

DESSIN DESIGN COLLEGE CATALOG & HANDBOOK



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GENERAL INFORMATION

Approval Disclosure Statement

Dessin Design College was granted Institutional Approval to Operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. This Institution is a private Institution and that it is approved to operate by the Bureau in March 2003. School Code #: 1943081. The Institute is also approved by Student & Exchange Visitor Information System (SEVIS) in December 19, 2007 for M 1 and F 1 and is currently authorized under Federal Law to enroll nonimmigrant students.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement."

Our Vocational Programs run on a Carnegie Semester clock to credit hour conversion while our ESL Programs run on the Carnegie Quarter clock to credit hour conversions

<u>Programs</u>	<u>Clock Hours</u>	<u>Credits</u>
Pattern Making and Sewing	768	3.5 Lecture & 8 Lab (Semester)
Computer Grading and Marking	288	23 Lecture & 14 Lab (Semester)
English-as-a-Second-Language, Level 1	800	80 (Quarter)
English-as-a-Second Language, Level 2	800	80 (Quarter)

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate verifying the fact. Dessin Design College awards its graduates a certificate of completion as an acknowledgment of their accomplishment and graduation.

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational and occupational plans with College personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should first contact the instructor in charge.

" A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling: Toll Free Number: 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov "

Requests for further action may be made to the College Director.

Unresolved complaints may be directed to:
Bureau of Private Postsecondary Education
2535 Capitol Oaks Drive Ste, 400,
Sacramento, California 95833
(916) 431-6959 Fax (916) 263-1897
[www. bppe@dca.ca.gov](http://www.bppe@dca.ca.gov)

ADMINISTRATION

College Director	Gregory Sung Paek
Vice Director	Han Suk Suh
Academic Director	Daniel Lee
Office / Business Manager	Hoi Ock Paek
Registrar / Admissions Officer	Trisha Kim

FACULTY

Pattern Making and Sewing	Gregory Sung Paek, Instructor
Computer Grading and Marking	Hoi Ock Paek, Instructor
E.S.L. (English) Program	Joseph Kim, Lead ESL Instructor
	Brian Nam, Instructor
	Daniel Lee, Instructor

OWNERSHIP

Institution Name: Dessin Design College, INC. - Los Angeles, CA - For-Profit Corporation
CEO Name: Gregory S. Paek
Type: Corporation
% of Ownership: 100%
This % Owned Since: 2/2002 (month/year)

Clock & Credit Hours

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students must be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.

Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester

credit hour (divide lecture hours by 15). Quarter Credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit (divide lecture hours by 10).

Laboratory Credit Hours: Semester Credits – Must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).

INSTITUTIONAL POLICIES AND INFORMATION

Mission Statement

The mission of Dessin Design College is to be an institution which serves students interested in pattern making careers or in learning English as a Second Language, with a special focus in highly practical and applied instruction. To achieve these goals, our school offers certificate programs which foster hands-on and interactive learning, in each respective field of study. Our certificates in Pattern Making and Computer Grading and Marking are designed to prepare students to successfully perform in the apparel industry. Our vocational programs focus strongly on mentored projects, through which our students can be practically equipped for careers upon graduation.

Our English as a Second Language certificates are especially designed to develop English communication skills. Conversational, grammar, and writing skills for non-native speakers are taught through interactive, collaborative, and multimedia classroom learning.

For all of our students, we wish to provide an educational experience which best serves our students in practical learning, which will carry forth into their desired career and/or learning aims.

Institutional Goals

The following are Dessin Design College's institutional goals that support our Mission Statement:

- The students at Dessin Design College are provided and equipped with the necessary skills and knowledge to succeed in their respective fields and or countries.
- The ethical and proper management of all the finances of the College.
- To have a lucid and constant admissions process that will accurately portray the College and its programs.
- To have programs of study that are educationally sound, up-to-date, of high quality and demonstrably effective.
- To provide student services that recognize individual differences and to maintain successful student retention, graduation, and employability where applicable.
- To establish and maintain employer relationships to ensure industry contacts necessary for student success when applicable.

Maximum Number of Enrollment for Each Course

The Maximum number of students enrolled for each course will be 25.

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at Dessin Design College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in Dessin Design College is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at Dessin Design College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dessin Design College to determine if your credits or certificate or diploma will transfer.

***Bureau for Private Postsecondary Education regulations.**

Credit for Previous Education and Training:

If a transfer student has completed courses in ESL at another institution, the College cannot award credit, but the student may enroll in an appropriate level ESL program based on his/her performance on the placement test. For all other programs, the College will award credit for courses that meet our school requirements (listed below) for up to 3 courses. The prior institution must either be accredited by an agency recognized by the U.S. D.O.E. or prove its programs are aligned and consistent with established recognized industry standards.

- Complete a Transfer Credit Request Form
- Provide official transcript(s) reflecting the course(s) to be transferred
- Have a minimum of a "B" or 3.0 grade in the course(s) to be transferred
- Show the course(s) was completed less than 5 years ago
- Provide the syllabus and/or course outline(s) for the course(s) to be transferred

Appeal Transfer of Credit Decision

If a student would like to appeal a transfer of credit decision, the student must send a written notice of appeal and state their case. This notice must be attached to the filled out "Appeal of Transfer Credit Decision" portion of the Transfer Credit Request Form.

A decision will be made and given by the Director within a 30 day period.

History of the College

Dessin Design College was approved in March of 2003, as a vocational school specializing in Fashion Design and Pattern Making. Having been in the Apparel industry for more than 30 years, Director Paek wishes to utilize his experience, passion and knowledge for the betterment of his students. Our ESL programs were approved in 2011 and 2012 respectively.

Physical Description of the College

Dessin Design College, occupies a total of 5,615 square feet on the 4th floor of the building located at 500 Shatto Place, Including Classrooms, Labs, Library, Student Lounge, and Offices.

Vocational Programs offered by Dessin Design College are open for regular enrollment to men and women who possess a High School Diploma or the equivalent. We do not currently consider students without a high school diploma or equivalent.

Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or sign a statement that he or she has a high school diploma or has the equivalent of a high school diploma (GED). Only students 18 and over are accepted into our programs.

Full Time Student Status

Programs offered by Dessin Design College are considered as full time programs; therefore, students enrolled in any programs offered by Dessin Design College are considered full time students.

Admission Process

An applicant makes an appointment for an interview with the Admission Representative. Upon arrival at the College, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest (for vocational programs). The applicant initially meets with the Admissions Representative to discuss career (for vocational programs) or educational opportunities and the process of enrollment. The “entrance test or Assessment” test for vocational programs or a placement test for ESL programs is then administered.

Vocational

In order to comply with this standard, Dessin Design College administers the Wonderlic WPT or Wonderlic Assessment Test to all vocational program applicants. The minimum passing test scores suggested by the Test publishers are indicated:

Pattern Making and Sewing	Acceptable score: 15
Computerized Grading and Marking	Acceptable score: 15

ESL

The English -as-a-second-language used a placement test acceptable by TOP NOTCH (the ESL program used for our students)

Common

The test (Wonderlic for Vocational and Top Notch Placement for ESL) is graded and results are discussed in detail with the applicant. The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A financial pre- screen interview is completed with the prospective student.

The College retains the right to accept or reject an applicant based on the applicant's references, scholastic and/or financial information.

Assuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the College and the applicant is then signed, registration fee paid and a start date is set.

The procedure for orientation will be to review and explain all policies and procedures of the College and completely review the College catalog, including but not limited to attendance, academic satisfactory academics and attendance, and probation, sign-in sheets, progress reports, and the students responsibility for successful learning.

The student is required to pay the registration fee upon orientation date. All enrollment documents are to be completed at orientation date.

Re-enrollment

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the College Director, noting the reason for initial withdrawal and reasons for desire to re-enroll or be re-interviewed by the Admissions personnel. Any student who re- enrolls (same program previously canceled or terminated from) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations. The non-refundable Registration Fee must be paid prior to an applicant re-enrolling, unless other approved arrangement have been made. All outstanding balance due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for (if applicable). If an updated textbook is required the student will incur the new textbook cost.

Any student, who re-enrolls from their last date of attendance, must sign a new enrollment agreement. Any type of credit given for prior training will be determined on a case by case basis by a College official. School payments received will be credited to the applicable program. The remaining credit balances will be transferred

to the new program. Any increase in the books and/or supplies will be included on the enrollment agreement. The College at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrolled. Students must sign an enrollment contract.

Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial agreement, it is important that all financial obligations are discussed prior to re-enrolling.

Schedule and Calendar

The vocational programs are structured sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

Our system of scheduling allows participants to commence training at the beginning of each module or course on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

The Following Holidays are observed by Students

New Year's Day	January 1, 2013
Martin Luther King's Birthday	January 21, 2013
President's Day	February 18, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 2, 2013
Veteran's Day	November 11, 2013
Thanksgiving Day	November 28, 2013
Christmas Day	December 25, 2013

Dessin Design College reserves the right to modify this schedule with reasonable advance notice to students.

Class Schedule for 2013-2014

Pattern making and Sewing	
Basic Pattern Development	July 8, 2013 – July 26, 2013
Pattern Making Principles	July 29, 2013 – August 16, 2013 Exam
Collars/Shirts/Sleeves/Bodies	August 29, 2013 – October 18, 2013
Pattern Making Details	October 21, 2013 – November 1, 2013 Exam
Dresses/Tops/Pants/Action Wear	November 4, 2013 – December 6, 2013

Children's Wear Sewing	December 9, 2013 – March 28, 2014 Exam March 31, 2014 – May 2, 2014
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Computer Grading and Marking	
Introduction	January 7, 2013 - January 11, 2013
Grading, Basic Size Changing	January 14, 2013 - February 4, 2013
Advanced Grading	Feb 6, 2013- Feb 20, 2012 (Exam)
Basic Marking	Feb 21, 2013 – March 8, 2013
Advanced Marking	March 11, 2013- April 5, 2013 (Exam)

Computer Grading and Marking	
Introduction	April 22, 2013 – April 26, 2013
Grading, Basic Size Changing	April 29, 2013 – May 20, 2013
Advanced Grading	May 22, 2013 - June 5, 2013 (Exam)
Basic Marking	June 6, 2013 - June 21, 2013
Advanced Marking	June 24, 2013 – July 19 (Exam)

Statement of Non-discrimination

Dessin Design College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the College's activities. Dessin Design College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

STUDENT PARKING

Student parking is available at the College building of Dessin Design College. Dessin Design College is not responsible for parking violations, property theft, and property damage. Please call the school to have the gate opened.

Advising

The staff of the College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial discussions, vocational and academic advising. Students experiencing personal problems which require professional counseling and are requested by the student will be referred to the appropriate agencies.

Refresher Training

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment.

Admittance is based on space availability.

Housing

The Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this institute. This institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student.

Internet Access

We have computers with internet access available for academic use and limited personal use.

Placement (Vocational Programs Only)

DDC tries its best to match graduates with the network of employers we keep. We have a job placement board that showcases some of our successful placements.

DESSIN DESIGN COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Only the employer can make that final decision. Dessin Design College Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity.

The student will be required to meet with the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs. Each student shall submit a typed resume to the Placement Assistance. Students should bring their resume and always be DRESSED FOR SUCCESS, as one never knows when an employer may call!!

DESSIN DESIGN COLLEGE PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. Dessin Design College's primary objectives are to provide the student in training and educate each student as well as assist them with employment assistance in their chosen field. Dessin Design College does not offer employment as an incentive to enrollment.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Institution. Written consent is required before education records may be

disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the appropriate divisions. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file. Certain documents may be photocopied and a charge may be charged, depending on the specific documents to be photocopied.

Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

Family Educational Rights And Privacy Act

The practices and procedures of DDC comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of —tax dependent students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff's records is strictly protected.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The College complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) a written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

All student files will be kept for 5 years. Students must submit a written request to the school for an official copy of the transcript.

Library (Resource Center)

A reference library is located adjacent to classrooms and is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library. Please do not take the library materials, as others may need to use the same material. If you would like an article or information copied, please let student services know and they will be happy to accommodate you.

Student Lounge

The student lounge is available for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuge container located in the student lounge.

ATTENDANCE AND ACADEMICS POLICY

Attendance Policy

It is important that the College have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability.

When students must be absent from class, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 80% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

*Note to our international students: in order to keep your student status you must achieve 80% attendance rate and be in class 18 hours a week.

Unsatisfactory attendance occurs when a student misses more than 20% of the maximum time frame of the program.

Unsatisfactory attendance will lead to a probation status until the student has brought his/her attendance and or academic grade point average to the 80% (up to 30 days). This would include any make-up hours and or make up assignments and any test. If the student can not meet the 80% attendance rate by the end of the probationary period, termination will be inevitable.

Excused Absences

Excused absences are not automatic; your instructor monitors and provides all attendance to the Registrar Department. Vacations are not considered excused. The College will not tolerate abuse with this policy. It was implemented for those students who have unusual or unforeseen problems. This time does not require make-up in time. However, you must still maintain the minimum cumulative grade point average.

Tardiness

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 10 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of three (3) documented tardies will be considered as one (1) absence.

Leaving Early

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class

if he/she **LEAVES EARLIER THAN 10 MINUTES PRIOR TO THE CLOSE OF CLASS**. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early departures will be considered as one (1) absence.

Make-up Time/Work Accountability

Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the school premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor. Make up work must be completed within two weeks to receive credit. Make-up classroom time must be completed within a 30 day period and is not to exceed a total of 5 hours for the duration of the course.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the College's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

A student enrolled under a F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student applied; (b) a vacation policy that allows students to accumulate vacation over an extended period of study. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum; (c) an extended absence whether it be for a leave of absence or vacation (more than four weeks) may require retesting upon reentry into the program.

Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, College closed due to extenuating

circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Maximum Time Frames Allowed

Program	Session	Length	Maximum Time Frame
Pattern Making and Sewing	Day/Eve	38weeks	54 weeks to complete
Computer Grading and Marking		12weeks	22 week to complete
English as a second language-Level 1		40 weeks	60 weeks to complete
English as a second Language-Level 2		40 weeks	60 weeks to complete

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or “C”. A student has up to 30 days to achieve this minimum GPA.

At the end of the probationary period, the student must maintain a cumulative grade point average of 70% or “C” of the program.

If a student maintains a grade point average of 70% or “C” and/or achieves a cumulative grade point average of 70% or “C”, probation will be removed. However, if the student has failed to maintain a 70% or “C” grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Attendance Probation Policy

Any student failing to maintain a minimum 80% of the maximum time frame of the program hours shall be, at a minimum, placed on “Attendance Probation”. The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (30 days). The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

Any student facing such adverse actions will be first notified by the instructor and then by the Director or Vice Director. A formal letter stating the situation will also notify the student.

Suspension and Dismissal Policy

Dessin Design College reserves the right to suspend or dismiss any student whose attendance,

professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy

The programs require students to maintain an overall grade point average of "C" or 70% to qualify as satisfactory progress.

To maintain satisfactory academic progress in the programs, students must maintain a cumulative minimum grade point average of "C" or 70%. If the student is unable to bring his/ her grade up to "C" or 70% during the probation period, the Dismissal Policy will apply. Any student dismissed for failure to meet the academic requirements of the Dessin Design College, may appeal the dismissal by following the student appeals procedure outlined in the catalog.

The student must complete the program within 1.5 times the program length. Grades are issued upon completion of each instructional component. Evaluation of satisfactory progress for the program is made every semester.

The grading format is as follows:

A	90-100%	4.0
B	80-90%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	Below 60%	0.0
I	Incomplete	
W	Withdrawal	

Repetitions

Students will be allowed to repeat a semester once at no additional charge. The time needed to repeat the semester must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of satisfactory progress.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may appeal to the Director in writing, to be re-admitted to Dessin Design College by following the reinstatement procedures outlined in the catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in the catalog.

Permanent transcripts of the student's progress record are maintained by Dessin Design College and are available upon written request by the student. Dessin Design College is required to maintain a student's file for 5 years from the student's last date of attendance, however, **TRANSCRIPTS will be kept INDEFINITELY**. Transcripts will cost \$10 each.

ATTENDANCE IS VERY CRITICAL

The instructor will give a written progress report to Vice Director in order to monitor a student's progress monthly. Where these reports indicate a need, special tutoring may be scheduled to assist the student.

Please refer to the "GRADING FORMAT" noted below reflecting the performance evaluation by Dessin Design College.

Incompletes

It is recommended that if a student receives an "I" (Incomplete), that they complete the make-up course work prior to course completion. Students should check with their Instructor to arrange any/or all make-up (Incomplete) course work. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). If the incomplete is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect quizzes and tests. Students must complete, at a minimum, 70% of the program. Semester credit units are earned weekly basis. The cumulative grade point average must be at a minimum 70% or "C". Remember, A FAILING PERFORMANCE HABIT IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT TOLERATE.

GRADING FORMAT

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
P/F= Pass/Fail	Credit/No Credit Assigned
W=Withdrawal from Semester	No Grade Assigned

All students must have a minimum "C" grade point average (GPA) or equivalent by graduation. A "C" grade point average is equivalent to a minimum of 2.0 on a 4.0 scale, or a 70% on a 100% scale.

Students must achieve a minimum passing rate of 70% of all credit hours attempted at 100% of the program length. Grades of —F (Fail), —I (Incomplete), and —W (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also

calculated in the completion ratio.

Documents Used To Assess Student Progress

Academic Progress Report

For all of our Intensive English Programs and Vocational programs, Dessin Design College uses an Academic Progress Report file for instructors to assess each student's progress.

Frequency of Assessment

On the vocational side of our school, the Pattern Making and Sewing program (10 month certificate) monitors student progress with Academic Progress Report files twice a year—during the midpoints of each semester.

For the Computer Grading and Marking program (3 month certificate), 1 Academic Progress Report is issued in at the mid-point of the program.

For our Intensive English Program side of the school, both our *English as a Second Language (1 year certificate)* and our *English as a Second Language Advanced (1 year certificate)* programs issue bi-quarterly Academic Progress Reports. These are issued at the end of the 1st academic quarter and the 3rd academic quarter. In addition, the instructors personally consult with each student about any difficulties or troubles they may have, directly after the midterm and final exams, which are administered for each quarter.

Thus, for our Intensive English Programs, students are able to consult with teachers twice an academic quarter, and are given Academic Progress Reports at the end of their 1st and 3rd quarters.

Intensive English Program: Elements of Academic Progress Reports

The following elements are included in each Academic Progress Report:

1. Program Name
2. Current Quarter
3. Carnegie Quarter Clock Hours
4. Quarter Credits
5. Grades per Quarter
6. Grading Rubric
7. Personalized instructor's comments on student's participation, attitude, comprehension, and level of progress in terms of: listening, speaking, reading, writing, and grammar aspects of English language skill.

Vocational Programs: Elements of Academic Progress Reports

1. Program Name
2. Current Semester
3. Carnegie Semester Clock Hours
4. Carnegie Semester Credits
5. Grades per Semester
6. Grading Rubric
7. Personalized instructor's comments on student's participation, attitude, comprehension, and level of progress in terms of: pattern making, sewing, homework, classwork, and

projects.

System of Credit Units & Clock Hours

Intensive English Programs

English as a Second Language & English as a Second Language Advanced

Previously, our Intensive English Programs used a semester system. Our school recently changed to a Carnegie quarter credit system, along with a Carnegie quarter clock hour system, in June 2013.

Vocational Programs

Pattern Making & Sewing

Our Pattern Making & Sewing certificate program utilizes Carnegie semester credit units, along with Carnegie lock hours.

Computer Grading & Marking

Our Computer Grading & Marking certificate program utilizes Carnegie semester credit units, along with Carnegie lock hours.

Review & Reporting

For our Intensive English Programs, our Vice Director reviews and approves all Academic Progress Reports.

For our Vocational Programs, our Director reviews and approves all Academic Progress Reports.

Withdrawals

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the College, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the College, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Warning Policy & Period

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request readmittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or The Director, must submit a written letter to the College Director. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The College Director will hear any student who disagrees with the decision on an appointment basis. The student will be notified of the decision within 10 days

following the receipt of the student's appeal. The decision of the College Director shall be final.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 10 days following the decision of the College Director.

Tutoring

The College provides tutoring based on the individual need of the student and the Instructor's schedule. The student must be in satisfactory attendance status to be eligible for tutoring. Students with a module grade lower than 70% or "C" automatically becomes eligible for tutoring pending a review of their attendance status. If this should occur, the student is to make an appointment with their Instructor or the Director to arrange for a tutoring session(s). Tutoring is available at no additional charge to the student.

Graduation Requirements

Students must have at a minimum, an accumulative grade point average of 70% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended in order to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, students will receive a Certificate of completion.

Changing Programs

At times, a student may wish to change their career goals. The College reserves the right to allow or disallowed a transfer from one program to another offered at this College. In the event, the students will either re-sign a contract or a contract addendum. The student will still be charged for the prior program and will be charged for the new program. The student must first notify the Admissions Office, Business Office and Student Services Department prior to changing. No Instructor will be allowed to do transfer a student since these changes will affect the student's financial status.

Class Size

A maximum class size is 25 students per instructor for classroom/laboratory.

SCHOOL POLICIES AND REGULATIONS

Dress for Success

Professional dress is recommended at all times. Dessin Design College's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is the expectations for graduation. Should one not have the proper attire to professionally interview in, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their Instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best.

DESSIN DESIGN COLLEGE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF THE COLLEGE STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR WOMEN

Students who are unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division, Dessin Design College will not allow any attire, which is known as gang colors, or gang related clothing.

Important Notice:

Cellular phones, headset/walkmans will not be allowed during class or at any time. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The College is not responsible for any lost, stolen or damage of any student's property. EATING AND/OR DRINKING IS NOT ALLOWED IN ANY OF THE CLASSROOMS!!! CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASS HOURS. THIS POLICY IS FOR THEIR SAFETY.

Office Equipment

Students are not to use any of the office equipment, this is reserved for personnel.

Copyright and Software License Policy

It is the policy of Dessin Design College that all members of the Institution adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code), hereinafter referred to as the "1976 Copyright Act"; the Digital Millennium Copyright Act of 1998; and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damaged affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For

“willful” infringement, a court may award up to \$150,000.00 per work infringed.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to 5 years and fines up to \$250,000.00 per offense.

The purpose of the Dessin Design College Copyright Policy is to provide guidance to School faculty, staff, and students in the responsible use of copyrighted works in the creation, exchange, and dissemination of ideas and information in the pursuit of research, teaching, and learning.

Student Evaluation of Instructors

During the last class week of each semester, students are expected to evaluate each class in which they were enrolled. The evaluation forms are analyzed by the Director of Education and feedback is discussed with each instructor in an effort to maintain a high quality of education.

As we have an open door policy in our small natured school, students are also welcome to have informal meetings with instructors and the director should the need arise. They are welcome to share helpful suggestions and concerns (and whatever else may be needed) during these informal meetings.

When appropriate, the Director will hold a meeting to communicate the feedback to the faculty/staff. Strategic meetings will utilize student feedback to make improvements and changes to our programs, and institution as a whole.

Student Behavior/Conduct

An important part of the training at Dessin Design College includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, Dessin Design College has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at the College. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and College staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

Dessin Design College's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to aid themselves to be as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

Student Grievance Procedures

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to

meet with the College Director for resolution. All grievances are to be dealt within a maximum of 60 days (contingent upon the situation).

Complaint Procedure

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the College Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the College Director within 48 hours of the incident. The College Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member.

All documentation must be submitted with the report, which is to be signed and dated by the student. If the decision is unacceptable to the student, the student must within 24 hours of the hearing send copies of all documents letter explaining why the decision is unacceptable. All complaints decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau of Private Postsecondary Education
2535 Capitol Oaks Drive Ste. 400
Sacramento, California 95833
(916) 431-6959 Fax (916) 263-1897
bppve@dca.ca.go

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National Institute on Drug Abuse

(800) 662-HELP
(800) 843-4971

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each employee and student is required to read and sign a statement concerning this policy.

Staff/students shall abide by the following:

1. Continued employment and/or schooling are subject to the terms of this policy.
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency. The school will take the following actions within 30 days of receiving notice under this subparagraph with respect to any employee or student who is so convicted.
3. Terminate employment of the employee or the schooling of the school.
4. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program.

However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted; the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

STUDENT PROTECTION POLICY

STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student who is a California resident, or are enrolled in a resident program, and prepaid all or part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third-party payer such as an employer, government programs or other payer unless you have a separate agreement to repay the third party.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."**

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.**
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.**
- 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.**
- 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.**
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."**

STUDENTS RIGHT TO CANCEL

- 1. You have the right to cancel this enrollment agreement for educational services and obtain a**

refund of charges paid through attendance at the first class session, or until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the Institute will refund any money that you paid within 45 days after your notice is received.

2. Students are advised that notification of withdrawal or cancellation must be made in writing.
3. The Cancellation Notice must be addressed to:

**College Director
Dessin Design College
500 Shatto Place, Ste. 400
Los Angeles, CA 90020**

4. If the Institute has given you any equipment, you shall return the equipment within 45 days of the date you signed a cancellation notice. If you do not return this equipment within this 45-day period, the Institute may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The Institute shall have the burden of proof to establish the equipment's fair market value. The Institute is required to refund any amount over that as provided above, and you may keep the equipment.
5. You have the right to withdraw from a program of instruction at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the Institute will remit a refund less a registration fee and non-refundable STRF fee, not to exceed the lesser sum of 5% of the total cost or \$75 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 45 days following the date of your withdrawal, the Institute shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 45 days, the Institute may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 45 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.
6. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
7. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

8. **Hypothetical Refund Example—Certificate Programs:** Assume you enrolled in a 720-hours (24 semester units) course, which costs \$5,500.00 for tuition, \$75.00 for registration fee, and \$250.00 for books. Assume you made a payment of \$2,000.00 (\$1,860.00 towards tuition, \$65.00 for a book, and the non-refundable \$75.00 registration fee and the non-refundable STRF fee). Assume you

withdrew after completing 100 hours, which represents 13.9% of the 720 hours. The cost of 100 hours of training is \$764.50. With the registration fee, the total refund you are entitled to is \$1,160.50. If you did not return the \$65 book in “as new” condition, then the refund will be \$1,095.50.

9. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the Institute of your withdrawal or the actual date of withdrawal; (b) Institute terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
10. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

DELINQUENT TUITION AND/OR ANY MONIES OWED

A student must maintain good financial standing with the College at all times during their enrollment. If a student fails to pay any outstanding balance tuition and/or any monies owed to the College, the student will not be allowed to attend class until the outstanding balance is paid in full. The student has 60 days or one session, whichever is longer, to pay the outstanding balance. After this period, the College will terminate the student’s enrollment if the outstanding balance is still not paid, and will contact the collection agency for monies owed.

GENERAL TERMS:

1. **No applicant shall be rejected from admission to the Institute the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the Institute Director of designee.**
2. **The Institute does not and cannot guarantee employment or level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.**
3. **“You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following apply to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) your total charges are not paid by third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.”**
“You are not eligible for protection from STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.” **“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. “You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered**

an economic loss as a result of any of the following: 1). The school closed before the course of instruction was completed. 2). The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3). the school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4). There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 3 days prior to closure, the period determined by the Bureau. 5). As inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

4. All instructional equipment for the course selected will be furnished by the Institute. There are, however, required books and materials that are to be paid by you.
5. The cost of medical or other examinations, if required, is to be paid by the student.
6. Diplomas or Completion Certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or Completion Certificate.
7. The Institute reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.
8. All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent` as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.
9. The Institute reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.
10. The Institute reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.
11. The Institute reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the Institute Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the Institute, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the Institute's refund policy.
12. In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
13. This Agreement constitutes the complete contract between the Institute and the student, and no verbal statements or promises will be recognized.
14. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at:

2535 Capitol Oaks Drive Ste 400
Sacramento, CA 95833
(916) 431-6959

Fax (916) 263-1897

(888) 370-7589

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

This Institution does not have a pending in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy code (11 U.S.C.1101ET SEQ).

TUITION AND FEE POLICY

SCHEDULE OF TUITION AND FEES

Effective September 1, 2011

Name of Program	Clock Hours	Number of Weeks	Registration Fee	Tuition Fee	Books & Supplies	Total Cost
PATTERN MAKING AND SEWING	768	36 WEEKS	\$ 100.00	\$ 6,710.19	\$300.00	\$7110.19
COMPUTER GRADING AND MARKING	288	13 WEEKS	\$ 100.00	\$ 2,462.13	\$80.00	\$ 2,642.13
ENGLISH-AS-A-SECOND-LANGUAGE(LEVEL1)	800	40 WEEKS	\$ 100.00	\$ 2400.00	\$65 per quarter	\$ 2500.00 + (Books per quarter)
ENGLISH-AS-A-SECOND-LANGUAGE(LEVEL2)	800	40 WEEKS	\$ 100.00	\$ 2400.00	\$65 per quarter	\$ 2500.00 + (Books per quarter)

Forms of Payment: Students will be able to pay with Cash, Credit Cards, Money orders and in some cases: checks. It is asked that students pay all tuition and fees in total when enrolling. A

monthly payment plan may be available for special cases.

Refund Table

Name of Program	Clock Hours	Tuition Fee	10%	25%	50%	60%	75%
PATTERN MARKING AND SEWING	768	\$ 6,710.19	\$ 671.01	\$ 1677.55	\$ 3355.10	\$ 4026.11	\$ 5032.64
COMPUTER GRADING AND MARKING	288	\$ 2,462.13	\$ 246.21	\$ 615.53	\$ 1231.07	\$ 1477.28	\$ 1846.60
ENGLISH-AS-A-SECOND-LANGUAGE (LEVEL1)	800	\$ 2,400.00	\$ 240.00	\$ 600.00	\$ 1200.00	\$ 1440.00	\$ 1800.00
ENGLISH-AS-A-SECOND-LANGUAGE (LEVEL2)	800	\$ 2,400.00	\$ 240.00	\$ 600.00	\$ 1200.00	\$ 1440.00	\$ 1800.00

IF A STUDENT OBTAINS A LOAN TO PAY FOR THE EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

REFUND PROCEDURE

The student may withdraw by notifying the College of his/her withdrawal, as outlined in the student catalog and enrollment agreement. The student may be terminated as provided in the contract. The student will be considered terminated if he/she has failed to attend classes for three weeks. The student will be considered terminated if he/she fails to return from a leave of absence.

In the event of any refund payable directly to the student, every attempt will be made to contact the student by phone, to have him/her come to the College to pick up the refund in person. If the refund is made in person, a copy of the check is made, signs his/her name, and the date the check is received. This is then part of the student's file.

If a refund is mailed to the student, it must be sent certified mail, along with a completed CALCULATION AND NOTICE OF REFUND, and return signature card as part of the student's file.

Sample Refund Calculation Sheet:

Date of Cancellation/Withdrawal:

Name of Course/Program:

Student Name:

Social Security:

Date of Birth:

Phone #:

Address:

Your refund has been calculated by as follows:

A. Cancellation by midnight of 7th day after starting classes: 100% of all money paid

B. Withdrawal after the 7th day:

1. Length of course or program: clock hours
2. Less the amount of time attended: clock hours
3. Equals amount of time remaining: clock hours
4. Percentage Remaining: % (line 3 divided by line 1)
5. Total of Tuition and All Fees
(except for supplies) \$ (educational costs)
6. Less registration fee cap of \$ 100
7. Amount Remaining in Calculation \$ (line 5 less line 6)
8. Amount of Tuition/Fees not earned \$ (multiply line 7 by line 4)
9. Amount of Supplies Cost \$
(text materials, equipment supplies, etc., as stated in the enrollment agreement)
10. Refund for Supplies \$
(100% refund if returned – any amount over documented cost <or pro-rata if less & accredited> is refunded if they are not returned)
11. Amount of unearned and refundable fees \$ (total of lines 8 & 10)
12. Amount you paid towards Total Costs \$
13. Amount Retained by School \$
14. The Total Refund to be paid is \$ (amount line 12 exceeds line 13)

15. Or, the amount you owe is \$ (if line 13 exceeds line 12)

Any refund due (line 14) has been mailed to the following individuals or agencies:

Name	Address
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Delinquent Tuition:

A student with delinquent tuition and or fees will be contacted after 10, 30 and 45 days respectively. If no contact can be established, or if tuition and or fees remain delinquent with no arrangements made, the student will be terminated

CURRICULUM

PATTERN MAKING AND SEWING

A Completion Certificate Program

768 Clock Hours

3.5 Lecture & 8 Lab credits

Program Schedule: 38 Weeks, Monday to Friday 8:00 a.m. to 12:00 P.M., 6:00 P.M to 10:00 P.M.

Program Description:

This program requires 38 weeks of training. This program is designed to have students demonstrate certain fundamental skills including pattern development, pattern making, and specific pattern pieces and clothing.

Program Objectives:

This program is designed to provide comprehensive training in pattern development and specific clothing parts that lead to the final clothing piece. This program is specific to details and organization.

Occupational Objectives:

Graduates of this program will be prepared to entry-level work in the field of fashion design in pattern making and theater costume and wardrobe.

PROGRAM OUTLINE

Module Number	Class/Subject Title	Number of Clock Hours
PMS 1-1	Basic Pattern Development	60
PMS 1-2	Pattern Making Principles	60
PMS 11-1	Collars/Skirts/Sleeves/Bodies	180
PMS 11-2	Pattern Making Détails	40
PMS 111	Dresses/Tops/Pants/Action Wear(Sewing)	328
PMS IV	Children's wear	100
TOTAL=		768

Books:

Pattern Making for Fashion Design, Fifth Edition (\$100)

Supplies:

Portfolio Bag, Multi-Color Pen, Tailor's Square, Tracing Wheel, Fabric Scissors, Paper Scissors, Peace Scissor, Hanger Hooks, Awl, Nocher Cut, Tailor's Chalk, Measurement Tape, Pins, Clear Ruler, Tape/Dispenser, Pencil, 50-124 24" L-Square Metal Ruler, 12-124 24" Curve Metal Ruler, B-85 18" Plastic Ruler, Varied Form Curve/Hip Curve, FC-17 French Curve, Pattern Hooks (5), #17 Dress Pin, 4 Color Wax Chalk, 4 Color Pen, 0.7 Sharp Pencil, 0.7 Lead (\$200 total)

CLASS DESCRIPTION**PMS 100: Introduction**

The students are introduced to specific components of pattern making. This will prepare the student to create the patterns and basics to enter the field of design in pattern making and theater costumes/wardrobe.

PMS 1-1: Basic Pattern Development

This is a basic, introduction course to basic pattern making skills used to create apparel. and costumes.

PMS 1-2: Pattern Making Principles

The study of pattern making, principles of many different patterns, colors, draping, sizes and pattern techniques.

PMS 11-1: Collars/Skirts/Sleeves/Bodies

This class familiarizes students with different types, kinds, color, and shapes of collars, skirts, sleeves and bodies.

PMS 11-2: Pattern Making Details

Learning the specifics of how to make intricate pattern designs using different colors, shapes, sizing, and sewing techniques.

PMS 111: Dresses/Tops/Pants/Action Wear

The specific development of patterns for dresses, tops, pants, and action wear.

PMS 1V: Children's Wear

Students are presented patterns specific to the design of clothing for children.

COMPUTER GRADING AND MARKING

A Completion Certificate Program

288 Clock Hour

23 Lecture & 14 Lab credits

Program Schedule: 15 Weeks, Monday to Friday 8:00 a.m. to 12:00 P.M., 6:00 P.M to 10:00 P.M.

Program Description:

This 288 clock hours course requires 15 weeks of attendance. The program is designed to have students demonstrate certain fundamental skills in Computer grading and marking of patterns through computer assisted design (CAD).

Program Objectives:

This program is designed to provide comprehensive training in Computerized Assisted Design for grading and marking of patterns.

Occupational Objectives:

Graduates of this program will be prepared to entry-level work in the field of fashion design in areas of Computer Grading and Marking.

PROGRAM OUTLINE

Module Number	Class/Subject Title	Number of Clock Hours
CGM 1	Computer Grading & Marking	24
CGM 11-1	Grading, Basic size, Changing	48
CGM 2	Advanced Grading	96
CGM 111-1	Basic Marking	48
CGM 111-2	Advanced Marking	72
TOTAL		288

Books:

Style CAD: PDS Grading & Marking System By Soft Fashion, Manual (\$80).

CLASS DESCRIPTION

**CGM 11-1: The student will learn the "Main tool bar" and integrate it will premade patterns to learn "Basic sizing. Students will learn how to prepare a pattern for grading, and identify a pattern as a "self
CGM 100: Introduction**

The students are introduced to specific components of Computer Assisted Design (CAD).

CGM 1: Students will learn how to construct "New folds" and "New styles" based on premade patterns and utilize what they have learned to a digitizing board.

Pattern", "lining pattern", or a "fusing pattern" by checking the "properties" of a pattern. The student will learn the "Grading toolbar functions". The student will learn "Grading" of clothing patterns and the "Grading" of the "Top" separately as the "Front", "Back" and "Sleeve". The student will learn the commands "Delete Pattern" and "copy Pattern". The student will learn the "Grading" of the "Pants" separately as the "Front", "Back" "Bend" and "Pocket". The Student will learn the "Grading" of the "Skirt" separately as the "Front", "Back", "Bend" and "Pocket". Students will learn to organize their patterns using the "Tool Bar

CGM 2: The student will learn separately "Grading" for the Blouse the front, back, sleeve, collar, and the ability to rotate patterns using an X-Y Axis feature with this program.

The student will learn separately "Grading" of the Jacket as the front, back, sleeve and collar using the Axis Properties, lining, facing, fusing and graining.

The student will be prepared to make a grading pattern for marking and will learn the basic functions of the marking toolbar.

CGM 111-1: Students will learn the advanced functions of the "Marking Toolbar" and how to use the "Plot Markers".

CGM 111-2: The student will learn the marking of the top ** NOTE Marking is done to the "TOP" that had gone through the grading process with the student.

The student will learn the marking of the Blouse, the Pants, and the Jacket. **NOTE Marking is done to the blouse, pants, and jacket that have gone through the grading process with the student.

Grading for Vocational Programs:

Homework	15%
Attendance	10%
Projects	25%
Midterm	25%
Final	25%

DESSIN DESIGN COLLEGE

ESL



**500 SHATTO PLACE SUITE 400
LOS ANGELES, CALIFORNIA 90020
(213) 427-9911
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E-mail: ddcollege@hotmail.com

www.ddcollegela.com

January 2013

ENGLISH AS A SECOND LANGUAGE
A Communication Focused English Course

	Email: ddcollege@hotmail.com Phone: 213.427.9911 Office Hours: By Appointment Website: www.ddcollegela.com
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COURSE DESCRIPTION

Objectives

All aspects of English learning will seek to improve your learning of vocabulary, grammar, listening, reading, and writing, within everyday life situations and activities. Because this course is designed with the purpose of improving your conversational skills, there will be many opportunities to practice the English words and phrases with your classmates!

Class Format

Classes will meet for 4 hours, 5 days a week. Each academic quarter, we will also have 2-3 class trips, where students can experience and practice their English skills in various cultural

Attendance

Students are required to attend 80% of each quarter's classes to maintain F-1 Visa status. You are allowed a maximum of 3 absences per quarter. Please let your teacher know if you know that you must be absent!

**This course adheres to the policies outlined in the Dessin Design College Catalog. For further information, see Attendance and Academics Policy.*

TEXTBOOKS

We use a total of 8 textbooks throughout our year long program. You are required to purchase these textbooks at the beginning of each quarter, which will be available at the Registrar's Office.

First Quarter

Top Notch: Fundamentals (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Top Notch: Fundamentals Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Second Quarter

Top Notch 1 (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Top Notch 1 Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Third Quarter

Top Notch 2 (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Top Notch 2 Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Fourth Quarter

Top Notch 3 (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

Top Notch 3 Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2011.

GRADING, TESTS, & ASSIGNMENTS

The grading for each Academic Quarter will include the following:

1. *Homework:* 15%
2. *2 Quizzes* 20%
3. *1 Midterm Exam* 25%
4. *1 Final Exam* 25%
5. *2-3 Oral Presentations* 15%

The grading scale used for Dessin Design College's English as a Second Language and English as a Second Language Advanced is as follows:

Honor Roll	97%-100%
A=Excellent	90%-100%
B=Good	80%-89%
C=Satisfactory	70%-79%
D=Poor	65%-69%
F=Failing	00%-64%
I=Incomplete	00%
P/F=Pass/Fail	Credit/No Credit Assigned
W=Withdrawal from module	No Grade Assigned

Evaluation & Requirements of Students

Grades will be based upon class work, homework, exams, and projects. Students passing to a higher level will receive a grade of C or higher; students who must repeat the level will receive a grade of D or lower. Students who do not fulfill the requirements of the class may be given an Incomplete.

ENGLISH AS A SECOND LANGUAGE ADVANCED
A Communication Focused English Course

	Email: ddcollege@hotmail.com Phone: 213.427.9911 Office Hours: By Appointment Website: www.ddcollegela.com
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COURSE DESCRIPTION

The four academic quarters implement the content of two textbooks: Summit 1 and Summit 2. This course aims to develop student communication skills in light of a variety of discussion topics, whereby students are to foster critical thinking and opinionated expressions. Classroom activities include a blend of listening, speaking, vocabulary, grammar, reading, and writing, all of which aim to improve how you can develop and express your own perspective on a particular topic in English.

Objectives

As the prerequisite to this program is ESL 1 or by a placement test, students should come into this program at a beginning-mid intermediate ESL level. This advanced program consists of four quarters of study, which aims to develop student English competency in the areas of expressing oneself for discussion, critical thinking, and debate, in the form of oral, visual, and interactive presentations. Our main material is the Summit 1, Summit 1 Workbook, Summit 2, and Summit 2 Workbook.

For every quarter, the Summit 1 & 2 series aims to foster opinionated expressions in the form of speaking, discussion, and essay writing. This covers 200 lessons, which encompass a variety of discussion topics by which students can formulate subjective stances in English. In addition, classwork and homework utilize the Summit 1 Workbook, as well as the EnglishLab activities.

Because this course is designed with the purpose of improving your conversational skills, there will be many opportunities to practice the English words and phrases with your classmates!

Class Format

Classes will meet for 4 hours, 5 days a week. Each academic quarter, we will also have 2-3 class trips, where students can experience and practice their English skills in various cultural

Attendance

Students are required to attend 80% of each quarter's classes to maintain F-1 Visa status. You are allowed a maximum of 3 absences per quarter. Please let your teacher know if you know that you must be absent!

**This course adheres to the policies outlined in the Dessin Design College Catalog. For further information, see Attendance and Academics Policy.*

TEXTBOOKS

We use a total of 4 textbooks throughout our year long program. You are required to purchase these textbooks at the beginning of each quarter, which will be available at the Registrar's Office.

First & Second Quarters

Summit 1 (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2012.

Summit 1 Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2012.

Third & Fourth Quarters

Summit 1 (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2012.

Summit 1 Workbook (2nd Edition), by Joan Saslow and Allen Ascher. Copyright 2012.

GRADING, TESTS, & ASSIGNMENTS

The grading for each Academic Quarter will include the following:

- | | |
|---------------------------|-----|
| 1. Homework: | 15% |
| 2. 2 Quizzes | 20% |
| 3. 1 Midterm Exam | 25% |
| 4. 1 Final Exam | 25% |
| 5. 2-3 Oral Presentations | 15% |

The grading scale used for Dessin Design College's English as a Second Language and English as a Second Language Advanced is as follows:

Honor Roll	97%-100%
A=Excellent	90%-100%
B=Good	80%-89%
C=Satisfactory	70%-79%
D=Poor	65%-69%
F=Failing	00%-64%
I=Incomplete	00%
P/F=Pass/Fail	Credit/No Credit Assigned
W=Withdrawal from module	No Grade Assigned

Evaluation & Requirements of Students

Grades will be based upon class work, homework, exams, and attendance. Students passing to a higher level will receive a grade of C or higher; students who must repeat the level will receive a grade of D or lower. Students who do not fulfill the requirements of the class may be given an Incomplete.

ESL CALENDAR

Winter Quarter, 2013 (10 Weeks)

January 7 – March 19

Spring Quarter, 2013 (10 Weeks)

April 8 – June 17

Summer Quarter, 2013 (10 Weeks)

July 8 – September 16

Fall Quarter, 2013 (10 Weeks)

October 7 – December 18

Holidays and Observances

- **Jan 1** New Year's Day
- **Jan 21** Martin Luther King Day
- **Feb 18** Presidents' Day
- **May 27** Memorial Day
- **Jul 4** Independence Day
- **Sep 2** Labor Day
- **Nov 11** Veterans Day
- **Nov 28** Thanksgiving Day
- **Dec 25** Christmas Day

Dessin Design College updates this catalog & handbook annually.

Annual updates may be made by the use of supplements or inserts accompanying the catalog & handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog & handbook by statute or regulation are implemented before the issuance of the annually updated catalog & handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog & handbook.

"I certify that I have received the catalog & handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

Student Signature