

LIM COLLEGE

2009/10

Parent Handbook

&

Directory

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Message from the President

August 2009

Dear Parents,

It is my pleasure to welcome you to the LIM College community. I look forward to getting to know you and sharing in your son or daughter's exciting college journey.

LIM is a truly special place. We are dedicated to maintaining an environment built on personal relationships and support - between and among students, administration and faculty. Although all of our students learn about the College's extensive support services during Orientation, we know that you are still likely to be the first person they call when they need assistance. For that reason, we want to make sure that you have detailed information about the College's services and programs.

I hope you will find the information and resources described on the following pages valuable. I look forward to sharing the excitement of a new academic year with you and your student. This is only the first step of what I know will be a great partnership.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth S. Marcuse". The signature is written in black ink and is positioned above the printed name.

Elizabeth S. Marcuse
President

Introduction

Welcome to the LIM College family. It is our pleasure to present you with your *Parent Handbook*. Inside you will find a brief overview of the College and a handy reference of our offices and programs. College is an exciting and challenging adventure, as much for the parents as it is for the student. As the parent you may have questions and concerns regarding your student's new independence. The LIM College Parents Association will help address some of those concerns by providing you with a link to the pulse of the greater College community. Refer to page 10 for more information.

Also included is a section containing commonly asked questions along with some Dos and Don'ts for parents, including tips on how to stay in touch with your student. Other features that you might find helpful are the list of area hotels on page 72, the campus map on page 6, a list of local restaurants on pages 49 and 74, and the academic calendar on pages 11 through 14. A suggested reading list for parents can be found on the LIM College web page.

Life at LIM College offers many activities and services for students as they pursue their undergraduate degrees and find their way through the many challenges college students face.

We hope that this handbook is a useful source of information. The information presented in this handbook is accurate, as of August 7, 2009 and is general information that should serve you over the years that your student is enrolled at LIM College. If this handbook does not contain the information that you seek, please contact the Office of Student Affairs and they will assist you. This handbook should not be considered a complete description of all programs, resources, policies and requirements. For more information, please consult the Student Handbook and the LIM College Catalog. We believe the information provided here will help you become an active partner in your son or daughter's education.

We look forward to greeting you on campus and extend our best wishes for a great year!

HISTORY OF LIM

Seven decades ago, Maxwell F. Marcuse, an authority and pioneer in the fields of education and fashion, was asked by leading retailers to create an educational institution for the business of fashion and merchandising. In 1939 Mr. Marcuse, in association with two colleagues from the fashion industry, founded what was originally known as the Laboratory Institute of Merchandising (LIM) and as of August 2009 became LIM College.

Mr. Marcuse brought a wealth of experience and knowledge to establishing LIM College. In addition to holding several advertising positions with prominent retailers such as R.H. Macy's, Mr. Marcuse lectured on retail advertising, sales promotion, and fashion merchandising. He was also the author of several books on retailing. Mr. Marcuse's background was instrumental in incorporating hands-on training and practical work experience as the foundation of LIM College's mission.

Maxwell F. Marcuse's son, Adrian G. Marcuse, joined LIM College in 1962 and assumed the presidency 10 years later. In his 40 years at the College, he kept alive the vision created by his father and successfully took it from an institution that granted certificates for a one-year program to a Middle States-accredited, four-year college that granted baccalaureate degrees.

LIM College's current President, Elizabeth S. Marcuse, is the third generation of the founding family to hold this position. With nearly 20 years of experience in the fashion industry, President Marcuse's background and expertise bring fresh insight to LIM College's mission. Under her leadership the College has experienced significant strategic growth and greatly expanded its physical plant and academic offerings, most notably with the addition in 2009 of a Master of Business Administration (MBA) degree program with concentrations in Fashion Management and Entrepreneurship.

President Marcuse's vision for the future is to continue to keep LIM College in the vanguard among students and industry executives as the leader in fashion-related education through the integration of academic excellence and experiential learning. And as the College grows and evolves, it remains true to its mission of keeping class sizes small and personal. LIM College will always be committed to providing the best resources available to educate students for rewarding careers in the business of fashion.

LIM COLLEGE MISSION STATEMENT

LIM College educates and prepares students in the businesses of fashion merchandising, visual merchandising, marketing, and management through an integrated, experiential and creative approach utilizing the classroom, internships, and the fashion industry at large.

LIM College fosters understanding of the relevant issues facing industry and the global community, engaging students in a concentrated professional program, while simultaneously providing them with a solid foundation in liberal arts.

In support of this mission, LIM's goals are:

To maintain dynamic and responsive curricula by creating courses and degree programs that reflect the changing needs of industry

To foster student creativity and achievement through innovative methods in a highly personal learning environment

To develop our students' analytical and communication skills to inspire intellectual curiosity and help them achieve their maximum potential

To equip students with the technological training and informational skills necessary to succeed in a dynamic business world

To provide LIM College students with a wide range of work experiences, professional development and life-long career placement services through partnerships with fashion and related industries

To encourage ethical behavior and leadership among all members of the College community

To promote diversity among faculty, staff, and students for an enriched educational experience

To provide a supportive social environment and a wealth of cultural opportunities that cultivate personal and academic growth.

ACCREDITATION

LIM College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606 and its programs are registered by the New York State Education Department. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

LIM College is a candidate for accreditation by the Association of Collegiate Business Schools and Programs.

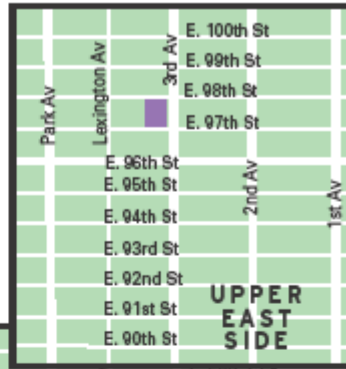
LIM College is approved for the training of veterans by the New York State Division of Veteran Affairs.





The College is authorized by the United States Immigration and Naturalization Service to enroll international students in academic programs as well as required work projects.



LIM COLLEGE

Campus Map



-  **The Townhouse** - 12 East 53rd Street (between 5th and Madison Avenues)
-  **Maxwell Hall** - 216 East 45th Street (between 2nd and 3rd Avenues)
-  **The Center for Career Development** - 226 East 54th Street (between 2nd and 3rd Avenues)
-  **Fifth Avenue** - 545 5th Avenue (at 45th Street)
-  **1760 (Residence Hall)** - 1760 Third Avenue (at 97th Street)

LIM COLLEGE CAMPUS LOCATIONS

The Townhouse ***12 East 53rd Street***

Lower Level

Accounting
Facilities
IT Help Desk

First Floor

Main Reception
FashionOpolis
Cyber Café
Security

Second Floor

Admissions
Executive Reception
Executive Offices
Human Resources

Third Floor

Associate Dean of Admissions & Institutional
Research
Student Financial Services
5331 Classroom
5332 Classroom
5333 Classroom

Fourth Floor

5341 Classroom
5342 Classroom
5343 Classroom
5344 Classroom
5345 Computer Lab

Fifth Floor

Conference Room
Fashion Merchandising Chair
Fashion Merchandising Department
Marketing Department Chair
Marketing Department
Faculty Lounge

5351 Classroom
5352 Classroom

Sixth Floor

Student Lounge
5361 Computer Lab

The Center for Career Development ***226 East 54th Street***

Second Floor

Career Development Offices
Student Lounge with Computers
5401 Classroom
5402 Classroom

Maxwell Hall ***216 East 45th Street***

Lower Level

Facilities
All-purpose Room

Main Floor

LIM College Book Store
Jittery Joe's Café
Student Lounge
Quiet Study Lounge

Mezzanine

4511 Visual Merchandising Classroom
4512 Visual Merchandising Classroom

Second Floor

Adrian G. Marcuse Library
 Research Center
 Xerox Machines
Academic Affairs
Associate Vice President for Academic
Affairs
Dean of Academic Affairs
IT Help Desk
Student ID Center
Training Lab

Copy/Mail Room
4521 Computer Lab

Third Floor

4531 Classroom
4532 Classroom
4533 Classroom
4534 Classroom
4535 Classroom
4536 Classroom
4537 Classroom
4538 Classroom
Conference Room
Math Center
Writing Center
Faculty Lounge
Management Department
Management Chair
Arts & Communications Department
Arts & Communications Chair
Director of the Senior Semester
Director of Information Technology

8th Floor

Center for Graduate Studies & Continuing
Education
4581 Classroom
4582 Classroom
4583 Classroom
4584 Classroom
4586 Computer Lab
4587 Computer Lab
4585 Study Room
Faculty Lounge
Dean of Graduate Studies & Continuing
Education
Director of Continuing Education
MBA Director

14th Floor

Institutional Advancement

Office of Counseling & Wellness Services
LIM College Archives

Fifth Avenue

535 Fifth Avenue, Seventh Floor

0501 Classroom
0502 Classroom
0503 Classroom
0504 Classroom
0505 Computer Lab
0506 Classroom
0507 Classroom
0508 Classroom
0509 Visual Studio
0510 Fashion Studio – Helen Galland Studio
0511 Visual Studio
0512 Fashion Studio
0513 Classroom
Visual Merchandising Department
Visual Merchandising Chair
Conference Room
Faculty Lounge
Student Life
Student Lounge with Computers
Student Work Studio
Color and Materials Lab
Academic Affairs Office
Assistant Dean of Student Academic Affairs
Vice President for Student Development
Office of Student Affairs
 Academic Advising
 Registrar
Associate Vice President for Student Affairs
Associate Dean of Student Affairs
IT Help Desk

1760 Residence Hall

1760 Third Avenue

Director of Housing & Residence Life
Housing & Residence Life Office

KEY LIM COLLEGE CONTACT INFORMATION

Academic Affairs

Dr. Patricia Fitzmaurice
Assistant Dean of Student Academic Affairs
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212-752-1530 ext. 204

Academic Advising

Karen Callender
Director of Academic Advising
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212-752-1530 ext. 272

Center for Career Development

Mariela Torres
Director of Career Development
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212-750-1530 ext. 244

Counseling & Wellness Services & Disability Services

Dr. Jodi Licht
Director of Counseling & Wellness Services
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212-752-1530 ext. 229

Housing & Residence Life

Samara Schindler
Director of Housing & Residence Life
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Math Center

Anahu Guzman
Director of the Math Center
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212-750-1530 ext. 281

Student Academic Affairs

Charles Pryor
Associate Dean for Student Affairs
charles.pryor@limcollege.edu
212-752-1530 ext. 241

Student Financial Services

Brigette Baynes (Billing)
Senior Associate Director of
Student Financial Services
brigette.baynes@limcollege.edu
212-752-1530 ext. 389

Beatrice La Rue (Financial Aid)
Associate Director of
Student Financial Services
beatrice.larue@limcollege.edu
212-750-1530 ext. 389

Registrar

Carolyn Disnew
Registrar
carolyn.disnew@limcollege.edu
212-752-1530 ext. 236

Student Life

Brett Cameron
Senior Student Life Counselor
brett.cameron@limcollege.edu
212-752-1530 ext. 279

Writing Center

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Director of the Writing Center
robert.clark@limcollege.edu
212-752-150 ext. 332

PARENTS' ASSOCIATION

LIM College recognizes that the parents' and guardians role in a student's life is a very important one. We realize that your ongoing involvement is a key element to their achievement and success. As a result, in 2006, LIM College established the Parents' Association.

The Association's function is to help parents and guardians stay connected with the College community and inform you about the academic programs, opportunities and social activities available to your student. It also provides a forum for parents to meet and share ideas with one another and serves as a resource for parents and guardians interested in ensuring that their student has a successful college experience.

As an Association member, you will receive invitations to attend special events, seminars, and parties where you can meet and socialize with faculty, administrative leaders and alumni of the College.

LIM College is committed to making the Parents' Association a rewarding experience. All interested parents or guardians are automatically members of the association. There is NO membership fee.

The Association keeps members connected through the parent page on the College website, emails, and the parent newsletter, *Family Pipeline*, which is published in the fall and the spring.

The College believes that an informed parent leads to a successful student.

We encourage you to fill out the [membership enrollment form](#) on the parent page of the website. Please make sure to include your email address to ensure that you receive email updates on campus news and events.

PARENTS' ASSOCIATION MISSION STATEMENT

To build a strong community among those parents and guardians interested in promoting pride, self-confidence and success for their LIM student.

To keep parents connected to the College through various communication vehicles, including email updates, the LIM College website and a newsletter.

To generate interest and support for the College and the LIM Fashion Education Foundation through programs and social events.

To serve as a forum for parents and guardians to meet and share ideas with one another and to interact with the leaders of the College, as well as its distinguished alumni.

2009-2010 ACADEMIC CALENDAR

August-2009	
Sunday, August 9	Orientation Leaders move into residence hall
Tuesday, August 11	Convocation for staff & faculty
Tuesday, August 11	Check-in to residence hall for new students (fall)
Wednesday, August 12	Freshmen Orientation
Wednesday, August 12	Parent Orientation
Wednesday, August 12	Late Transfer Student Testing & Scheduling
Thursday, August 13	Transfer Student Orientation
Thursday, August 13	Late Freshmen Testing, Scheduling & Orientation
Friday, August 14	Convocation for new students
Sat-Sun, Aug 15-16	Check-in to residence hall for returning students (fall)
Sunday, August 16	Fashion Fest & Bar-B-Que for new students, staff & faculty
Monday, August 17	Fall 2009 semester begins
Friday, August 21	Last day to add/drop a class
Friday, August 21	Senior Capstone begins
Monday, August 24	Senior Co-op begins
Monday, August 31	Student health insurance online waiver deadline
September-2009	
Fri-Mon, Sept 4-7	Labor Day weekend - College closed
Saturday, September 19	Rosh Hashanah - College closed
Mon-Fri, Sept 21-Oct 2	Mid-semester period for freshman & sophomore courses
Monday, September 28	Yom Kippur - College closed
Tuesday, September 29	College Open - no classes
Mon-Fri, Sept 28-Oct 9	Mid-semester period for junior & senior courses
October-2009	
Wednesday, October 7	Student Focus Group with the President
Friday, October 9	Deadline to withdraw from a course(s) with partial tuition liability (based on the LIM College Tuition Liability Schedule)
Monday, October 12	Columbus Day - no classes
Tuesday, October 13	College open - no classes
Tuesday, October 13	Administrative withdrawal of students for non-payment of semester charges
Tuesday, October 27	Career Day for graduating students and Senior Co-op
Thursday, October 29	Student Focus Group with the President

Friday, October 30	Last day to withdraw from a course(s) without incurring a failing grade (with 100% tuition liability)
November 2009	
Tuesday, November 3	Student Focus Group with the President
Friday, November 16	Classes end for freshmen & sophomores
Tues-Fri, Nov 17-20	Final exams for freshman & sophomore courses
Monday, November 23	Work Projects I & II begin
Wed-Fri, Nov 25-27	Thanksgiving weekend - College closed
Monday, November 30	Classes end for junior & senior courses
December-2009	
Tues-Fri, Dec 1-Dec 4	Final exams for junior & senior courses
Tuesday, December 1	Payment due date for spring 2010 tuition, fees & housing charges
Tues-Fri, Dec 1- 4	Check-out of residence hall for students not returning to LIM College for spring 2010 semester: 24-hours after last exam and no later than 5:00pm on Fri, Dec 4
Friday, December 4	Senior Orals/Senior Capstone Project due
Mon-Fri, Dec 7-Jan 8	Vacation for juniors & seniors
Thursday, December 24	Work Projects I & II and Senior Co-op end
Thurs-Fri, Dec 24-Jan 1	Christmas vacation - College closed
Fri-Fri, Dec 25-Jan 8	Vacation for freshmen & sophomores
January-2010	
Monday, January 4	LIM College reopens
Monday, January 11	Senior Co-op begins
Tues-Fri, Jan 12-15	Work Project I & II orals
Wednesday, January 13	Check-in to residence hall for new students (spring)
Friday, January 15	First Senior Semester Capstone class
Friday, January 15	New Student & Parent Orientation
Monday, January 18	Martin Luther King Jr. Day - College closed
Tuesday, January 19	Spring 2010 semester begins
Monday, January 25	Last day to add/drop a class
Sunday, January 31	Student health insurance online waiver deadline (for spring only students - those not enrolled fall 2009)
February-2010	
Monday, February 1	Priority FAFSA filing deadline for Early Action applicants for Academic Year 2010-2011
Fri-Mon, Feb 12-15	Presidents' weekend - College closed
Tuesday, February 16	Classes will run on a Monday schedule (Professors who can not hold

	class on this day can hold a class on Wednesday, May 5th.)
Mon-Fri, Feb 22-Mar 12	Priority residence hall room selection for returning students
March-2010	
Monday, March 1	Priority FAFSA filing deadline for new & continuing students for Academic Year 2010-2011 (applications still accepted after the priority deadline, but availability of some funds will be limited)
Mon-Fri, Mar 1-12	Mid-semester period
Monday, March 15	Deadline to withdraw from a course(s) with partial tuition liability (based on the LIM College Tuition Liability Schedule)
Tuesday, March 16	Administrative withdrawal of students for non-payment of semester charges
Mon-Fri, Mar 29-April 2	Spring vacation - no classes
April-2010	
Friday, April 2	Good Friday - College closed
Tuesday, April 6	Student Focus Group with the President
Thursday, April 8	Last day to withdraw from a course(s) without incurring a failing grade (with 100% tuition liability)
Wednesday, April 14	Student Focus Group with the President
Thursday, April 15	Career Day for graduating students
Thursday, April 22	Student Focus Group with the President
May-2010	
Tuesday, May 4	Classes end
Wed-Fri, May 5-7	Make up and review days
Friday, May 7	Senior Orals/Senior Capstone Project due
Monday, May 10	Payment due date for Summer Session I tuition, fees and housing charges
Mon-Fri, May 10-14	Final exam period
Mon-Fri, May 10-14	Check-out of residence hall for spring 10 semester: 24-hours after last exam and no later than 5:00pm on Friday, May 14
Thursday, May 13	Senior Co-op ends
Friday, May 14	Senior Co-op journal presentations
Sunday, May 16	Check-in to residence hall for Summer Session students
Mon-Fri, May 17-Jun 18	Summer Session I
Thursday, May 27	Commencement - no Summer Session
Friday, May 28	Check-out of residence hall for graduated students
Fri-Mon, May 28-31	Memorial Day Weekend - College closed
June-2010	
Friday, June 25	Payment due for Summer Session II tuition, fees and housing charges

Wednesday, June 30	Check-out of residence hall for Summer Session I students by 10:00am
July-2010	
Monday, July 5	Check-in to residence hall for Summer Session II students
Tuesday, July 6	College reopens from summer break
Tues-Fri, Jul 6-30	High School Summer Session
Tues-Fri, Jul 6-Aug 6	Summer Session II
Tues-Fri, Jul 6-Aug 6	Fashion U Program
Tues-Fri, Jul 6-Aug 6	Summer Bridge Program
Tues-Fri, Jul 6-Aug 6	Freshmen Summer Program
August-2010	
Saturday, August 7	Check-out of residence hall for Summer Session II students by 10:00am

ACADEMIC AFFAIRS

Academic Programs

LIM College offers several degrees and majors, all of which provide a solid background in business, fashion and the liberal arts through a unique combination of traditional classroom learning and practical work experience.

Bachelor of Business Administration (BBA) in:

- [Fashion Merchandising](#)
- [Marketing](#)
- [Management](#)
- [Visual Merchandising](#)

Bachelor of Professional Studies (BPS) in:

- [Fashion Merchandising](#)

Associate in Applied Science (AAS) in:

- [Fashion Merchandising](#)

In addition to the student's declared major, a student can choose to pursue a concentration, which provides them with a focused area of study in addition to their major: Cosmetics, Entrepreneurship, Event Planning, Fashion Communications, Fashion Merchandising, Fashion Publishing, International Marketing, Retailing, Styling, and Visual Merchandising.

LIM College's ACCESS Program offers college graduates with a bachelor's degree the opportunity to earn an AAS degree in Fashion Merchandising in just one year. An academic advising session with a member of the Office of Academic Advising assesses the educational objectives of each student. ACCESS students prior to the start of classes are able to create a personalized schedule tailored to their career aspirations by choosing from a wide range of fashion and business courses.

Specialized career counseling also focuses on the unique needs of the ACCESS student. A Career Development counselor helps place all ACCESS students in the most productive Work Project and connects them to other part-time internship opportunities to prepare them for permanent career placement.

Graduate Studies Program

MBA with concentrations in Entrepreneurship or Fashion Management

LIM College's Master of Business Administration (MBA) degree program educates students in advanced concepts and theories of management, leadership, and entrepreneurship. And it's all accomplished right in New York City – the world's fashion capital.

With concentrations in Fashion Management and Entrepreneurship, the education students gain from the LIM College MBA teaches them to examine how the aforementioned concepts and theories apply to the business of fashion. Also, students gain the kind of broad-based knowledge that can be applied in any business context.

Comprehensive, global and cutting-edge, the LIM College MBA is a 51-credit program customized by the student and his/her advisor to integrate their background with their aspirations.

Students also have opportunities to take part in “hands-on” internships with top fashion companies. Additionally, our sphere of influence reaches far beyond Manhattan. LIM College has valuable relationships with institutions in London, Paris, Italy and Asia and our international exchange programs offer students even more opportunity.

The LIM College MBA also offers flexibility. Depending on whether students are full-time or part-time, they can complete the program in 12 months or 24 months, and they are able to take evening classes while still pursuing their career during the day. Plus, the MBA program has been designed to meet the particular needs of international students.

If a student is already working in the fashion industry, the LIM College MBA is the ideal next step, offering students the opportunity to leverage their experience and pursue their career at a higher level.

This degree program suits students equally well if they are seeking a career change or if they are a fashion entrepreneur who wants to launch their business with a greater sense of confidence.

Academic Standing

More detailed information about academic standing and the other subjects below can be found in LIM College’s Catalog and Student Handbook, both of which are available through LIM College’s website.

At LIM College, good standing is defined as making satisfactory progress towards a degree. For full-time students this is the ability to complete the Bachelor's degree in no more than 10 semesters, or the Associate's degree in six semesters. Part-time students must complete the Bachelor's degree in 20 semesters, the Associate's degree in no more than 12 semesters. A student must have a GPA of 2.00 or higher to graduate. ACCESS students cannot fall below a 2.00 in any semester.

Dean’s List / President’s List

Outstanding achievement is recognized by a Dean’s List, for which a full-time semester GPA is 3.50 to 3.79. The President’s List recognizes a full-time semester GPA of 3.80 to 4.00. A student who fails a course is not eligible for the Dean’s or President’s List.

Academic Probation

Academic probation results when a student fails two or more developmental courses in a semester or does not meet the minimum established academic requirements listed below:

<u>Semester</u>	<u>Semester GPA</u>	<u>Cum. GPA</u>	<u>Credits Earned</u>
1	0.00	0.00	0
2	1.60	1.60	6
3	1.80	1.65	15
4	1.85	1.85	27
5	1.90	2.00	39
6	1.90	2.00	54
7	1.90	2.00	70
8	1.90	2.00	84
9	1.90	2.00	99
10	1.90	2.00	112

*Work Project grades will not be used in the calculation.

For purposes of evaluation, ACCESS students are considered as entering their third term (first semester sophomores) at LIM College when they first enter the College. Most transfer students entering their Junior year will be considered fifth semester (first semester juniors) students when they first enter LIM College.

Academic probation is not considered punitive, rather it alerts the student of the need to put more effort into his/her work and implies that the College believes the student can perform effectively enough to achieve the necessary grades. A student on academic probation is still considered to be in good standing. However, he/she can lose good standing status by remaining on academic probation for two successive terms or for a total of three terms. In an effort to assist the student achieve academic success he or she is limited to register for no more than 16 course hours.

Grading and Degree Requirements

Students must achieve a cumulative grade point average of 2.00 and satisfactory completion of all Work Projects for the Associate's degree. For the Bachelor's degree, LIM College requires a

cumulative grade point average of 2.00 and satisfactory completion of the Senior Co-op Semester. In addition, completion of specific courses are required for each degree.

It is required that the last 33 credits for an Associate degree and last 33 credits plus Senior Semester for a Bachelor's degree must be obtained at LIM College. More detailed information about grade and degree requirements can be found in the College's Catalog and Student Handbook.

<u>Letter Grades</u>	<u>Numeric Range</u>	<u>Quality Points</u>
A	94-100	4.00
A-	90-93	3.70
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	70-76	2.00
C-	68-69	1.70
D	65-67	1.00
F	Below 65	0

Additional Grades Used on Transcripts (not calculated in the GPA)

I Incomplete; temporary grade (See Incomplete statement)

IF Incomplete; temporary grade for Work Project courses; it will be replaced with a regular grade once the course has been completed and a final grade is received.

Y Interim; interim grade for year-long courses.

P* Passing in a non-credit course is 70% or above.

F* Failing; awarded for non-credit courses.

W Withdrawal from a course.

WP Withdrawal passing.

WF Withdrawal failing. Will be calculated into the semester and cumulative GPA.

** Where an ** is shown on a transcript, it indicates transfer credits. Transfer credits are not calculated in a student's grade point average, but transfer credits are added to cumulative credit totals.

GPA

The cumulative grade point average (GPA) is an average of all grades received in LIM College's credit-bearing courses. The GPA is obtained by multiplying the point value of each grade by the number of credits for the course. Add those totals and then divide that sum by the total number of credits taken. For a repeated course, both the original failed grade and the repeated grade will be shown on the transcript. The failed grade will still be computed in the grade point average. Semester GPAs and cumulative GPAs are calculated at the end of each semester.

Incompletes

A final grade of Incomplete will be given only in cases of illness or emergencies that cause a student to miss assignments. Students must request an Incomplete grade from the Assistant Dean of Student Academic Affairs. Upon approval from the Assistant Dean, the instructor and the Registrar will be notified to issue an Incomplete grade for the course. Students are responsible for contacting their instructor in order to complete work to change an Incomplete to a course grade. A STUDENT HAS FOUR WEEKS FROM THE LAST DAY OF THE SEMESTER TO COMPLETE THE COURSE AND RECEIVE A GRADE. Incompletes become failures ("F") after the fourth week unless a student has made special arrangements with the Assistant Dean of Student Academic Affairs. For purposes of calculating a student's grade point average, Incompletes are treated as failures until a course is completed. An instructor, at his or her discretion, may impose a penalty for assignments submitted late.

Failures

If the course a student failed is a required course, the student must repeat the course in order to graduate. If it is not a required course, the student can take it again or the student can take a different course in the same category with the same number of credits. For a repeated course, both the original failed grade and the repeat grade will be shown on the transcript. The failed grade will still be computed in the grade point average. By repeating a course, students cannot be retroactively taken off academic probation or dismissal.

Grade Disputes

A student has five weeks from the last class of the semester in which a grade was given to dispute the grade. The student must first speak with the professor who taught the course. If the appeal is not resolved at that level, the student may submit a written request for the grade change with supporting documentation to the Department Chair of the course in question for further investigation. Please refer to the LIM College Catalog or Student Handbook for further information.

Release of Grades

Faculty and staff may not release final grades to students. Final grades may only be released by the Office of the Registrar.

Academic Dismissal

Good standing is forfeited and the student will be academically dismissed from the College in any of the following cases:

1. GPA below 1.00 in any one term
2. Academic probation for two successive terms, or three total terms
3. Failure to complete Work Projects or the Co-op semester
4. Cumulative grade point average below that specified on the chart of academic progress
5. Possible Code of Conduct violations

If a student has been academically dismissed from the College as a result of losing good academic standing, the student may appeal this decision by submitting a written appeal to the Assistant Dean of Student Academic Affairs, following procedures described in the Student Handbook. If the appeal is approved, the student may continue at LIM College on a part-time basis, registering for a maximum of nine course hours. While in this part-time status, the student must maintain a semester GPA of 3.00, pass all non-credit courses and successfully participate in the PASS Program. To assist the student in focusing on her/his academic performance, participation in credited and non-credited internships as well as volunteer opportunities through the Center for Career Development is restricted. At the end of one semester the student will either be re-instated to full-time status or be dismissed.

Commitments made by the student to any internships or other special projects, must be honored. Withdrawal or dismissal from the commitment can also result in a failing grade or possible academic dismissal.

Breaches of Academic Integrity

Leaving a Work Project, internship, or Co-op before its completion without the College's written approval may result in a lowered grade and probable course failure. Being fired from any of these positions, as well as failure to meet commitments to any special program, may result in a failing grade and may be cause for dismissal.

Re-Admission

Students who have been absent from the College for one or more major semesters (fall/spring) must be cleared by Student Financial Services and the Office of Academic Affairs (if the

students left on probation or dismissal) prior to returning to the College. Once cleared, the students should see their advisor to begin the re-admission process.

Students who have taken two or more consecutive major semesters (fall/spring) off from any program upon return, will be required to follow the curriculum and catalog of the year in which they return, not from the year in which they entered LIM College.

PASS Program

PASS (Probationary Assistance for Student Success) is a carefully designed program that addresses educational and/or personal issues that risk hindering a student's academic success. Completing PASS requirements is mandatory for all dismissed students who have been re-admitted as part-time students. In the College's experience, students who actively participate in PASS tended to achieve better grades and are more likely to continue on to successful college careers.

Attendance Policy

Good student-instructor and student-student interaction is vital to the mission of LIM College, which supports a dynamic and responsive curriculum in a highly personal learning environment. In accordance with this mission, attendance at all class sessions is expected and is considered critical to a student's academic success and personal enrichment.

All instructors are required to state in their syllabi their expectations regarding class attendance and make-up policies. In some cases this will be a policy mandated by the academic department. In other cases, it will be the policy of an individual instructor. Each instructor keeps a record of attendance for each class. These records are subject to inspection by appropriate College officials.

Missed Exams

In some courses/sections make-up exams are not given. If the student is in a course/section which allows for make-ups, the course syllabus will generally address policies and procedures for requesting a make-up exam.

Permission to take a make-up exam for a final exam may only be granted by the Assistant Dean of Student Academic Affairs.

Religious Holiday Observances

Although LIM College does not close for all religious holidays, the right of any student to observe holidays associated with a firmly held religious belief will be respected. Faculty will allow students to make up the work missed because of such observances. If after reviewing the class syllabus, a student identifies days he/she will miss due to a religious holiday, the student must inform his/her instructors at least two weeks in advance. The students must arrange with each faculty member when assignments that may be due on these days will be turned in. If

students have any quizzes and/or exams scheduled on those days, arrangements must be made in advance with the instructor to take the quiz and /or exam.

Long-Term Absence

Students who must be absent for more than three classes in a row due to serious illness or family emergency must contact the Assistant Dean of Student Academic Affairs as well as their instructors. Recommendations regarding the student's enrollment status (withdrawal with WP, incomplete, excused absence) will be made on a case-by-case basis. In setting attendance policy, it is recognized that final grades will be based on exams, projects and evidence of the student's performance, including attendance and class participation in so far as this has been announced as a basis for the grade. Excessive absences may be a basis for demanding extra work from the student, for a lowered grade and/or even failure in a course. Please refer to the Medical Withdrawal Policy.

Residency Requirement

It is required that the last 33 credits for an Associate degree and last 33 credits plus Senior Semester for a Bachelor's degree must be obtained at LIM College.

Study and Travel Abroad Opportunities

LIM College offers a variety of travel and study abroad opportunities to eligible students. Some of the exciting courses and programs include:

Cross Cultural Analysis:

This course runs during the winter break. Twenty participants (sophomore, junior, senior, alumni, and faculty/staff) have the amazing opportunity to travel to various countries for 10 days to study cross-cultural marketing and to earn 3 professional elective credits. In the past LIM College students have gone to Paris, Milan, Munich, Rome, Amsterdam, Florence, London, Brussels, Barcelona, Madrid and Berlin. Participants visit major cultural sites, international companies, museums, historical locations and much more!

Business Fashion and Culture of China:

Encompassing travel abroad, research and on-line instruction, this unique course introduces students to the history and culture of China, and examines China's position in today's global fashion industry. The course culminates in a two-week visit to the major cultural and fashion centers of China, including Beijing, Shanghai and Hong Kong. Students earn 3 credits.

French Fashion Analysis:

This course, conducted in conjunction with the fashion institution, Mod'Spe, allows twenty students to attend a two week program in Paris. The core program presents an overview of key themes in Parisian fashion. Using a variety of teaching mediums (lectures, seminars, workshops

and excursions), the program introduces students to major aspects of the French experience. Students earn 3 credits.

American University of Rome:

This is a one-month program during the summer held at AUR (American University of Rome). It is open to qualified sophomores, juniors and seniors. Students in this program have a package deal that includes living accommodations, 2 courses (6 credits) and are taken on comprehensive student-life programs including day trips to Italian sites and towns.

University of Westminster:

This is an exchange program with the University of Westminster, located in London, England. Juniors study for a semester in the spring under the Fashion Merchandising Management program. Students take four courses including an internship where they can earn at least 12 credits towards their degree.

For more information, please contact the Office of Student Affairs.

ACADEMIC SUPPORT

Academic Advising

The Office of Academic Advising provides LIM College students with academic guidance and mentoring. The team of trained Academic Advisors is available Monday through Friday from 8:30 am - 5:30 pm to help students understand the curriculum, graduation requirements, and College policies and procedures. The Academic Advisors also assist students with course registration, schedule changes, transferring of credits, and general academic questions.

New Student Testing

New students sign up for a placement exams in the late spring and summer, prior to beginning classes in the fall, through the Office of Academic Advising. Placement exams in Math and English are administered to determine the skill levels of all new students. Placement results are provided and explained during registration appointments.

Continuing Student Advising & Registration

Registration for each upcoming semester takes place during the previous semester at a time announced by the Office of Academic Advising. All students must meet with their Academic Advisor for a pre-registration advising appointment every semester before on-line registration begins. Students must be financially cleared by the Office of Student Financial Services and have paid the registration deposit in order to register for the upcoming semester. If paying by check, the check must be cleared. Please refer to the LIM College Catalog or Student Handbook for further information.

Student Curriculum Advisement

Students are provided with a curriculum grid which outlines individual degree requirements for the student's particular major. Students are required to schedule appointments once each semester with their Academic Advisor to discuss programs of study, educational goals, and course registration for the upcoming semester. Students may see their Advisor at any time during the semester in addition to the required meeting. Appointments are made in the Office of Academic Advising.

Schedule Changes

If students need to change their schedule, drop or add a class, or have any other issue with respect to their class schedule, they must see an Academic Advisor. Students will not be admitted to a class section other than the one for which they are registered.

Courses can be added/dropped during the first five days of courses in the fall or spring semester or during specified early add/drop dates as may be announced by the College.

Withdrawal from courses at LIM College is allowed after the end of the first week of classes until the date specified in the academic calendar.

Transferring Credits to LIM

Students who transfer to LIM College from another college will have transcripts analyzed by the Office of Academic Advising according to the following guidelines:

- Transfer credits are awarded at LIM College only when official transcripts have been submitted for review to either the Office of Academic Advising or Admissions.
- All courses must be 100 level or above to be accepted by LIM College for credit.
 - Course grades must be C or higher (D and C- will be accepted for students transferring in with an Associate degree)
- Where course equivalency is evident, credit will be given for specific courses at LIM College; courses that do not specifically match LIM College courses will be accepted as professional or liberal arts credits. All credits accepted for transfer must be applicable toward the student's degree. If a transfer student believes a course taken previously matches a course at LIM College, but credit was not given, the student should present a course description to the transfer advisor for review
- Grades from other institutions do not transfer and are not used in the calculation of the student's grade point average (GPA) at LIM College
- The maximum number of credits accepted by LIM College is 65 for the Bachelors and 30 for the Associate degrees

- Official transcripts received by the end of the first week of classes will be considered in setting the student's level for that semester

Current LIM College students who wish to take courses at another college to transfer in to the College must complete a Transfer Credit Pre-Approval form and submit it to the Office of Academic Advising for pre-approval. The guidelines above will apply

It is the student's responsibility to ensure that all transcripts from other colleges are timely received by the transfer advisor. Students should verify on SONIS that the transfer credit has been received by LIM College.

Summer Courses

Academic Advisors assist students in selecting summer courses. There is a maximum of three courses that can be taken in any given summer. Students should contact the Office of Student Financial Services regarding summer costs and/or payment methods.

The Math Center

Anahu Guzman, Director

O'Rita Johnson, Assistant Director

The Math Center is committed to assist LIM College students in building their academic and practical mathematics skills necessary for success in the business of fashion. The Math Center provides students with a supportive and motivating environment for collaborative learning and student-teacher interaction.

The LIM College Math Center offers academic assistance in all areas of math-related study, in order to support and enrich classroom instruction. The Math Center provides tutoring daily in math and math related courses. Walk-ins are welcome, although appointments are strongly suggested.

The Math Center provides a competent group of peer tutors selected on the basis of recommendations by faculty and on strong academic records. Peer tutors work with students on specific course content based on their area of expertise.

In addition, the Math Center offers faculty-led review sessions, enabling faculty to meet with students in groups or individually to review course content. The Math Center also offers study groups and seminars, organized according to student and/or instructor request. Topics and times vary based on need.

Math tutoring is also available at the Residence Hall by appointment only.

Location:

The Math Center is located in Maxwell Hall at 216 East 45th Street, 3rd floor.

Hours:

Math Center hours are 8 AM to 5 PM Monday through Friday.

Students should contact:

Email mathtutor@limcollege.edu

Call the Center at 212-752-1530, ext. 281 or ext. 322

The Writing Center

The mission of the Writing Center is to help LIM College students achieve excellence in all forms of expression. We collaborate with all departments across the College to foster excellence in writing, speaking, reading, and critical thinking.

The Writing Center is on the third floor of Maxwell Hall at the 45th St. Campus (216 E 45th St., between 2nd and 3rd Avenues) and is open from 8:00 am to 4:00 pm, Monday to Friday. We also provide limited tutoring in the Residence Hall.

Students can schedule an appointment by emailing Dr. Robert Clark, the Director of the Writing Center, robert.clark@limcollege.edu or Professor Melinda Wilson, Faculty Coordinator, melinda.wilson@limcollege.edu

FAQS**What help does the Center offer?**

- Tutors will help with any writing project for any LIM College class. They can also help with resume and scholarship writing, and assist students at any point in the writing process, from idea to finished draft.
- Tutoring in CAD for Merchandising and computer-related Visual Arts courses is also available.

What should students do if they are interested in writing about fashion as a career?**Get involved in *Fashionista***

- *Fashionista* is a student-managed, -edited and -written newsletter published each semester through the Center. It is distributed to the LIM College community in print and through the LIM College website.

LIM Bloggers

- Students should contact Dr. Clark or Professor John Deming john.deming@limcollege.edu if they are interested in blogging about fashion, culture, New York college life, shows, events, or other subjects for the LIM College webpage.

Can tutors help with research?

- Tutors assist students with all aspects of research, including searches of the Internet and LIM College databases, for example: *Fashion Snoops*, *LexisNexis*, and *MergentOnline*.

Are there materials for students to study on their own at the Writing Center?

- The Writing Center provides self-study handouts about many aspects of writing and research, such as *Creating a Strong Thesis Statement*, *Tips for Analyzing Literature*, *Rhetorical Purpose*, *Correcting Comma Splices*, *Responding to the Short Story* and other topics.

Workshops and Special Events

- Workshops for students and faculty are held regularly in the Center. Past workshops have included fiction and poetry readings by LIM College faculty, scholarship essay writing, an inside look at shopping and culture in New York, international journalism, fashion and India, and many other topics.

Adrian G. Marcuse Library

The 5,000 square-foot Library is located in Maxwell Hall (216 E.45th Street). It contains Research and Training Centers which are fully equipped with computers. Students can browse stacks of books, read periodicals and review materials in a comfortable study area.

Library Resources

Students will find more than 15,000 volumes, the vertical file, periodicals, newspapers, electronic resources, reference materials, and black and white and color photocopy machines. The College currently subscribes to electronic resources on the following areas:

Art/Image, Biographical, Business, Fashion, Health, Newspapers/ Periodicals, and Library Reference

Library Hours

The Library hours are Monday through Thursday from 8:00 am to 9:00 pm and Fridays from 8:00 am to 5:00 pm as well as select Saturdays. In addition to the Director of the Library, there are librarians, interns, and student library assistants available at all times to assist students.

Borrowing Materials

Most books are available for circulation and can be borrowed for at least two weeks. Reference and course-reserve materials do not circulate. DVDs circulate overnight.

1. Overdue fees of .20 cents per day are charged for overdue books and \$1.00 per day is charged for overdue VHS tapes and DVDs, \$5.00 per day for cameras.
2. There will be a monetary fine and a processing fee for replacement of materials that are lost or damaged.
3. Borrowing privileges may be suspended when library material is damaged.

Please note that because reference and course-reserve material does not circulate, copy machines are available in the library. Copy cards are \$5.00, and can be used at all copy machines at LIM College.

Information Technology

Each LIM College student is provided with an individual computer account upon registration. Students are responsible for adhering to the LIM College Acceptable Computer Usage Policy, as outlined in the Student Handbook, and for ensuring that their account works properly. Account-related problems can be reported to helpdesktechnician@limcollege.edu, by calling (212) 752-1530 ext. 390, or by visiting an Information Technology Help Desk.

Student Email

Each student is provided with an LIM College email account. Email addresses will adhere to the following format: **first name.last name@limcollege.edu**. For example, a student named Herman Melville would have the email address of herman.melville@limcollege.edu. Students must adhere to LIM College's policies regarding use of email as outlined in the Student Handbook.

CAREER DEVELOPMENT

The Center for Career Development offers students assistance and guidance in their job search. Obviously, LIM College cannot "guarantee" students a job upon graduation, but we are very proud of our placement record. Getting a job is achieved through a combination of persistence, professionalism, and enthusiasm. Services are available only to currently enrolled students and LIM College graduates who have no outstanding debit to the College.

Work Projects I and II:

- All students must complete a required five-week, full-time on-the-job assignment in their freshman and sophomore years. Three credits are earned for each Work Project.
- Prior to beginning work, during the semester there are five Work Project class sessions. Classes deal with career preparation related topics such as resume writing, interviewing skills and career pathing.
- Work Project internship experiences occur during the period between Thanksgiving and Christmas.

- As part of each final Work Project grade, students must write a paper and give an oral presentation based on their experience. These two components comprise 40% of the final Work Project grade.
 - Work Project I must be in retailing. Work Project II may be any area of the industry that relates to the student's career goals. However, it is important to remember that Work Project II students can only work in a retail position if they are shadowing a manager or in a management position themselves.
1. In the beginning of the fall semester, all freshmen and sophomores fill out a Work Project Application Form and sign an Acknowledgment Agreement.
 2. Students must indicate on the application form their preferences as to geographic area of the Work Project and companies of interest to them. If a proposed Work Project is outside of the metropolitan area, written pre-approval is required from the Center for Career Development.
 3. Students have the option of finding employment on their own, but the Center for Career Development needs to pre-approve in writing the chosen company and position.
 4. Available positions will be posted via email as well as on the Career Center Bulletin Boards.
 5. The Center for Career Development will send out students' resumes (if required) and if a company is interested, the company will notify the student directly.
 6. Students are responsible for setting up an interview with the company.
 7. Students MUST notify the Center for Career Development of the time/date of the interview prior to the scheduled interview.
 8. IMMEDIATELY after an interview, students MUST call The Center for Career Development and let them know the result of the interview. It is helpful for the Center to get the students' feedback and level of interest in the job and company before they hear the company's viewpoint. Students are also required to send a thank you note to every person who interviewed them.
 9. Once a job is offered to a student and he/she accepts, the student is then committed to that company for the duration of the Work Project even if the Work Project has not yet begun. Students are not allowed to change their Work Project company after they have accepted an offer.
 10. An LIM staff member will make an on-site visit to the student's workplace to meet with the student's supervisor and evaluate his/her progress thus far.
 11. Should a student be fired or quit during the Work Project, the student will receive an automatic failure.
 12. Students are required to complete a written assignment that is due in January. The syllabus will state the due date.
 13. A required oral presentation of five to seven minutes in duration is due in mid-January at Work Project Orals. The academic calendar will state the due date.

Junior Work Project

- All students who transfer in and gain junior status are required to complete Junior Work Project. Three credits are earned for the class.
- Junior Work Project is completed part-time throughout the entire semester, with students typically interning roughly 15 hours per week.

- As part of each final Junior Work Project grade, students must complete various assignments, write a paper and give an oral presentation based on their experience. These components comprise 55% of their final grade.
- Junior Work Project may be in any area of the industry that relates to the student's career goals.
- There are five Junior Work Project class sessions. Three of the classes deal with Career preparation related topics, while the other two are presentations by a Management professor regarding management theory and their final presentations.
- All students enrolled in this program are given the chance to waive out prior to the official start of the course. Waiver approvals are based on past internship/work experience and are strictly at the discretion of The Center for Career Development. Students must fill out a waiver form.
- All other policies and procedures are identical to Work Project I & II.

Frequently Asked Questions

What services does the Career Development office provide?

The Center for Career Development acts as a support system for every student throughout their education at LIM College. It offers unlimited one-on-one career counseling to all students, in addition to group workshops throughout the year that cover topics such as writing resumes, interviewing skills, professionalism, etc. The Career Center also sponsors on-campus job fairs, places students in corporate internship positions throughout the year, coordinates volunteer opportunities in the fashion industry, and assists students, graduates and alumni with all of their placement needs.

How do students, graduates and alumni secure internships or permanent employment?

Placement in permanent jobs and internships is a cooperative process. The center actively mentors and offers both group and one-on-one counseling sessions throughout the year in order to provide the support, advice and guidance necessary for individuals to hone their professional skills and pursue their career goals. Additionally, the center hosts on-campus job fairs, publishes available industry opportunities, and acts as continual advocates for our students, graduates and alumni, being the primary liaison to the fashion industry companies and opportunities they seek. However, the Center for Career Development cannot require anyone to take advantage of the help it offers, and cannot guarantee that every interview will result in an offer of employment. Successful placement results when communication and cooperation with the office is established and maintained.

What are the differences between Work Project I, II, and Senior Co-op?

Work Project I is a five-week, full-time sales position which takes place in a retail store. Upon completion of Work Project I, students will have developed a realistic understanding and appreciation of the retailing world. Students must submit a report that relates concepts learned in the Retailing class to the policies, practices, and procedures of the employment experience.

In addition, a seminar is required, along with an oral presentation discussing what was learned on the job. Work Project II is an extension of Work Project I, giving exposure to the management or corporate side of the industry. It is also a full-time, five-week experience ending in a paper, seminar, and oral presentation. Senior Co-op is designed to expose students to a significant full-semester work experience in the fashion industry. At the end of the semester, students' experiences will be evaluated and graded by the supervisor. In addition, students complete a journal and give a presentation.

Can the Center for Career Development help students secure internships or permanent employment outside of the New York City area?

Yes, but please be aware that the Senior Co-Op internship MUST be done in the New York City (NYC) area, as all students are required to be on campus every Friday to attend Senior Capstone classes. Work Project I and II internships can be completed within or outside of the NYC area, though more research will be required on the part of students if they are seeking placement outside of New York City. Please also note, that students may be required to interview in person for out-of-state positions and should allow the time in their schedule to do so. The Center will also assist qualified students in their search for permanent positions after graduation wherever they desire to live. Any student or qualified graduate wishing placement outside of the NYC area should expect, and allow for, a longer job search process.

What does the Center for Career Development offer to students who wish to volunteer in the fashion industry?

Volunteer opportunities are available to students throughout the year. For the 2008-2009 academic year, more than 2000 students participated in over 200 industry events. Students worked both front-of-house and back-of-house at the "Seventh on Sixth" and IMG fashion shows at Bryant Park, as dressers for the Macy's Thanksgiving Day Parade, and volunteered on photo shoots for several different fashion magazines. Volunteer opportunities are posted via e-mail, on the College website as well as on the Career Center bulletin boards.

Are corporate internships paid?

Corporate internships are typically unpaid and require students to receive academic credit for the work experience and training they receive. Many retail sales and retail management internships are paid.

What is the typical entry-level salary a graduate can expect to earn in the fashion industry?

There are no absolutes in terms of salaries as they are determined by many factors including but not limited to, the U.S. and local economies, the size and profile of the company being considered, the area of the fashion industry being pursued, and the geographic location of the company. In general, smaller, independent companies typically pay less than larger ones, but may offer an individual more experience, responsibilities and opportunities to distinguish

themselves earlier on in their professional careers. In general, our recent graduates have reported starting salaries at an average of \$32,000 - \$37,000 per year in the NYC area. Highly desirable career paths such as public relations, fashion magazines, special events and wardrobe styling pay much lower regardless of company size or name recognition, due to the high degree of competition for employment. Graduates wishing to pursue careers in these areas of the fashion industry should expect starting salaries in the upper-\$20,000 to low \$30,000 range.

What is your placement rate post-graduation?

Our placement rate has been consistently above 90% within the first six months after graduation. Many of our students are offered and accept employment at their Senior Co-op internship company, thus securing employment and launching their careers immediately following graduation.

STUDENT AFFAIRS

Counseling & Wellness Services

The Office of Counseling & Wellness Services at LIM College offers a variety of free and confidential services to help students through the challenges they may face during their college experience. Services include counseling, consultation, workshops, medical and psychiatric referrals and disability services.

The Office of Counseling & Wellness Services at LIM College offers short-term individual counseling, group counseling, couples counseling, and family counseling for a wide range of personal issues. Personal counseling can provide your student with an opportunity to learn how to resolve personal issues that are confusing or distressing, talk with someone who is not involved in their everyday life, is professionally trained, and can give feedback from a different perspective. It is an opportunity for them to learn new skills and different ways of looking at things.

Outside referrals can be made for students needing specialized treatment, medical or psychiatric care, or who wish to see a therapist off campus.

Counseling & Wellness Services provides a number of consultative and educational services to the LIM College community. Consultations can be helpful for individuals who are worried about someone else. Counseling staff are available to consult with concerned family members, friends, or roommates of students experiencing emotional distress.

Counseling & Wellness Services presents programs and workshops designed to enhance personal growth, skill development, and a sense of community. The staff regularly conducts workshops on the following topics:

- Healthy Relationships
- Body Image and Nutrition

- Stress Management
- Yoga
- Study Skills

Emotionally Supporting Your Student

- Maintaining a supportive relationship with your student can be critical to their success in college, particularly during their first year. It is important for your student to know that you are there for them and available to talk about issues which arise.
- Maintain regular contact with your student, but also allow for space for your student to approach you and set the agenda for some of your conversations.
- Let your student know that he or she does not have to protect you from their problems. Repeat this message as they go through the college years.
- Know the warning signs and educate yourself about the warning signs of distress (Feel free to contact the Office of Counseling & Wellness Services for more information about warning signs). If you begin to notice these signs or sense that something is wrong, don't panic. Start a dialogue with your student and encourage them to reach out for additional support.
- Be realistic about your student's academic performance, recognizing that not every straight-A student in high school will be a straight-A student in college. Help your student set academic goals; encourage them to do their best and seek assistance if needed.
- Family problems may continue to arise while your student is away at college. Sharing these problems with your student may cause them to worry excessively and even feel guilty that they are away from home and unable to help. It is not a good idea to burden your student with problems from home they have no control over.
- Find out contact information for people involved in various aspects of your student's college experience. These people may include academic advisors and deans, financial aid counselors, and residence hall staff. If you have questions, or if a particular problem arises, call the appropriate person, but make sure to involve your student in a collaborative effort to address the problem.

Students With Disabilities

LIM College offers services to students with disabilities. A Special Needs Counselor/Clinical Psychologist conducts interviews with and gathers information from students who have referred

themselves because they believe that they have a medical, physical, learning, and/or emotional disability that necessitates reasonable accommodations at school.

LIM College is committed to ensuring equal access to its programs/services for all students. LIM College affords students with disabilities a range of supports and services as they progress in their programs as fully integrated students. A student with qualified disability (as defined federal and state disability laws, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act), will be provided with reasonable accommodations and guaranteed equal access to available college programs/services.

In accordance with 504/ADA rules, LIM College ensures that students with a qualifying disability receive accommodations such as, but not limited to, time and setting flexibility for tests, copy of class notes, access to computers and specialized software, etc. Each qualified student is given an individualized accommodation plan which is updated at an annual review meeting; this process helps make sure the student's needs are being appropriately met during their studies at LIM College.

Accessing Disability Services

Students with disabilities are encouraged to self-identify as soon as they intend to enroll in the College. Students seeking accommodations must:

- Make an appointment for an intake with the Special Needs Counselor/Clinical Psychologist, to discuss their disability and needs. Students must contact the Counseling Assistant, at 212-752-1530, ext. 315 to arrange this appointment.
- Timely provide complete and appropriate documentation regarding their disability.
- Submit required LIM College documents pertaining to their disability and which also permit release of information to/from appropriate parties such as physician, psychologist, professors, etc.

Required Documentation

504 Plans and IEP's are acceptable as long as they are accompanied by detailed professional reports such as psychological evaluations, educational evaluations, neuropsychological exams, physician reports and letters, etc.

Documentation should be current (no more than three years old) and contain information about the history, diagnosis, condition severity, functional limitations (if any), and recommended academic and/or physical accommodations to address the disability. LIM College may request students to obtain and provide more recent testing data, documentation from treating medical providers, etc., at its discretion.

If the documentation establishes that the student has a qualifying disability that necessitates accommodations/services, then the student is provided with an Accommodation Plan which details the accommodations to be provided. At LIM College, it is the sole responsibility of the student to show their Plan to their professors if they expect the accommodations to be

implemented. The student signs an *Acknowledgement Form* that shows they understand that it is their sole responsibility to communicate their accommodation needs to their professors. The Special Needs Counselor/Clinical Psychologist and/or the Counseling Assistant will consult with professors as needed, to help facilitate the process of students receiving their accommodations.

Available Services (list not exhaustive)

- Counseling
- Consultation with faculty and administration
- Advocacy for disability rights and class accommodations
- Tutoring through the Math/Writing Centers
- Access to computers with word processing capability and sophisticated software (e.g., speech to text, text to speech)
- Carbonless Notebooks
- Proctoring of tests in a separate location such as the Counseling & Wellness Services Office or the testing center.

Procedures for Accommodations/Services

Students with disabilities receive the accommodations listed in their Plans. It is the student's responsibility to inform their professors of their entitlements, and to request testing accommodations directly by contacting the Counseling Assistant at 212 752-1530, ext. 315 and their professor. The request for testing accommodations must be made by the student **at least five days prior** to the scheduled test date. We need the student's name, professor's full name, course title, date and time of test. The Counseling Assistant will confirm the student's test date, location, and accommodations once arrangements are finalized. Students may call, e-mail, write, or request accommodations online on the Office of Counseling & Wellness Services webpage.

Students are required to sign an *Affidavit Form* which states that they have neither given nor received information that relates to tests they are taking, if the test is given on a different day than the entire class sits for it. Students also sign a *Declination Form*, if they decline any of their accommodations at the time they take an exam.

All information related to a student's disability is treated as strictly confidential. The files of students with disabilities are in a locked file within a secure room and accessed only by appropriate personnel.

Contact Information and Resources

- Jodi N. Licht, Psy.D.; Director of Counseling & Wellness Services, LIM College; 212-752-1530, ext. 229, jodi.licht@limcollege.edu
- Jay Gould, Ph.D.; Clinical Psychologist/Special Needs Counselor, LIM College; 212-752-1530, ext. 314 jay.gould@limcollege.edu
- William Kellogg, Counseling Assistant, LIM College; 212-752-1530, ext. 315, william.kellogg@limcollege.edu

- College Parents of America: www.collegeparents.org
- Raskin, R. (2006). *Parents' Guide to College Life*. New York: Random House.
- Coburn, K.L. and Treeger, M.L. (2003). *Letting Go: A Parents' Guide to Understanding the College Years*. New York: Harper Collins.

Immunization Requirements

New York State Public Health Laws § 2165 and § 2167 requires all college students enrolled for at least six (6) semester hours per semester or equivalent to provide written proof of:

1. Immunization against Measles, Mumps and Rubella (MMR)
2. Meningococcal Meningitis Vaccination Response.

In accordance with the law, no student will be permitted to attend classes at LIM College without a current certificate of immunization on file. Your student must complete all immunization requirements prior to coming to LIM College's campus. The forms must be submitted directly to the Office of Counseling & Wellness Services as soon as possible but **no later than one week prior to the first day of classes** to avoid a **medical hold** and any unnecessary delays in their registration. Students may mail the completed forms to the Office of Counseling & Wellness Services or hand deliver the forms to the office. Students should retain a copy of all documents submitted to the Office of Counseling & Wellness Services.

Description of Requirements

1. Measles, Mumps, and Rubella (MMR)

For Measles:

Two (2) doses of live vaccine administered on or after the student's first birthday and after 1967; OR physician documented history of disease; OR Serological evidence of immunity.

For Mumps:

One (1) dose live vaccine administered on or after the student's first birthday; OR physician documented history of disease; OR Serological evidence of immunity.

For Rubella (German Measles):

One (1) dose live vaccine administered on or after the student's first birthday; OR Serological evidence of immunity. NOTE: Previous diagnosis of Rubella is not acceptable proof.

If your student needs to be immunized, he/she can go to the Department of Health in the county you reside or can call the Office of Counseling & Wellness Services for a list of walk-in clinics in the New York City area that provide immunization.

2. Meningococcal Meningitis Response

All students must verify by their signature on the LIM College Immunization Record Form that they have received information about Meningococcal disease and have made an informed decision about whether or not to receive immunization against Meningococcal disease. Your student can comply with this requirement by reading information about the meningococcal disease and completing the meningococcal vaccination response section of the LIM College Immunization Record Form.

Exemptions from LIM College Immunization Requirements:

1. Age Exemption: If students were born before January 1, 1957, they are exempt from the Measles, Mumps, and Rubella Immunization requirements.
2. Religious Exemption: Students who hold genuine and sincere religious beliefs which are contrary to the practices of immunization may be exempt from these requirements. Students requesting religious exemption will need to submit an explanation in writing. The student may be asked to provide additional information or to meet with the Director of Counseling & Wellness Services for approval of a religious exemption.
3. Medical Exemption: A student may be granted an exemption to these immunization requirements when a physician has determined that a particular vaccine(s) required is not advisable for the student due to medical contraindication. If it is determined that this particular vaccine(s) is no longer contraindicated, the student will be required to have the vaccine(s). Student must submit, in writing, documentation signed by a licensed medical practitioner indicating medical contraindication. The temporary or permanent nature of this exemption shall be noted in the medical documentation.

NOTE: You and your student should understand the consequences of not getting immunized. If there is an outbreak or threat of an outbreak of a vaccine preventable disease, non-immune students may be excluded from campus by an order written by the New York State Department of Health. The order remains in force until the outbreak or the immediate risk of outbreak has ended. It should be noted that extended period of absences from classes can result in academic failure. In such cases that a student is not able to attend class due to non-immunization and disease outbreak, LIM College will not be responsible for academic failure and/or tuition costs for the enrolled semester.

SAFETY & EMERGENCY PROCEDURES

Emergency Notification

At LIM College we take the safety of our students, faculty and staff very seriously. We are committed to protecting the College community in the event of an emergency on campus or in New York City. To achieve this, the College has partnered with Twenty First Century Communications to implement the LIM College Emergency Notification System.

In the event of an emergency on campus or in New York City, College authorities are able to quickly communicate to all students, faculty and administrative staff who have registered online with the LIM College Emergency Notification System. In a matter of minutes, each registered member of the LIM community will receive a communication alert from College authorities. The alert will be sent to each of the communication devices that a student, faculty or staff member specifies during their initial registration, including email accounts, cell phones, land lines and text messaging devices. Additional contact information may be added or current information may be updated at any time. All students are required to sign up for emergency notification.

College Closings due to Inclement Weather

The LIM College community has six ways to find out if the College is closing due to bad weather. They are:

- An alert through the LIM College Emergency Notification System to specified communication devices which include email, cell phone, land line and text message.
- Beginning at 5:00 AM, an updated voice mail message indicating the status of classes for the day on the College's main phone number (212-752-1530).
- A message on all LIM College email accounts.
- A posting on LIM College's website under Student News.
- A listing on 880 WCBS AM on the radio, CBS television on channel 2, or on the WCBS website at www.wcbs880.com (click on the "school closings" link in the left column).
- A listing on 1010WINS AM on the radio or on the 1010WINS website at www.1010wins.com (click on the "school closings" link in the right column).

Fire Drills

Fire drills are held regularly throughout the year. Evacuation instructions are posted in all buildings. They are taken seriously. No use of cell phones or talking is allowed during the drills. Please refer to the Student Handbook or the LIM College website for further information.

STUDENT LIFE

The Office of Student Life is responsible for providing LIM College students with a well-rounded college experience. Student Life is responsible for new student orientation, clubs, organizations, student government, and student programming. The Office of Student Life has three full-time professional staff to help students acclimate to the College and get the most out of their extracurricular experience at LIM College.

LIM College's student clubs are a fun and informal way to interact with fellow students and faculty. The Office of Student Life provides services and opportunities that contribute to students' academic and personal growth. Student Life coordinates clubs, activities, community service, diversity education programs, and New Student Orientation. Students can meet friends, build their resume, and make the most of their College experience by getting involved on campus.

The **Fashion Club** hosts LIM College's Annual Fashion Show each spring, with lots of opportunities for student involvement. Activities include visits with make-up artists, designers, and models. Students can help plan one of the most exciting events of the year!

The **Fashion Design Club** focuses on the latest trends in apparel and/or accessories. Students learn to construct items such as a skirt with an asymmetrical hemline, bag, vest, tie, or a poncho. Students learn; at their own pace. Basic sewing and pattern techniques are taught.

The **Fashion Styling Club** takes students behind the scenes to get the lowdown on the world of fashion styling for magazines, advertising and beyond. Students can become an industry insider and find out what really happens with those incredible shots (still-life product and live model) that are seen in their favorite women's, men's and teen magazines.

The **LIMLIGHT Yearbook Committee** produces the annual yearbook. Students work with a student team to create an album to remember their College experience for a lifetime. It's a great opportunity for all future photographers, art directors, contributing editors, or anyone who just wants to get involved!

The **Drama Club** is for everyone who loves theatre! Both beginner and advanced skill levels are welcome. The Drama Club meets twice a month to explore dramatic activities, work on scenes and monologues and will culminate in a devised performance piece.

The **Creative Writing Club** provides an opportunity to discover and develop writing talent while taking advantage of the rich literary life that New York City has to offer. Club members learn about various genres of writing, share their work with others, meet established authors, and attend literary events in the city.

Student Council is the voice of the student body. Student Council provides an open forum atmosphere and is dedicated to being approachable and receptive to the individual differences of student needs and ideas. The Student Council is committed to being a source of information, guidance, and service to students.

The **Visual Merchandising Club** introduces students to the dynamic, multi-faceted, and fast-paced world of visual merchandising. Meet leaders from all sectors of the design community, develop, and install merchandise presentations on and off campus.

SIFE is an international program that allows students to create economic opportunity for others while discovering their own potential. SIFE gets college students involved with the community

while teaching them leadership, communication, and teamwork skills. The 2008-2009 team won the regional competition and went on to the Nationals where they placed second in their division!

Legs In Motion, LIM College's dance club is a great way for students to get involved and de-stress while getting a workout! The club is for beginners and experts alike, and will feature many types of dance while producing dance events for the College.

BRAG is a national organization providing networking opportunities for minority professionals and students seeking careers in retail and related industries. LIM College's chapter focuses on mentorship & networking by offering students opportunities to meet industry professionals through outreach and professional development.

Student Life Activities Board plans, organizes and promotes activities and programs which fosters students' educational, social and cultural growth.

Sigma Beta Delta is an internationally recognized Honor Society for students majoring in areas of business, management and administration. The purpose of the Society is to encourage and recognize scholarship and achievement among students, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to mankind. Seniors and juniors achieving a cumulative GPA of 3.50 or above and who are in good academic standing are eligible for membership. Inductions are held each spring.

Explore New York several times a semester, the Office of Student Life subsidizes the cost of a group activity for students. The program is intended to introduce students to a part of New York City they might not have otherwise explored on their own, or to allow students to take part in an activity for which they might not have felt they could afford to splurge on. Students who are just looking for something entertaining to do, or who want to meet new friends, can join us as well.

Diversity Programs

The Office of Student Life is committed to fostering a social, cultural, and intellectual campus environment which empowers all students to achieve their educational and individual goals. Student Life offers programs and services which address diversity and multicultural topics. These programs are designed to raise student awareness and encourage students to contribute to the global community.

Forming New Clubs

If students have a special interest not represented by any of the organizations already listed, they may seek to form a new club. Students must obtain the signatures of at least five students who are also interested. In addition, they must meet with Student Life who will assist them in the procedures of forming a new club. All clubs must have a faculty/staff advisor. In addition, an application must be completed and is subject to approval by the Office of Student Affairs.

Orientation Leader Program

The Orientation Leader program trains current students to work with incoming students at the New Student Orientation program. Orientation Leaders are role models and advisors who serve a vital role in the transition of new students. Orientation Leaders are dedicated students who possess strong leadership, communication and team building skills and who take great pride in LIM College! Orientation Leaders work with a small group of new students during New Student Orientation. Being an Orientation Leader is a great way to become involved, build a resume, and make new friends in the process!

Service Opportunities

Each year, LIM College students participate in several different community service activities including the Bottomless Closet Drive, New York Cares Day and the Annual LIM College Blood Drive. We hope that all students will take part in these important events which impact peoples' lives. For additional resources and information on service opportunities, contact the Office of Student Life. Students can directly contact one of our community service partners:

- Bottomless Closet: www.bottomlessclosetnyc.org
- New York Cares: www.nycares.org
- Big Brothers Big Sisters of NYC: www.bigsnyc.org
- United Way of NYC: www.unitedwaynyc.org
- One Brick: www.onebrick.org
- City Harvest: www.cityharvest.org
- Gay Men's Health Crisis (GMHC): www.gmhc.org
- Housing Works: www.housingworks.org
- New York Blood Center: www.nybloodcenter.org
- American Red Cross: www.redcross.org

The LIM College Bookstore

The LIM College Bookstore, located on the first floor of Maxwell Hall (216 East 45 Street) provides LIM College students with course materials, general reading books and references, supplies, computer products, and LIM College spirit apparel and accessories. The LIM College Bookstore also provides new and used textbooks in astonishing quantities. The LIM College community can also shop the LIM College Bookstore through www.lim.bkstr.com.

The bookstore staff stays in tune with campus culture and knows the campus inside and out. A variety of other merchandise carried in the store includes: College logo binders and notebooks,

planners and calendars, calculators, art supplies, jump drives, dictionaries, academically discounted software, health and beauty products as well as LIM College sweats and shorts, sweatshirts and T shirts.

Jittery Joe's Café

Jittery Joe's Café is located on the first floor of Maxwell Hall at 216 East 45th Street. The café offers a full range of coffee drinks, including coffee micro-roasted daily, cappuccinos, lattes, mochas, espresso and teas along with the signature Frosty Joe drink. Bagels, muffins and other breakfast and dessert items are also available. Café operating hours are Monday through Friday from 6:30 am -10:00 pm.

To find out more about Jittery Joe's Coffee visit www.jitteryjoes.com.

HOUSING & RESIDENCE LIFE

About The Residence At 1760 Third Avenue

The residence hall at LIM College is no longer just a place to sleep. It is a place to live, learn, and grow in an urban environment in the safety of our secure LIM College community on the upper east side of Manhattan. The neighborhood is just minutes away from fantastic restaurants and shopping, the remarkable sights and sounds of Museum Mile, Central Park, and one block from the 96th Street Lexington Avenue subway station and cross-town buses. Living on campus can be an important component of a student's college experience and studies show that it helps students excel both academically and socially. The Housing & Residence Life Office encourages the academic, cultural, and social growth of students by sponsoring nightly programs, lectures, and entertainment events at the residence and around the city. Students are given the opportunity to take on leadership roles within the hall through the Residence Hall Council and Resident Advisor positions and gain valuable experience that will benefit them in the future. Evening and weekend tutoring hours are also available at the hall for students who are unable to fit campus daytime appointments into their busy schedules.

1760 Residence Amenities:

Building

Communal kitchens
Quiet study lounges
Package / mail center
Laundry facility
State of the art fitness center
Bike storage facility
LIM College exclusive computer lab
Multi-purpose room

Room

High speed internet
Free local and long distance within US
phone service with voicemail
Flat screen TV with DVD player
Over 100 digital cable stations
Air conditioning and heating
Private bathrooms
Refrigerator / freezer / microwave
Wardrobe closet / desk / 2 sets of drawers

The Application Process:

Priority for student housing is given to students who maintain full-time matriculated status. Vacancies may be filled with other students participating in LIM College programs and other eligible persons within the sole discretion of LIM College. The College offers academic year contracts for housing with the option of staying over the summer at an additional cost. Applications are mailed home to all new incoming students or can be requested from the Office of Housing & Residence Life. Rooms are limited and are assigned on a first-come first-served basis so students are strongly encouraged to apply for housing early. Housing is available for students throughout their attendance at LIM College. Students returning to the College are given a three-week priority housing registration period during the spring semester in which they are guaranteed housing if the registration process is completed timely.

Student accepted for housing will be given a contract to sign. Students should read the contract carefully as it creates binding legal obligations.

Winter Break:

Although LIM College does not charge to stay in the Residence Hall during our winter break, we do require all students wishing to stay in college housing over the winter break to fill out a winter break form. The form is available in the Housing & Residence Life Office.

Check Out:

Residents must be properly checked out of their room within 24 hours after their last *scheduled* final exam according to the published schedule.

- Students with exams scheduled on Friday must still be checked out by 5:00 pm on that date
- Residents must be checked out NO LATER than Friday at 5:00 pm of exam week
- If residents are not *properly* checked out as stated in the Housing & Residence Life Handbook they will be assessed a \$150 improper checkout fee
- If residents need to stay past 5:00 pm on Friday they must receive prior written permission from the Housing & Residence Life Office and they will be charged \$50/day and \$250/week with weeks ending Friday at 5:00 pm
- All room damages and missing items will be billed and mailed to the address on file by Student Financial Services (SFS). All costs can be found on the EHS website www.studenthousing.org/files/1760guide.pdf
- If a student is not returning to 1760 for the next academic year, upon satisfactory room condition and proper check out, the security deposit will be returned at the end of July
- If there is no check-in room condition report (RCR) residents will be responsible for all damages in the room. Proper completion of the RCR form at move-in is important.
- If a student would like to assume responsibility or make a statement about damage in the room he/she must have a typed, signed statement ready to hand in at checkout time
- If a student would like to donate items he/she is not using: bedding, kitchen items, etc, there will be boxes for donation in 1st floor lounge
- It is the student's responsibility to change their address with the US postal service. LIM College will **not** forward mail.

Family Housing for Graduation:

Whether your student lives in the residence hall or not LIM College offers housing for any graduating senior's family at a reduced rate. Rates are available in the fall and the LIM College website is updated yearly with current information. There are limited spaces available and it is offered on a first come-first-served basis.

The Staff:

Resident Advisors

The Resident Advisor (RA) is a full-time student at LIM College who acts as a direct liaison between the administration and the students who reside at the College's residence facility. She/he is a trained staff member selected for their high level of maturity, social skills, enthusiasm, and desire to serve the campus community. RA's will establish a one-on-one

relationship with each member of their community, and maintain an open door atmosphere that encourages students who are having difficulty adapting to college life to come in and discuss their problems. They also serve as a neighborhood resource, mentor, mediator, peer leader, and friend. The RA will provide all these services through a series of community building and educational development programs. The RA's hold office hours daily from 7:00 pm – 11:00 pm in addition to being on-call from 11:00 pm – 7:00 am for emergency situations.

Resident Director (212) 752-1530 ext 330

The Resident Director is a full-time professional administrative person who lives at LIM College's residence facility. This RD supervises and coordinates hall staff, oversees the development of hall programs and works with the staff and students to promote an environment that is conducive to social and intellectual growth. The RD is also a College contact for roommate conflicts and parent concerns regarding students.

Director of Housing & Residence Life (212) 752-1530 ext 228

The Director of Housing & Residence Life oversees the residential housing operations on campus by providing vision, leadership, and direction. This position serves as the judicial officer for residence life and coordinates/implements crisis management protocols, conducts assessment and strategic planning, responds to student and parent inquiries, serves on College committees, and acts as a liaison between various College departments and the residence staff/management at the Colleges residence hall. The Director of Housing & Residence Life also supervises the Resident Director and coordinates the selection of the Resident Advisors.

Maintenance Concerns:

As with all homes sometimes there are maintenance concerns. We ask that our students report them via our website www.studenthousing.org/repairs. If the maintenance concern is an emergency we ask that they contact staff for immediate assistance.

Emergencies

For medical or mental health emergencies please contact LIM College at 212-752-1530 ext 411 for immediate assistance. This is a 24 hour emergency extension that is forwarded to on-call professional personnel.

KEEP IN TOUCH

Address mail and packages to:

1760 Residence Hall (at 97th Street)

Name of Student
Room #
1760 Third Avenue
New York, NY 10029

1760 Third Avenue Residence
Neighborhood Services

BANKS

Chase Bank

1801 Third Avenue
corner of 93rd Street
212-427-4839

Wachovia Bank

1370 Third Avenue
corner of 78th Street
646-422-5800

Chase ATM

205 95th Street
on Third Avenue
877-682-4273

Bank of America

1143 Lexington Avenue
corner of 79th Street

Capital One

1536 Third Avenue
corner of 86th Street
212-534-7015

Citibank

123 86th Street

Commerce Bank

1504 Third Avenue
corner of 85th Street
212-396-5740

Washington Mutual

1221 Madison Avenue
at 88th Street
212-876-7192

COFFEE SHOPS

Dunkin Donuts

1873 Second Avenue
between 96th & 97th
Streets
212-860-2690

1391 Madison Avenue
corner of 97th Street
212-423-0190

1392 Lexington Avenue
between 91st & 92nd
Streets
212-860-8060

Starbuck's

1642 Third Avenue
at 92nd Street
212-360-0425

1378 Madison Avenue
at 96th Street
212-534-7537

DRY CLEANERS

Cleaners

Third Avenue and 101st
Street

The Dry Cleaner

*Pick up and Delivery
Service (Must Call First)*
1515 Lexington Avenue
corner of 79th Street
866-504-8976

Highgate Cleaners Inc.

190 E 95th Street
between Third & Lexington
Avenues
212-876-9295

**Eastmore Kelly
Cleaners**

1492 Lexington Avenue
between 96th & 97th Street
212-369-59677

**Jade Cleaners &
Laundry**

1685 Third Avenue
between 94th & 95th
Streets
212-996-5187

PARKING GARAGES

**Imperial Parking
Systems**

175 East 96th Street
between Park & Third
Avenue
212-426-2538
212-348-8361

Super Arrow Parking

222 East 97th Street
212-876-0994

Manhattan Parking

215 East 96th Street
between Second & Third
Avenues
212-410-527

GAS STATIONS

Shell

Lexington Avenue & 102nd Street

GROCERY STORES

Gristedes

202 Third Avenue
corner of 96th Street
212-348-0890

1 Farmer’s Market

1675 Third Avenue
between 93rd & 94th Streets

Associated Supermarket

1486 Lexington Avenue
between 95th & 96th Streets
212-426-9551

Key Food Supermarket

1769 Second Avenue
between 92nd & 93rd Streets
212-369-7209

Pioneer Supermarket

1407 Lexington Avenue
between 92nd & 93rd Streets
212-828-4499

C-Town

1721 First Avenue
between 89th & 90th Streets
212-360-5849

Gourmet Garage

1245 Park Avenue
between 96th & 97th Streets
212-348-5850

Food For Health

1653 Third Avenue
between 93rd & 92nd Streets
212-369-9202

HAIR SALONS

Bohemian International

Neighborhood Hair Salon
1571 Lexington Avenue
between 100th & 101st Street
212-369-9700

Praba Indian Salon

Eyebrow Threading
1794 Third Avenue
at 99th Street
212-996-1740

Tomoko Shima Hair Salon

171 East 92nd Street
between Third & Lexington Avenues
212-722-8828

Giovanni Sacchi Hair Salon

1364 Lexington Avenue
between 90th & 91st Streets
212-360-5557

Spectrum Hair Salon

1727 2nd Avenue
at 89th Street
212-831-1132

Excel Hair Salon

1572 3rd Avenue
between 88th & 89th Streets
212-427-4608

HOSPITALS

Metropolitan

1901 First Avenue
212-423-6262

Mount Sinai

from 98th Street to 102nd Streets
between Madison and Fifth Avenues
212-241-6500

MAIL & SHIPPING

UPS

1636 Third Avenue
corner of 92nd Street
212- 410 7814

U.S. Post Office

1619 Third Avenue
between 91st & 92nd Streets
800-275-8777

U.S.P.S. Blue Box

corner of 96th Street & 3rd Avenue

Fedex

Inside Desktop USA

1476 Lexington Avenue
between 96th & 97th
Streets

MUSEUMS**The Jewish Museum**

1109 Fifth Avenue
between 92nd & 93rd
Streets
212-423-3200

**National Academy
Museum**

1085 Fifth Avenue
between 89th & 90th
Streets
212-369-4880

Guggenheim Museum

1071 Fifth Avenue
between 88th & 89th
Streets
212-423-3500

**The Metropolitan
Museum of Art**

1000 Fifth Avenue
between 85th & 86th
Streets
212-535-7710

NAIL SALONS**Grace Nails**

99th Street & Lexington
Avenue
212-828-8664

No. 1 Pretty Nails

1860 Lexington Avenue
212-426-2388

Renaissance Nails

1689 Third Avenue
between 94th & 95th
Streets
212-426-8140

Picasso Nails

1812 Second Avenue
between 93rd & 94th
Streets

Dolce

Fine Nail Salon

1593 Third Avenue
between 89th & 90th
Streets
212-426-7022

OTHER**Blockbuster**

1707 Third Avenue
at 96th Street
212-423-0332

Barnes & Noble

150 East 86th Street
at Lexington Avenue
212-369-2180

Staples

1280 Lexington Avenue
between 86th & 87th Street
212-426-6190

Best Buy

1280 Lexington Avenue
between 86th & 87th
Streets
917-492-8870

Verizon Wireless

157 East 86th Street
between Third & Lexington
Avenues
917-492-2583

AT&T Wireless

1636 Third Avenue
between 91st & 92nd
Streets
212-876-0800

NY Public Library

112 E 96th Street
between Lexington & Park
Avenues
212-289-0908

Edible Arrangements

1788 Third Avenue
corner of 99th Street
212-828-5858

Easy Shopping

1088 Third Avenue
between 104 & 105
Streets
212-987-8822

**Jacks Department
Store**

1092 Third Avenue
between 104 & 105
Streets

PHARMACIES

CVS Pharmacy

1500 Lexington Avenue
corner of 97th Street
212-289-3846

1622 Third Avenue
between 91st & 92nd
Streets
212-876-7016

Duane Reade

1675 Third Avenue
between 93rd & 94th
Streets

Rite Aid Pharmacy

1849 Second Avenue
between 95th & 96th
Streets
212-828-8664

RESTAURANTS

Passione Pizza

1590 Lexington Avenue
at 101 Street
212-722-7850

Zesty Pizza & Deli

1693 Third Avenue
between 94th & 95th
Streets
212-876-7210

Famous Original Ray's Pizza

1825 Second Avenue
between 94th & 95th
Streets
212-348-3955

Grand Eastern

*Chinese Gourmet & Sushi
Bar*
1509 Lexington Avenue
at 97th Street
212-860-2822

Sandwich Shoppe

1533 Lexington Avenue
between 99th & 100th
Streets
212-860-4376

King Let Kitchen

Chinese Food
1557 Lexington Avenue
between 93rd & 94th Streets
212-427-6808

Nick's

1750 Second Avenue
between 93rd & 94th Streets
212-987-5700

New York Kitchen

1812 Second Avenue
between 93rd & 94th Streets
212-410-1080

Joy Burger Bar

1567 Lexington Avenue
corner of 100th Street
212-289-6222

Best

Chinese & Mexican Food
1571 Lexington Avenue
between 100th & 101st
Streets

Hokkaido Sushi

1817 Second Avenue
between 94th & 95th
Streets
212-289-1902

Barking Dog Luncheonette

1678 Third Avenue
between 94th & 95th
Streets
212-831-1800

Taco Taco

1726 Second Avenue
between 89th & 90th
Streets
212-289-8226

Bagel Express

1801 Second Avenue
between 93rd & 94th
Streets
212-426-5577

Lexington Deli

1470 Lexington Avenue
between 94th & 95th
Streets
212-876-9050

Ging

Sushi & Asian Restaurant
1564 Third Avenue
between 87th & 88th Streets
212-722-8808

Jasmine

Thai Style Cooking
1619 Second Avenue
corner of 84th Street
212-517-8854

Nina's

Argentinian Pizzeria
1750 Second Avenue
between 91st & 92nd
Streets
212-426-4627

Pinkberry

1577 Second Avenue
at 82nd Street
212-861-0574

Isohama

Japanese Restaurant
1666 Third Avenue
at 93rd Street
212-828-0099

**Vegetarian Sandwich
Bar**

1259 Park Avenue
between 97th & 98th
Streets
212-360-7185

Teriyaki Boy

Japanese Food
1640 Third Avenue
between 91st & 92nd
Streets
212-987-7150

Tenzan

Japanese Cuisine
1714 Second Avenue
corner of 89th Street
212-339-3600

Stargate

Restaurant/Diner
1580 Third Avenue
at 89th Street
212-410-5583

Domino's

1993 Third Avenue
at 109th Street
212-831-0300

Firenze

1594 Second Avenue
between 82nd & 83rd
Streets
212-861-9368

Osso Buco

1662 Second Avenue
corner of 93rd Street
212-426-5422

Tamarind

Indian Cuisine
1679 Third Avenue
at 94th Street
212-410-9400

Timmy's by the river

1737 York Avenue
corner of 91st Street
212-860-9191

Kinsale Tavern

1672 Third Avenue
on 94th Street
212-348-4370

Burger Heaven

1534 Third Avenue
between 86th & 87th
Streets
212-722-8292

Josie's Kitchen

1614 Second Avenue
at 84th Street
212-734-6644

Don Pedro's

Euro Caribbean Cuisine
1865 Second Avenue
at 96th Street
212-996-3274

Big Daddy's Diner

1596 Second Avenue
corner of 83rd Street
212-717-2020

Penang

Malaysian Cuisine
1588 Second Avenue
at 83rd Street
212-772-8700

**Lili's Noodle Shop &
Grill**

1500 Third Avenue
between 84th & 85th
Streets
212-639-1313

Noodles 28

*Chinese & Vietnamese
Cuisine*
1643 Second Avenue
at 85th Street
212-717-6688

Buddha BBeeQ

1750 Second Avenue
between 91st & 92nd
Streets
212-348-7041

Go Sushi

Japanese Cuisine
1649 Second Avenue
212-570-1222

Ooki

Sushi Bar

1575 Third Avenue
212-828-3388

WasabiLobby

1584 Second Avenue
corner of 82nd Street
212-988-8882

Subway

1873 Second Avenue
between 96th & 97th
Streets
212-426-2070

1585 Third Avenue
between 89th & 90th
Streets
212-996-0658

McDonald's

1871 Second Avenue
between 96th & 97th
Streets
646-672-0263

Corner Café & Bakery

1645 Third Avenue
between 93rd & 92nd
Streets
212-860-8060

Gobo –Vegan

*Organic, Asian- Western
Cuisine*

1426 Third Avenue
at 81st Street
212-288-4686

Effy's Café

1683 Third Avenue
between 91st & 92nd
Streets
212-427-8900

Merrion Square

1840 Second Avenue
corner of 95th Street
212-831-7696

Michelle's Kitchen

1614 Third Avenue
between 90th & 91st
Streets
212-996-0012

Crumbs Bake Shop

1418 Lexington Avenue
between 92nd & 93rd
Streets
212-360-7200

Seattle Café

1411 Madison Avenue
between 97th & 98th
Streets
212-423-0446

Jamba Juice

1291 Lexington Avenue
at 86th Street
212-831-4833

One Fish Two Fish

1399 Madison Avenue
corner of 97th Street
212-369-5677

Burrito Deli

1504 Lexington Avenue
corner of 97th Street
212-369-7399

China Garden

1509 Lexington Avenue
between 97th & 98th
Streets
212-860-2822

WITHDRAWING FROM THE COLLEGE

The following information is a summary of the Official LIM College Withdrawal Policy. You may view the complete policy on the College's website.

A student must meet with the Assistant Dean of Student Academic Affairs (or an authorized official in the Office of Academic Advising in the absence of the Assistant Dean) to formally initiate a full or partial withdrawal from the College. To finalize a full withdrawal, the student must complete a Withdrawal From LIM College form. Additionally, a Non-Returning Student Survey will be requested from the student. To finalize a partial withdrawal, the student must complete a Student Withdrawal From a Course form.

THE OFFICIAL DATE OF WITHDRAWAL IS CONSIDERED TO BE THE DATE THE OFFICE OF THE REGISTRAR RECEIVES WRITTEN NOTIFICATION FROM THE STUDENT.

If a student partially or fully withdraws after the end of the Add/Drop Period but prior to the published course withdrawal deadline the student will receive a grade of "W" for each course from which the student withdraws. Additionally, the student will be considered part-time (registered for less than 12 credits in a semester) if the course withdrawals bring their total credits to below full-time (registered for 12 or more credits in a semester) status.

If a student withdraws after the published course withdrawal date, that student will receive a grade of "WF" by default in all courses from which the student is withdrawing. A WF will be calculated into the semester and cumulative GPA as a failing grade.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is comprised of Financial Aid and Student Accounts staff whose mission is to provide comprehensive and exemplary assistance, counseling, and advice to students and their families so they may access and utilize all available sources of eligible assistance to help in financing their LIM College education. For more complete information on the subjects covered below, please refer to the Student Handbook, LIM College Catalog or website.

Tuition Payments

A \$200 nonrefundable registration deposit is required of all students each semester. A student will not be permitted to register for classes in the next semester before this deposit is paid and all prior obligations to the College are fulfilled. The deposit is due October 1st for spring registration, and March 1st for fall registration.

Semester Due Dates

All balances are due and must be paid on later than July 15th for the fall semester, and December 1st for the spring semester.

Forms of Payment

Listed are LIM College's accepted forms of payment for tuition (in addition to Financial Aid):

* Payment in full of balance due by check, money order or cash (less any financial aid) by the fall or spring semester due date.

* Online installment payments or one-time electronic payments can be made using Nelnet's Automatic Payment Plan (formerly FACTS Management Company). Payment can be made via automatic bank transfer (ACH) or via credit/debit card (all except VISA). For further information please visit www.limcollege.edu/index.php and click on the e-cashier link.

* All major credit cards are accepted during the summer in the Student Financial Services Office.

Student Accident & Sickness Health Insurance Plan

LIM College offers a comprehensive health insurance plan to students. All full-time students are required by the College to maintain adequate health insurance coverage. The insurance charge of \$1339 will be billed during fall 2009 for the academic year and the plan will provide coverage from August 15, 2009 - August 14, 2010. This mandatory charge is reflected on the tuition statement. However, if students are covered by comparable private health insurance (or parent's), the insurance charge can be waived. For further information about the insurance plan, eligibility and enrollment or to submit an online waiver, please visit www.gallagherkoster.com. Alternate options for comparable health insurance may be available through a State-sponsored plan. New York State residents can visit the New York State Department of Health website for further information at www.health.state.ny.us. If you are not a New York State resident, please inquire with your respective state health department to find out if there is an available State-sponsored plan in your state.

Off-Campus Meal Plan

All LIM College students can use this meal plan to dine at their favorite eateries throughout New York. This program is easy and convenient for our students and parents. The LIM College meal plan allows students to use an off-campus meal plan debit card to pay for their meals. They can enjoy eating at popular restaurants near campus and shopping at their favorite local food merchants - without charging credit cards or worrying about cash. We anticipate that costs will range from approximately \$500 for a very basic one meal-a-day option up to about \$2,000 for a full three meals-a-day plan per semester. Students and parents may opt to borrow additional loan funds to assist with the cost of this meal plan. Please visit www.ocmp.com for more information and to enroll.

Additional Information on Student Fees Collected with Tuition

The student activity fee (\$250), computer lab fee (\$275), and graduation fee (\$225, assessed and paid in the year a student graduates), are used for various services and programs available

to every student. Among such services are the cost of Student I.D./Security Cards, printed materials used in classes that are not available in textbook form and certain field trip admissions. These fees are not optional. They are part of the cost of attending LIM College. Students will not be permitted to start classes until these fees have been paid in full.

LIM College Tuition and Fees

LIM College's costs may be itemized as follows:

Basic Costs for a Full-Time Student

(12 -19 credits per semester) in the 2009-2010 academic year:

Application Fee	\$40
Tuition	\$19,900
Computer Lab Fee	\$275
Student Activity Fee	\$250
(includes student activity fee administered by Student Council, student yearbook, ID card, special field trips, and materials)	
Student Accident and Sickness Insurance (annual charge)*	\$1,339
Estimated Books and Supplies	\$1,100
Graduation Fee	\$225
All candidates for graduation (BBA, BPS, AAS, AOS)	
Assessment of Prior Experiential Learning Course Equivalence (per course)	\$75
Additional course fees vary from	\$7.50-\$100

Estimated Living Expenses

Transportation (for commuters)	\$2,000
Housing Charge (resident students)	\$15,400
Meal Expenses	\$4,000
Personal Expenses	\$2,000

Part-Time Students:

Tuition Per Credit	\$665
(fewer than 12 credits per semester)	
Registration Fee	\$50
Computer Lab Fee	\$138
Student Activity Fee	\$125

Other Expenses

Other expenses incurred at LIM College include fees assessed for the specific reasons listed below. They are payable when incurred:

Late Payment Fee	\$100
Returned Check Fee	\$25
Duplicate ID Card	\$20
Test Out Examinations	\$100
Transcripts, per request	\$5
Housing Application Fee	\$25
Housing Non-Refundable Deposit	\$500
Housing Security Deposit	\$200
Additional credits above maximum full-time load (19 credits), each	\$665
Independent study (per course, over and above tuition costs)	\$665
Non-credit courses for part-time students	\$625

Other Expenses

LIM College has a book voucher program that allows students to buy textbooks and certain course materials using an existing credit on their student account up to a maximum of \$500. For more information please contact the Office of Student Financial Services.

- Visual Merchandising courses require the purchase of materials and consumable supplies.
- Transportation to field trips may require bus, subway, train or car fare.
- "Independent" field trip students will be charged entrance fees at museums and other educational places of interest.

Refunds

Refunds from a student's account occur when all payments in addition to all financial aid exceed the amount owed to the College. These refunds will be made out to the student (or the parent if there is aid from a parent loan) once the funds are processed and received by the College. Please allow 7-10 business days from the time that the funds are processed and disbursed to receive a refund check. Refunded monies should be used to cover additional educational expenses.

Penalties for Delinquent Accounts

A fee of \$100 will be charged if payment is not received by the due date. An accounts receivable hold will be placed on the student account. In addition, the student's LIM College computer account will be deactivated.

A student with a delinquent account:

1. Will not be permitted to register for the upcoming semester.
2. Will not be permitted to take final examinations. Grades will then be posted as "incomplete". If payment is not made before the incomplete removal deadline, the "incomplete" becomes an "F" and the course will have to be repeated for grade and credit.
3. Will not receive semester grades, transcripts or degrees.
4. Will not be permitted to take part in any College-wide functions or Student Life activities.
5. Will be subject to dismissal if his or her account remains delinquent after the 8th week of classes.

LIM'S Refund Policy for Withdrawal

- LIM College utilizes a refund policy that applies a specific percentage to a student's tuition costs based on weeks enrolled from the first day of classes each semester. The rate schedule applied to tuition in the case of a withdrawal can be found in the Tuition Liability Section of the LIM College Catalog and website under the heading WITHDRAWING FROM THE COLLEGE. Notices of withdrawal must be submitted by the student to the Assistant Dean of Student Academic Affairs.
- Tuition will be refunded in accordance with the schedule published in the LIM College Catalog. All fees (including, but not limited to: Computer Lab Fee, Student Activity Fee, Graduation Fee, Application Fee, etc.) are non-refundable.

Financial Aid

Our goal is to make students aware of all the financing options available (based on their individual eligibility) in the form of grants, scholarships, loans, and/or work. These include:

- LIM College Scholarships and Grants – A complete listing of these awards and eligibility criteria are in the LIM College Catalog and on the website (note that the LIM College Scholarship Supplemental Application is due by May 1 each year)
- LIM College Sibling Tuition Discount – New for fall 2009 – see the LIM College website or Catalog for more information
- Federal Grants
- Federal and Private Loans for students and parents
- Federal College Work-Study
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part- time Study (APTS)
- Outside Scholarships

All students are strongly encouraged to apply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Detailed information on federal and state aid eligibility and terms and conditions for Federal Stafford and PLUS loan

funds is available on the College website. Students should submit a FAFSA form each year as soon as possible after January 1st, but no later than **March 1st** in order to receive priority consideration for aid, as some forms of limited aid are available on a first-come, first-served basis.

Students can still apply for financial aid after this date, but some forms of financial aid may not be available. Also remember, as noted above, that in order to receive consideration for additional LIM College Scholarship funds students must submit a completed Scholarship Application by May 1st each year to the Office of Student Financial Services. For students who have an ongoing scholarship or grant from LIM College their award will automatically be renewed for the next academic year as long as they meet the required GPA criteria (based on their cumulative GPA at the end of the spring semester) and any other requirements stipulated in their scholarship letter and/or the LIM College Catalog.

Please note that all students are required to meet minimum Satisfactory Academic Progress (SAP) criteria, as outlined in the College Catalog, to continue to be eligible for financial aid each year. Students who do not meet the minimum SAP requirements and who have experienced extreme and extenuating circumstances may submit a letter of appeal with supporting documentation to the Dean of Student Financial Services or Associate Director of Student Financial Services for consideration of a one-time waiver.

The Office of Student Financial Services is authorized to exercise discretion in reviewing extenuating financial circumstances that our students and parents may experience that include involuntary loss of employment as well as incurring certain expenses such as: unreimbursed medical expenses, funeral expenses, child care costs, and adult dependent care (including nursing home costs).

Please be aware that students who withdraw from all classes prior to completing 60% of the semester may be required to repay all or a portion of their federal (and possibly NY State) aid that has been paid to LIM College (see the College Catalog for the return of funds policy). Additionally, students who make changes to their enrollment status (i.e. full-time to part-time) will most likely need to have adjustments made to their financial aid, so we require that they consult with the Office of Student Financial Services before changing their enrollment or withdraw completely in order to determine the impact on their aid eligibility and tuition liability to the College. Please note: All students who borrow any federal loan are required to complete mandatory loan entrance requirements upon enrollment and loan exit requirements upon graduation or withdrawal from LIM College.

Student Financial Services Frequently Asked Questions

What should I do if my student is having trouble completing the forms or applying for scholarships?

There are several options available:

- The student can call or come to the LIM College Office of Student Financial Services
- Call the appropriate agency listed below
 - FEDERAL AID INFORMATION: 1-800-4FED-AID (1-800-433-3243)
 - TAP: 1-888-NYSHESC (1-888-697-4372)
 - FEDERAL TAX RETURNS: 1-800-829-1040
 - DIRECT LOAN SERVICING CENTER: 1-800-848-0979

Where can I find information about financial aid at LIM College?

Information about the different types of financial aid offered at LIM College is listed in the College Catalog, on the College website, and is available directly from the Office of Student Financial Services. Our goal is to make students aware of all the financing options available (based on the student's individual eligibility) in the form of grants, scholarships, loans, and/or work.

What forms does my student need to complete in order to apply for federal, state, and LIM College aid?

Students must complete the Free Application for Federal Student Aid (FAFSA) **every academic year**. **NOTE: The LIM College Priority deadline is March 1st each year for the FAFSA to be submitted to the Federal Student Aid Program.** Students can still apply for financial aid after this date, but some forms of financial aid may not be available. Students should use this year's tax returns as a guide in completing the form, if not yet available they can use last year's taxes as an estimate in order to meet the priority deadline and then update their FAFSA with this year's info when available. The federal college code for LIM College is **007466**.

For NY residents, the FAFSA data will generate an **Express TAP Application (ETA)**. Students can complete and electronically sign the TAP application online at www.tapweb.org; otherwise an ETA will be mailed to you by New York State Higher Education Services Corporation (NYSHESC). The college code for TAP is **2178**.

Students must also complete an LIM College Financial Aid Application which, upon receipt of their FAFSA, will be mailed to them along with notification of any other required documents.

Where does my student get the forms?

Prospective students can complete the FAFSA form via the FAFSA website at www.fafsa.ed.gov. Returning students who have previously filed a FAFSA can view, update, and submit a Renewal FAFSA via the web with their federal PIN number as of January 1 each year. Students and parents who do not have a pin can apply for one at www.pin.ed.gov (both student and parent(s) must apply for a PIN to electronically complete the FAFSA). The FAFSA PIN is also used to electronically sign the Master Promissory Note for the Federal Direct student and parent PLUS loans.

How does my student apply for additional scholarships offered by LIM College?

The LIM College Supplemental Scholarship Application is available in the scholarships section of our website www.limcollege.edu and is also mailed to accepted students starting in March. The application deadline for all students is May 1st. The award criteria for each scholarship are listed on the application, and in the LIM College Catalog. Students who apply will be notified by the end of July of whether or not they have been selected for a supplemental scholarship.

My student lost his/her TAP application. What should he/she do?

If a TAP form was lost, the student can request that a duplicate form be mailed to him/her by visiting New York State Higher Education Services Corporation's (NYSHESC) website at www.hesc.com or the student can complete your TAP application online at www.tapweb.org. For assistance, please contact us.

How will my student know if he/she is eligible for TAP?

The Office of Student Financial Services will estimate a student's TAP eligibility based on the income information that has been provided on the FAFSA. After the completed TAP application is received and processed by NYSHESC, they will send the Award Letter confirming the amount of eligibility.

How will my student know if he/she is going to get financial aid?

An award letter is mailed from the Office of Student Financial Services. The award letter contains information regarding the types (grants, scholarships, loans, etc.) and amounts of financial aid the student is eligible for.

My student's award letter includes a loan; do he/she get the application from the bank?

No. If your student's award letter includes a Federal Direct Stafford and/or Federal Direct PLUS Loan that has been accepted, the LIM College Office of Student Financial Services will apply for the loan electronically and will send the student instructions on completing the Electronic Master Promissory Note (e-MPN) online at <https://dlenote.ed.gov> (this process requires the student and parent FAFSA PIN numbers). This is done after the Award Letter, the Direct Loan Request form(s), and the Borrower Rights & Responsibilities checklist (for students) have all been signed and returned; as well as being credit approved for the Federal Direct PLUS Loan. For parents who are borrowing a PLUS Loan from a lender other than through the Federal Direct Loan program you may be able to complete your loan promissory note electronically online, check with your lender for further details.

My student's aid exceeds his/her tuition and fees, what happens to the additional money?

If the student's aid exceeds the cost of tuition and fees (and housing, if applicable), he/she will receive a refund to use for other educationally related expenses. The Office of Student Financial Services will issue a refund within 7 to 10 business days when the appropriate funds have been fully disbursed to the student's account starting after the end of the first week of classes. Refunds issued as a result of a parent PLUS Loan will be sent directly to the parent borrower.

Students who have a credit balance and are awaiting confirmed financial aid funds to be disbursed in order to receive a refund but need access to funds more quickly to assist with meals and/or living expenses can request an advance check from our office of up to \$1,000 per semester.

Are International Students eligible for federal or state aid?

No. International students are not eligible for federal or state aid. However, international students can apply for a private student loan (with an eligible credit-worthy co-signer) and are eligible to be considered for LIM College scholarship funds. For lender options and eligibility criteria visit www.simpletuition.com or www.studentloanlistings.com.

A student's parent's don't give him/her any money. Can the student exclude the parents' income when completing the FAFSA?

Probably not. To determine eligibility for federal aid, there are thirteen questions (Questions 48 through 60) on the FAFSA which determine a student's dependency status. However, if the student believes he/she has an exceptional reason for excluding parental information, he/she should call or come to the Office of Student Financial Services to discuss further.

Dependency status questions for TAP are handled by NYSHESC directly. If the student answers "No" to all of the dependency questions on the application, and are under 22 years of age, he/she will be contacted by NYSHESC for further information.

What should I do if I am having trouble completing the forms or applying for scholarships?

Students can always call or come to the LIM College Office of Student Financial Services for additional assistance. The office has information on outside scholarships and other resources that may be helpful to the individual student.

When are payments due?

Payment in full for the fall semester is due by **July 15**. Payment in full for the spring semester is due by **December 1**. A late payment fee will be assessed after the first day of classes if a

student still has an outstanding semester balance due. All confirmed financial aid funds will be applied as anticipated payments towards tuition, fees, and housing (if applicable).

Are payment plans available?

LIM College offers a payment plan option using Nelnet Business Solutions/FACTS Tuition Management as the plan provider and servicer. This service allows payments to be made to the student's LIM College account on a monthly basis. This is not a loan; there is a one-time fee of \$45 to enroll in the program for the entire academic year or \$25 for a semester plan. Please visit www.limcollege.edu/index.php to learn more and enroll in the Nelnet Business Solutions/FACTS Tuition Management program.

What forms of payment are acceptable at LIM College?

Families can pay tuition by check, cash, Nelnet Business Solutions/FACTS Tuition Management payment plan or one-time payment, or wire transfer (please contact the Office of Student Financial Services to wire transfer funds).

Who can I contact if I have further questions regarding Student Financial Services?

We can be reached at 212-752-1530 ext. 389 or e-mail us at sfs@limcollege.edu.

STUDENT RIGHTS

Academic Records

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 as amended, known as FERPA, is a federal law designed to protect the privacy of a student's education records. Education records are those records, files and documents -- directly related to the student's education -- from which the student can be individually or personally identified. The rights provided under FERPA belong to the student once he/she enters the college. LIM College's complete FERPA policy can be found in the Student Handbook and the LIM College Website.

Certain categories of student information are not considered education records under FERPA, including, but not limited to:

- a) Category I: Name, address, telephone number, dates of attendance, class
- b) Category II: Previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Such information is considered Directory Information and may be disclosed by the College for any purpose at its discretion.

FERPA grants students the right to inspect and review their education records within 45 days of the day LIM College receives a student's written request to do so. It also provides guidelines for the correction of inaccurate or misleading data through informal and formal processes.

Currently enrolled students may request in writing that Directory Information be withheld from disclosure. To withhold disclosure, written notification must be received in the Office of the Registrar. The Office of the Registrar has forms for this purpose. In the absence of a student's written request to withhold specific Directory Information, the College assumes the student approves of disclosure of the information.

In compliance with FERPA, LIM College requires a student's signed and dated written consent before it discloses any education records or personally identifiable information from the student's education records.

The College will disclose information from a student's education records to parents of a student only if a student completes a written release form available from the Office of the Registrar. The written release form must be submitted to the College in advance of any disclosures.

1. The written consent must specify the records that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the party or class of parties to whom the disclosure may be made.

Inspection of Records

The College may deny students the right to inspect their records under the following circumstances:

1. Those records are excluded from the FERPA definition of education records.
2. The student has an unpaid financial obligation to the College.
3. There is an unresolved disciplinary action against the student.

Students may obtain access to their education records for purposes of inspection and review by submitting a written request to the Office of the Registrar. Forms for this purpose are available in that office. The Registrar will make the needed arrangement for access as promptly as possible. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The records must be reviewed in the Office of the Registrar. If a student wishes copies of any page in his/her file, there is a charge of \$1 per page. There is a charge of \$5 for each transcript requested to be sent out in 5 to 10 business days. If a student inspects and reviews his/her records and objects to a grade or grades as being inaccurate or incomplete, he/she may go on record to that effect.

Correction of Records

A student must submit a written request to the Office of the Registrar to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or incomplete.

The President, Executive Vice President, and Registrar of the College will decide within a reasonable period of time whether corrective action consistent with the student's request will be taken. The student will be notified of the decision by the Associate Dean of Student Affairs.

If their decision is negative, that is, if the education records are not corrected or amended, the Office of the Registrar must inform the student of his/her right to a hearing and provide him/her with the form for requesting such a hearing.

The hearing will be conducted by the Vice President for Student Development, with a panel to include the Associate Vice President for Academic Affairs, Assistant Dean of Student Academic Affairs, Associate Dean of Student Affairs, Senior Counselor of Student Life and two faculty members, one of which may be chosen by the student. The student shall be afforded the opportunity to present evidence relevant to the issues raised in the original request to amend the his/her education records. Attorneys are not permitted to participate.

The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the student is not satisfied with the results of such a hearing, he/she may place a statement in the education records in question, commenting on the information in it and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it together with LIM College's written decision.

Disclosure of Records Without Student Consent

LIM College may disclose student education records without student consent to authorized governmental agencies and to school officials with legitimate educational interests. Additionally, LIM College may disclose education records without student consent to other schools to which the student is transferring, LIM College's accrediting agency and appropriate parties in connection with Financial Aid to the student.

In an emergency, LIM College may disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel.

The Office in the U.S. Department of Education that Administers FERPA

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
600 INDEPENDENCE AVENUE, S.W.
WASHINGTON, D.C. 20202 – 4605

TITLE IX NOTIFICATION AND NON-DISCRIMINATION

In compliance with the requirements of Title IX of the 1972 Education Amendments; to eliminate discrimination, the Director of Human Resources is designated as the Title IX Compliance Officer. LIM College does not discriminate in recruitment, admissions, educational programs, placement, employment or general treatment against any student or other person on the basis of race, age, sex, religion, national origin, sexual orientation or disability as those terms are defined by federal, state or local law.

STAYING CONNECTED WITH YOUR STUDENT

Keeping In Touch

- Arrange for a regularly scheduled talk time even if he/she is living at home. This could be during a specific dinner night, while taking a walk, or right before a favorite TV show.
- Send a care package or leave one in his/her room. Look at frommom.com if you want to order or get some ideas. Popular items include:
 - homemade pastries
 - dried fruits and nuts
 - granola bars
 - ramen noodles or soups made by adding water
 - crackers
 - candy and gum
 - microwave popcorn
 - shower gel and lotion and other toiletries
 - band aids or first aid kit
 - sewing kit
 - stuffed animals
 - warm socks or booties
 - nutrition bars (e.g. Luna, Power, or Balance bars)
 - tea or instant coffee
 - spending money for all the other foods/items too heavy to ship
 - a note from you if you want to send groceries to your student (maybe because he or she is home in bed with the flu) here are some stores to contact for delivery:
 - D'Agostino Stores: Call 1-800-ASK-4-DAG (800-275-4324) for nearest store.
 - Fresh Direct: www.freshdirect.com
 - Gristede's: Call 212-956-5770 x1100 for customer service

Showing Your Support

It is important to stay involved and to keep the communication going between you and your student. Some ways to do this are by:

Being a good listener

When your student is ready to talk to you, be available and listen. Sometimes he/she may just need to vent. Sometimes he/she may have a problem to work out. You can help find solutions, but you don't have to solve the problem. Try not to be judgmental, tease, ridicule, or belittle your student when he/she is finally ready to talk. Otherwise, it will be very difficult for him/her to return to you.

Asking questions

By asking questions, you show a genuine interest in what he/she is learning and in his/her professors, classmates, etc. Respect your student's decision if he/she does not want to talk. A barrage of questions may seem intrusive so try to notice what mood your student is in and be responsive to that emotion. Being patient now may open them up later.

Being supportive

Encourage academic effort and success but try not to apply too much pressure. Try to focus on the positive and let your student know that you believe in him/her.

Expecting solid but realistic grades

Make it clear that you expect good grades. However, don't expect your "C" average student to suddenly earn "As." Too much pressure can actually be a discouraging factor. An overly competitive attitude can send the message that unless he/she is the best, he/she has no value at all. This can lead to depression, lying, cheating, or just giving up.

Keeping an open mind

Your student is likely to respond to his/her new experiences with new opinions and ideas. You can feel alarmed, but also rejoice in the fact that your student is actively participating in the critical thinking process.

DISCUSSION TOPICS THROUGHOUT THE YEAR

August

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- How do you like your new classes? What are you taking this semester?
- What are all your professors' names and do you know how to contact them?
- Do you have at least two classmates' names, phone #s, and email addresses from every class, just in case you miss class and need to know what went on?
- If you have a disability, have you met with Jay Gould, Ph.D.; Clinical Psychologist / Special Needs Counselor; 212-752-1530, ext. 314 jay.gould@limcollege.edu to register your disability? Have you talked to your professors about how your disability may affect you in class?
- Did you buy all the books and materials you will need for your classes?
- Are you making any friends?
- How are you coping with all the changes going on?

September

Freshmen and Sophomores

- How are you preparing for midterms, which are at the end of September/early October?
- How are you doing in your classes? Have you checked in with your professors regarding your progress?
- If you have a learning disability, have you contacted Jay Gould, Ph.D the Special Needs Counselor to request midterm accommodations?
- Have you scheduled an appointment with a Career Development Counselor to secure your Work Project possibilities?
- How are you doing with résumé writing?

Juniors and Seniors Taking Courses

- How are your classes going? How are they different from freshman and sophomore year?
- For Seniors: Have you talked to your Career Development Counselor about finding a Co-op placement?

October

Freshmen and Sophomores

- How did you do on midterms? Do you need to drop a class? Did you know the latest date to drop a class is Friday, October 30th?
- How are talks going with your Career Development Counselor regarding your Work Project?
- What final projects are you working on? When are they due?
- When are you scheduling next semester's classes?

Juniors and Seniors

- How are you getting ready for midterms, which are during the middle of this month?
- If you have any group projects, have you been meeting with your group regularly? What is your part in the group?
- If you need to drop a class, did you know that the latest date to drop a class is Friday, October 30th ?

November

Freshmen and Sophomores

- Finals are in mid-November. How are you preparing for them?

- Work Project begins on November 23rd and will last until December 24th. Where will you be working? What will you be doing?

Juniors and Seniors

How are you handling all the final projects that are due at the end of the month?

- Have you and your group finalized your presentations?
- How are you preparing for finals?

December

Freshmen and Sophomores

- How is Work Project going?
- How is the Work Project paper going?
- Has the College done a site visit yet? If not, contact the Center for Career Development.
- Has your supervisor filled out the necessary paper work for Work Project?

Juniors and Seniors

- How are you studying for finals, which are at the beginning of the month?
- Have you made any plans yet for what you will do during your vacation?

January

Freshmen and Sophomores

- When is your Work Project oral? (Work Project orals run January 12th through 15th)
- How did your Work Project paper turn out?

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- Are you ready to start school on January 19th? What classes will you be taking?
- Did you get contact information for all your professors and at least two classmates from every class?

Seniors in Spring Co-op

- Your Co-op begins on January 11th. Where will you be working? What will your responsibilities be?
- How is Co-op going?
- What kind of work do you do? Do you like your supervisors?

- Have you met with your Senior Capstone group? Do you have all the group members' contact information?

February

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- How are you preparing for midterms, which are March 1st – 12th?

Seniors in Spring Co-op

- How is Co-op going? Have you been communicating with The Center for Career Development to tell them how things are going?
- Have you been keeping up with your required Co-op journal?
- Has someone from the College made an on-site visit to your Co-op yet?

March

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- How did/are midterms go/going?
- If you need to drop a class, do you know the deadline is Monday, March 15th?
- Are you planning to do anything fun during Spring Break?

Seniors in Spring Co-op

- If you need to withdraw from Senior Orals and/or the Senior Capstone, are you aware that the latest date to drop the class is Monday, March 15th?
- How are you doing with résumé writing?
- Has someone from the College made an on-site visit to your Co-op, yet? If not, contact The Center for Career Development ASAP!
- How is your Senior Capstone going? Have you and your group met to rehearse your presentation which is due May 7th?

April

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- You probably have a lot of papers and final projects due at the end of the month. How are these projects going?

Seniors in Spring Co-op

- Senior Capstone is due Friday, May 7th. How is that going?
- Are you keeping up with your journal, which is due May 7th?

May

Freshmen, Sophomores, Juniors, and Seniors Taking Courses

- Finals are in the middle of the month (May 10th – 14th) . How are you preparing?
- Are you taking any summer courses? Which ones?

Seniors in Spring Co-op

- Co-op ends Thursday, May 13. How was the experience for you? What did you learn?
- How did your journal presentation go? (Journal presentations are Friday, May 14th.)

SUGGESTIONS

DO

- Keep in touch regularly, even if you only talk with your student for five minutes.
- Ask about grades.
- Listen when your student is talking with you.
- Ask about classes and try to understand what your student is teaching you.
- Keep an open mind, especially when your student is forming his/her own opinions. Rejoice in the fact that he/she is engaging in critical thinking.
- Negotiate rules on curfews and independence when your student returns home for visits and vacations.
- Let your student know how important he/she is to you.

DON'T

- Insist on getting grades if your student does not want to tell you.
- Send a message that your student has to get perfect grades.
- Take over if your student is having a problem. You can help him/her find solutions, but try not to intervene unless absolutely necessary.
- Judge or belittle your student's opinions and ideas. Instead, try to listen and share your opinions.

OTHER SUGGESTIONS FOR GETTING INVOLVED

- Show your student a lot of support.
- Surprise your student with a letter, an email, or phone call.
- Show interest in his/her co-curricular activities.
- Offer special encouragement at midterm and final exam times.
- Stay informed.
- Find out what academic courses your student is taking.
- Ask about professors, friends, and roommates.
- Read letters, newsletters and magazines sent by the College.
- Talk to other parents.
- Encourage your student to attend activities taking place on campus.

VISITING YOUR STUDENT

HOTELS IN THE LIM COLLEGE AREA

Best Western

55th Street & Broadway
800-528-1234

Days Inn

790 Eighth Avenue
(between 48th & 49th Streets)
212-247-3704

Holiday Inn

440 West 57th Street
(between Ninth and Tenth Avenues)
New York, NY 10019
212-581-8100

Howard Johnson

851 Eighth Avenue
(between 51st & 52nd Streets)
212-765-0598

Marriot Eastside

525 Lexington Avenue
at 49th Street
New York, NY 10017
800-242-8684

New York Hilton & Towers

1335 Avenue of the Americas
at 53rd Street
212-586-7000

Omni Berkshire

21 East 52nd Street
at Madison Avenue
212-753-5800

Courtyard Marriot UES

410 East 92nd Street
at First Avenue
800-321-2211

Doubletree Metropolitan Hotel

569 Lexington Avenue
between 50th & 51st Streets
212-752-7000

Prices vary. Call each hotel for rates.

PARKING LOTS IN THE LIM COLLEGE MAIN CAMPUS AREA

Central Parking Systems

800- 836-6666

220 East 58th Street

between 2nd & 3rd Avenues

211 East 53rd Street

between 2nd & 3rd Avenues

54 East 53rd Street

between Third and Lexington Avenues

127 East 46th Street

between Lexington & Park Avenues

Champion Parking

(888) 835-9539

131 E. 55th Street

at Lexington Avenue

425 Park Avenue

at 56th Street

Sharp Parking – Icon

212-599-9717

235 East 45th Street

Between Second & Third Avenues

RESTAURANTS

There are great restaurants in all price ranges. Here are just a few suggestions. Please consult either *Time Out New York* or *Zagat's* for more information.

Midtown East

Pescatore (Seafood)

955-957 2nd Avenue
between 50th & 51st Streets
212-752-7151

Sparks Steakhouse

210 E. 46th Street
between 2nd & 3rd Avenues
212-687-4855

Comfort Diner (American, Burgers)

214 E. 45th Street
next to Maxwell Hall
212-867-4555

El Rio Grande (Mexican)

160 E. 38th Street
at Third Avenue
212-867-0922

Houston's (American)

153 East 53rd Street
at 3rd Avenue
2120-888-3828

Upper East Side

Serendipity 3 (American - great desserts)

225 East 60th Street
between Second & Third Avenues
212-838-3531

EJ's Luncheonette (great brunch)

1271 Third Avenue
at 73rd Street
212-472-0600

Paola's (Italian)

245 East 84th Street
between Second & Third Avenues
212-794-1890

H & H Bagels (Deli, Bagels)

1551 2nd Avenue
between 80th and 81st Streets
212-717-7312

Sushi Hana (Japanese)

1501 Second Avenue
at 77th Street
212-327-0582

- For delicious Indian food at bargain prices, try 6th Street between First and Second Avenues, in the East Village.
- For Korean food and Shabu Shabu (Korean barbecue cooked at the table), try the streets on and around the lower 30s near Broadway (south of Macy's).
- For Chinese, go to Chinatown, on and around Canal Street.
- For Soul food, try Sylvia's Restaurant or walk near 125th Street and Lenox Avenue.

ACTIVITIES

There are tons of things to do in New York City. Here are just a few ideas:

Rockefeller Center	Metropolitan Museum of Art
Coney Island	The East and West Villages
Radio City Music Hall	Cloisters Museum
Chinatown	SOHO
United Nations Plaza	Central Park
Statue of Liberty and Ellis Island	St. Patrick's Cathedral
Shopping!	Theatre District
Ground Zero	South Street Seaport
Museum of Modern Art	Wall Street
Little Italy	Empire State Building

For a list of cultural events in New York City, please consult www.NYC-ARTS.org.

Here is a sample of a one-day tour of New York as suggested by Heather Cross from *Your Guide to New York City for Visitors* (gonyc.about.com).

- Breakfast: H & H Bagels (various locations)
- Morning: Metropolitan Museum of Art (1000 Fifth Avenue at 82nd Street
Phone: 212-535-7710) or American Museum of Natural History (Central Park West at West 79th Street Phone: 212-769-5000)
- Bus Tour: Ride the M1 Bus down Fifth Avenue
- Lunch: Lombardi's Coal Oven Pizza: 32 Spring Street between Mott and Mulberry Streets; Phone 212-941-7994; Nearest subway: #6 to Spring Street
- Dinner: Chinese in Chinatown or a Lower East Side Delicatessen
 - *Chinatown*: Chinese food in New York City is famously delicious, and surprisingly affordable. Two favorite Chinese restaurants are Wo Hop (17 Mott St., 212-267-2536) (dinner for two, about \$30) and Oriental Garden (14 Elizabeth St., 212-619-0085) (dinner for two, about \$40). Wo Hop serves classic Chinese-American cuisine from lo mien to chop suey, in a plain, below street-level location (there's a second Wo Hop on the same block -- be sure to go to #17, whose entrance is down a flight of stairs). Oriental Garden features Chinese seafood that is so fresh, it's still swimming in tanks when you arrive.

Getting There: From the West 4th St. subway station, take the B or D downtown two stops to the Grand St. Station. Exit on Grand St. and walk west, crossing Bowery. If you're heading to Oriental Garden, take a left onto Elizabeth St. and walk two blocks.

Delicatessen: Katz's Deli (205 East Houston St., 212-254-2246) where you can experience a true taste of New York City with a corned beef (or pastrami) on rye, Dr. Brown's soda and a knish. They also have great hot dogs. These sandwiches don't come cheap (about \$10.50), but they are large and delicious.

Getting There: From the West 4th Street subway station, take the F or V downtown two stops to the Second Avenue station. If you exit at the front of the train onto First Avenue, you will cross Houston and walk east about three blocks to Katz's.

- Evening: View New York City from the top of the Empire State Building. Now that you've spent the day running around the city, it's time to see it all from above. The view from the top of the Empire State Building at night is particularly exciting. You should consider purchasing your tickets online, to save time waiting to go up the elevator -- it's set up so there is one line for buying tickets and then a second line for waiting to take the elevator up and you can skip the first line by printing your tickets yourself. Audio tours (\$5) are available as well, but I think the view speaks for itself.

Getting There: From the recommended restaurants above, you can take the B, D, F, or V trains uptown to 34th St. Walk one block east to Fifth Ave. and take a left. The entrance to the Empire State Building is on Fifth Ave. between 33rd & 34th Streets. (Regardless of where you had dinner, the Empire State Building is easily accessible: you can take the 1, 2, 3 or 9 (Seventh Ave. subway line), A, C or E (Eighth Ave. subway line) to 34th St./Penn Station or the N, R or PATH to 34th St./Ave. of the Americas.)

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