Sessions Student Handbook

Introduction ........................................... 4
School Mission ........................................ 5
Accreditation and Awards ............................ 5
Getting Started ....................................... 7
Staff and Faculty ...................................... 11
Academic Policies ..................................... 21
Contact Information .................................. 30
Academic Calendar .................................... 31
Introduction

The Certificate Program Handbook provides an official guide to the rules and regulations, procedures, and academic policies for certificate students at Sessions College® for Professional Design. Each student is responsible for reading and understanding the information in this guide.

As well as outlining the rules and regulations for Sessions College students, the handbook provides helpful information on how to get started in your program, access your courses, contact your instructor and your advisor, and how to make the most of your certificate program.

Although every effort is made to ensure the information in this guide is accurate at the date of publication, please be aware that this guide will be updated from time to time. Sessions College reserves the right to update its rules and regulations, procedures, and academic policies as needed. Any policy updates with the exception of the Enrollment Agreement will become effective immediately for all enrolled program students.

Students can always access an updated version of the Student Handbook in the school learning environment. If you have any questions about the material discussed in this handbook you should contact your Student Advisor. We welcome you to Sessions College and look forward to seeing your work.

Sincerely,

Ernesto Moncada
Student Services Manager
Sessions College for Professional Design

School Mission

Founded in 1997, Sessions College for Professional Design (sessions.edu) offers online degree and certificate programs in the visual arts. Our mission is to prepare art and design professionals for successful careers by providing the highest quality of online arts education. Our students gain a thorough training in the creative, computer, and communication skills required for a fast-changing industry.

Accreditation and Awards

Sessions College is nationally accredited by the Distance Education and Training Council (DETC) and regionally accredited at the certificate level by the Middle States Commission on Secondary Schools. Sessions College is licensed by the Arizona State Board for Private Postsecondary Education.

Sessions College is a member of the United States Distance Learning Association (USDLA). Sessions College is approved for GI Bill education benefits and tuition assistance (TA) for active military servicemembers. A SOC Consortium member, Sessions College is recognized as a military-friendly school.
Getting Started

Registration Requirements
Program Orientation
Student Cohorts
Course Schedule
Pacing Yourself
REGISTRATION REQUIREMENTS

In order to enter a Sessions College certificate program, students must complete the following steps:

1. Complete an online application.
2. Select a program and start date.
3. Complete registration including payment of tuition.

PROGRAM ORIENTATION

Students who have completed registration are enrolled into the Program Orientation class along with 20-30 other program students. Program Orientation activities officially begin the week prior to the beginning of the month. Students are expected to complete Orientation by doing the following:

1. Create a student profile.
2. Participate in at least one group chat.
3. Complete an advisor interview.
4. Develop a familiarity with the school learning environment.
5. Confirm their program schedule with their student advisor.

Students who complete their Orientation class ahead of schedule will be provided access to their first design courses.

STUDENT COHORTS

Each monthly Program Orientation class of new students creates a student cohort, a group of 20-30 program students who are all beginning a Sessions College certificate program at the same time.

The students in each cohort begin and end the Professional Certificate program on the same dates, and work at a pace of one lesson per week. Students can vary from this pace from week to week provided they can meet their overall program deadlines without falling behind the group.

Each cohort has a designated student advisor who acts as a guide for the whole group throughout the Professional Certificate program, advising students individually and as a group. Group chats, online updates, and progress reports are part of a cohort structure designed to motivate students and encourage online community among students.

COURSE SCHEDULE

When certificate program students complete registration, they will receive a schedule with start dates for all courses in their program. The start dates on that schedule represent the dates that courses will open. When a course opens, a link to the course will appear on the student’s Sessions College homepage.

The scheduled course start dates can also be viewed at the student’s Success Tracker page. Students are not required to start the course on the day it opens, but in order to complete their programs on time, certificate program students are expected to maintain a pace of completing at least one lesson a week.

Students are also provided an Assignment Milestone Tracker to help manage their pacing through the program. This document breaks the 36-week Professional Certificate program into three-week milestones and shows how many total lessons should have been completed by each milestone date. Advisors refer to these milestone dates to measure and report on student progress. Students are encouraged to print this document and use it to track their own progress against the benchmark pace.

The Professional Certificate program contains 36 lessons. Each course lesson requires an average of 10 hours of study time (including lectures, exercises, and student/instructor interaction). Students should allocate 10 hours of study time per lesson/week depending on their skill level, and more for advanced courses. Course start dates are designed to enable students working on a part-time schedule (less than 12 hours per week) to complete their program on time.

Students who complete their courses ahead of their schedule can request access to their next course(s). Students who fall behind schedule have until their program end date to complete any of their scheduled courses.

PACING YOURSELF

The Sessions College certificate program provides a unique balance of deadline-driven structure and personal flexibility. Students have the flexibility to log on at any time, any day of the week, and the course material is always available. Students can submit assignments any day of the week; individual assignments don’t have specific due dates.

This flexibility requires personal responsibility. Students are responsible for managing their own time and pacing themselves against their program end date. Though discipline is essential, meeting the demands of the program can provide an excellent training for a professional design career.

To help you manage your pacing, our student record system will automatically send you monthly progress reports detailing where you are in relation to your program end date: the courses you’ve completed, the courses you have in progress, and the scheduled courses you have yet to begin. Your student advisors also review this report to help them monitor your progress.
Staff and Faculty

Student Advisors
Sessions College Faculty
Faculty Bios
Department Heads
Education Department
STUDENT ADVISORS

Each program student is assigned a student advisor to work with them throughout their program. Student advisors can be reached 8:30 a.m.-6:00 p.m. Mountain Standard Time.

If a specific advisor is not available, any other Student Services team member can assist a student. Student advisors can be contacted with any questions regarding program orientation, course access, learning environment issues, academic questions, or transcripts.

Sessions College student advisors are qualified designers as well as student services professionals. While it is not their responsibility to grade student work, they can often assist students with any general questions or resolve issues that occur in a course. Student advisors may be contacted by email or by phone at 1-800-258-4115 (from the U.S.) or 480-212-1704, option 2.

SESSIONS COLLEGE FACULTY

The courses in Sessions College certificate programs are developed and taught by the school’s Faculty, a team of more than 30 industry-leading artists, designers, and writers who share a passion for online teaching. The Faculty includes published authors, professional photographers, architects, illustrators, design agency directors, and Adobe-certified trainers. The Faculty brings together decades of professional and educational experience to deliver excellent courses and online instruction.

Students can contact their instructors at any time in the school learning environment via course mail throughout the duration of a course. All student-instructor communication takes place within the learning environment; Sessions College does not distribute the private email addresses or telephone numbers of students or instructors.

Faculty members are expected to respond to any student assignments and questions posted in the learning environment within 1-2 business days. For example, an assignment posted on a Monday should be graded by the same time on Wednesday, and an assignment submitted on a Friday evening should be graded by the same time the following Tuesday. This schedule provides the Faculty time to provide thoughtful consideration to student work. It is strongly recommended that students receive their instructor’s feedback and grade on each assignment before moving on to the next.

Sessions College is committed to maintaining a courteous, respectful learning environment for its students and instructors. Any student who is experiencing a communication problem with an instructor should first interact with the instructor to resolve the issue. If the issue is not resolved, students may contact their student advisor for assistance. Sessions College instructors and advisors are dedicated to helping students succeed in their education.

FACULTY BIOS

The following are short bios of Faculty members currently teaching courses at Sessions College for Professional Design:

Andrew Shalat is an author, designer/illustrator, educator, and Mac expert. Since 1985 he has been designing and writing articles for Macintosh, Mac software, and publishing technologies that have appeared in Macworld, maccentral.com and macweek.com (for which he was a columnist writing “Shalat’s Web”). He currently has two books: Do It Yourself Mac Projects, published by McGraw-Hill, and MacDesign Out of the Box, published by Inside Mac Press. Andrew’s design work covers a large range of media including book, CD and DVD covers, brochures, catalogs, outdoor signage, print ads, artwork, logos, Flash and Web design, and grocery lists. Over the past two decades, he’s taught literature, writing, Web design, and print design.

Annika Connor is a fine artist and painter. Annika’s paintings depict a fascination with beauty and decadence. They present the viewer with spaces to exist in, which are both alluring and unsettling. The paintings are infused with mystery and convey a sense of unbalance. Overall, they seem to be fragments from a daydream, and portray a longing for a time of romance and pleasure. In 2002, Annika received a Bachelor of Fine Arts from the School of the Art Institute of Chicago where she studied painting and philosophy. Since then, Annika has worked professionally as a painter in New York and London and participated in numerous exhibitions in California, Chicago, Atlanta, and New York. Reviews and publication of her work have appeared in Art Papers magazine, The Atlanta Journal Constitution, Creative Loafing newspaper, C-Heads magazine, and in many other internet and local publications. Annika Connor is Swedish-American with dual citizenship status. She currently resides in Manhattan where she maintains an active studio.

Boris Margolin is an illustrator and Flash designer from Belorussia, now known as Belarus. Boris has worked as a staff designer at CIGNA, in brand development, and as a Web designer at Victoria University in New Zealand. A freelance designer, he is looking to start a niche design company of his own. Boris has a BS in Graphic Arts and Design.

Bruce Bicknell is a writer, instructor, illustrator, animator, Web designer, video editor, marketing pro, and graphic designer based in Tampa, Florida. In his career he has worked on projects for Adobe Systems, ATI, Photoshop Elements Techniques, MacTribe, Yellow Machine and Mac Design to name a few. Bruce has degrees in Computer Animation and Web Development from The International Academy of Design and Technology.

Catherine George is a digital media designer, developer, and instructor, with extensive and diverse experience; she has worked in the industry for more than 10 years in a variety of capacities: graphic and interface designer, web designer, animator and motion designer, illustrator, project manager, programmer. She has designed curriculum for and taught digital media design and technology at high school and college levels, to the general public, and as a private tutor. She is also a fine artist who draws, paints, sculpts, creates jewelry and fiber art.

Fiorella Carretti is an artist and educator with expertise in commercial still life, microscope photography, and creative darkroom techniques. Born in Florence, Italy, Fiorella has illustrated books such as The Voyages of Christopher Columbus and the Cultural Guide to Greece published by Giunti Marzocco. Fiorella studied ceramics and textile design at Parsons School of Design, and Illustration and typeface design with designer Ed Benguiat at the School of Visual Arts, and earned a certificate in Fine Art Sculpture from the Art Students League, where she studied with Nathaniel Kaz. Fiorella earned her Bachelor of Science in Art Education from CUNY. She is currently finishing her Master’s of Architecture at the City College of New York.

Geoph Essex is an artist, illustrator, graphic designer, Web and multimedia developer, programmer and animator; he’s also a professional journalist and author, a musician and songwriter, and a working actor and voice actor. Geoph has worked with clients like AT&T, Chase Manhattan, and Wal-Mart, and numerous individuals and companies in venues including entertainment, law, finance, apparel, manufacturing, technology, and dining. He has written articles for Creative Techniques and Electronic Design, and taught web design and design business courses at Westwood College in LA. Geoph is always interested in breaking out of the tiny boxes that creative folks are forced into, and likes to watch other incredibly talented people do the same.

Greg Marlow is an animator and digital artist who currently works at Firaxis Games. When he isn’t breathing life into pixels and polygons Greg likes to sleep. When he wakes up he often enjoys reading, writing, playing music, listening to music, learning things he didn’t know, and doing things his wife asks him to do. Greg has a certificate from Animation Mentor and a Master’s...
of Science in Digital Media from East Tennessee State University.

Janet Valade is the author of five published books on PHP and MySQL: PHP & MySQL Web Development All-in-One Desk Reference for Dummies, PHP & MySQL: Your visual blueprint for creating dynamic, database driven Web sites, PHP & MySQL Everyday Apps for Dummies, PHP & MySQL for Dummies Third Edition, and PHP 5 for Dummies. Janet has also written a Dreamweaver book and a Linux book. Janet has over 20 years experience in the computing field. Most recently, she designed and programmed the Web site for a small engineering firm, including programming the e-commerce functionality for the site and converting the documentation for the company products to Web documents. Prior to that, she provided technical support to faculty and staff at a large University for over 10 years, as well as providing systems analysis, designing and developing a state-wide data archive, and designing and presenting seminars and workshops on a variety of technology topics.

Jennifer Gutterman is a 3D artist and educator with nearly 20 years of freelance experience, most recently as the Lead 3D Artist and Concept Designer for a small game company specializing in mobile game projects. With over seven years of teaching experience, Jennifer brings both traditional and cutting edge technological experience to the learning experience. Jennifer received a double Bachelors of Fine Arts from Syracuse University in Computer Graphics & Painting and a Masters of Fine Arts in Visual FX, specializing in 3D Modeling & Concept Design from the Academy of Art University in San Francisco, CA. Between and during these degrees, Jennifer has worked in print, web design, scenic design, game development and a variety of other fine art ventures all around the United States.

Jordon Schranz, a 7-year inhabitant of Brooklyn, New York, is represented by the Black and White Gallery in New York, New York. He has had one-man shows in both New York and Chicago and he has participated in several group shows in the USA and internationally. His work is also included in several private collections as well as the collection of the Museum of Air and Space in Moscow, Russia. His work focuses on the idea of social and political interaction and how the media influences it. In addition, Jordon Schranz regularly stages, performs, and promotes avant garde, free jazz and experimental music performances and is a recording artist on the Black Saint record label with his group “The Eastern Seaboard”. Jordon is currently leading the development of a Fine Arts program at Sessions. Jordon earned his BFA from Maryland Institute College of Art.

Katherine Jin is a visual artist and designer with 20 years experience. Her artistic practice focuses on digital media, interactive design, photography, and video, with a background in illustration, painting, and printmaking. She is currently developing a bilingual interactive story app called Wandering Meimei / Meimei Liu Lang Ji about globalization and a factory girl. She has worked as a freelance designer for major arts organizations like Harbourfront in Toronto and on university jobs in the U.S. creating posters, Web sites, and videos. Her most recent gallery show was for a three-channel video called Dorothy’s Mirror, which debuted in Canada at the Thompson Rivers University Gallery and then moved to the University of Texas at Dallas Gallery. She illustrated a book called Sam and Nate for a Canadian children’s book publisher. She has degrees in Fine Arts, New Media Design, and an MFA in Arts and Technology where she majored in Photography and Design-Based Media. As an artist, she taught art via professional artist grants called “Artists in Education” and the Professional Development Fund for five years.


Kristen Becker Kristen Becker is both an educator and a graphic & business designer specializing in e-commerce. She has developed and marketed a niche e-commerce boutique featured in Real Simple, Better Homes & Gardens, and In Style magazines. With over 12 years of experience as an award winning educator, she has developed curriculum and taught courses in graphic design, multimedia, and e-commerce/marketing. Kristen has an Master’s degree in Digital Arts From Maryland Institute College of Art.

Mai Xiong is a Web designer and educator who has worked at Campbell-Ewald Advertising, Daniel Brian & Associates, and One Source Talent. Mai has been a guest lecturer at the University of Wisconsin-Whitewater and developed and/or taught courses in graphic design and Web Design, as well as Adobe Photoshop, Illustrator, Flash, and Dreamweaver. Mai currently teaches Web design and animation at the College for Creative Studies Continuing Education program. Her industry recognitions include the Award of Excellence, Award of Merit from AIGA, and the Silver Award for Healthcare Advertising for the launch of Henry Ford West Bloomfield Hospital Web site. Mai holds a Bachelors of Fine Arts in Graphic Design from the College for Creative Studies in Detroit, Michigan.

Margaret Penney is a teacher, designer, writer and media artist. Margaret teaches Web, print and motion graphic design, multimedia, and Java programming at an independent school outside New York City where she designs the Computer Science department curriculum. As a Web designer and developer, Margaret has created a multi-channel community portal for Hong Kong teenagers; ecommerce for Delias.com girls’ clothing; a Flash promotion for Nike; and currently she is working on a site for artist Sol Lewitt. As a new media artist, she has exhibited at the Institute of Contemporary Arts in London; the Museo Tamayo in Mexico City; and around NYC. Her artwork has been reviewed globally online, in print magazines, and included in the book Eye Candy from the Underground: Fresh Styles for Web Designers. She has lectured on new media art at Purchase College, the School of Visual Arts Annual Conference for Educators, and the Pratt Institute. As a writer, she has been published in New York Arts magazine, Rhizome.org, and the Baltimore City paper. Margaret has a B.A. from Johns Hopkins University and M.F.A. from Columbia University.

Michael Hamm is a freelance designer and Web developer with over a decade of experience in the creative field. Based in Washington state, Michael provides design solutions for clients across the country through his company ClayEdward Design. Prior to working on his own, Michael worked for JPMorgan Chase in Houston, Texas as an interactive designer. His work has been published in various Web design books and magazines and he is a regular contributor to Layers Magazine. In addition, he has served as technical editor on several design books published by Friends of Ed. Michael recently co-authored Introduction to Web Design Using Macromedia Dreamweaver published by Glencoe/McGraw-Hill. Michael is an Adobe Certified Instructor in Adobe Illustrator and is the founder, designer, programmer, and writer of Points&Paths.com, a Web site that grew from his passion for illustration software and all things vector.

Mike Pandolfo is a music producer and creative director at the Elias Arts agency. Since 1995, Mike has produced music for the audio, film, and television industries, serving a list of clients including Mercedes, Volvo, Reebok, Sears, Old Navy, Intel, Cingular, Verizon, and Bacardi, among others. Recent projects include scoring the critically acclaimed HBO short movie “Daddy” and creating the promotional music for Comedy Central’s “The Sarah Silverman Show.” Mike has served as the Director of the music production company Wonderful since 2005. A graduate of
the University of Buffalo Honors Program, Mike earned a Bachelor of Arts in Music Performance and Composition and received the National Hispanic Scholar Awards Scholarship for music.

**Nat Stein** is a modeling supervisor and CG artist at Anzovin Studio. He has worked on animation for games such as Sid Meier’s Railroads and Halo 2, as well as a variety of TV shows and movies. Nathaniel attended the University of Massachusetts at Amherst, where he also taught courses in Animation and Modeling after his graduation. Nathaniel co-authored the book Visual Quickstart for Maya 7.0, and is currently working on a new book. Nathaniel received his BA in Computer Animation from the University of Massachusetts at Amherst.

**Piper Nilsson** is a graphic designer and information architect. In her four-year career for a leading Web design agency, she blueprinted sites for such global clients as MetLife, Pepsi, ETS, and Citibank. Her current projects include building an e-learning prototype for children with learning disabilities and teaching technology in New York City public schools. She received a degree in graphic design from Pratt Institute.

**Russell Chun** is a multimedia developer, author, and teacher specializing in visualizing science, data, and story ideas for the Web. Russell is an adjunct at the Columbia University Graduate School of Journalism and at City University of New York (CUNY) Graduate School of Journalism. His clients have included Pearson Education, Quality Medical Publishing, the Center for Public Integrity, the New York Times, and the Asia Society. He has authored several books on advanced Flash: the Flash Advanced VisualQuick Pro Guide series, published by Peachpit Press in association with Adobe Press. He also wrote Adobe’s official training manual, the Flash Professional Classroom-in-a-Book for CS4 and CS5, and co-authored a rich PDF on multimedia journalism with Jane Ellen Stevens called Storytelling with Flash CS3 Professional. He has written about Flash in magazines such as SBS Digital Design and MacWorld. Russell earned his Masters in Medical and Biological Illustration from the Johns Hopkins University School of Medicine.

**Dr. Taz Tally** is the president of Taz Tally Seminars, a computer publishing consulting and training company. Taz is the author of numerous graphics and print production books including Photoshop Before and After Makeovers, Acrobat and PDF Solutions, Avoiding the Output Blues, Avoiding the Scanning Blues, and is a contributing author to The Photoshop World Dream Team Book. Taz has produced numerous instructional videos, CDs, and DVDs on scanning, prepress, Photoshop, color correction, and font management. Taz is a frequent presenter at seminars and trade shows throughout the U.S. and is a member of the Photoshop Dream Team at the biannual Photoshop World convention. Taz is a frequent contributor to Photoshop User magazine, for which he writes a regular prepress column.

**Todd Gantzler** is a game artist, educator, and writer. Todd has worked as a 3D artist on such games such as Gex 3D, Cyberia, and Akuj the Heartless and specialized in game design work and character animation. Todd has served as Program Leader for game development degree programs at the Media Design School in New Zealand and at the University of Salford in England. He has been designing and teaching game art and design classes since 2000. Todd’s first book Game Development Essentials: Video Game Art was published by Thomson Delmar Learning in July 2004.

**ACADEMIC MANAGEMENT**

**Gordon Drummond** was appointed the President of Sessions College in February 2011. As president, Gordon’s role is provide the leadership for the school executive team to achieve their education, operations, marketing, and student services goals. Key tasks include maintaining and enhancing school accreditation, licensing, and relations with government agencies and other institutions, working to CEO and CFO to manage annual strategic planning and budgeting, representing the school at conferences, seminars, Webinars, and other public events. To help Sessions College meets its mission of preparing design professionals, Gordon will create a positive environment for teaching and learning and a staff culture of planning, execution, and accountability.

Gordon is an editor and educator with 20 years of experience in instructional design. Prior to joining Sessions College, he worked as curriculum director at Kaplan Educational Centers, designing courses for K-12, pre-college, and graduate students, and co-authoring two test preparation books. Gordon began developing online education in 1999, working as the senior Knowledge Architect at Boston-based learningbrands. Gordon has presented seminars on online learning at Macworld, DETC, ANGEL Learning, CCA, Surtex conferences and has published in Distance Learning magazine. Since the Fall 2007, Gordon has served on the Middle States Association Commission on Secondary Schools. Gordon earned an MA in English Literature from University of Edinburgh in Scotland.

**Louis J. Schilt**, Executive Vice President, is responsible for business development, military student liaison, and financial counseling. Lou holds New York State teaching licenses for the primary and middle school academic levels, as well as being a licensed NY State Public School Administrator through Superintendent. During his teaching tenure, Lou pioneered programs in individualized instruction that emphasized the homogenous grouping of students and teaching methodologies that addressed students’ various learning styles. In the corporate world, Lou has successfully developed and executed worldwide business strategies in sales, business development and operations. In addition, Lou co-founded an e-business supply chain solutions company, which was sold in 2000 with a valuation of over $80 million.

**Carole Anne Bailo**, Chief Financial Officer/ Bursar, is responsible for assisting students in all financial matters related to their programs, including Sallie Mae loans, Workforce applications, and all military programs. Carole Anne, a Certified Public Accountant, is a seasoned financial professional who holds undergraduate degrees from Pace University and Queens College, and an MBA in Taxation from St. John’s University.

**Kimberly O’Hanlon** is Senior Director of Admissions and Marketing Programs. As such, her role is to contribute to the growth and expansion of the program and market reach, as well as ensure the mission, value proposition, and educational model are clearly and consistently communicated to future students. Prior to joining Sessions College, Kimberly worked as the Graphic Designer and Marketing Coordinator for ICM Document Solutions, where she designed print and Web marketing materials, made consistent updates to the company Web site, and organized philanthropy. She has done creative freelance work for clients across the United States. Kimberly’s interests include graphic design, Web design, traditional drawing, and photography, and she holds an Associate of Applied Science degree in Graphic Design from Glendale Community College.

**Mhelanie Silao** is Director of Admissions and leads the Admissions team in presenting positive educational opportunities to meet
students’ personal and professional academic needs. Her responsibilities involve developing Admissions goals and strategies and managing the enrollments for Associate’s degrees, Undergraduate Certificates, Certificates, and individual courses. Prior to joining Sessions College, Mhelanie has worked for PHOENIX magazine and Phoenix Home & Garden magazine, where she designed print advertisements, marketing collateral, and special publication magazine layouts. She has also done a variety of freelance work that includes t-shirt designs, banners, and more. Her interests include digital photography, graphic design, and several art-related projects. She holds an Associate of Applied Science degree with a double major, Graphic Design and Computer Animation, from Glendale Community College.

**SCHOOL MANAGEMENT**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Doris A. Granatowski</td>
</tr>
<tr>
<td>President</td>
<td>Gordon Drummond</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Louis J. Schilt</td>
</tr>
<tr>
<td>Chief Operating Officer</td>
<td>Robert Timm</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Carole Anne Bailo</td>
</tr>
<tr>
<td>Creative Director</td>
<td>Patricio Sarzosa</td>
</tr>
<tr>
<td>Senior Director of Admissions and Marketing Programs</td>
<td>Kimberly O’Hanlon</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Mhelanie Silao</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Gavin Keiner</td>
</tr>
</tbody>
</table>

**BOARD OF DIRECTORS**

The Sessions College Board of Directors comprise Doris A. Granatowski, Chief Executive Officer, Louis J Schilt, Executive Vice President Officer/President, Carole Anne Bailo, Chief Financial Officer, Kenneth Miller, distance learning and Internet consultant for People’s Publishing, and Irwin Kishner, a partner in Herrick, Feinstein, LLC.

Only two shareholders have a 20% or higher interest in company: Ms. Doris Granatowski and Spencer Trask, a private equity firm.
Academic Policies

Admissions Policy
Non-Discrimination Policy
Hardware and Software Requirements
Program Orientation
Course Substitution
Course Add/Drop
Program Transfer
Accessing Courses
Program Extensions
Returning Students
Leave of Absence
Grading Policy
Academic Progress
Exhibition of Work
Student MyGallery
Student Records
MyGallery
Certificates
Privacy Policy
Behavior and Code of Conduct
Student Grievance Procedure
Withdrawal and Refund Policy
ADMISSIONS POLICY
Anyone age 18 or over is eligible to enroll in a Sessions College course regardless of prior educational or work experience as long as he or she has a satisfactory command of the English language and meets the prerequisites for each course. Students who wish to enroll in a certificate program must be able to provide a copy of their high school diploma or transcript or equivalent or college transcript. Students who are under the age of 18 will not be permitted to enroll in a certificate program. Completion of the Professional Certificate is a prerequisite for entering the Advanced Certificate program.

NON-DISCRIMINATION POLICY
Sessions College is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

HARDWARE AND SOFTWARE REQUIREMENTS
All Sessions College students must own or have access to a computer with an Internet connection. In addition, many courses have software or experience prerequisites. Course prerequisites are listed at the online syllabus page for each course; certificate program prerequisites are listed in the school catalog and program guide.

Students are responsible for making sure they meet course or program prerequisites before they begin a course. Any questions about software requirements may be directed to your Student Advisor.

PROGRAM ORIENTATION
Certificate program students are required to complete an online Orientation class before they begin their program. Program Orientation begins during the final week of a month preceding a program start. In Orientation, students are expected to create their student user profile, get familiar with the learning environment, confirm their schedule with their advisor, and participate in at least one Orientation chat event.

COURSE SUBSTITUTION
Sessions College Certificate programs include a list of required courses that are approved for the program. Students who have prior educational or work experience may be able to waive some required courses, provided they take an alternate course in the subject at an equivalent or higher level.

Students who wish to substitute a course must submit one of the following items to validate their experience:
- A school or college transcript indicating equivalent course(s) completed.
- A resume indicating specific work experience.
- Links to online work that indicates a specific area of competence.

Any student wishing to substitute a course must work with an advisor to identify a replacement course. Program advisement decisions are at the discretion of Student Services and Education Departments. Questions about course substitution can be addressed during the Program Orientation or by emailing your Student Advisor.

COURSE ADD/DROP
If a certificate program student wishes to add/drop a scheduled course after it has begun, he or she may do subject to advisor approval, provided an alternate course in the subject at an equivalent or higher level is taken.

A course may be dropped or added at no additional tuition cost if no exercises have been submitted. If exercises have been submitted or the replacement course is longer than the original course, the student may be responsible for additional tuition.

Any questions about course drop/add should be directed to your Student Advisor.

PROGRAM TRANSFER
Students who wish transfer from one certificate program into another may be able to switch programs, subject to student advisor approval. Students who switch into a new program will need to meet all requirements of the destination program and tuition differences may be assessed if additional courses are required. Students who transfer may also be required to sign a new enrollment agreement.

ACCESSING COURSES
Once Program Orientation is complete, certificate program students receive a PDF program schedule with start dates for all the courses in their Professional Certificate program. The start dates on that schedule represent the dates that courses will open. When a course opens, a link to the course will appear on the student’s learning environment homepage.

Access to courses is automatically provided on a schedule that helps students work toward their program end date. On the Success Tracker page, students can view the order of courses in a program, along with start dates that indicate when access to each course will be provided.

The scheduled course start dates can also be viewed at the student’s Success Tracker page. Students are not required to start the course on the day it opens, but in order to complete their programs on time, certificate program students are expected to maintain a pace of completing at least one lesson a week.

Each course lesson requires an average of 10 hours of study time (including lectures, exercises, and student/instructor interaction). Students should allocate 10 hours of study time per lesson/week, and depending on their skill level, more for advanced courses.

Students who complete their courses ahead of their schedule can request access to their next course(s). Students who fall behind schedule have until their program deadline to complete any of their scheduled courses but must complete all courses by the program end date.

PROGRAM EXTENSIONS
The Enrollment Agreement for a Sessions College certificate program provides a guarantee of service for the duration of the student’s program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Certificate</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td>36 weeks + 24 weeks per concentration.</td>
</tr>
<tr>
<td>Game Art Certificate</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Fine Arts Certificate</td>
<td>36 weeks</td>
</tr>
</tbody>
</table>

After the expiration of the above time periods, the enrollment agreement is void.

Certificate students who reach their program end date and still need more time to complete their program may request an extension of three months to complete their program for a fee of $500 or six months for a fee of $750. Any further extensions will require the student to re-enroll. Extensions will only be approved for students who have maintained satisfactory academic progress and are paid in full.

RETURNING STUDENTS
Students who do not complete their programs within the period of their contract and any permitted extensions may reenroll as part of the returning student program. A returning student...
may be awarded credit towards a new program for courses completed with passing grades. Courses will be evaluated for transfer to the new program to ensure that they are applicable to current program prerequisites and curriculum. Students are required to sign a new enrollment agreement and the tuition for re-enrollment is prorated for courses applied towards the new program.

LEAVE OF ABSENCE

Students are expected to adhere to the published schedule of their program. Sessions College maintains records of log-ins, participation in chats, lessons accessed, and lessons submitted.

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make adherence to the published schedule impossible or impractical, a student may request a leave of absence for a 30-day period. This request must be in writing by the student (or designee) and will be reviewed and approved in writing by the management of the school. There is no charge or fee for the leave of absence. Students may request additional leave time after the expiration of the 30-day approved leave and it will be reviewed on a case-by-case basis. An additional period of leave of up to 90 days, excluding the original 30-day leave, may be granted for a nonrefundable fee of $300. Students who are granted time in excess of 30 days may be required to start their program over again to ensure they are complying with all the requirements of their published program. In this event, a nonrefundable fee of $500 will be charged.

GRADING POLICY

In Sessions College courses and certificate programs, grades are primarily based on instructor evaluation of submitted student assignments. Student assignments are evaluated on 1-100 scale based on grading criteria published in each course exercise.

To pass each course, students must complete all assignments and any multiple-choice exams and achieve a course average of 65 or higher.

A+ 97-100
A  93-96
A- 90-92
B+ 87-89
B  83-86
B- 80-82
C+ 77-79
C  73-76
C- 70-72
D  65-69
F  64 or less

Each student assignment can be submitted a maximum of three times. Resubmission of assignments is encouraged, as instructor critique is essential to the learning process for an art and design student. When a resubmitted assignment is reevaluated, the final grade is stored in the student records. Multiple-choice midterms and final exams are open book tests and automatically scored.

ACADEMIC PROGRESS

Certificate program students must maintain a satisfactory grade average. At the midpoint of a certificate program, a student must have an overall grade average of 70 in order to continue. Students who do not meet this standard may be asked to retake courses or face dismissal. A certificate program student must attain a grade average of 70 or higher in order to graduate.

EXHIBITION OF WORK

Student work posted in the online learning environment may be nominated by instructors for inclusion in the school’s online Student Gallery. Nominations for the Student Gallery are evaluated by the Education Department and the gallery is updated once a week. Gallery selections are based on many factors, and not all work that is submitted can be included.

Sessions College also reserves the right to publish excellent student work posted in the school learning environment in its promotional materials, including catalog, brochure, and Web site.

GRADUATION REQUIREMENTS

In order to graduate a Sessions College certificate program, students must:

- Complete all assignments and any graded exams in each course.
- Achieve an overall average grade of 70 or higher.
- Complete all required hours of coursework in the program.
- Complete the program within the allotted timeframe or within the allowed period of extensions.
- Have resolved all financial obligations to Sessions College for Professional Design.

Any questions about graduation requirements can be directed to your Student Advisor.

STUDENT MYGALLERY

Sessions College students can view a record of their artwork at any time at their MyGallery page. The MyGallery page automatically displays a graphical representation and/or links to all final graded work posted in the learning environment. When an assignment is resubmitted and earns a higher grade, the highest graded submission appears in MyGallery in place of the earlier submission.

MyGallery links can be sorted by all work or by course and viewed at full size. Please note that MyGallery will only display work posted in the following formats: JPG, GIF, PNG, Web URL, MOV, and SWF. Links to assignments posted as Web URLs may break if a student decides to remove the assignment from their Web site.

Sessions College students can view a record of their academic progress at any time at their Success Tracker page. The Success Tracker page displays the student’s entire academic record, including courses enrolled, course access dates, course completion dates, assignments graded, overall grade, and current status. The data on a Success Tracker page is updated once a day.

TRANSCRIPTS

Sessions College maintains academic records of students indefinitely. In order to receive a transcript, a student must have no outstanding financial obligations to Sessions College.

Official transcripts cost $10 for one copy, $20 for three copies, and $30 for five copies. An order of 6 or more copies will cost $5 each. Payment can be made by credit card. Unofficial transcripts are delivered by email free of charge.

Transcripts must be requested from the Bursar at bursar@sessions.edu.

CERTIFICATES

Certificates are printed and shipped via first class mail on a monthly basis. Students who complete their program on or before their scheduled end date will receive their certificate within 30 days of their completion. International students should anticipate slightly later arrivals due to long-distance mailing.

The first certificate for a graduating student is issued at no charge. Replacement or additional copies of a certificate are available at a cost of $10 per copy, and must be requested from the Bursar at bursar@sessions.edu.
PRIVACY POLICY

Under the provisions of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to academic records and personally identifiable information on file with Sessions College.

An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution’s programs. It is the school’s policy to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

POLICY ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. FERPA requires that schools provide a written policy protecting student privacy rights. Student privacy rights at Sessions College are as follows:

1. “Student” status applies immediately upon access to the individual’s first course at Sessions College. All students are covered under FERPA while attending Sessions College and upon exiting Sessions College for any reason.

2. Students have the right to request access to their education records, have their education records provided within 45 days of student request, and challenge the contents of their education records. The request for access must be in writing, by email to registrar@sessions.edu, by fax to 866-308-9411, or by mail to Sessions College for Professional Design, Main Campus, 350 S. Mill Avenue, Suite B-104, Tempe, AZ 85281.

3. Amendments or challenges to the education record must be presented in writing to the Registrar, who will review the request and notify the student of the decision.

4. A student’s education records are only released to outside parties (such as spouses, parents, or employers) with written consent of the student, except to the extent that FERPA authorizes disclosure without consent. Students’ education records are disclosed to Sessions College officials with legitimate academic interests.

5. Sessions College collects general directory information about students that may be published publicly. Students may opt out of release of directory information. The complete directory information policy and opt-out form can be obtained from Student Services.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sessions College 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 POLICY

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. However, certain general information, referred to as “directory information,” may be disclosed publicly without prior student consent.

Sessions College’s directory information includes:

- Student name
- Program level
- Major or field of study
- Dates of attendance
- Degrees, certificates, or honors received
- City, state, and country of residence
- Photograph provided by student
- Most recent school attended and/or prior degrees obtained
- Anticipated or actual graduate date

The primary use of such information is in Sessions College publications, such as graduation announcements published on the Campus News blog or graduation ceremonies. The information may also be used to confirm attendance to third parties, such as loan officers or potential employers checking the accuracy of an application.

A student may opt out of the disclosure of directory information by using the Directory Opt-Out Form. However, in doing so, the student will not appear in graduation announcements or other publications and Sessions College administrators will not be permitted to confirm the student’s attendance to third parties. This action may have potentially negative consequences for students, such as when applying for loans or employment.

PARENTAL ACCESS TO CHILDREN’S EDUCATIONAL RECORDS

Records may be released to parents only under the following circumstances:

1. Through the written consent of the student
2. In compliance with a subpoena, or
3. By producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

INFORMATION RELEASE BY TELEPHONE

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student’s Title IV aid.

BEHAVIOR AND CODE OF CONDUCT

In the pursuit of their educational goals, Sessions College students have certain responsibilities toward their fellow students, to their school, and to themselves. To fulfill these responsibilities, students are expected to adhere to the following items in the DETC Student Code of Conduct.

I will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty, and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
4. Never turn in work that is not my own, or present another person’s ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never misrepresent or overstate my role producing a part or whole of a submitted assignment or other artwork.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.
8. Never improperly use, destroy, forge, or alter my institution’s documents, transcripts, or other records.
9. Never divert my student login information or password.
10. Always observe the recommended study schedule for my program of studies.
11. Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.

Students are expected to behave with respect toward their instructors and fellow students. Every individual has the right to be treated with respect in the school learning environment.
Individuals who breach this code of behavior may be subject to disciplinary action up to and including dismissal.

1. Plagiarism. Students may not copy another student’s or artist’s work (whether the work is an essay, a piece of visual artwork, or a page of code) without attribution.

2. Obscenity. Students must never post or send obscene material within the learning environment. The judgment as to whether posted material is offensive and needs to be removed will be made by school faculty and administrators.

3. Harassment. Students will not engage in verbal hazing and/or make derogatory remarks degrading an individual’s gender, race, religion, national origin, sexual orientation, or disabled status.

4. Email spamming. Students will not engage in any mass emailing of other students for any purpose, whether promotional or informational.

5. Privacy infringements. Students will not share any private student information with third parties.

Committing any of the above actions may subject the student to disciplinary action.

A student who violates the Enrollment Agreement or the Behavior and Conduct Policy will be subject to the appropriate disciplinary action, which may include:

(i) Written or verbal warning.
(ii) Suspension from a course or program.
(iii) Dismissal from Sessions College.

**DISCIPLINARY ACTION APPEALS PROCESS**

Any student may appeal a disciplinary action, including dismissal from the College, by submitting a written appeal letter explaining any mitigating circumstances that led to the disciplinary action and/or any evidence that contradicts the disciplinary action. Appeals must be in writing and sent to the attention of the Appeals Committee at appeals@sessions.edu within 15 days of notification of disciplinary action.

The College will review the appeal promptly. If the appeal is successful, the disciplinary action will be removed or reduced, as appropriate. If the appeal is unsuccessful, the disciplinary action is final and will stand.

**STUDENT GRIEVANCE PROCEDURE**

Students who feel they have been treated unfairly relating to some aspect of school policy or procedure may register a formal complaint with school administration.

Before registering a formal complaint, students are encouraged to make every effort to resolve the problem directly through constructive dialog with their instructor, advisor, or other individual(s) involved.

If a student wishes to register a complaint, he or she may use the following procedure:

1. The student shall submit a written summary of the complaint to advisor@sessions.edu. Complaints must be filed within 3 months of cause of grievance.

2. A Student Services representative will be assigned to the complaint and gather relevant data from student records, the learning environment, and third parties such as the instructor or other students if necessary.

3. The Chief Academic Officer will review the complaint and provide a written resolution to the student within 15 days.

4. A student who wishes to appeal the Chief Academic Officer’s decision may present an appeal to the school CEO within 7 days. The CEO will review the appeal and render a final decision to the student within 15 days.

If a complaint cannot be resolved using the above student grievance procedure, the student may file a complaint with the Arizona State Board for Private Post Secondary Education. The student must contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007, (602) 542-5709, www.azppse.gov.

**WITHDRAWAL AND REFUND POLICY**

**REFUND POLICY**

A student applying to a certificate program must pay a registration fee of $200. A student who cancels a certificate program within five days of enrollment is entitled to a full refund of all fees and tuition.

After five days, if a student cancels this contract, the school may retain the registration fee of $200, plus a percentage of tuition based on the number of weeks elapsed in a semester not to exceed the following. Certificate programs are administered in 12-week semesters until contract expiration.

For each student cohort, the semester begins on the first day of Orientation. For students who elect to start classes before first day of Orientation, the beginning of semester will be defined as the first day that course access is provided. Refundable tuition due to the student in each semester:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 week</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week</td>
<td>70%</td>
</tr>
<tr>
<td>3rd week</td>
<td>60%</td>
</tr>
<tr>
<td>4th week</td>
<td>50%</td>
</tr>
<tr>
<td>5th week</td>
<td>40%</td>
</tr>
<tr>
<td>6th week</td>
<td>30%</td>
</tr>
<tr>
<td>7th week</td>
<td>20%</td>
</tr>
<tr>
<td>8th week</td>
<td>10%</td>
</tr>
<tr>
<td>9th week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Within 30 days after withdrawal or dismissal, Sessions College shall tender to the student any refund that is due. Any questions regarding the refund policy may be directed to bursar@sessions.edu.

The terms of the enrollment agreement from date of enrollment are as follows:

**COURSE/PROGRAM CONTRACT**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Certificate</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td>36 weeks + 24 weeks per concentration.</td>
</tr>
<tr>
<td>Fine Arts Certificate</td>
<td>36 weeks</td>
</tr>
</tbody>
</table>

After the expiration of the above time periods, the enrollment agreement is void.

Certificate students who reach their program end date and still need more time to complete their program may request an extension of three months to complete their program for a fee of $500 or six months for a fee of $750. Any further extensions will require the student to re-enroll. Extensions will only be approved for students who have maintained satisfactory academic progress and are paid in full.
MILITARY PROGRAM STUDENTS

Sessions College is approved to offer programs to students eligible for education benefits provided by the United States Department of Veterans Affairs. Eligible programs include the G.I. Bill, including Chapter 31 Vocational Rehabilitation, and the Veterans Retraining Assistance Program (VRAP). In return for this trust, Sessions College is charged with ensuring that students are successful in their programs.

Certificate program students receiving GI Bill, Vocational Rehabilitation, or VRAP funding must meet the following policies for attendance, program start, and satisfactory academic progress. Students who fail to comply with these policies may be dismissed from the program, resulting in a loss of eligibility for education benefits.

PROGRAM STARTS

Certificate programs start each month on the first of the month. After completing Orientation, students are provided immediate access to their first scheduled certificate program classes. In order to be considered a program start, a certificate student must submit at least one assignment during his or her first week. Students who fail to submit assignment during their first week will be considered non-starts.

ATTENDANCE POLICY

All students are provided a detailed schedule of assignment due dates at the beginning of the program. Weekly submission of class assignments is essential to maintaining good academic standing. Unless special permission is granted by Student Services, any student who fails to submit scheduled assignments for three consecutive weeks will be considered an unofficial withdrawal and may be removed from the class. An unofficial withdrawal results in a grade of AF (Administrative Failure) for the class.

SATISFACTORY ACADEMIC PROGRESS

All military program students must meet satisfactory academic progress (SAP) standards for certificate programs. Satisfactory academic progress is determined by cumulative grade point average (GPA) and progress made through the program. Satisfactory academic progress is tracked on a month-to-month basis and reviewed at program midpoint. Students must meet the following requirements for satisfactory academic progress:

- Maintain a cumulative GPA of 2.0 (C average)
- Complete a minimum of 50% of scheduled assignments each month.
- GI Bill (Chapter 33) certificate program students will need to complete four assigned assignments per month during the Professional Certificate in order to maintain eligibility for their housing allowance.

DEPARTMENT OF VETERANS AFFAIRS POLICY

The Department of Veterans Affairs outline specific policies for maintaining eligibility in the VRAP program:

- Students must maintain full-time status and verify their attendance each month using the WAVE system.
- Students must pass all courses. Any student who fails a course will need to retake it and pass it in order to maintain continued funding.
- Students who withdraw from a course may be dismissed as they are no longer considered a “full time” student by the VA.

DISMISSAL AND APPEALS PROCESS

Students who fail to comply with the school’s program start, attendance or satisfactory academic progress policies will receive a notice of academic warning and be provided a timeframe to meet the requirements of an academic action plan.

Students who do not meet these requirements will be dismissed from the program, in which case a termination letter (Form 22-1999b) will be sent to the VA.

The submission of Form 22-1999b discontinues VA benefits for your enrolled program. Any student may appeal an academic dismissal decision by submitting a written appeal letter explaining the mitigating circumstances that prevented their attendance or academic progress. Appeals must be in writing and sent to the attention of the Academic Appeals Committee at appeals@sessions.edu within two weeks of dismissal.
Contact Information

ADDRESS

Sessions College for Professional Design
Main Campus
350 S. Mill Avenue, Suite B-104
Tempe, AZ 85281

Tel: 480-212-1704
Fax: 480-212-1705

EMAIL

Admissions, Financial Aid, and Enrollment:
admissions@sessions.edu

Tuition Payments:
bursar@sessions.edu

Faculty and Course Development:
faculty@sessions.edu

TELEPHONE

Admissions:
1-800-258-4115 (from the U.S.)
or 480-212-1704, option 1

Student Services:
1-800-258-4115 (from the U.S.)
or 480-212-1704, option 2

General Inquiries:
1-800-258-4115 (from the U.S.)
or 480-212-1704

Academic Calendar

While the Sessions learning environment is always open, and online registration is always available, our main campus in Arizona has scheduled opening hours. Student Advisors (for current students) can be reached 8:30 a.m.-6:00 p.m. Mountain Standard Time. Admissions Advisors (for prospective students) can be reached 7 a.m.-5 p.m. Mountain Standard Time.

Instructors also generally work during standard business hours and are expected to respond to students within 1-2 business days with personalized, detailed critique and guidance. Instructors are not required to work on weekends.

Sessions College administrative offices are closed on the following days for the calendar year of 2014:

New Year’s Day
Wednesday, January 1

Memorial Day
Monday, May 26

Independence Day
Friday, July 4

Labor Day
Monday, September 1

Thanksgiving
Thursday-Friday, November 27-28

Christmas
Thursday, December 25