notes, but on transcript, will be graded as errors.

Test Monitoring

- Staff will be monitoring testing labs, as well as lab cameras.
- Passing tests may be checked against log-ins & log-outs by the network staff.

Violation of Testing Procedures

Violation of testing procedures may subject the student to any one or more of the following:

- Suspension of testing privileges for a certain length of time determined by the instructor
- Student may be asked to leave the classroom

Cheating Ramifications

Depending on the specific circumstance related to any particular incident, students found cheating may be subject to any one or more of the following:

- Verbal/written warning
- Suspension of testing privileges
- Automatic failure
- Suspension or withdrawal from class or College

Classroom Procedures

- Cell phones are to be OFF and are not to be used at any time while class is in session in either the classrooms or in any of the computer labs.

- Walking in and out of class during dictation is not permitted, unless instructed by the instructor.
- Talking to classmates while dictation is taking place is not permitted.
- If the student is late, machine set-up must be done outside the classroom.

Academic Calendar

NYCI is open all year round with the exception of the following holidays

	<u>2012</u>	<u>2013</u>
Martin Luther King Day	Jan. 16	Jan. 21
President’s Day	Feb. 20	Feb. 18
Good Friday	April 6	Apr. 29
Memorial Day	May 28	May 27
Independence Day	July 4	July 4
Summer Intersession	Jun. 30 – Jul. 15	June 29-July 14
Labor Day	Sept.3	Sept. 2
Rosh Hashanah	Sept.17 – 18	Sept. 5-6
Yom Kippur	Sept. 26	Sept. 14
Columbus Day	Oct. 8	Oct. 14
Election Day	Nov. 6	Nov. 8
Veterans’ Day	Nov. 12	Nov. 11
Thanksgiving	Nov. 22 – 23	Nov. 28-29
Christmas Intersession	Dec. 17 - Jan. 1	Dec. 22-Jan. 5

Entrance and Term Ending Dates

	2012	2013	
Spring Term	Jan. 30-May 12	Fall Term	Sept. 24-Jan 19
Summer Term	May 21-Sept. 15	Spring Term	Jan. 28-May 11
		Summer Term	May 20-Sept. 14

Books and Supplies

Textbooks for all courses as well as Stenograph paper, ribbons, and miscellaneous supplies may be purchased at the 4th floor bookstore during designated hours.

Payments

Tuition payments for each term are payable prior to the first day of class or in accordance with an approved payment schedule authorized by the Business Office Director. Payments should be made by check, credit card or cash at the reception desk or directly

to the Bursar. Billing statements will be sent to students on a periodic basis. Should you have questions concerning your statement or any other aspect of meeting your financial obligations to the college, please see Mrs. Camargo.

Counseling

A Student Advisor is available on both a walk-in and appointment basis to assist students with any obstacles that are hindering them from meeting and completing their educational goals. To this end, students may meet with an Advisor on an individual and confidential basis to discuss both academic and personal issues. Student Advisors will closely monitor academic performance and attendance. If it appears that a student is falling below the appropriate academic standards, the Student Advisor may actively seek out a student so that the necessary support and guidance can be provided to put the student back on track. In order to meet with a Student Advisor, simply come to the Administrative Offices and request to see a Student Advisor.

Financial Aid

Financial Aid is available to students who qualify and is administered through the Financial Aid office. Staff experts are available to assist students with all information pertaining to both federal and state programs including eligibility requirements. Should you desire assistance in this area please ask at the 4th floor reception desk and you will be directed to the appropriate individual for assistance.

Career Services

Graduates of all of NYCI's Degree and Certificate programs receive assistance with employment opportunities through our Career Services Department.

The Career Services Department is available to assist students with resume preparation, networking, and job interview skills. Finding the "right fit" for graduates, who seek a position, is a top priority of the Career Services Department. Location, job responsibilities, compensation, work conditions, and future opportunities are all factors to consider when choosing the best opportunities after college.

Our career services professional is available to discuss these and related issues with students at any time during their program of study. Developing a realistic set of expectations is a key element in completing a successful job search and beginning the process early is an important first step. The Career Services office is located on the 4th floor. You may also make an appointment to meet with NYCI's Career Services Coordinator, Mr. Richard Putnam by e-mailing rputnam@nyci.edu or calling 212 962-0002 ext. 131.

Transfer Credits

Students who have attended another college previously and would like to have their transcripts evaluated for transfer credit should have an OFFICIAL transcript sent directly to the Registrar of NYCI as soon as possible, usually before the end of the FIRST trimester.

Proficiency Examinations

Students may attempt proficiency examinations in the following courses: Computer Concepts, Legal Terminology, Medical Terminology, Microsoft Excel, Microsoft Word, Stenotype Theory, Stenotype I through Stenotype IV. Proficiency examinations are arranged through the Dean of Academic Affairs. Please see the Course Catalog for details.

Mentoring Program

All new students at NYCI are assigned a mentor whose purpose is to assist a student during his/her first trimester of attendance. All administrative staff, including the President and full and part-time faculty serves as mentors.

The first trimester in a new school is frequently a stressful time for students. A mentor is someone a new student can contact if they are having any difficulties resolving problems which may arise during this challenging period. Mentors should contact their students vial e-mail or telephone during the first month of the semester. If you are not contacted by your mentor during the first month of classes, see Ms. Cindy McMahan, the Director of Student Services for assistance locating your mentor.

Student Complaint Procedures

Students who have a complaint concerning eligible programs, administrative staff, faculty, or other students are encouraged to attempt to resolve the problem informally. If the student is not able to resolve the problem, he or she should immediately advise the Dean of Academic Affairs. The student is assured that there will be no adverse action taken against him or her for registering such complaint. If the Dean is unable to resolve the problem, the student should submit a written complaint to the President. Although the President's decision is final, any person who believes he or she has been aggrieved by NYCI may file a written complaint with New York State Education Department, Office of College and University Evaluation, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, NY 12234. Copies of the Complaint Registry may be obtained from the Office of the President.

Disciplinary Action Policy

Rules of Behavior

Students are expected to conduct themselves with due regard for the rights and health and safety of others, and, in particular, that their behavior will not interfere with the ability of NYCI to carry out its academic functions. NYCI expects students to demonstrate a professional attitude in their conduct, appearance and academic performance as part of their training and education. Students are expected to have respect for the regulations of the College and the community and for the standards of their fellow students, instructors,

and other personnel. Each student must assume the responsibility for his/her actions. Breaches of discipline may result in disciplinary action, including suspension or dismissal.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including dismissal from the College.

This is not an exhaustive list:

Theft or any unauthorized possession, removal or attempted removal of College property or the property of any College student or employee.

Falsification of any official College document.

Violation of the College's substance abuse or drug-free workplace policy.

Gambling on College premises.

Fighting or threatening violence on the campus.

Threatening, intimidating, or coercive behavior, abusive or vulgar language or any other language or conduct that interferes with the functioning of the College.

Disruptive activity of any kind on the campus.

Violation of the policy against sexual harassment.

Possession of a weapon or any other unauthorized item that could pose a risk to the safety of others.

Unauthorized use of College materials, equipment or other property.

Bringing children to class or leaving them on campus while the student is in class.

Violation of College or departmental policies.

Failure to comply with reasonable directions or directives from instructional staff, administrative personnel, or other authorized school personnel.

The use of tobacco, in any form inside the building by employees, students, and visitors. Designated smoking areas are available outside the building.

Disciplinary Measures

It is the responsibility of all College personnel to maintain an atmosphere conducive to learning, and no student will be allowed to prevent other students from having this privilege. Any behavior that reflects adversely upon NYCI, its personnel or students, will make the individual involved liable for disciplinary action. If and when it is necessary to discipline students to maintain safety, order and the educational process, one or more of

the following disciplinary measures will be taken.

Removal—directing the student to leave the class or the College grounds.

Suspension—forcing the student to be dropped from the College for a specified time.

Expulsion—forcing a student to be dropped from the College permanently.

Campus Security

In order to comply with New York State regulations, New York Career Institute has prepared this information to provide students with information with regarding sexual assault prevention, the legal consequences of sex offenses, the availability of counseling and support services, and the school's policies and security procedures.

The campus security committee shall review campus security policies and procedures and make recommendations for their improvement. It shall review, among other things, the education of the campus community in regard to sexual assault, personal safety, crime prevention, procedures for reporting sexual assaults, referring complaints to appropriate authorities, counseling victims, and responding to inquiries from concerned persons. The committee shall report, in writing, to the college Chief Executive Officer on its findings and recommendations at least once each academic year, and such report shall be available upon request.

Access to the school is limited through the two entrances on the first floor of the building. There is a security desk located in the lobby of the building. The desk is supervised by at least one person twenty-four hours a day. Students are asked not to stay in the building except during the hours of the school's operation. These hours are as follows:

Monday through Thursday- 8:00 a.m. to 9:00 p.m.

Friday- 8:00 a.m. to 3:00 p.m.

Saturday- 9:00 a.m. to 3:30 p.m.

Access to all facilities including offices, classrooms, lounges, library and restrooms is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during class breaks. Students must have guests wait for them on the lobby floor. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Student, faculty, and staff are asked to notify the administration immediately if they see a suspicious person or activity at any time.

At least one Director or the President is available during school hours to provide initial counseling to a student involved in any altercation. The student will be referred for additional counseling to the proper agency, legal, or medical authority.

There has been no reported incidence of crime in the school, the building in which the school is located or the adjacent area that may be considered the school campus.

Note: Please keep personal property with you at all times. NYCI is not responsible for lost or missing property.

Family Educational Rights and Privacy Act

NYCI complies with the Family Educational Rights and Privacy Act, which was enacted to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading statements. NYCI has developed a written policy, which explains the procedures used for compliance with the provisions of the Act.

NYCI has established the following student information as public or directory information which may be disclosed by the school at its discretion: Student name, major field of study, dates of attendance, degree or certificate granted and previous schools attended. Students may request that NYCI withhold the release of the directory information by notifying NYCI in writing. This notification is required annually and must be renewed at the start of each fall term.

Students have the right to file complaints with the Family Education Rights and Privacy Office in Washington, D.C., concerning alleged failures by the school to comply.

Sexual Harassment Policy

New York Career Institute affirms its commitment to non-discrimination and recognizes its responsibility to provide for students, faculty and administration an environment that is free of sexual harassment. Sexual harassment is a violation of law and stands in direct opposition to school policy. Therefore, NYCI prohibits sexual harassment by a student, faculty member or administrator on school property.

Sexual harassment is defined as verbal or physical conduct of a sexual nature imposed upon a student by another student, an employee, or a student upon an employee, or an employee upon an employee, which is unwelcome, hostile, inappropriate, or intimidating when, among other things:

- A. Such conduct has the purpose or effect of unreasonably interfering with a Student's academic performance or participation in the educational process, or unreasonably interfering with an employee's job performance.
- B. Such conduct creates an intimidating, hostile, or offensive environment.

Requiring a student or employee to submit to sexually harassing behavior, whether explicitly or implicitly as a condition of a grade, for the successful completion of program or course, or as a condition of acceptance into, continuation in or rejection from a course or program, or as a condition of continued employment, is prohibited.

A sexually hostile environment is created by verbal or physical acts, writings or pictures of a sexual nature that are inappropriate, severe, or pervasive such to impair the educational services or benefits offered by the school.

The existence of a sexually hostile environment is determined from the viewpoint of a reasonable person in the student or employee's situation. In determining whether sexual harassment exposes students or employees, because of their sex, to a hostile environment, relative circumstances include, but are not limited to: the age of the student(s), the frequency, duration, repetition, location, severity, and scope of the act(s) of harassment; whether the harassment was directed at more than one person; and whether the incident(s) created an offensive, hostile, or abusive atmosphere in the school.

A student, or an employee who believes that a student or an employee has been subjected to sexual harassment, should report all incidents of such conduct to a committee composed of the Campus Director, the Registrar and the Dean of Academic Affairs. Upon receipt of a complaint, the committee will initiate a prompt and thorough investigation of the complaint.

If the committee investigation supports the complaint, immediate and corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including immediate discharge. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension/expulsion. NYCI prohibits any retaliatory behavior directed against the complainant and/or witnesses. Follow-up inquiries will be made to ensure that the harassment has not resumed and that the victim and/or witnesses have not suffered any retaliation. In the absence of a complaint, the committee will, upon learning of or having reason to support the occurrence of any sexual harassment, ensure that an investigation is promptly commenced. The committee is directed to develop and implement specific procedures for reporting, investigating and remedying allegations of sexual harassment.

Substance Abuse

The possession, use, manufacture, or distribution of illegal drugs, controlled substances or alcohol by students, faculty, or staff at NYCI will not be tolerated. NYCI is committed to taking all actions consistent with the law and individual privacy rights to eliminate illegal drugs and alcohol from the campus and to deal firmly and fairly with individuals found in violation of state or federal laws pertaining to such substances. The following pages contain information relating to the effects, penalties, and available treatment of drug, alcohol, and related activities.

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs: Available to Employees and Students

Students or employees who believe that they might profit from any of the services provided may get directly in touch with the contact person listed.

- (1) Daytop Village
54 West 40 St.
New York, NY 10018
(212) 354-6000
Services:

- A) Counseling, treatment, and rehabilitation for abusers of all drugs. (no methadone)
- B) In-and-out- patient treatment.
- C) Job training.

- (2) Phoenix House
2191 3rd Avenue (at E. 119 St.)
New York, N.Y.
(212) 831-1555 ext. 7500

Services:

- A) Counseling, treatment, and rehabilitation, all substance abusers.
- B) 90-day residential rehab. Program.
- C) Out-patient evening rehab. Program

- (3) Long Island College Hospital Division of Alcohol Services
255 Duffield St., 3rd Floor
Brooklyn, N.Y. 11201
(718) 522-4800

Services:

- A) Counseling, treatment, and rehabilitation
- B) Detoxification program (5-day, in-patient).
- C) Half-way house for recovering alcoholics.

- (4) HealthyPlace.com for other information and referral resources