The Mission of
ASA College is to educate a diverse and qualified student population to become responsible professionals committed to lifelong learning by equipping them with a firm academic foundation and career-specific competencies. ASA offers high-quality degree and certificate programs that respond to the needs of students and employers in a global economy. ASA faculty and staff are dedicated to maintaining professionalism and institutional integrity in a student-centered environment.
The contents of the ASA Student Handbook are subject to change. ASA reserves the right to modify, amend, or revoke any policies and procedures outlined within this handbook as administration deems necessary. Any changes effected will be published as addenda to the Handbook and will be available to the students on ASA’s website.
## ACADEMIC CALENDAR

### FALL 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 October, Mon</td>
<td>Annual Faculty Orientation for ALL Faculty.</td>
</tr>
<tr>
<td>7 October, Tue</td>
<td>Fall Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>13 October, Mon</td>
<td>Columbus Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>14 October, Tue</td>
<td>Late Registration Ends For Morn/Day/Eve Schedule.</td>
</tr>
<tr>
<td>16 October, Thu</td>
<td>Late Registration Ends For Weekend Schedule.</td>
</tr>
<tr>
<td>20 October, Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>27-30 November, Thu-Sun</td>
<td>Thanksgiving Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>5-16 January, Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>19 January, Mon</td>
<td>Martin Luther King Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
</tr>
<tr>
<td>20-25 January, Tue-Sun</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>26 January, Mon</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>27-29 January, Tue-WThu</td>
<td>3 Days For Rescheduling All Missed Or Cancelled Classes.</td>
</tr>
</tbody>
</table>

### SPRING 2015

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>9 February, Mon</td>
<td>New Faculty Orientation and Special Faculty Workshops.</td>
</tr>
<tr>
<td>10 February, Tue</td>
<td>Spring Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>16 February, Mon</td>
<td>Presidents’ Day. Classes Suspended. School Open - Faculty Professional Development Day.</td>
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<tr>
<td>19 February, Thu</td>
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</tr>
<tr>
<td>23 February, Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>3 April, Fri</td>
<td>Good Friday. Classes Suspended.</td>
</tr>
<tr>
<td>5 April, Sun</td>
<td>Easter Sunday. Classes Suspended.</td>
</tr>
<tr>
<td>27-8 April-May, Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>18-22 May, Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>26 May, Tue</td>
<td>Last Day Of Classes.</td>
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<tr>
<td>27-28 May, Wed-Thu</td>
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### SUMMER 2015

<table>
<thead>
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<tr>
<td>8 June, Mon</td>
<td>New Faculty Orientation and Special Faculty Workshops.</td>
</tr>
<tr>
<td>9 June, Tue</td>
<td>Summer Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).</td>
</tr>
<tr>
<td>15 June, Mon</td>
<td>Late Registration Ends For Morn/Day/Eve Schedule.</td>
</tr>
<tr>
<td>18 June, Thu</td>
<td>Late Registration Ends For Weekend Schedule.</td>
</tr>
<tr>
<td>22 June, Mon</td>
<td>Add/Drop Period Ends.</td>
</tr>
<tr>
<td>3-5 July, Fri-Sun</td>
<td>Independence Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>24-4 Aug-Sept, Mon-Fri</td>
<td>ORCS - Open Registration For Continuing Students.</td>
</tr>
<tr>
<td>5-7 September, Sat-Mon</td>
<td>Labor Day Weekend. Classes Suspended.</td>
</tr>
<tr>
<td>14-20 September, Mon-Fri</td>
<td>Review And Final Exam Week (All Projects/Assignments Due).</td>
</tr>
<tr>
<td>21 September, Mon</td>
<td>Last Day Of Classes.</td>
</tr>
<tr>
<td>22-23 September, Tue-Wed</td>
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<td>26-29 November, Thu-Sun</td>
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<td>4-15 January, Mon-Fri</td>
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<td>23 June, Thu</td>
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<td>27 June, Mon</td>
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</tr>
<tr>
<td>22-2 Aug-Sept, Mon-Fri</td>
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ASA is proud to have you join our ever-growing family. As you start your journey toward SUCCESS, here are some of ASA’s unique features that will make the road easier.

Our high-quality, hands-on programs are designed to provide you with a firm academic foundation and professional skills that will prepare you for your careers.

Our Faculty is comprised of dedicated professionals from the industry who will impart their expertise and experience to you with individual attention.

Our Student Advisors are always available to lend a sympathetic ear and a helping hand when you have problems or issues to resolve.

Our Learning and Writing Centers are organized to provide you with tutorial support at your convenience, if you ever need it.

Our Library and Resource Centers have a wealth of resources and highly qualified librarians who will provide you with help to fulfill your information needs.

Our Externship Department will find you an externship experience in one of our many company sites around the metropolitan area. There you will practice your acquired knowledge and skills to prepare for employment.

Our Placement Officers will work with you from the time you start your program to your graduation and beyond.

Students enrolling at ASA assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the college and to exclude those who are disruptive to the educational process. ASA students take upon themselves certain responsibilities and obligations, including satisfactory academic performance, and social behavior consistent with the lawful purposes of the college. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. All students are expected to know and abide by the code of student conduct. Ignorance of ASA’s rules and regulations is not an excuse for non-compliance.
Each Student Has The Right To:

- Confidentiality, when consulting with an advisor at ASA;
- Appeal grades, disciplinary action, and/or academic and placement decisions;
- File a complaint without fear of retaliation;
- Be referred to outside agencies, if help is requested;
- Receive additional academic support, if necessary;
- Review all personal academic and financial records;
- Have a resolution within a reasonable amount of time.

All students are encouraged to avail themselves of free tutorial services. Tutorials are conducted at the ASA Learning Center on the first floor of 383 Pearl Street in Brooklyn and on the fourth floor of One Herald Center at the Manhattan Extension Center. The tutorial schedule is posted at strategic areas around the college. Additional one-on-one sessions are also available at the student’s convenience. For more information, see your student advisor or contact the Learning Centers.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the ASA College (“School”) receives a request for access. A student should submit to the registrar, dean, head of the academic division, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Ad-
ditional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by ASA College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ASA College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ASA College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ASA College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office*
*U.S. Department of Education*
*400 Maryland Avenue, SW*
*Washington, DC  20202*

**The Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act is a federal civil rights law intended to protect qualified persons with disabilities from discrimination in employment, education, public services and programs, transportation, public accommodations, and telecommunications. The Federal regulations implemented by the ADA were designed to supplement and complement other Federal and State laws which protect persons with disabilities.

The ADA defines “disability” with respect to an individual, as: (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or (b) a record of such impairment; or (c) being regarded as having such impairment.

A substantial impairment is one that significantly limits or restricts a major life activity which includes, but is not limited to, hearing, walking, learning, seeing, breathing, caring for oneself, and performing manual tasks.

ASA College encourages qualified students with disabilities to fully participate in the community of ASA College. All faculty, staff, and administrators will actively support qualified students with disabilities in all of the college’s educational programs, services, and activities. ASA College prohibits un-
lawful discrimination against qualified students with disabilities. There are several on-campus programs that provide support and advocacy for persons with disabilities. Services are also available to assist faculty and staff in providing accommodations to students with disabilities. Employees and students with documented disabilities may request modifications, accommodations, or auxiliary aids by reaching the Director of Disability Services Mr. Bateman Harris at bharris@asa.edu. Please see Student Disability Services for more information.

**AIDS/HIV Policy Statement**

Current medical knowledge indicates that AIDS is a disorder which is not communicated through casual contact. AIDS substantially interferes with the life activities of those who contract it; and, hence is regarded as a disabling condition by ASA College. Since current College policy forbids discrimination on the grounds of disability, acts in violation of this policy by faculty/staff members or students against persons with AIDS/HIV is prohibited.

**Student Disability Confidentiality**

The Office of Student Disability Services has developed the following guidelines regarding confidentiality:

All disability-related information including documentation, medical records including HIV or AIDS status, correspondence, and accommodation records are considered confidential. ASA College and the SDS office have an obligation to maintain confidentiality on all disability-related information. Access to disability related Information within SDS is on a need-to-know basis and only for the purpose of assuring appropriate accommodations. SDS is prohibited by law from releasing any disability records or personal identifying information to any outside entity. The student may request, in writing, that information be released to specific persons or agencies by signing a “Release of Information” form.

**Leave of Absence**

A Leave of Absence refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in the student’s program. A student who is granted an approved Leave of Absence is considered to remain in an in-college status for Title IV loan repayment purposes. If, however, a student does not return from an approved Leave of Absence, the student’s withdrawal date is the student’s intended return date; and, the beginning of the student’s grace period is the date the student began the Leave of Absence. ASA will grant approval for a Leave of Absence subject to the following stipulations:

- Leaves must be requested in writing (dated, signed, and start/return dates indicated).
- Requests must be made prior to the Leave of Absence.
- Leaves must be approved by a college official.
- Leaves will only be granted at the conclusion of a semester.
- Leaves must be applied for and approved before the end of the add/drop period at the beginning of each semester.
- Leaves will be limited to one semester in a 12-month period.
- Students requesting a leave must report to the Financial Aid Office for counseling.
STUDENT RESPONSIBILITIES

Students are responsible for the following:

• Submission of immunization records to the Registrar’s office during the first 30 days of the first semester.
• When contacted by the Registrar for submission of appropriate documentation, students must cooperate fully and comply with such requests expeditiously.
• Reviewing their grades at the end of the semester on the student portal for the purpose of determining academic progress.
• Resolving outstanding grade issues within one semester of occurrence.
• Submitting a non-refundable application fee.

STUDENT CODE OF CONDUCT

Students who are enrolled in ASA College are obliged to conduct themselves in a manner that is in keeping with the functions of the College as an educational institution. Therefore, violations of the student code of conduct are subject to disciplinary action. Those actions can include warnings, disciplinary probation, suspension or dismissal from the college. Infractions of the student code of conduct are not limited to the following:

Student Identification

All students are required to wear the college ID card while on ASA College premises. At orientation, students will be invited to have their pictures taken for their ID cards. These cards will be processed and ready for pickup during the second week of each semester. After the third week of classes, no student will be admitted to class/laboratories/library without the college ID. Students must show their ID card to security when entering ASA buildings and/or floors, and must surrender the ID card to a college official upon request.

Behavior

At ASA College, we expect all members of our community to conduct themselves in a polite and professional manner. Any behavior (physical or verbal) that interferes with the College’s educational objectives, or is harmful to the safety of the ASA community, is subject to disciplinary action. These behaviors include, but are not limited to, making excessive noise; disorderly, lewd, indecent, or obscene conduct; expressions and inappropriate intimate behavior; disruptive conduct in the classroom, offices, and corridors; and, harassment of students, staff, or faculty.

Cellular Phone Usage

The use of cellular phones in academic and study areas of the college including but not limited to classrooms, libraries, laboratories and learning centers is prohibited. Cellular telephones should be turned off or set to vibrate during class sessions. Students are not permitted to take calls, send or receive text messages during class, or leave the classroom during scheduled class time to conduct a cellular conversation. Interruptions are counterproductive to the learning process and can be viewed as disrespect to the class. Exercise quiet courtesy when conducting a cellular conversation in the corridors outside of classrooms and offices;
and, keep the conversation brief.

**Standards of Proper Attire**

Students are encouraged to dress in a manner appropriate to the customary standards expected in a business environment; that is, a collared dress shirt with tie, slacks, and dress shoes for men, and conservative office attire for women. However, since ASA recognizes that this style of dress may present a financial burden to some students, we permit a more liberal standard of dress. Casual clothing (i.e., jeans, T-shirts, sneakers, walking shorts, and sandals) may be worn.

Under no circumstances however, may students wear any of the following attire while on college premises: tank tops, halter tops, cut-off jeans, low-waist/low wearing jeans, skin-tight attire, miniskirts, mini-shorts or any clothing that may be offensive or disruptive. Additionally, please be advised that computer labs are maintained at cooler temperatures which would be less than comfortable to students who are not wearing appropriate attire.

Students may not wear hats, du-rags or headphones, nor listen to portable or personal music units while in the college. Special attire such as lab coats or scrubs must be worn for lab/clinical courses. No open-toed sandals may be worn in the clinical labs. Any student who does not adhere to ASA’s dress code may be asked to leave the premises to change attire and/or be suspended from the college for noncompliance.

**Sexual Harassment**

Any form of sexual harassment is considered to be a violation of ASA College policy and a violation of Federal law. Sexual harassment is described as unsolicited, non-reciprocated behavior, including, but not limited to: unsolicited verbal comments and harassment; sexist remarks about a person’s body or sexual activities; touching, pinching, or unnecessary touching; subtle pressure or demands for sexual favors accompanied by implied or overt threats concerning employment or student status; and physical assault. Individuals who feel they are victims of sexual harassment should follow the College Grievance Procedure that is detailed in this handbook. ASA will investigate reported incidents confidentially and take any necessary action. Disciplinary actions include suspension or dismissal from the college, depending on the nature and substance of the grievance.

**Hazing**

Hazing is prohibited. Hazing is defined as an act that endangers the mental or physical health or safety of a student. Hazing also includes damaging or removal of public or private property, for the purpose of intimidation, initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, is prohibited. The college unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule of any member of our community.

**Academic Integrity**

The principles of academic integrity encompass standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the appropriate chairperson. Students are responsible for knowing the standards and adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors. One of the most important aspects of academic integrity concerns the just measure of each student’s academic ac-
complishments. For instructors to fairly assess each student’s academic performance, it is essential that the instructor be assured that the work used to evaluate that performance is genuinely the student’s own. While this handbook does not define academic dishonesty in exhaustive terms, the following types of behavior that defeat the intent of an examination or other class work are unacceptable to ASA College:

- Communicating (written, oral, or otherwise) with fellow students during an examination or quiz;
- Using notes, books, other written materials, calculators, or other aids (except when approved by the instructor);
- Providing or receiving information about the content of an examination;
- Attempting in any manner to benefit from the work of another student (such as copying from other students during examinations or copying other students’ projects or assignments);
- Having someone else take an examination for the student;
- Using other persons or services to prepare written work that is submitted as the student’s own;
- Using previously or concurrently submitted papers, projects or assignments written by other students;
- Submitting the same or very similar projects, papers, or assignments in different sections of multiple section courses by collaborating students;
- Submitting plagiarized work as the student’s own.

Academic dishonesty has the immediate consequence of a failing grade on the test, examination, term paper, project, or other assignment on which cheating or plagiarism occurred. Breaches of academic integrity can lead to the commencement of a disciplinary proceeding to determine whether the offending party should be reprimanded, censured, placed on disciplinary probation, suspended, or expelled. Instructors have the authority to impose all of the above rules and regulations. Any issues, complaints, or concerns will be handled by instructors. If they are unable to resolve the problem, the chain of command described in the section on College Grievance Procedure will be followed.

**Conduct in the Classroom**

Students are prohibited from personal visits while class is in session. Only students listed in the class roster will be allowed in class (guests, family members, children, pets, and other visitors are not allowed.) Discussions and activities that are not relevant to the class in session will not be tolerated. Disruptive behavior of any sort is prohibited anywhere in the college. Any offender will be liable for sanctions that can include suspension or dismissal. A detailed description of ASA’s Disciplinary Procedures is outlined in this handbook.

**Attendance**

Regular attendance to classes is essential for students to acquire quality training. Attendance is a component of the course grading requirements. In the case of a planned absence, the student has to advise the instructor of the projected dates, and ask for assignments to make up for the absence. When the absence is due to unforeseen circumstances, the student is advised to call the student advisor so that the instructors can be informed. Students are responsible for all that transpires in class whether or not they are in attendance. In all cases, responsibility for making up missed work rests entirely with the student. Grading requirements in many courses incorporate a minimum attendance requirement. Therefore, students who have attendance issues
should expect to receive a lower grade. Students absent in all scheduled courses for four consecutive weeks are in danger of being dismissed from their program of study.

**Drug and Alcohol Free Policy**
The following information is presented in compliance with the Drug-free Schools and Communities Act Amendments of 1989. In compliance with Federal regulations, ASA College is committed to providing a drug-free, healthy, safe, and secure workplace and environment, and has implemented a drug and alcohol abuse prevention program. The College will annually notify employees and students that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property, or as any part of College activity, is prohibited.

**Illicit Drugs Prohibited** - The unlawful possession, use, and distribution of illicit drugs on College property, or as any part of College activity, is prohibited. Criminal Penalties - A student or employee’s violation of this prohibition may result in arrest and conviction under applicable criminal laws of the United States, the State of New York, or local municipalities. Conviction may result in legal penalties.

**Sanctions imposed by the College** - Students and employees who violate the College’s policy against illicit drugs and alcohol are subject to sanctions imposed by the College which are consistent with local, state, and federal law and regulations. Such sanctions may include, but are not limited to, the offender’s expulsion from the College or termination of College employment, and referral to other authorities for prosecution. Disciplinary action against employees or students will be initiated in accordance with the College policy.

**Health Risks** - The following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: memory loss; depression; fetal alcohol syndrome; problem pregnancy; sclerosis; circulatory problems; insomnia; heart failure; respiratory arrest; cardiac arrest; seizures; coma; anxiety; paranoia; irritability; fatigue; mental illness; death.

**Available Assistance Treatment Programs** – While the College recognizes drug and alcohol dependency and/or the abuse of drugs and alcohol to be a major health problem, as well as a safety and security problem, it currently does not provide drug/alcohol counseling, treatment, or rehabilitation programs for students. However, many resources are available to employees and students seeking assistance with such problems in the community. As part of the College’s drug awareness program, literature and a list of available community drug counseling and rehabilitation services are available under separate cover.

**No Smoking Policy**
Consistent with responsibilities imposed by both the New York State Clean Indoor Air Act and New York City’s Smoke-Free Air Act, smoking is prohibited in the following public areas of the college:

- Hallways
- Stairwells
- Restrooms
- Elevators
- Classrooms
- Emergency Exit Areas
- Libraries
- Student Lounges
- Offices
- Lobbies and Reception Areas
- Locations containing commonly used equipment

Any student who is observed smoking in a prohibited area of the college or building will receive a verbal warning to extinguish his or her cigarette. After receiving one warning, students are subject to suspension for any further violation. Repeated violations can result in dismissal. Students wishing to smoke are to leave the premises and smoke outdoors.
Campus Security and Discipline Procedures

For the Campus Security Plan and crime statistics, please go to: http://www.asa.edu/securityreport.asp

The Director of Student Affairs is the administrative officer responsible for student discipline. Student disciplinary matters are evaluated within the framework of the Student Responsibilities and the Student Code of Conduct as described elsewhere in the Student Handbook at ASA College. Allegations of misconduct that are not resolved at the point of origin are reported to the Associate Dean for Student Affairs, who then initiates a review. This review is designed to offer affected parties ample opportunities to respond to charges. This review can include written and verbal statements from the parties involved, witnesses, security or other staff. Based on the findings, the Director of Student Affairs determines the resolution of the case, and if appropriate, imposes disciplinary consequences. Any appeal of this decision must be submitted in writing to the Campus Security and Discipline Committee within 72 hours of this ruling.

Warning
The student may be given a verbal or written warning when a violation occurs that is the student’s first offense and the student is cooperative. The student is also warned that continuation of misconduct in the future might lead to more severe disciplinary action. Warnings are used for the following breaches of conduct:
• Wearing of inappropriate dress in college. Any student repeatedly wearing provocative clothing offensive to other students or staff members after being warned may be suspended, marked absent for the missed hours, and subjected to any consequences incurred from such absences.
• Failure to adhere to the college’s standards of academic integrity during tests, quizzes, or examinations such as using notes or materials, talking to or copying from other students, and/or copying other student’s projects and assignments.
• Smoking in the building, in hallways, stairwells, fire exits or other areas.
• Eating or drinking in any classroom or lab (computer or medical).
• Using lab facilities instead of attending scheduled class.
• Using profanity of any form on the premises.
• Continuing to use a computer terminal which is needed for another scheduled class.

The Campus Security and Discipline Committee is charged with the responsibility to oversee, investigate, and impose disciplinary sanctions in all matters dealing with misconduct that adversely affects the pursuit of educational objectives. The Director of Student Affairs is responsible for implementing College Disciplinary Policies and referring cases to the Discipline Committee. Action taken may include any of the actions or penalties listed below. Cases involving disciplinary issues subject to sanctions of suspension or dismissal are referred to the Campus Security and Discipline Committee.

Disciplinary Probation
The student may be placed on this status when a major violation occurs involving a violation of law, the Code of Conduct, or the Dormitory Regulations. The student placed on this status will be on probation for at least the remainder of the semester in progress. The student will have to report to a college official while on disciplinary probation. Any violation of this status will result in more severe disciplinary action. In addition, at the discretion of
the Director of Student Affairs, Discipline Committee hearing at his/her discretion for serious disciplinary cases.

**Suspension**
The student may be suspended from the College by the Director of Student Affairs or the Chairperson of the Disciplinary Committee because of a major violation or repeated violations of the Code of Conduct. Suspension may be for a specified length of time and could include an entire semester. A penalty of suspension automatically results in exclusion from both locations and all College related activities during the period of suspension. Following official notification of suspension, students must vacate the College’s premises. Students may be suspended for 72 hours with or without warning for the following breaches of conduct:

- Abusing or defacing college property or the personal property of other members of the college community.
- Behaving disruptively in the classroom.
- Being frequently late for classes.
- Constantly asking questions which are irrelevant, tangential, or inappropriate to the material being discussed.
- Being unduly argumentative or contradictory.
- Talking to others in the class when the instructor or another student is talking.
- Frequently interrupting the instructor or other students.
- Reading non-subject related material (newspapers, magazines, paperbacks, etc.) during class.
- Trying to provoke other students to misconduct in the classroom, in other areas of the College, or at College related activities.
- Behaving inappropriately in any of the college’s offices on the college premises or in any of the buildings.
- Using another student’s or staff person’s computer ID.
- Theft of another’s personal, College, or other property.
- Threatening any member of the College community (which may also involve law enforcement).
- Sexual harassment or sexual assault (which may also involve law enforcement).
- Physical assault of any member of the College community (which may also involve law enforcement).

Student suspensions are reviewed by the Campus Security and Discipline Committee during 72 hours to determine whether there is a need for continuing the suspension or imposing any other disciplinary actions.

**Dismissal**
The student may receive a permanent dismissal from the College because of major or repeated violations of the Code of Conduct with no consideration for readmission. Appeals and/or the conditions for readmission will be decided by the Disciplinary Committee. Students will be dismissed for the following breaches of conduct:

- Possession, use or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance designed to harm or incapacitate;
- Being under the influence of alcohol while on the college premises.
- Using, selling, possessing or distributing drugs or other illicit substances.
• Acting violently and employing physical or verbal abuse or using profanity in any form on the premises.
• Engaging in sexual harassment or sexual assault.
• Improper use, destruction, or unauthorized removal of College property and/or the property of others.
• Setting off the fire alarm without good cause.
• Theft of another’s personal, College, or other property.
• Threatening any member of the College community (which may also involve law enforcement).
• Sexual harassment or sexual assault (which may also involve law enforcement).
• Physical assault of any member of the College community (which may also involve law enforcement).

College Grievance Procedure

The college and work environment is at its best when communications are clear and attitudes are positive.

The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any College employee, fellow student, or third party associated with the College in a fair and equitable manner. A student may use this procedure if s/he believes that an employee of the College, fellow student, or third party associated with the College has violated a College policy or has acted in a manner that is inappropriate or unfair to the student, which includes any student claims of discrimination on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation, as well as claims of sexual harassment.

Prior to undertaking an informal or formal grievance, a student is encouraged to resolve the complaint with the individual toward whom the grievance is directed. When this is not feasible, it is recommended that the informal procedure be followed. However, students are not required to follow informal procedures before a grievance is brought according to the College’s formal procedure.

Informal Procedure

Students are requested to follow the steps outlined below:

1. Discuss the matter with the individual(s) involved.

2. If a resolution is not reached after attempt at discussion with the individual(s) involved, or if the student chooses not to discuss the matter with the individual(s) involved, the student should discuss this matter with the employee’s supervisor (e.g., Department Director, Chairperson, etc. if the student grievance involves a College employee) who will attempt to mediate a resolution. In cases where a fellow student or third party is involved, the student should bring the matter to the attention of his/her student advisor who will attempt to mediate a resolution.

3. If the advisor, supervisor or chairperson cannot resolve the issue, the matter should be reported to the Associate Dean for Student Affairs who will gather information, communicate with all parties and attempt to mediate an informal resolution.

4. If the student is dissatisfied with the outcome, s/he can proceed with the formal grievance procedure.

Formal Procedure

If the matter is not resolved adequately, the student submits a written statement of the grievance to the ASA’s Grievance Com-
mittee through the Director of Student Affairs. The statement should provide an outline of the circumstances giving rise to the grievance, identification of the parties involved, and the location and date of the incident. Upon receipt of the written statement from the student, the chairperson of the Grievance Committee will gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days, (or as soon as reasonably possible) by the Chairperson of the Committee or his/her designee. Within 10 business days after the completion of the “fact-finding” stage, the Chairperson will convene the full Grievance Committee to hear the complaint and review the findings. The decision of the Committee will be sent to all the parties involved with a copy to the President of ASA College. This decision will include remedies (if any) that may be suggested by the Committee.

Every attempt will be made to fairly and appropriately resolve grievance. A fair and appropriate resolution does not mean that the student will like the results. However, if the student believes that the resolution is unfair or inappropriate, the student, and/or the subject of the grievance, may appeal the decision to the President of ASA within 10 business days of receipt of the decision. If, after the appeal, the student continues to have concerns that the issue has not been fairly and appropriately resolved, the student may contact the following agencies:

**US Department of Education**
400 Maryland Ave SW, Washington, D.C. 20202
(202) 401-2000
www.ed.gov

New York State Education Department
Office of College and University Evaluation
Education Building Annex, 5 EB, North Mezzanine
Albany, New York 12230
(518) 474-5851
www.highered.nysed.gov/ocue

Middle States Commission on Higher Education
3624 Market Street, Second Floor West
Philadelphia, PA 19104
(267) 284-5000
www.msche.org

For Medical Assisting students:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756
(727) 210-2350
www.caahep.org

For disputes involving Federal Student Loans contact the Federal Student Aid Ombudsman Group:

U.S. Department of Education
FSA Ombudsman Group
830 First Street, N.E., Mail Stop 5144
Washington, DC 20202
(877) 557-2575
www.studentaid.ed.gov
Computer Use and Electronic Communications Policy

The College has established this policy with regard to the use of the College’s computer equipment which includes the network and the telephone system (together the “System”).

This policy covers the general use of the System, including all activity using the Internet and the use, access, and disclosure of electronic communication messages and images created, sent, or received using the System.

Specifically, this policy covers all messages transmitted or received by telephone, voice mail, internal e-mail, and external e-mail, including chat rooms and instant messaging. In this policy “user” includes any student or employee of the College who uses or participates in the use of the System, as it is defined above. The College intends to enforce the policies set forth below and reserves the right to change them at any time as may be required under prevailing circumstances.

1. This policy is applicable at all times including class time, work time, break time, after hours and on weekends, and applies whether the user is on or off College premises during the use.

2. The System hardware is College property. All messages composed, sent, or received on the System are and remain the property of the College and are not the private property of any person.

3. The use of the System is reserved solely for the conduct of educational and business activities at the College. It is not for personal use. All messages sent shall contain accurate identification of the sender.

4. The System may not be used for outside commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

5. The System is not to be used to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered offensive are those which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone’s age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages which are fraudulent, harassing or obscene, and those which contain abusive, profane, or offensive language. Persons who wish to express personal opinions on the Internet must obtain their own user names on non-College owned systems.

6. The College reserves and intends to exercise the right to re-
view, audit, intercept, access, and disclose all uses of the System. The contents of electronic communications may be disclosed within the College or to law enforcement officials without the permission of the author.

7. The confidentiality of any message should not be assumed. Even when a message is erased from the System, it is usually possible to retrieve that message. Furthermore, the use of passwords for security does not guarantee confidentiality or privacy.

8. All users are responsible for seeing that the System and the Internet are separately and together used appropriately and in an effective, ethical, and lawful manner. The College has the right to determine what constitutes appropriate use of the System and the Internet. Listed below are inappropriate uses of the System, the Internet, and College networks:

a) Illegal activity or other non-college related purposes;
b) Advertising, commercial, and/or profitable purposes;
c) Order or purchase any type of merchandise or services in the name of the College, unless authorized;
d) Academic dishonesty;
e) Political lobbying;
f) Hate mail, chain mail, discriminatory remarks, and/or offensive or inflammatory communication;
g) Installation, distribution, reproduction, and/or use of copyrighted materials without permission of the copyright holder;
h) Access or download obscene or pornographic material;
i) Transmitting inappropriate language and/or profanity;
j) Transmitting material offensive and/or objectionable to the recipient;
k) Impersonation of another user and/or use of anonymity and pseudonyms;
l) Loading, downloading, or use of unauthorized games, program files, or other electronic media;
m) Destruction, modification, or abuse of networks, hardware, and/or software;
n) Allowing an unauthorized person to use an assigned computer or account, or revealing personal information, telephone numbers, addresses, etc. to other users of the networks;
o) Unauthorized hacking into any computer system, including College domains and network equipment;

9. Copyrighted materials or trade secrets belonging to entities other than this College may be used only for legitimate and lawful purposes. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the College and legal action by the copyright owner.

10. To prevent computer viruses from being transmitted through the System, there will be no unauthorized downloading or loading of any software.

11. Users shall not use a code, access a communication file, or retrieve any stored communication information on the System, unless authorized to do so. Users should not attempt to gain
access to another person’s messages without the latter’s permission.

12. Any person who discovers a violation of this policy shall notify the IT Department (phone 718-522-9073 Ext. 2166).

13. Any user who violates this policy or uses the System for improper purposes shall be subject to discipline, including dismissal in the case of an employee, and probation or dismissal in the case of a student; and in all cases, authorities may be notified.

14. A user shall be responsible for costs incurred and damage to the System resulting from his or her negligent, willful, or deliberate acts, and for costs and damages resulting from uses of the System in violation of this policy.

Withdrawal Process
Students who withdraw from courses for any reason must officially notify the College by completing a withdrawal form, available in the Registrar’s Office. The student’s last day of recorded attendance will dictate the percentage of Title IV funds earned by the student. If a student fails to withdraw officially, ASA will determine his or her withdrawal date no later than 30 days after the end of the term. The student’s last day of recorded attendance will dictate the percentage of Title IV funds earned by the student.

ASA College Refund Policy
This refund policy is effective for all student withdrawals dated on or after October 7, 2000 and supersedes all previously published refund policies. Tuition liability is based on the tuition charges for each term individually. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous term the student completed. For students receiving Title IV funds, ASA will first calculate the Return of Title IV Funds to determine the amount of Federal funds that have been earned by the student. Those funds will be applied to the student’s account. ASA will then apply the following liability to tuition: All term charges for fees, book and supplies will be assessed at 100%.

Return of Title IV Funds
Upon Student Withdrawal
As of October 7, 2000, ASA College is required by the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) to comply with the “Return of Title IV funds” for any student receiving Title IV funds who withdraws from any of our programs. This new requirement does not dictate an institutional refund policy. ASA College’s refund policy will follow the explanation of the “Return of Title IV Funds.” A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges. It is because these requirements deal only with Title IV funds that the order of return of unearned funds no longer includes funds from sources other than Title IV. Up through the 60% point in each payment period (term) at ASA, a pro rata schedule is used
to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

**Determination of Withdrawal**

Once ASA has determined that a student has withdrawn, the last day of recorded attendance is used to determine the amount of Title IV funds the student has earned. There are several types of withdrawal. For example, if a student who provides official notification in writing to the office of the Registrar, the date of ASA’s determination would be the same as the student’s written notification. For a student withdraws without providing official notification to the college, ASA will determine the withdrawal date no later than 30 days after the end of the payment period (term). The amount of Title IV funds earned by the student will be based on the last day of recorded attendance.

The date that ASA determines the student withdrew is used in the following circumstances:

- To offer any amount of a post-withdrawal disbursement that is not credited to the student’s account within 30 days of this date.
- If the student or parent submits a timely response that instructs ASA to make all or a portion of the post-withdrawal disbursement, ASA will disburse the funds within 90 days of this date.
- ASA will document and maintain a student’s last day of attendance.
- Within 30 days of this date ASA will notify a student if a grant overpayment is due.
- If ASA is collecting an overpayment, ASA must require repayment of the full amount of the overpayment within two years of this date.
- ASA will return the amount of Title IV funds for which it is responsible no later than 30 days after this date.
- The amount of aid disbursed as of this date is used to determine the amount of unearned aid that must be returned.

**Funds Included in the Calculation**

The calculations of earned Title IV Program assistance includes all Student Financial Aid (SFA) grant and loan funds that were disbursed or that could have been disbursed to a student. Federal Work Study (FWS) funds are not included in the calculation. In addition to aid disbursed, aid that could have been disbursed is also included in the calculation. Title IV aid that could have been disbursed is grant or loan funds for which the student meets the conditions for late disbursement. Note that the amount of Title IV funds that could have been disbursed does not include Title IV funds that the student was not otherwise eligible to receive at the time he or she withdrew.

**Order of Return of Title IV Funds**

The order of the return of Title IV Funds is as follows:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Perkins Loan • Federal PLUS Loans
- Direct PLUS Loans • Federal Pell Grant
- FSEOG • Other Title IV Assistance
<table>
<thead>
<tr>
<th>ASA OFFERS</th>
<th>PROBLEM AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>Course selection, scheduling, academic related matters, tutoring</td>
</tr>
<tr>
<td>Academic Chairpersons</td>
<td>Disputed grades, change of advisor, faculty matters</td>
</tr>
<tr>
<td>Admissions</td>
<td>Program offerings, re-matriculation, international student visas</td>
</tr>
<tr>
<td>Career Services and Alumni Affairs</td>
<td>Job search leads, job trends, employment preparation, career development</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Award letters, financial aid transcripts, loan repayment, work-study opportunities</td>
</tr>
<tr>
<td>Student Advisement</td>
<td>Scheduling tutoring, interacting with instructors, counseling, referral to outside agencies</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Tutoring in all subjects</td>
</tr>
<tr>
<td>Social Services Counselor</td>
<td>Problems with social service agencies (for example, public assistance)</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Tuition account status, payment plans, student refund checks</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Student rights, complaints, violations of the Code of Conduct, Phi Theta Kappa Honor Society</td>
</tr>
<tr>
<td>Registrar</td>
<td>Enrollment verification, change of addresses, change of program requests, official withdrawal, satisfactory academic progress, academic transcripts, diplomas, requests to view permanent records, auditing classes</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Assistance with writing projects</td>
</tr>
</tbody>
</table>
**Student Affairs**

**Location:** Brooklyn Campus, 81 Willoughby Street  
**Phone:** 718-534-0823 or 718-522-9073 Ext. 2138  
**Location:** Manhattan Campus, 1293 Broadway, 6th Fl.  
**Phone:** 212-672-6450  
**E-mail:** mbrowne@asa.edu  
**Hours:** Monday – Friday 9 a.m. – 6 p.m.  
**Acting Director:** Marcus Browne

**Functions:**  
Student Affairs promotes a campus climate that supports the intellectual, social, psychological, cultural, and physical development of all students. Student Affairs includes the development and management of services and programs related to student organizations, campus programming, student health and wellness, student disability services, athletics, student conduct administration, and campus safety.

**Student Advisement**

**Location:** Brooklyn Campus, 383 Pearl Street  
**Phone:** 718-522-9073 Ext. 2145  
**E-mail:** tkryzhanovskaya@asa.edu  
**Hours:** Monday – Friday 9 a.m. – 9 p.m.  
**Saturday:** 10 a.m. – 2 p.m.  
**Director:** Tatyana Kryzhanovskaya  
**Location:** Manhattan Campus, 1293 Broadway, 4th Fl.  
**Phone:** 212-672-6450  
**E-mail:** maesanchez@asa.edu  
**Hours:** Monday – Friday 9 a.m. – 9 p.m.,  
**Saturday:** 9 a.m. – 5 p.m.  
**Sunday:** 9 a.m. – 5 p.m.  
**Director:** Mae Sanchez

**Campus Advisement**

**Coordinator:** Sandra Lozano  
**E-mail:** slozano@asa.edu

**Functions:**
- Provide feedback to students regarding the attendance and academic progress of their classes.
- Intervene on issues by contacting individual students.
- Counseling students.
- Coordinate all tutoring activities.
- Provide other forms of academic support such as acting as a conduit between instructor and students.
- Point of contact for clearing any obstacles in pursuit of student academic goals.

**Student Disability Services**

**Location:** Brooklyn Campus, 151 Lawrence St.  
**Phone:** 718-522-9073 Ext. 2221  
**Location:** Manhattan Campus, 1293 Broadway, 7th Fl.  
**Phone:** 212-672-6450 Ext. 1429  
**E-mail:** bharris@asa.edu  
**Hours:** Monday – Friday 9 a.m. – 6 p.m.  
**Acting Director:** Marcus Browne

The Office of Student Disability Services (SDS) provides assistance and information pertinent to the directives of
the Americans with Disabilities Act (ADA). Students with any verifiable disability, visible or hidden, can qualify for services. They are afforded access to opportunities to participate in a barrier-free learning environment at ASA. Assistance includes arranging for reasonable accommodations and auxiliary aids so that these students can actively pursue academic studies.

Libraries

<table>
<thead>
<tr>
<th>Location</th>
<th>Brooklyn Campus, 151 Lawrence Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>718-534-0775 Ext. 2161</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:bstowe@asa.edu">bstowe@asa.edu</a></td>
</tr>
<tr>
<td>Hours</td>
<td>Monday – Friday 9 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Director</td>
<td>Brook Stowe</td>
</tr>
<tr>
<td>Location</td>
<td>Manhattan Campus, 1293 Broadway</td>
</tr>
<tr>
<td>Phone</td>
<td>212-672-6450 Ext. 1402</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:lperahia@asa.edu">lperahia@asa.edu</a></td>
</tr>
<tr>
<td>Hours</td>
<td>Monday – Friday 9 a.m. – 9 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday 10 a.m. – 3 p.m.</td>
</tr>
<tr>
<td>Librarian</td>
<td>Linda Perahia</td>
</tr>
</tbody>
</table>

The Arthur J. Hidalgo Library in Brooklyn and the Extension Center Library on the Manhattan campus serve the needs of the College’s educational programs by providing additional resources which support the many programs and courses offered as well as enhancing student learning in associated fields. The libraries’ collection of over 10,000 physical titles or 19,000 volumes, over 105,000 electronic books, and 23 full text electronic databases support all disciplines.

In addition, periodicals, professional journals, and Internet access provide major academic resources. The library maintains web pages which provide easy access to the library resources. Copy machines are available for student use. Both libraries are enhanced by study carrels, group tables and computer workstations. ASA’s MLS librarians provide a wide range of services to faculty, staff and students, including reference help to find information for research papers and assistance with electronic library resources, interlibrary loan and workshops on a variety of information subjects.

The ASA library was recognized as an Advanced Electronic Doorway Library by the New York State Education Department, the Board of Regents and the New York State Library, in recognition of the extensive collection of electronic resources which it makes available on campus or other locations such as home or workplace. ASA’s library is an affiliate member of the National Network of Libraries of Medicine, and a member of METRO and WALDO.

Learning Centers

<table>
<thead>
<tr>
<th>Location</th>
<th>Brooklyn Campus, 383 Pearl Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>718-522-9073 Ext. 2201</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:lursu@asa.edu">lursu@asa.edu</a></td>
</tr>
<tr>
<td>Hours</td>
<td>Monday – Friday 10 a.m. - 7 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday - by appointment only</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Lucretia Ursu</td>
</tr>
<tr>
<td>Location</td>
<td>Manhattan Campus, 1293 Broadway</td>
</tr>
<tr>
<td>Phone</td>
<td>212-672-6450 Ext. 1458</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:eakbacheva@asa.edu">eakbacheva@asa.edu</a></td>
</tr>
</tbody>
</table>
At ASA, we believe that every student is unique. Most of our students are nontraditional students who have come back to school to pursue an education that they let go in prior years. They come to us with different backgrounds, professional experience, strengths, learning styles, and skills. They also learn complex material at different rates. At the beginning of this new experience of student life, many students have temporary setbacks or special needs, which can be overcome by receiving timely and effective academic assistance and encouragement. The role of the tutoring is to provide individual assistance to students and enable them to become more confident active learners, and to achieve academic success.

Free tutoring service is a centrally organized program which coordinates individual, walk-in, or by appointment sessions, or group tutorials. It occurs in many subjects area. All tutorials are conducted by our dedicated Learning Center’s tutors and faculty members. Class instructors should set-up appointments to their own students. The tutoring data shows that students who use the Learning Center more often have higher grade point averages than less-frequent visitors.

Not all students who visit the Center need a tutor. Many of them need a quiet and professional place to study; and, our Learning Center provides this environment. Beside of our tutors’ help and assistance, students can use computers, can print, and have access to reference materials (textbooks, handouts, old tests, review tests preparation for midterm and final exams and etc.). Students are welcome and encouraged to come in small groups, to study together, to experience the beauty of group interaction and the feeling of belonging to the ASA student community.

**Writing Center**

**Location:** Brooklyn Campus, 383 Pearl Street  
**Phone:** 718-522-9073 Ext. 2212  
**E-mail:** bpease@asa.edu / mcain@asa.edu  
**Hours:**  
Monday–Thursday 9 a.m. – 5 p.m.  
Friday 10 a.m. – 4 p.m.  
Evenings - by appointment only  
**Coordinators:** Prof. B. Pease,  
Prof. Michael Cain

Located on the Brooklyn campus, the Writing Center is a state-of-the-art facility dedicated to helping students cope with the challenges they face as college-level writers. All of the Center’s activities are designed to meet the needs of the college’s diverse student population. The Center provides ASA students with a level of writing instruction, assistance, and encouragement that supports their academic development in class. Composition instructors bring their classes to the Center at least twice a semester to utilize its resources. In addition, students who need or want extra writing help can make an appointment for a consultation. In the afternoons, one-on-one and small group consultations are offered to students that are enrolled in composition classes.
Published authors, professional writers and scholars lead workshops and seminar discussions, which provide alternative forums for students to receive support in completing their writing assignments. The ASA Writing Center is an essential and vital part of the ASA community. It is a place where students are given the opportunity to learn in a seminar-style, innovative environment. The multi-media resources include computer workstations, and state-of-the-art audio/visual equipment. In addition, The Writing Center houses its own collection of reference books and other writing materials catalogued through the library. A coordinator and two full-time faculty members oversee the day-to-day operations of the Writing Center, lead the seminar discussions and decide on the content of the seminars, workshops, events and resource collection.

Much focus is placed on students who are doing college-level research for the first time. The seminars are alternative forums in which students can get the support needed to complete their writing assignments. In addition to being an intellectually stimulating and academically intensive space, The Writing Center also sponsors several cultural activities each semester. These activities include student poetry readings, a film series, and a writing contest. The Writing Center is also the home of Faculty Development Workshops for the college’s writing instructors. These workshops are designed to help them stay current in both the pedagogical and other aspects of the writing profession.

*Scheduled tutorial hours, drop-in hours, and class visit times are modified to meet student needs.

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**Computer & Medical Labs**

**ESL Computer Labs:**
- **Location:** Brooklyn Campus, 383 Pearl Street
- **Phone:** 718-522-9073 Ext. 2204
- **E-mail:** lmilman@asa.edu
- **Hours:** Monday – Friday 9 a.m. – 10 p.m.
- **Coordinator:** Leo Milman

**Computer Labs:**
- **Location:** Brooklyn Campus, 151 Lawrence Street
- **Phone:** 718-522-9073 Ext. 2154
- **E-mail:** mseryy@asa.edu
- **Hours:** Monday – Friday 9 a.m. – 10 p.m.
- **Coordinator:** Mikhail Seryy

Lab resources are scheduled to ensure that students are afforded extensive terminal time. The lab schedule is posted on the door of the lab. The lab staff is ready to assist students who have special projects. If one-on-one assistance in the lab is needed, speak to an instructor or to your department chairperson who will assign a tutor.

**Medical Labs:**
- **Location:** Brooklyn Campus, 81 Willoughby Street
- **Phone:** 718-522-9073 Ext. 2126
- **E-mail:** kcox@asa.edu
ASA has adopted the Universal Precautions published in the Medical Assisting Program Handbook as guidelines for students, faculty and staff working in the clinical laboratories. The complete text of these universal precautions is distributed to students every semester.

**Registrar**

**Location:** Brooklyn Campus, 81 Willoughby Street  
**Phone:** 718-534-0808 or 718-522-9073 Ext. 2044  
**E-mail:** mzinder@asa.edu  
**Hours:** Monday – Friday 9 a.m. – 8 p.m.  
**Director:** Mariana Zinder  
**Location:** Manhattan Campus, 1293 Broadway  
**Phone:** 212-672-6450 Ext. 1410  
**E-mail:** mbubis@asa.edu

**Hours:** Monday – Friday 8:30 a.m. – 8 p.m.  
Saturday 10 a.m.-2 p.m.

**Associate Registrar:** Mira Bubis

**Functions:**
- Maintains student records (grades, transcripts, attendance, etc.).
- Processes transfer of credits from other post secondary institutions.
- Schedules students for courses.
- Reviews Satisfactory Academic Progress.
- Processes Leaves of Absence for students in good standing.
- Processes transcript requests ($5.00 fee per copy for official transcripts).
- Completes forms for Day Care, Social Services, VA Department, Unemployment, etc.
- Processes change of programs, schedules and records changes in personal information.
- Provides diplomas and student copies of transcripts ten weeks after graduation date. (There will be a $10.00 handling fee for all diplomas requested by mail that must be paid prior to mailing and $5.00 fee for the Duplicate Diploma or Certificate).
- Compiles official documentation on student immunization, high-school/GED records and official transcripts from other colleges for transferability.
Financial Aid

Location: **Brooklyn Campus**, 81 Willoughby Street  
Phone: 718-534-0780 or 718-522-9073 Ext. 2028  
E-mail: vshtamler@asa.edu  
Hours: Monday – Friday 9 a.m. – 9 p.m.  
Director: Victoria Shtamler

Location: **Manhattan Campus**, 1293 Broadway  
Phone: 212-672-6457 Ext. 1026  
E-mail: lleon@asa.edu  
Hours: Monday – Friday 9 a.m. – 8 p.m.  
Coordinator: Lewis Leon

**Functions:**  
• Assists students with the financial aid application process.  
• Determines financial aid awards.  
• Assists students with application corrections.  
• Administers all Federal and State Aid programs.  
• Assures that all financial aid disbursements are made.

Detailed information regarding the Financial Aid programs, the application process and the programs offered at ASA can be found in the College Catalog.

Student Accounts

Location: **Brooklyn Campus**, 81 Willoughby Street  
Phone: 718-522-9073 Ext. 2048  
E-mail: akaplan@asa.edu  
Hours: Monday - Friday 9 a.m. – 9 p.m.  
Director: Anna Kaplan

Location: **Manhattan Campus**, 1293 Broadway  
Phone: 212-672-6450 Ext. 1098  
Hours: Monday - Friday 9 a.m. – 8 p.m.  
Coordinator: Inga Slobodnyuk

**Functions:**  
• Maintains student accounts.  
• Performs Bursar functions.  
• Provides account statements for all financial transactions at ASA with details about all money paid, grants and loans applied and any refunds made.  
• The check point to ensure that student accounts are up to date.

**Note:** Returned Checks - Students will be charged a non-refundable fee of $25 for all returned checks. Refer to the College Catalog for further information regarding payment plans and fees.

Career Services and Alumni Affairs

Location: **Brooklyn Campus**, 383 Pearl Street  
Phone: 718-522-9800  
E-mail: lwillis@asa.edu  
Hours: Monday - Friday 9 a.m. – 7 p.m.  
Vice President: Lesia Willis

Location: **Manhattan Campus**, 1293 Broadway  
Phone: 212-672-6451  
E-mail: claudiad@asa.edu  
Hours: Monday - Friday 9 a.m. – 7 p.m.  
Director: Claudia Drobchinskaya
Functions:
• Assists students and ASA alumni in the achievement of their career goals.
• Provide career development assistance that addresses various needs, such as choosing or changing majors, assessing interests, obtaining externships and jobs for active students.*
• Assist with ongoing placement activities and guides graduates in professional job search to obtain full-time employment within their field of studies*.
• Offers many services such as individual and group career counseling, workshops, mock interviews and job fairs.
• Promotes partnerships with students, alumni, faculty, and the business community.

Note: ASA College does not promise or guarantee employment to any student or graduate.

Externship Department
Location: Brooklyn Campus, 383 Pearl Street, 5th fl.
Phone: 718-522-9073 Ext. 2350
E-mail: bcohen@asa.edu
Hours: Monday - Thursday 9 a.m. – 7 p.m.
       Friday 9 a.m. - 6:30 p.m.
Associate Director: Brad Cohen

Bookstores
Location: Brooklyn Campus, 151 Lawrence Street
Phone: 718-522-9073 Ext. 2174

ASA Bookstore is easy, fast and convenient for your course materials purchases.
• Value pricing on textbooks and learning materials.
• Payment by voucher, cash or credit cards.

Athletics at ASA
Location: 151 Lawrence Street, 2nd fl.;
Phone: 718-522-9073 Ext.2309
E-mail: athletics@asa.edu
Hours: Monday – Friday: 10 am– 6 pm
Director: Ken Wilcox

Students can compete in intercollegiate athletics while attending ASA as full-time students. ASA offers 5 intercollegiate programs as a Division One member in the National Junior College Athletic Association (NJCAA). The teams are listed in order of start date: Men’s Basketball (2008), Women’s Basketball (2008), Men’s Soccer (2008), Baseball (2008), and Football (2009). Club programs are: Cheerleading (2008), and Dance (2008). ASA student-athletes know that athletic accomplishments are secondary to academic success. Each student-athlete is expected to meet academic requirements every semes-
ter and agree to academic monitoring. Progress reports are communicated between the athletic department and advisors. The Learning and Writing Centers are available for academic support and student-athletes are also offered other support services to help them achieve academic success. College athletics builds self-esteem, school and community spirit, and regional and national recognition. Scholarships are available to those who qualify. Visit the Athletic Department for any additional information.

**Clubs and Student Activities**

ASA offers students a variety of activities that complement their academic experiences at the college. The college encourages students to take advantage of the services offered through the following offices: Student Advisement, Student Affairs, Academic Advising, Counseling, Social Work and Personal Services.

The Director of Student Affairs works in conjunction with the Learning Centers, the Writing Center, Placement and Career Services to bring workshops, clubs and activities to ASA students.

ASA has a variety of student clubs that include: The Criminal Justice, Technology, Drama, Drama/Poetry, Conversation Clubs and Peers for Careers and Hot Jobs Workshops. ASA is host to the Beta Rho Chi Chapter of the Phi Theta Kappa International Honor Society (the largest two-year college honor society). It is open to students who display extraordinary academic achievement as exemplified by a cumulative grade point average of 3.75 and the completion of at least 12 credits at ASA.

Through the Student Affairs Office, ASA provides a forum where students discuss issues affecting their academic and social needs and concerns. Students also explore solutions to issues such as child care, relationship concerns, women’s health, domestic violence, social services, career planning, time management, and self-esteem development and empowerment.

**Distance Learning at ASA**

**Location:** 151 Lawrence Street, 3rd fl.
**Phone:** 718-534-0820; 718-522-9073 ext. 2231
**E-mail:** dl@asa.edu
**Hours:** Monday – Friday: 9 am– 6 pm
**Coordinator** Latisha Blount

ASA College offers students the opportunity to take online courses after the first semester of their first academic year. Online courses are offered in all subject areas and require a GPA of 2.5 or better. Online courses may be in conjunction with traditional on-campus courses or independent of the latter. Students are required to participate in four (4) out of the seven (7) days for a minimum of three hours per week to complete the weekly assignments and to participate in the weekly discussions. For further information, speak to your ASA counselor or the Distance Learning Department to determine if online courses are appropriate for you.
The New York City Human Resources Administration of the Department of Social Services can help you with issues related to food stamps, Medicaid (public health insurance), child care and financial assistance for utilities. Listed below are telephone numbers that are related to some of the services of the Human Resources Administration.

INFO LINE | 877-HRA-8411
HIV/AIDS SERVICES ADMINISTRATION | 212-971-0626
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (INCLUDING CHILD SUPPORT SERVICES) | 888-208-4485
DOMESTIC VIOLENCE AND EMERGENCY INTERVENTION HOTLINE | 800-621-4673
HOME CARE PROFESSIONALS | 800-628-5972
HUNGER HOTLINE | 866-888-8777
MEDICAID MANAGED CARE HELPLINE | 800-774-4241
ADULT PROTECTIVE SERVICES | 212-630-1853
FAIR HEARINGS | 800-342-3334

To make a Freedom of Information Law (FOIL) request, please send a written request to:
The Human Resources Administration
180 Water Street, 17th floor, New York, NY, 10038
attn: Freedom of Information Officer

External Sources of Assistance:

1. Domestic Violence Services:
   i. Sanctuary for Families: 212-349-6009
   ii. Safe Horizon: 800-621-HOPE (4673)
   iii. Brooklyn Family Justice Center: 718-250-5116
      350 Jay Street 15th Floor, Brooklyn, NY 11201

2. Substance Abuse Services:
   i. New Directions: Alcohol and other drugs treatment facility: (718) 398-0800
      202 Flatbush Avenue, Brooklyn, NY 11217-2177
   ii. Interfaith Medical Center: Chemical Dependency Outpatient Services: 718-613-4000
      1545 Atlantic Avenue, 3rd Floor, Brooklyn, NY 11213
   iii. Anchor House, Inc: Substance Abuse Treatment specifically for women: 718-771-0760
      1041-47 Bergen Street, Brooklyn, New York 11221
3. HIV/AIDS Services:
   i. Brooklyn Aids Task Force: 718-596-3635
      25 Chapel Street, Rm: 605, Brooklyn, NY 11201
   ii. Housing Works Women’s Health Center: 718-907-6230
       57 Willoughby St., Lower Level, Brooklyn, NY 11201
   iii. HIV Law Project: 212-577-3001
        15 Maiden Lane, 18th Floor, New York, N.Y. 10038
   iv. Department of Health Chelsea Clinic: 877-364-8191
       303 9th Ave. (28th St.) 2nd Floor
       Free HIV and STD Testing.
       HIV testing is anonymous or confidential. Clinic opens
       at 8:30am M-Fri (line up at 8:00am to get a number)
       or call HIV hotline at 800-825-8448

4. Homeless Services:
   i. The Gathering Place: Homeless Drop in Shelter
      2402 Atlantic Avenue
      Subway: A to Broadway Junction
   ii. HELP Women’s Shelter (Women)
       116 Williams Avenue (between Liberty Avenue and
       Glenmore Avenue), Brooklyn, New York
       Subway: C to Liberty Ave.
   iii. Project Rescue Drop-In Center: 315 Bowery St.
       New York, NY
       The center will provide 24/7 services to as many as 117
       street homeless individuals a day. Street homeless men
       and women will be able to receive meals, showers, clean
       clothes, on-site medical care including OB-GYN exami-
       nation and HIV testing, access to detoxification and long-
       term care.

5. Ex-Offender Services:
   i. Ready, Willing and Able: The Doe Fund: 718-622-0634
      520 Gates Avenue, Brooklyn, NY 11216
   ii. Girls Reentry Assistance Support Program (GASP):
       718-250-3804
       350 Jay St., Brooklyn, NY 11201
   iii. CAMBA Prison Re-entry Program: 718-287-2600
       Program provides reentry assistance & employment
       placement to individuals.

6. Gay Lesbian Services:
   i. The Lesbian, Gay Bisexual & Transgender Community
      Center: 212-620-7310
      208 West 13th Street, New York, NY 10011
   ii. Brooklyn Lesbian Youth Sisters: 718-622-2910
       Weekly support groups for Lesbian and Bisexual Young
       women.
       119 West 24th Street, New York, NY 10011

7. Food/Hunger:
   i. NYC Toll Free Hunger Hotline: 866-888-8777 (24hours).
      NYC hunger hotline provides referrals for individuals and
      families to go to a neighborhood food pantry in Manhattan,
      Brooklyn, the Bronx, Queens and Staten Island.
   ii. Food Bank of New York City: 212-566-7855
       39 Broadway, New York, NY 10006
   iii. New York City Coalition Against Hunger: 212-825-0028
       16 Beaver Street, 3rd Floor, Brooklyn, NY 10004
Childcare Facilities

NYC Administration For Children’s Services

NYCACS’s Division of Child Care and Head Start oversees the largest municipal childcare system in the country and provides quality child care and Head Start services to approximately 75,000 children and their families during the course of the year. ACS does not directly operate childcare programs. Most children are served through contracts with hundreds of private, non-profit organizations that operate childcare programs in communities across the city. Children – ages two months through 12 years- are cared for either in group childcare centers that are licensed by the Department of Health or in the homes of childcare providers that are registered by the Department of Health. ACS also issues vouchers to eligible families that may be used to purchase care from any legal childcare provider in the city.

For comprehensive information about day care programs or to apply for child care, please call 311.

Another way for students to find out about a list of services being offered in the City of New York is to go online and visit ACCESS NYC. You can visit this service at www.nyc.gov/accessnyc. ACCESS NYC is a free online service that helps you learn about benefits and programs available to people who live in New York City. There are three simple steps:

1. Go online, visit ACCESS NYC and use the website in any of 7 languages.

2. Answer questions - Provide information about you and your family. The types of questions include: Household members, Income, Resources, Expenses, Employment, and Housing. ACCESS NYC uses your answers to determine benefits and programs you might be eligible to receive. The personal information that you enter is not viewed by anyone except you.

3. Take action - Once you know which programs you and your family might qualify for, ACCESS NYC gives you the information and tools to take action. You can:
   a. Learn how to apply for each program.
   b. Find out what documents you need to apply.
   c. Print application forms and instructions.
   d. Search for the office locations and search for child care facilities that are in your zip code.

Student Advisement offices can assist students with the use of ACCESS NYC. The Student Advisement office has discovered that the wide range of benefits information available through ACCESS NYC was just as important in supporting the health of students and their families. To learn more go to the websites homepage, scroll down to the INFORMATION area and click on (Find out more about the Programs Available in ACCESS NYC). For additional support with child care please come to the Student Advisement office and ask for the NYC CHILDREN’S SERVICES CHILDCARE binder. The binder contains all of the contracted child care programs (arranged by borough and zip code).
<table>
<thead>
<tr>
<th>Downtown Brooklyn</th>
<th>Manhattan, Bronx, Queens</th>
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</thead>
<tbody>
<tr>
<td>Brooklyn Friends School Pre-School</td>
<td>1332 Fulton Ave Day Care site #1</td>
</tr>
<tr>
<td>375 Pearl St.</td>
<td>1332 Fulton Ave, Bronx, NY, 10456</td>
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<tr>
<td>(718)852-1029</td>
<td>718-378-1330</td>
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<tr>
<td>Brooklyn Friends School-Family Center</td>
<td>Bronxdale Nursery &amp; Kindergarten</td>
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<tr>
<td>375 Pearl St.</td>
<td>1065 Beach Ave, Bronx, NY, 10472</td>
</tr>
<tr>
<td>(718)852-1029</td>
<td>718-991-8315</td>
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<tr>
<td>Brookwood CC-EC &amp; Family Center</td>
<td>Betances ECDC</td>
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<tr>
<td>25 Washington St.</td>
<td>528 E 146th St., Bronx, NY, 10466</td>
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<tr>
<td>(718)596-5555</td>
<td>718-665-1100</td>
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<tr>
<td>Brooklyn Heights Montessori School</td>
<td>Community Day Care Center</td>
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<tr>
<td>185 Court St.</td>
<td>126-10 111 Ave., Queens, NY, 11420</td>
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<tr>
<td>(718)858-5100</td>
<td>718-843-7144</td>
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<tr>
<td>Duffield Children’s Ctr HS</td>
<td>E.C.L.C. of Queens, Inc.</td>
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<tr>
<td>101 Fleet Place</td>
<td>71-25 Main St., Queens, NY, 11367</td>
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<tr>
<td>(718)522-5296</td>
<td>718-268-7085</td>
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<tr>
<td>Farragut Children’s Center</td>
<td>First Presbyterian Academy</td>
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<tr>
<td>32 Navy St.</td>
<td>896 Central Ave., Queens, NY, 11691</td>
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<tr>
<td>(718)875-7555</td>
<td>718-327-2400</td>
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<tr>
<td>Helen Keller services for Blind, Children’s Learning Center</td>
<td>Earth Angels Kiddy Center Inc.</td>
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<tr>
<td>57 Willoughby St.</td>
<td>81-05 101st Ave., Queens, NY 11416</td>
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<tr>
<td>(718)522-2122</td>
<td>718-843-0275</td>
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<tr>
<td>Imagine Early Learning Center</td>
<td>Arch Central Park Etc.</td>
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<tr>
<td>50 Monroe Place</td>
<td>15 W. 65th St., New York, NY, 10023</td>
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<tr>
<td>(718)624-7520</td>
<td>212-831-7373</td>
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<tr>
<td>Innovative Learning Center</td>
<td>Bank Street Head Start I/T</td>
</tr>
<tr>
<td>50 Monroe Place</td>
<td>113 E. 13th St., New York, NY, 10003</td>
</tr>
<tr>
<td>(718)624-7520</td>
<td>212-979-0244</td>
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<tr>
<td>Kiddie Korner Pre-School</td>
<td>Basic Trust</td>
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<tr>
<td>117 Remsen St.</td>
<td>225 W. 99th St., New York, NY, 10025</td>
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<tr>
<td>(718)596-4840</td>
<td>212-222-6602</td>
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<tr>
<td>Law Memorial CCC</td>
<td>Beginnings a Toddler Program Ltd.</td>
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<tr>
<td>176 Johnson St.</td>
<td>130 E. 16th St., New York, NY, 10003</td>
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<tr>
<td>(718)237-0944</td>
<td>212-228-5679</td>
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<tr>
<td></td>
<td>Brearley School</td>
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<tr>
<td></td>
<td>60 E. 83rd St., New York, NY, 10028</td>
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<td></td>
<td>212-744-8582</td>
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</tbody>
</table>
CLOSING WORDS

This is the first day of positive change in your life. It starts with your attitude and shows in how well you do your job. It is the level of pride you take in trying to do your best. It is about setting personal and professional goals. It is the level of importance you place on getting the assignments done and on time. It is the energy you give and share. It is ultimately the dedication towards your career goal that will make you succeed.

You are now a college student ready to face the challenges, excitement, and experience of learning. A wise man once said that a person lives as long as s/he continues to LEARN. Prepare for the day when you march across the stage at your graduation ceremony thinking, “I REALLY DID IT.”

Most students find they have to make changes in their lifestyle now that they are committed to college. You are not alone; everyone makes sacrifices to accomplish goals. At ASA, we are available to assist you and support your efforts.

The vision of ASA College is one that has guided its development from its inception: to become an institution that offers students a full range of opportunities to improve their lives and realize their dreams. ASA is a college that is widely recognized for its high academic standards and the excellence of its graduates.

After successfully completing your program, you will find that you have gained well-deserved confidence in yourself and your accomplishments. ASA graduates are successfully employed all over the New York – New Jersey region and beyond. It is sincerely hoped that you, too, will meet with success and become a part of the growing roster of employed ASA graduates. Watch for new notices and announcements that will be posted throughout your enrollment at ASA. Read the college catalog, other pertinent publications, and information that will keep you informed during your studies at ASA. And, check your ASA e-mail account daily!!
ASA’s Manhattan Campus is conveniently located in the heart of midtown, at the intersection of 34th Street and Broadway, across from Macy’s and one block from the Empire State Building. It is easily accessible by public transportation with quick connections to Penn Station and Grand Central Terminal.

**Trains:**
- 34th Street & 8th Avenue: A C E LIRR
- 34th Street & 7th Avenue: 1 2 3 LIRR
- 34th Street & 6th Avenue: B D F N Q R V W
- Lexington Avenue

**Amtrak, New Jersey Transit**

ASA’s Brooklyn Campus is conveniently located in the MetroTech downtown business area, not far from Borough Hall and adjacent to Fulton Mall. It is well served by subway and bus and only a few minutes from Manhattan.

**Trains:**
- Lawrence St./Metrotech Station: R M
  - Borough Hall: 4 6 2 3
  - Jay Street/Metrotech Station: A C F
  - Hoyt Street:
  - Dekalb Avenue:

**Buses:**
- Fulton Mall & Bridge Street: B25, B26, B38, B52, B61, B67, B75