Introduction

The Student Handbook provides an official guide to the rules and regulations, procedures, and academic policies for students enrolled in individual courses at Sessions College® for Professional Design. These policies apply for any individual course (non-program) enrollment. Each student is responsible for reading and understanding the information in this guide.

As well as outlining the rules and regulations for Sessions students, the handbook provides helpful information on how to get started, access your courses, contact your instructor, and make the most of your Sessions course(s).

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 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 students.

Students can always access an updated version of the Student Handbook in the Sessions 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 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 (known as "Sessions") offers degree programs and professional certificate programs in the visual arts.

The mission of Sessions is to prepare art and design professionals by providing the highest quality of online arts education. The school prepares students for careers in art and design by providing a thorough training in the technical, creative, and critical thinking skills required for professional practice.

Sessions offers Associate of Occupational Studies (AOS) degrees in Graphic Design, Web Design, and Digital Media as well as professional certificate programs in graphic design, Web design, multimedia arts, digital arts, marketing design, game art, and fine arts. More than 2,000 students enroll at Sessions College for Professional Design each year.

Accreditation and Awards

Sessions is accredited by the Distance Education and Training Council (DETC) and by the Middle States Commission on Secondary Schools. Sessions is approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET) and licensed to operate by the Arizona State Board for Private Postsecondary Education with a Conditional Degree-Granting License and a Regular Vocational Program License.

For two years in a row, Sessions has received the USDLA Best Practices Gold Award for Best Practices in distance learning programming and appeared in the Inc. 5,000 list of fastest-growing private companies in America.
Getting Started

Registration Requirements
Orientation Class
Course Schedule
Pacing Yourself
Student Advisors
Sessions Faculty
Faculty Bios
Academic Management
REGISTRATION REQUIREMENTS

In order to enroll in an individual Sessions course or courses, students must complete the following steps:

1. Register for a course or course(s) online or on the phone.
2. Select a course start date.
3. Complete registration including payment of tuition.

ORIENTATION CLASS

Students who have completed registration are enrolled into the Sessions Orientation class along with other students enrolling in individual courses at Sessions for the first time.

Students are provided access to all enrolled design courses upon completing registration. Before beginning their first design class, students are expected to complete Sessions Orientation during which they must do the following:

1. Create a student profile.
2. Complete an advisor interview.
3. Develop a familiarity with the Sessions learning environment.
4. Confirm they have course access with their student advisor.

COURSE SCHEDULE

When students complete registration, they will receive an email confirming all start dates for all courses in which they are enrolled. Students are expected to complete any enrolled courses within the enrollment period of 12 weeks.

The start dates provided upon enrollment represent the dates that courses will open. When a course opens, a link to the course will appear on the student’s Sessions homepage. 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 must complete all enrolled courses in 12 weeks. In order to gain full benefit from the online educational experience, it is recommended to complete each course at a pace of 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 depending on their skill level, and more for advanced courses.

Students taking individual courses (outside a certificate program) are provided access to all enrolled courses concurrently, similar to taking multiple courses in a semester program. The general limit for individual course enrollment is 24 lessons (or four 6-lesson courses) in a six-month period. Students may request access to additional courses if desired, but should be advised that they will need to adhere to a full-time student schedule (over 12 hours/week) in order to complete their courses in time.

PACING YOURSELF

Studying online requires students to balance personal flexibility and discipline. 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 to complete their courses on time. Meeting the demands of online study can provide an excellent training for a professional design career.

STUDENT ADVISORS

Student advisors are responsible for orienting new students to the learning environment, as well as providing course access, resolving any student/instructor issues, and managing student records and transcripts. Sessions student advisors are qualified designers as well as student services professionals.

Contact your Student Advisor by his or her email address or by phone at 1-800-258-4115 (from the U.S.) or 480-212-1704.

SESSIONS FACULTY

Sessions courses are developed and taught by the Sessions Faculty, a team of more than 30 industry-leading artists, designers, and writers who share a passion for online teaching. The Sessions Faculty includes published authors, professional photographers, architects, illustrators, design agency directors, and Adobe-certified trainers. The Sessions 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 Sessions learning environment via course mail throughout the duration of a course. All student-instructor communication takes place within the learning environment; Sessions does not distribute the private email addresses or telephone numbers of students or instructors.

Sessions 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 day 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. Many students like to work on two consecutive courses concurrently; while waiting for instructor feedback in one course, they can work on an assignment in another course.

Sessions 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 instructors and advisors are committed 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, MacTribes, 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, sculptures, creates jewelry and fiber art.

Christopher Schmitt is the founder of Heatvision.com, Inc., a small new media publishing and design firm, based in Cincinnati, Ohio. An award-winning Web designer who has been working with the Web since 1993, Christopher earned a Masters in Communication for Interactive and New Communication Technologies while obtaining a graduate certificate in Project Management from FSU’s College of Communication. He is the author of CSS Cookbook, and one of the first books that looked at CSS-enabled designs, Designing CSS Web Pages. He is also the co-author of Professional CSS, Photoshop in 10 Steps or Less, and Dreamweaver Design Projects and contributed four chapters to XML, HTML, and XHTML Magic. Christopher has also written for New Architect Magazine, A List Apart, Digital Web and Web Reference.

Claire Boger is an interactive designer and founder of ImaginationAlley.com, a Web-based software training and design resource site. Claire has more than 15 years professional design experience including corporate identity and package design. Over the past 10 years Claire has concentrated on interactive media and was rewarded as co-recipient of a patent for CD-based technology AudioVisionCD. Claire has played a variety of roles in the development of both large and small scaled interactive projects for such notable corporations as Daimler Chrysler, Kodak, Merrill Lynch, Mutual of Omaha, and MasterCard.

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 Fireaxis 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.

Jesse Brophy is a 3D artist who has worked at a range of game design companies, including THQ, Atari, Breakaway Games, and Sony. Throughout his career he has worked on numerous titles in various capacities including character, environmental, and technical art positions. Jesse currently works at his dream job as an artist for Blizzard Entertainment. Jesse has a BFA in drawing and visual communication from the University of Arizona.

John Feld is the editor of The Graphics Report, a resource for graphic and Web designers and digital photographers. John has been involved in the graphics world for over twenty years, as a graphic designer, owner of a large photographic studio, graphics trainer, system integrator of graphics software and networks, and manager of the creative concept and development of graphic software. He has worked at Scitex, MetaCreations, and UCLA and has taught at corporations and movie studios, recording companies, and advertising agencies including Paramount, Disney, Columbia, 20th Century Fox, Warner Bros., Chiat Day, 30sixty design, R.R. Donnelley, Toyota, and TransAmerica Corp. John started teaching computer graphics with PageMaker 1.0, and QuarkXPress, set up a Quark Authorized Training Center, and has since taught on the Windows, Unix, and Macintosh platforms. At UCLA, he created and taught the Digital Prepress curricula. John has lectured and taught at graphic and computer conferences, including AIGA, Comdex, Seybold, MacWord and E3 and has been active in developing on-line communities.

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

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 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.


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 Pandolfi 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, Cinular, 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.

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 as Gex 3D, Cyberia, and Ajuji 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, SurfEx 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 liason, 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 world-wide 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

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Chief Executive Officer</td>
<td>Doris A. Granatowski</td>
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<td>President</td>
<td>Gordon Drummond</td>
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<td>Executive Vice President</td>
<td>Louis J. Schilt</td>
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<td>Chief Operating Officer</td>
<td>Robert Timm</td>
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<td>Chief Financial Officer</td>
<td>Carole Anne Bailo</td>
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<td>Creative Director</td>
<td>Patricio Sarzosa</td>
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<td>Senior Director of Admissions</td>
<td>Kimberly O’Hanlon</td>
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<td>and Marketing Programs</td>
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<td>Director of Admissions</td>
<td>Mhelanie Silao</td>
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<td>Director of Operations</td>
<td>Gavin Keiner</td>
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The Sessions Board of Directors comprise Doris A. Granatowski, Chief Executive Officer, Louis J Schilt, Executive Vice President/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
- Orientation Class
- Course Add/Drop
- Accessing Courses
- Grading Policy
- Exhibition of Work
- Graduation Requirements
- Student MyGallery
- Student Records
- 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 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 age 14–17 may enroll in individual Sessions courses, provided that they can provide both a letter of consent from a parent, guardian, or other responsible party, and a letter of release from an official at the enrollee’s school stating that studying at Sessions will not interfere with the enrollee’s compulsory education. Both letters must be submitted to admissions@sessions.edu or by fax to 480-212-1706 prior to course enrollment. Students who are under the age of 18 will not be permitted to enroll in a certificate program.

NON-DISCRIMINATION POLICY

Sessions 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 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 any prerequisites before they begin a course. Any questions about software requirements may be directed to your Student Advisor.

ORIENTATION CLASS

Sessions students are required to complete an online Orientation class before they begin their program. Access to the Orientation class is provided upon enrollment and the class must be completed within four weeks. In Orientation, students are expected to create their student user profile, get familiar with the learning environment, and confirm their course schedule with their student advisor.

COURSE ADD/DROP

If a student wishes to add/drop a scheduled course after it has begun, he or she may do subject to advisor approval. 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.

ACCESSING COURSES

When students complete registration, they will receive an email confirming all start dates for all courses in which they are enrolled. Students are expected to complete any enrolled courses within the enrollment period of 12 weeks.

The start dates represent the dates that courses will open. When a course opens, a link to the course will appear on the student’s Sessions homepage. The scheduled course start dates can also be viewed at the student’s Success Tracker page.

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.

Individual course students are provided access to all enrolled courses concurrently, similar to taking multiple courses in a semester program. The general limit for individual course enrollment is 24 lessons (or four 6-lesson courses) in a six-month period. Students may request access to additional courses if desired, but should be advised that they will need to adhere to a full-time student schedule (over 12 hours/week) in order to complete their courses in time.

COURSE EXTENSIONS

Students enrolled in individual courses who reach their course end date and require more time to complete the course may do so by requesting a 30-day extension for an extension fee of $50.00. Extension fees must be paid in full and processed within ten days of the course end date.

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.

EXHIBITION OF WORK

Student work posted in the online learning environment may be nominated by instructors for inclusion on the online Sessions Student Gallery. Nominations for the Sessions 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 also reserves the right to publish excellent student work posted in the school learning environment in its promotional materials, including catalog, handbook, and Web site. Sessions does not own the original work and will not use the work for any other purpose than those outlined above.

GRADUATION REQUIREMENTS

In order to graduate a Sessions non-program course, 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 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.

**STUDENT RECORDS**

Sessions 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 at Sessions, including courses enrolled, course access dates, assignment completion dates, assignments graded, overall grade, and current status.

The data on a Success Tracker page is updated once a day. Sessions maintains academic records of students indefinitely. Transcripts can be requested from Sessions Student Services by contacting your Student Advisor.

**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.

An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution’s programs. It is the policy of Sessions 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.

**BEHAVIOR AND CODE OF CONDUCT**

In the pursuit of their educational goals, Sessions 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 divulge 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.

Sessions 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 Sessions 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 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 may not 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.

**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 treating 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:

**Step 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.

**Step 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.

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

**Step 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.az.gov.

WITHDRAWAL AND REFUND POLICY

A student who cancels a course within five days of enrolling is entitled to a full refund of tuition. After five days, where the student cancels after completing at least one lesson assignment but less than 50 percent of course assignments, the school may retain a registration fee of $50 plus a percentage of tuition which shall not exceed the following:

<table>
<thead>
<tr>
<th>Percentage of the Course</th>
<th>Percentage of Refundable Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 10 percent</td>
<td>10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).</td>
</tr>
<tr>
<td>Between 10 percent and 25 percent</td>
<td>25 percent of the refundable tuition.</td>
</tr>
<tr>
<td>Between 25 percent and 50 percent</td>
<td>50 percent of the refundable tuition.</td>
</tr>
<tr>
<td>Over 50 percent</td>
<td>100 percent of the refundable tuition.</td>
</tr>
</tbody>
</table>

A student withdrawing from a course or program may notify the school of cancellation in any manner, by mail, fax, phone, or email:

Email: bursar@sessions.edu
Fax: 1-800-392-4217
Phone: 1-800-258-4115
Mail: ATTN: Bursar
Sessions College for Professional Design
Main Campus

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 total duration for any individual course contract is 12 weeks. After the expiration of this time period, the enrollment agreement is void. Students who need more time to complete may request a 30-day extension for a fee of $50 per course. Extensions must be arranged within 10 days of original end date.
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 8:00 a.m.-8:00 p.m. Mountain Standard Time. Admissions Advisors (for prospective students) can be reached 8 a.m.-8 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