



**PARENT
ORIENTATION
GUIDE
2022**

WELCOME PARENTS AND FAMILIES

WELCOME PARENTS AND FAMILIES

Welcome to the FIDM/Fashion Institute of Design & Merchandising campus and community. We are excited to share in your experience watching your student journey into their career through the college process. FIDM sees this as an empowering experience that gives students the skills and experiences to become professional, creative, ethical, and culturally aware citizens. During this transition, students must learn to balance the demands of academia with social influences and must adapt to new environments, routines, and expectations. Most students make this transition successfully and are able to enjoy their independence while balancing increased responsibilities. However, students will never outgrow the need for supportive parents. By offering your student the guidance necessary to seek out accurate information, critically think through the decision-making process, and accept the responsibility of their actions, you will be teaching the most precious lesson.

“The greatest gifts you can give your children are the roots of responsibility and the wings of independence.” – Denis Waitley, Best-Selling Author and Productivity Consultant

Our hope is that this Parent Orientation Guide will provide you the necessary information to support and advise your student throughout their FIDM experience.

Sincerely,



Barbara Bundy
Vice President of Education



Sheryl Rabinovich
Dean of Education
Chairperson of General Studies

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Note: While every effort is made to ensure its accuracy, the provisions in this Guide are under ongoing review and are not regarded as legally binding by the college. The college reserves the right to make changes from time to time affecting policies, fees, curricula, and other matters announced in this or any publication. Statements in this and other publications do not constitute a contract.

GENERAL

INFORMATION

MISSION STATEMENT, ACCREDITATION

FIDM MISSION STATEMENT

FIDM's engaging learning environment and rigorous programs of study develop graduates who become leaders in the industries of global design and business. Under the guidance of faculty who are industry professionals, FIDM students learn to strategically integrate design thinking with technology, producing work that is grounded in critical and creative thought. FIDM Graduates embrace cultural diversity and ethical choice while advancing the well-being of their communities.

ACCREDITATION

FIDM/Fashion Institute of Design & Merchandising is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), a United States Department of Education recognized accreditor located at 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501 (510.748.9001).

FIDM's art and design programs are also accredited by the National Association of Schools of Art and Design (NASAD), a United States Department of Education recognized accreditor located at 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190 (703.437.0700).

FIDM is a private institution licensed by the California Bureau for Private Postsecondary Education (BPPE), a consumer affairs agency open to the public and located at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 (916.574.8900).

FIDM is approved by the California State Approving Agency for Veterans Education (CSAAVE) and by the Bureau for Private Postsecondary Education (BPPE) for the training of veterans, and by BPPE for the training of individuals certified as eligible for services by the California Vocational Rehabilitation Administration.

FIDM is a member of the American Council on Education (ACE), and the Council on Higher Education Accreditation (CHEA). Information about FIDM's accreditation is available from the FIDM Dean of Academic Development (213.624.1200).

FIDM is authorized under Federal law to enroll non-immigrant students. For more information, see the F-1 Visa - International Students section of the FIDM College Catalog, International Student Orientation Guide, or FIDM.edu (under Admissions - International Students – Frequently Asked Questions).

FIDM certifies that all courses numbered 1000 and higher are collegiate level and recommends acceptance for transfer to the California State University system and other universities and colleges.

ACADEMIC CALENDAR

WINTER 2022

Orientation	January 4-5, 2022
First Day of Class	January 6, 2022
*Martin Luther King, Jr. Day	January 17, 2022
*President's Day (Observed)	February 18, 2022
Last Day of Class	March 21, 2022

SPRING 2022

Orientation	April 5-6, 2022
First Day of Class	April 7, 2022
*Spring Break	April 15-17, 2022
*Memorial Day	May 30, 2022
Last Day of Class	June 18, 2022
Graduation	June 21, 2022

SUMMER 2022

Orientation	July 5-6, 2022
First Day of Class	July 7, 2022
* Labor Day	September 5, 2022
Last Day of Class	September 19, 2022

FALL 2022

Orientation	October 3-4, 2022
First Day of Class	October 5, 2022
* Veterans Day (Observed)	November 9, 2022
* Thanksgiving Recess	Nov. 24-27, 2022
Last Day of Class	December 17, 2022

**College is closed*

STUDENT RIGHTS

Title IX Policy

FIDM is committed to providing a work and school environment free of unlawful harassment, discrimination, and retaliation. FIDM policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex, military, or veteran status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law.

In accordance with Title IX of the Education Amendments of 1972, FIDM does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. FIDM also prohibits Sexual Harassment (as defined in FIDM's Title IX Policy) committed against persons in the United States as part of its education program or activities.

If a student believes that they have experienced or witnessed Sexual Harassment (including Sexual Violence), discrimination or retaliation, FIDM encourages the student to notify the Title IX Coordinator as soon as possible after the incident. A report can also be made to the police. The criminal process is separate from FIDM's Grievance Process.

The Title IX Coordinator coordinates FIDM's efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing FIDM's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

FIDM's complete Title IX Policy is in FIDM's most recent Annual Safety and Security Report available on FIDM's website <http://fidm.edu/en/about/policies+disclosures/general+information/>.

Any person can report sex discrimination, Sexual Harassment (including Sexual Violence) or retaliation, whether or not the person reporting is the alleged victim. Reports can be made in-person, by mail, telephone, or email, using the Title IX Coordinator contact information below.

FIDM Title IX Coordinator & Deputies

Lisa Davis Title IX Coordinator; Executive Assistant to the Vice President, Education	ldavis@fidm.edu	213.624.1200 x3017
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Kim Wetzel Executive Director, Human Resources ADA 504 Compliance Coordinator	kwetzel@fidm.edu	213.624.1200 x3530
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Student Academic Grievance

The student academic grievance process aims to provide a prompt and equitable resolution for any student who believes a college decision or action was unfair or has adversely affected their status, rights, or privileges. The student must make a reasonable effort to resolve the issues on an informal basis. Within 30 days, the student must meet with the Department Chairperson or the Education Department and may be required to complete a written statement about the grievance. If there is no satisfactory resolution, the student then forwards the written statement to the Dean of Academic Development, who will submit the statement to the Ad Hoc Committee on Student Concerns. This committee acts as advisor to the Dean of Academic Development, who is responsible for final resolution of the problem. For further information or copies of the Student Academic Grievance Procedure, contact the Office of the Dean of Academic Development.

Student Housing Grievance

The student housing grievance process aims to provide a prompt and equitable resolution for any student who believes a decision or action by FIDM Housing has adversely affected their status, rights, or privileges. The student must first make a reasonable effort to resolve the issue on an informal basis with the Resident Advisor. If there is no satisfactory resolution, the student(s) should provide a written statement about the grievance to the FIDM Housing staff. The FIDM Housing staff may arrange a meeting with the student(s) for further investigation of all grievances filed. Should a student concern remain unresolved, the student then forwards the written complaint to the Vice President of Admissions who will consult with the FIDM Housing Committee and provide a final resolution.

Grade Appeal

Students may appeal a final grade during the subsequent quarter and not beyond such time. The student contacts the instructor to discuss how the final grade was determined. If no resolution is achieved, the student may go to the Education Department to fill out the Grade Appeal Petition form. The appeal will be reviewed, and the student will be notified of the petition results within three weeks.

Students' Education Records & FERPA Policy

Student files reside permanently on the system database. Transcripts are generated on demand.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FIDM/Fashion Institute of Design & Merchandising fully complies with FERPA regulations.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." In accordance with FERPA, students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the Institute fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-5920

Students who wish to inspect and review their records may do so by submitting a written request to the Vice President of Education. An appointment for the student to review the requested record will be made within 45 days of the request; a college official will be present at the time of review. FIDM will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by FIDM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom FIDM has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for FIDM.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, FIDM may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at FIDM includes the following: student’s name, address, FIDM email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), degrees, honors and awards received. Students may request that such directory information not be released by notifying the Vice President of Education in writing. In an emergency, FIDM may need to disclose directory information on students that provide general contact information. However, more specific information may be disclosed in a health or safety emergency where additional student information should be disclosed to appropriate parties.

A complete copy of the policy is available upon request from the administrative office.

Disability Accommodations & Grievance Policy

1. Statement of Non-Discrimination and Accommodation

- a. FIDM/Fashion Institute of Design & Merchandising does not discriminate on the basis of disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of FIDM, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and the Americans with Disabilities Act (42 U.S.C. § 12182) (“ADA”) and their related statutes and regulations.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA 504 Compliance Coordinator, who has been designated to coordinate the efforts of FIDM to comply with Section 504 and ADA.

The ADA 504 Compliance Coordinator is Kim Wetzel, 919 South Grand Avenue, Los Angeles, California 90015; 213.624.1200, x3530; kwetzel@fidm.edu.

2. Requests for Accommodation

- a. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA 504 Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA 504 Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, they are required to direct the student to the ADA 504 Compliance Coordinator.
- b. The ADA 504 Compliance Coordinator will provide a student or applicant with a Request for Accommodation Form.
- c. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. FIDM may request additional documentation as needed. FIDM may, at its discretion, waive the requirement for medical documentation to support accommodation requests that relate to obvious impairments.

In general, FIDM does not consider an Individualized Education Program ("IEP") as sufficient medical documentation to evaluate the need and reasonableness of potential accommodations. However, we will consider a current IEP (less than three years old) as reasonable medical documentation for students who request the following accommodations: (1) a test reader or (2) a quiet place to take a test. Any other requested accommodation(s) will require medical documentation completed by a qualified professional in the area of the student's disability, as specified in the chart located within this policy.

- d. After the ADA 504 Compliance Coordinator receives the Request Form and the required documentation, they will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- e. The ADA 504 Compliance Coordinator will maintain a list of all students receiving accommodations and will coordinate the implementation of those accommodations with each student's instructors at the beginning (or in advance) of each quarter.
- f. Students may file a grievance using the Grievance Process below or may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
- g. FIDM will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA 504 Compliance Coordinator will be responsible for such arrangements.

3. Grievance Process

- a. FIDM has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b. Any person who believes they have been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. FIDM will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c. Procedure:
 - i. Grievances must be submitted to the ADA 504 Compliance Coordinator, Kim Wetzel, 919 South Grand Avenue, Los Angeles, California 90015; 213.624.1200, x3530; kwetzel@fidm.edu. Grievances must be submitted to the ADA 504 Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
 - ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
 - iii. The ADA 504 Compliance Coordinator (or their trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA 504 Compliance Coordinator will maintain the files and records relating to such grievances.

- iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA 504 Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA 504 Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
- v. The person filing the grievance may appeal the decision of the ADA 504 Compliance Coordinator by writing to the Vice President of Education Barbara Bundy, 919 South Grand Avenue, Los Angeles, California 90015; 213.624.1200 x 3000; bbundy@fidm.edu, within 15 days of receiving the ADA 504 Compliance Coordinator's decision. The Vice President of Education shall issue a written decision in response to the appeal no later than 30 days after its filing.
- vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
- vii. FIDM will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

Directory Information

FIDM may release directory information, including the student's name, address(es), telephone numbers(s), major, current enrollment status, dates of attendance, degrees (including date and level of distinction), details about participation in officially recognized activities, and name of the most recent school attended by the student. This information may be released to prospective employers, in media releases, in announcements of scholarships and awards, and for similar purpose approved by the college administration. The student may request that directory information be withheld by notifying the Vice President of Education in writing.

Student Work

FIDM is proud of the work produced by its students and reserves the right to photograph, publish, display, or retain work created by students and alumni. Final projects must be picked up no later than the first two weeks of the next quarter. After that time, the projects become the property of FIDM.

Consumer Information

Any questions or unresolved problems concerning the college or its faculty and staff should be forwarded in writing to the Dean of Academic Development at 919 South Grand Avenue, Los Angeles, CA 90015.

STUDENT CONDUCT & RESPONSIBILITIES

STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational mission of the college. Below are important policies, which FIDM must enforce in order to maintain a safe and compliant environment for all faculty, staff, and students.

Alcohol & Substance-Free Environment

FIDM is committed to the well-being of its students and maintains alcohol and drug abuse policies and programs consistent with the Drug-Free Schools and Communities Act (DFSCA). FIDM strictly forbids the unlawful manufacture, distribution, possession, or use of illicit drugs and alcohol is strictly prohibited on FIDM's property or as part of any FIDM officially sponsored off-campus activities as well as the remote learning environment. Notwithstanding state and local laws, Marijuana is a Schedule I Controlled Substance under Federal Law and is included and covered by this policy. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students and staff on FIDM property or at any of its officially sponsored activities. Violation of this policy may result in immediate dismissal from academic programs or college-related employment. The FIDM campus is smoke-free environments. Smoking includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. Information on substance abuse programs, prevention awareness, and all other counseling services is available upon request and in the Annual Safety and Security Report on FIDM's website at <http://fidm.edu/en/about/policies+disclosures/general+information/>

Academic Honesty & Falsifying Information

All academic work submitted by a student must be original work. Purchasing papers or using a tutor who re-writes the majority of a paper (essentially becomes the author of the paper) is considered cheating and may result in suspension from FIDM. Cheating or academic dishonesty includes, but is not limited to, all forms of giving or getting unauthorized help or using unauthorized materials on examinations and projects. Plagiarism, a form of cheating, involves obtaining or attempting to obtain academic credit by copying the words or ideas of another (from a book, magazine article, or website, for example) and passing them off as one's own without documentation - that is, without acknowledging the source with quotation marks, footnotes, and lists of works cited. Claiming credit for artistic work done by someone else, such as an artwork, photos, a painting, drawing, or design is considered plagiarism. Cheating and plagiarism are cause for formal counseling. Students who cheat or plagiarize will receive a zero "0" on the assignment and may be subject to further disciplinary action. Violations of the academic honesty policy are reported to the Department Chair designate or the Education Department. Falsifying information, including by not limited to information submitted to obtain financial aid, is strictly prohibited.

Conduct

FIDM is committed to a collegiate environment in which respect for others and proper conduct is demonstrated. Hateful language, including profanity, racial, gender, or religious slurs is contrary to FIDM policy, may be a violation of state and/or federal laws, and is in direct opposition to a positive education environment. FIDM promotes a professional environment free from hostility and does not tolerate harassing, bullying, intimidating, or threatening behavior or communication. Any violation will result in

disciplinary action, including suspension of services and/or privileges or dismissal. Students must conduct themselves in a mature and professional manner while in the classroom, on campus, using any online or offline platform to complete FIDM coursework or off campus participating in a college-endorsed internship program or college related activities.

Eating and drinking are not permitted in FIDM's classrooms, computer labs, halls, Library, or elevators. Excessive talking, rudeness, or class disruptions will not be tolerated. Electronic devices (mp3 players, mobile phones, etc.) are considered disruptive and must be turned off during class time and in any environment in which other students are studying, researching, or gathering for educational purposes, unless permitted by an instructor or designated staff member. In addition, FIDM respects the student's right to individual expression through dress and appearance; however, we ask that they exercise discretion in regard to their choices to reflect a professional college student that does not cause undue attention or interfere with the educational process.

Harassment & Discrimination Policy

FIDM is committed to providing a safe learning and working environment for members of the campus community that is free from all forms of unlawful discrimination, harassment, exploitation or intimidation. FIDM prohibits unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, sexual orientation, age, national or ethnic origin, disability, veteran status or any other characteristics or condition protected by federal, state or local law. Conduct of the type that is prohibited may not rise to the level of a violation of law, but is still a violation of FIDM policy. Violation of this policy will result in appropriate disciplinary action, up to and including disqualification from school. Prohibited conduct includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis. Examples include: inappropriate remarks, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remarks and/or stereotypes. If a member of the campus community believes they are a victim of prohibited discrimination, harassment, or retaliation, they may file a complaint with their Department Chairperson or the Office of Human Resources. FIDM will take immediate action to investigate if the incident has occurred. If so determined, the College will eliminate the discrimination, prevent its recurrence, offer remedies that address its effects and cooperate with any criminal investigation, separate from the College investigation.

Campus Safety & Access

FIDM is committed to the safety of its students, faculty, and staff. Students are prohibited from bringing firearms, hover boards, electronic skateboards, and any other motorized board or vehicle onto the FIDM campus. Illegal weapons or threatening gestures with an object that can be used as a weapon will lead to immediate dismissal.

Students are required to wear their valid FIDM Student Photo Identification cards where visible while on FIDM premises. FIDM Student Photo ID cards may not be altered, copied, or forged and are non-transferable. If a student is discovered loaning or altering a FIDM Student Photo ID card, that card will be confiscated and the student will face a mandatory appointment with the Dean of Education.

Campus access is restricted to posted hours of operation. Only registered students are permitted in the classroom. Authorized guests/visitors are allowed on campus with prior approval and notification to Security from FIDM Staff for college business purposes (i.e., guest presenter, authorized vendor, campus meeting, etc.). All authorized visitors are required to check-in with the security desk to obtain a guest/visitor pass. Students and faculty are not permitted to bring family, friends, or business acquaintances on campus.

Damaging or Defacing FIDM Property

Any student who damages, defaces, vandalizes, or destroys FIDM property, including but not limited to library materials, computers, elevators, restrooms, parking structure, etc., will be dismissed from the college. All types of spray mount adhesive and spray paint are prohibited from use on the FIDM campus.

Solicitation/Distribution

The solicitation and distribution to students of non-FIDM materials and the use of the college facility for non-FIDM business purposes are prohibited. Posting flyers, pamphlets, posters, or other means of advertising on the walls or bulletin boards and selling products on campus are not allowed.

STUDENT RESPONSIBILITIES

FIDM Student Travel Policy

The Study Abroad Department requires that students who participate in college-related travel to submit a passport or driver's license/ID card upon enrollment. International students may need a visa to travel. Students are responsible for determining their status and obtaining a visa, if necessary, prior to their trip. Some travel programs may require that students purchase short-term medical coverage in order to participate. Additional travel documents must be completed prior to departure.

Institutional Governance Participation

FIDM/Fashion Institute of Design & Merchandising's Board of Administration formally approves institutional policies. FIDM's approved policies are available in print. FIDM has maintained a practice of policy review by the Board of Administration for over thirty years. Policy changes generally result from regulatory action at the city, county, state, or federal level. In addition, changes may result from suggestions from within the FIDM community, or be a response to issues that arise on campus or actions taken by the Faculty Council. These policies are presented to the Board of Administration for review by the Office of Human Resources. If the policy is approved, it is then implemented and presented to supervisors. All FIDM policies and the procedures for implementing the policies are reviewed annually or as needed.

Preparation & Study

FIDM values the importance of learning, preparation, and study. It is the responsibility of the student to keep up with the assigned readings and homework and to manage their time. A minimum of two hours preparation for each hour in class is recommended for research and study time outside of class.

Satisfactory Academic Progress (SAP)

FIDM requires students attending the college to make reasonable progress toward the completion of their educational objective. All students are expected to maintain a minimum 2.0 grade point average (3.0 for students in the Master's program) and complete a specified minimum number of units each quarter. Students who fail to meet FIDM's Satisfactory Academic Progress requirements may lose their eligibility for financial aid and/or veterans benefits.

Updating Contact Information

It is the student's responsibility to provide current contact information to the college. Students can make the following changes:

- Cell and home telephone numbers, mailing address, and email can be updated in the Student Advisement Office and the Financial Services Department or requests can be made through the FIDM Portal.
- Name change can be updated in the Financial Services Department by presenting a current Driver License, State Identification Card, Passport, or any certified legal document with the name change.

EDUCATION

DEPARTMENT

SUPPLEMENTS

ACADEMIC INFORMATION & POLICIES

Parent Orientation

This program is designed to welcome parents to the FIDM community by providing a brief introduction to FIDM, accreditation, academic expectations and rigor, college policies, and campus safety.

Orientation

All new students are strongly encouraged to attend Orientation, during which they meet their Department Chairperson and are given information about the college facilities, student services, and college policies, including grading, coursework, and job placement. In addition, students become familiar with Student Activities and the importance of becoming involved.

Success Seminar Program

Success Seminar is a required program for all first-time college students; however, students with previous college experience are also encouraged to attend. Making a smooth transition into college life is an important step towards achieving success. The seminar teaches techniques to help improve study skills, time management, stress management, and online research skills. It provides a chance to get to know FIDM students, faculty, staff, and other first-quarter students.

Financial Clearance

Financial clearance is the initial step in the process leading to registration for classes each quarter. All students must complete financial clearance through a Fiscal Counselor in the Student Financial Services Office. Typically, this process may include:

- Making all scheduled tuition and fee payments per their schedule of payments, including any adjustments
- Fulfilling other non-tuition financial obligations such as library fines and other book charges
- Requesting financial aid (if applicable), completing and turning in all information or other documentation requested by the student's Financial Aid Officer
- Resolving issues with other departments that are non-tuition related obligations such as I-20 status or leave of absence paperwork

New Student Registration

New students register for classes before the beginning of their first quarter or on Orientation Day with assistance from Admissions and the Education Department. Students then submit their schedules to the Registrar for final approval.

Continuing Student Registration & Late Registration

Registration for each upcoming quarter takes place during the latter part of the previous quarter.

First Week of Class

In order to hold an enrolled place in class, students must be present at the start of the first class session.

Attendance

FIDM does not take attendance and attendance does not have any direct effect on a student's final grade; however, attending class regularly does have a positive effect on a student's experience and overall performance. FIDM highly encourages students to attend classes regularly in order to be most successful.

Prerequisites

Prerequisites are preliminary courses covering information that is required prior to enrolling in another course.

Student Academic Load

International students must attend a full course of study, or at least 12 units per quarter for undergraduates. Exceptions are made when a student needs less than 12 credits to complete a course of study.

Additional Courses

Additional charges are applied when the student exceeds the number of units for an enrollment agreement. Students who change their major and complete courses that do not apply to the new major are required to complete an additional enrollment agreement for the extra units. Any student who retakes a course with a passing grade (D- or better) is responsible for full course cost, and required to complete an additional agreement for the units and course-related resource fees.

Adding & Dropping a Class

For classes that meet the entire quarter, students have the first two weeks to add or drop a class. Charges for any dropped class(es) will be removed from the student's tuition account and the class(es) will not appear on their transcript.

After the drop period, Education Department approval is required to withdraw from a course which would result in a grade "W" on the transcript. Students will be charged full tuition and fees when they re-register.

If the student has not been withdrawn from a course by the last day of week six, their final grade will be based on the points earned on all assignments accepted by the instructor throughout the quarter, and in many cases, that final grade may be an "F." Students will have to re-register and pay tuition and fees for any courses they fail to complete.

Students must acquire all required course materials before classes start. Books and supplies may be purchased at the FIDM Store on campus or at thefidmstore.com.

Independent Study

To qualify for Independent Study, a student must have a strong background in the subject matter or a valid reason determined by the college, and a 3.0 grade point average at FIDM. Qualified students are allowed one Independent Study during their program; however, for special circumstances as determined by a Chairperson, additional Independent Studies can be granted. Independent Study is typically available during the second year and must be approved by the Department Chairperson or the Education Department and the instructor.

Credit for Academically Relevant Experience(CARE)

In some cases, students may challenge courses by participating in the Credit for Academically Relevant Experience (CARE) program. Information and application forms are available to students from the Education Department. Documentation of equivalent skills, employment, military training or subject matter expertise acquired through independent learning is required.

Approval from the Dean of Academic Development is required before credit (15 units maximum) can be awarded. Students may appeal adverse decisions with the Vice President of Education. There is a \$350 fee for each 3-unit course accepted through the CARE program.

Residency Requirements

Residency is the number of units that are required to be taken at FIDM to complete a degree.

Degree	Residency Requirements
Associate of Arts (A.A.)	45 units
Professional Designation (A.A.)	30 units
Advanced Study	45-48 units
Bachelor of Science (B.S.) <i>Apparel Technical Design, Beauty Business Management, Business Management</i>	45 units
Bachelor of Arts (B.A.) <i>Design, Digital Cinema, Digital Marketing</i>	45 units
Bachelor of Arts (B.A.) <i>Professional Studies</i>	30 units
Bachelor's Degrees – for qualified transfer students Creative Industry Studies Other transfer-qualified Bachelor's degrees	54 units 73 units
Master of Business Administration (MBA)	46 units

Transfer of Coursework

Coursework taken at another accredited college will be considered if there is an equivalent course at FIDM that is required for a specific major and the grade on a course already completed elsewhere is a grade of Pass or a minimum grade of C- (70%). Students must request a transfer credit evaluation from the Education Department before or during the first quarter of attendance at FIDM. Applicants for veterans benefits must be evaluated prior to attending the first class. All documentation of transferred work must be submitted and evaluated prior to the start of the student's second quarter so the student can select the correct classes. Transcripts must be official (stamped and signed by the Registrar of the college previously attended). They become a part of the student's academic file and are not returned or copied for distribution. If a course was transferred in to FIDM but the student enrolled in that class, once brought to the attention of the college, a grade of "W" will replace the grade earned and the transfer class stands. Students currently registered in a class for which the prerequisite course was waived, or equivalent units were transferred from another institution, must go to their Department Advisor because books and supplies may need to be purchased for the transferred course. FIDM also accepts students holding prior degrees for upper division transfer into selected programs. Check with an Admissions Advisor to confirm eligibility.

Transfer to Other Colleges

How credit for a course at FIDM transfers to another educational institution depends on how that college or university will accept the course and how clearly defined a student's transfer goal is. Students who wish to explore their transfer options should consult with FIDM's Articulation Officer. Students graduating from FIDM must complete the graduation requirements for their specific degree. FIDM requirements, however, do not necessarily meet all lower division or general education requirements for other colleges.

FIDM currently maintains articulation agreements with selected colleges with the intent of enhancing a student's transfer opportunities. Articulation is the planned, documented pathway between two or more colleges or universities and their academic programs. Articulation agreements are also called transfer agreements, transfer guides, and transfer pathways by various audiences.

For assistance in applying to graduate school after completing a FIDM Bachelor of Science and/or Bachelor of Arts program, contact FIDM's Articulation Officer to discuss the necessary requirements and application procedures.

Internships

Internships are opportunities for students to combine academic training with employment in fields related to their course of study. To qualify, students should meet with a Career Coach, must maintain a minimum 3.0 grade point average, have proof of medical insurance, and be in the second, third, or fourth year of a FIDM undergraduate degree. Students enrolled in Professional Designation, Bachelor's, and Master's degree programs are eligible to apply for internships after their first quarter. Internships must be secured and paperwork completed prior to the end of the quarter preceding the internship's start date (e.g., by the end of winter quarter for an internship starting in spring.) To receive academic credit, students must confirm their plans with their department prior to applying and will be asked to complete specific coursework. International students may be eligible to complete internships, subject to federal/state regulations, if they qualify for FIDM's Curriculum Practical Training (CPT) program.

Honor Roll/President's Honor Roll

Students in any quarter with a minimum of 12 units who obtain a grade point average of 3.5 will be placed on the Honor Roll. If students earn a grade point average of 3.95 in any quarter with a minimum of 12 units, they will be placed on the President's Honor Roll.

Academic Freedom

Faculty members are free to teach and discuss the facts and ideas within their curriculum which they believe to be in accord with available evidence, and to examine unpopular or controversial ideas in the classroom teaching when appropriate to course content.

Incomplete Grades

Students receiving a grade of Incomplete (“I”) must complete the coursework during the following quarter or by a specified date determined by the Education Department or instructor. An Incomplete will be given only in cases involving extreme personal difficulties that prevent the student from completing a final project or taking the final examination. Students must be in good standing with a “C-“ grade or better, to qualify for an Incomplete grade. If by the end of the following quarter the coursework has not been completed, the “I” is automatically changed to an “F.” Incomplete grades cannot be completed once a grade of “F” is assigned.

Repeat Courses

Any student who fails a required class must repeat that course in order to graduate. Students will be charged full tuition and fees when they re-register for the class. In most cases, course books and supplies may be used when repeating the class. If any of the course books or supplies in a subsequent quarter have been changed, the student is responsible for purchasing the new items.

All repeats must be completed at FIDM. General Studies (GNST) courses may be an exception with the approval of the Department Chairperson. Credits for GNST courses that have been approved to be taken elsewhere are transferable for failed courses; however, the “F” earned at FIDM remains as part of the cumulative GPA. Federal financial aid may be received for only one repeat of a class for which a student has received a passing grade (“D-”or better).

Academic Disciplinary Procedures

Students are expected to maintain a 2.0 grade point average at all times. In order to graduate, a student must earn a cumulative GPA of at least 2.0. Failure to do so will result in the additional cost of class(es) to raise the GPA to 2.0.

FIDM academically disciplines students who fail to maintain the standard 2.0 cumulative grade point average, as follows:

Academic Disciplinary Stages	
Academic Warning	quarterly GPA falls below a 2.0, but the cumulative remains 2.0 or higher
Academic Probation*	cumulative GPA falls below a 2.0
Academic Dismissal**	cumulative GPA falls below a 2.0 while on Academic Probation. Student must apply for reinstatement.
Academic Disqualification	quarterly and cumulative GPA below 2.0 in any quarter subsequent to reinstatement

**While a student is on probation and earns at least a 2.0 GPA for the quarter but the cumulative is still below a 2.0 GPA, the student will remain on probation.*

***To be reinstated, students must submit a letter to the Education Department explaining their academic record and requesting readmission. A final decision is determined by the College Review Board. Once approved to return from dismissal, the return is expected within a year or the student will be subject to an additional meeting with the College Review Board.*

Withdrawal & Leave of Absence

Each academic program is considered an uninterrupted sequence. If it becomes necessary for a student to withdraw or take a leave from the college, a Leave of Absence/Withdrawal Form must be completed with the Student Advisement Office. An Approved Leave of Absence may be taken for only one full quarter. Any student taking an unapproved leave of absence or withdrawing from the college after the second week of class will need to repeat the class and will be charged full tuition and course-related fees when they re-register for the class. If any books and/or supplies have changed for the repeated class when the student ultimately takes it, the student will be responsible for their purchase. Students on a Leave of Absence are eligible to receive assistance from the Career Center. Students receiving a Cal Grant award must notify the California Student Aid Commission (<http://mygrantinfo.csac.ca.gov/>) of their Leave of Absence or they will lose their award.

Regarding a refund: A refund will be calculated when a student either withdraws from all classes or takes an unapproved leave of absence. When a refund is calculated based upon a student's leave of absence, it is the student's responsibility to reapply for all financial aid prior to returning to the college.

Fees:

- FIDM Transcript * \$9.00
- Late registration fee (if form is returned late) \$25.00
- Additional/Replacement diploma fee \$15.00
- Additional 3-unit class Variable cost based on major
- Credit for Academically Relevant Experience (CARE) (per 3-units) \$350
- Non-sufficient funds check charge \$25
- Developmental Writing Tuition and fees at the prevailing rate
- Exchange Program Application \$350

- **Repeating a Passing Course** – Students who repeat a course in order to improve their grade point average (GPA) will be charged tuition and fees at the prevailing rate

*A signed request and fee must be sent to the Registrar's Office. Allow a minimum of five working days for processing transcripts.

PROGRAMS OF STUDY

PROGRAMS OF STUDY

FIDM prepares students for the global industries of Fashion, Visual Arts, Interior Design, and Entertainment. Our graduates enter the market as highly trained professionals, ready to make a contribution. We offer Associate of Arts, A.A. Professional Designation, A.A. Advanced Study, Bachelor's, and Master's Degree programs designed to enhance a variety of educational backgrounds. Every program leads to a degree. Our curriculum is strategically designed, developed, and updated, to work in synergy with the industry. Our reputation among renowned companies worldwide is a testament to the success of our approach.

Associate of Arts Degree Program

Associate of Arts Programs are designed for students who have a high school diploma or the recognized equivalent. These programs offer the highly specialized curriculum of a specific major, as well as a traditional liberal arts/general studies foundation:

- Apparel Industry Management
- Beauty Marketing & Product Development
- Digital Marketing
- Digital Media*
- Fashion Design *
- Graphic Design *
- Interior Design *
- Merchandise Product Development
- Merchandising & Marketing
- Visual Communications *

Associate of Arts Professional Designation Degree Program

Professional Designation Programs are concentrated programs for individuals who hold an accredited degree from a U.S. college or university, a certified international Bachelor's or higher degree, or have completed at least 45 semester units of transferable academic coursework at an accredited college. These are programs of intensive study in one of the college's specialized majors and culminate in the Associate of Arts degree. These programs complement prior educational experiences. Programs are offered in the following majors:

- Apparel Industry Management
- Beauty Marketing & Product Development
- Digital Marketing
- Digital Media *
- Fashion Design *
- Graphic Design *
- Interior Design *
- Merchandise Product Development
- Merchandising & Marketing (also available online in some states and internationally)
- Visual Communications *

Acceptance to the Professional Designation Program is contingent upon:

U.S. Students:

1. Possession of a degree from a regionally-accredited college or university, or
2. Official transcripts from a regionally-accredited college or university showing successful completion of at least 45 semester units of transferable academic coursework.
3. Associate of Applied Science degrees (AAS) and degrees granted by nationally-accredited institutions require transcript review to verify academic preparation and number of credits earned in liberal arts subjects.

International Students:

1. A certified International degree equivalent to an accredited U.S. Associate's, Bachelor's, or Master's degree.
2. TOEFL score of 183 (computer-based) or 65 (internet-based) -OR- passing score on FIDM's Essay and English Placement Exam.

Associate of Arts Advanced Study Degree Program

Associate of Arts Advanced Study Programs develop specialized expertise in the student's unique area of study. Admission is open to candidates who possess a prior FIDM degree in a related discipline. Programs are offered in the following majors:

- The Business of Denim +
- Fashion Design *
- Film & TV Costume Design *+
- International Manufacturing & Product Development
- Menswear *+

(+ Open to qualified transfer students with a degree in a related field.)

Bachelor of Arts Degree Program

All Bachelor of Arts Programs are open to students who have earned an Associate of Arts degree in a related major. Creative Industry Studies also welcomes applicants who have completed their state's transfer curriculum or at least 45-60 semester units of transferable academic coursework. Programs are taught on campus and select courses are also available online in some states and internationally. Please contact FIDM Admissions or a FIDM Advisor for more specific information about qualifying degrees and pathways.

- Creative Industry Studies
- Design*
- Digital Cinema*
- Digital Marketing

Bachelor of Arts in Professional Studies Degree Program

The Bachelor of Arts in Professional Studies Program is open to students who have earned an Associate of Arts degree and an Associate of Arts Advanced Study degree from FIDM. Courses are taught on campus and select courses are also available online in some states and internationally.

Specializations are:

- The Business of Denim
- Fashion Design *
- Film & TV Costume Design *
- International Manufacturing & Product Development
- Menswear *

Bachelor of Science Degree Program

All Bachelor of Science Programs are open to students who have earned an Associate of Arts or Associate of Science degree in a related major. Courses are taught on campus and select courses are also available online in some states and internationally. Please contact FIDM Admissions or a FIDM Advisor for more specific information about qualifying degrees and pathways.

- Apparel Technical Design
- Beauty Business Management
- Business Management

Master of Business Administration Program

The Master of Business Administration Program is designed for students who hold a Bachelor's degree from FIDM or another accredited college. Courses are taught on campus.

Distance Education

FIDM offers selected educational opportunities through distance education. Colleges offering the opportunity to take classes outside of their state must be authorized, or exempt from authorization by each state in which they offer those courses. No assumptions of availability should be made on the part of the student until checking with FIDM's Admissions or Student Advisement Departments.

English as a Second Language

To enroll in classes at FIDM, students must have a minimum TOEFL score of 183 CPT or 65 IBT or pass the FIDM Essay and English Placement Exam. For students whose placement exam scores indicate the need for further practice in written English, FIDM offers a Developmental Writing course with emphasis on essay writing and grammar.

General Studies

The mission of the General Studies Department is to enhance the academic performance of students through a cohesive program of core classes in English, critical thinking, speech, math, history, economics, color and design, and in art history and textile science for certain majors. To promote ethical and global awareness and to facilitate the development of responsible and productive citizens, FIDM draws upon the rich cultural heritage of its diverse faculty, student body, and community, and incorporates these values through several courses in the curriculum.

One-on-One Advisement

One-on-one advisement is available to students from other FIDM Majors to consider eligibility for special admissions to some Associate of Arts Advanced Study and Bachelor's Degree programs. Contact the appropriate department chairperson.

Consumer disclosures

For more information about the completion rate, educational debt, and earnings of students who attended these programs, go to <http://fidm.edu/en/about/policies+disclosures/gainful+employment+disclosures/>

** All FIDM Art and Design majors are accredited by NASAD. FIDM is accredited by WASC Senior College and University Commission.*

WITHIN THE CLASSROOM

CLASS HOURS

	Class Begins	Class Breaks	Class Ends
1 or 3-Unit Classes	8:30 a.m.	9:30 a.m. - 9:45 a.m.	11:15 a.m.
	12:00 p.m.	1:15 p.m. - 1:30 p.m.	2:45 p.m.
	3:30 p.m.	4:30 p.m. - 4:45 p.m.	6:15 p.m.
	7:00 p.m.	8:00 p.m. - 8:15 p.m.	9:45 p.m.

	Class Begins	Class Breaks	Class Ends
6-Unit Classes (or 3-Unit/ 6 Hour Classes)	8:30 a.m.	9:30 a.m. - 9:45 a.m. 11:15 a.m. - 12:00 p.m. 1:15 p.m. - 1:30 p.m.	2:45 p.m.
	12:00 p.m.	1:00 p.m. - 1:15 p.m. 2:45 p.m. - 3:30 p.m. 4:30 p.m. - 4:45 p.m.	6:15 p.m.
	3:30 p.m.	4:30 p.m. - 4:45 p.m. 6:15 p.m. - 7:00 p.m. 8:00 p.m. - 8:15 p.m.	9:45 p.m.

Books & Supplies

In order to best meet the educational requirements of its programs, FIDM provides, for sale, the books and supplies necessary for success in each course for which the student is enrolled. After registration, all books and supplies may be purchased online at www.thefidmstore.com or at The FIDM Store. Students **MUST** acquire all required course materials by the first meeting of each class. Students who attend the first week of class unprepared may be dismissed from the class and unable to return until all course materials are acquired.

Books & Supplies Return:

Students who drop a class may return the complete course kit of books and supplies no later than the last day of the drop period. The returned books and supplies must be unused, in perfect condition, and accompanied with a receipt.

Book Buyback:

FIDM partners with MBS Books to purchase used books at the end of each quarter. Students are encouraged to wait until finals are done before selling their books. Textbook value is determined by the physical condition of the book and the national demand. Buyback occurs on campus during the last week of classes, or online at <http://thefidmstore.com/home>.

Class Size & Scheduling

The college has an obligation to provide the optimum scheduling and faculty for the programs offered. Should changes of any sort be necessary, they will not affect the student's ability to fulfill all requirements. Every effort is made to maintain class limits based on the subject matter and nature of activity in the course.

Field Trips

Students are responsible for their own transportation to and from field trips.

Online Courses

Online courses are distance-learning, asynchronous courses that allow students flexibility with timing and scheduling. Online courses use modules that open weekly on Wednesdays and due dates are usually the following Tuesday, although there are exceptions. Students can participate at any time during that week at their own pace. The Canvas site will host a course site that has all discussion, lectures, exams, and projects within each module. Students do not need to be in a specific physical location to take part in an online course.

To ensure success in taking an online course, students should:

- Use their FIDM email for communications, so that the eLearning team can communicate directly with students regarding Canvas access, technical issues, and anything related to an online course.
- Confirm that they have a computer that meets the technical requirements for the FIDM eLearning program as well as quality access to the internet for accessing Canvas.
- Be sure that they have all the required books and supplies for their eLearning course. Some courses may require a headset, microphone, or web-cam access for online meetings.
- Read the FIDM eLearning Technology Guide before their class begins so that they know what to do if they encounter a technical issue. This is found in the Student Hub in Canvas as well as the Canvas Help tab.

All Other Courses

All FIDM courses have an online component via Canvas that incorporates the gradebook and the syllabus as well as various course supplements. Each instructor uses various elements of Canvas tools to facilitate student access and success. These Canvas tools include the course syllabus, modules, assignments, lectures, videos, announcements, messaging, discussion boards, and the gradebook. Courses, especially remote or hybrid courses, may also incorporate Zoom meeting links.

FIDMCloud Email

Microsoft O365 provides the FIDM web-based email system for students and the email program is Outlook. Students are required to activate and maintain their FIDMCloud Mail account. FIDMCloud Mail is the official communications route for students to receive all school and class communication as well as access to additional programs, such as Adobe Creative Cloud, MS Office products and LinkedIn Learning. New students will receive an email from elearning@us.fidm.edu to activate their FIDMCloud Mail account.

Access to a Computer

FIDM strongly recommends that each student buy or have access to a personal computer. Students who have access are more proficient and better prepared for the workforce.

Internet Access

Given the increasing use of the Internet as a source of information for research, class assignments, job-hunting, and personal enjoyment, FIDM encourages all students to have access to the Internet from home, in addition to access available at FIDM.

Fashion Institute of Design and Merchandising
Required Computer Specifications for All Majors

Software (free or via education discount)	
Adobe Creative Cloud	All enrolled students receive a subscription to the latest version of the Adobe Creative Cloud
Office 365 Online	View and edit Office documents for free in your web browser or download the apps to your device (full version - up to two computers) with your Office 365 Outlook student email. MS Office 2019 (one-time purchase) can be purchased at an education discount rate.
SketchUp Make	Design, Interior Design, Visual Communications
Rhino 6	Design majors - 90-day free trial
Revit 2021	Interior Design
Autodesk	AutoCAD, 3ds Max, Revit, & more - https://www.autodesk.com/education/free-software/featured
Vectorworks	Visual Communications

Major	Windows PC Laptop / Desktop (e.g. HP, Lenovo, Dell, etc.)	
	Specification	Required
Interior Design	OS	Microsoft® Windows® 10 64-bit OS
Merchandising & Marketing	RAM	8 GB RAM (16 GB recommended)
	CPU	Intel® i7 processor
	Display	At least a 15" display, capable of 1920x1080 resolution
	GPU	Dedicated graphics card with at least 2 GB of VRAM memory (e.g. NVIDIA)
	Storage	500GB or solid-state hard drive, with an additional external hard drive - 2 TB for back-up and storage

Major	Windows PC Laptop / Desktop (e.g. HP, Lenovo, Dell, etc.)	
	Specification	Required
Beauty Marketing & Product Development	OS	Microsoft® Windows® 10 64-bit OS
Digital Marketing	RAM	8 GB RAM (16 GB recommended)
	CPU	Intel® i7 processor
	Display	At least a 15" display, capable of 1920x1080 resolution
	GPU	Dedicated graphics card with at least 2 GB of VRAM memory (e.g. NVIDIA)
	Storage	500GB or solid-state hard drive, with an additional external hard drive - 2 TB for back-up and storage

OR

Major	Apple MacBook Pro Laptop / Desktop (iMac, Mac Pro, Mac Mini)	
	Specification	Required
Fashion Knitwear Design	OS	macOS Catalina 10.15 (minimum)
	RAM	8 GB RAM (16 GB recommended)
	CPU	Intel Core i5 processor (minimum) Intel Core i7 or i9 processor (recommended)
	Display	Intel Core i5 processor (minimum), Intel Core i7 or i9 processor (recommended), Apple M1
	GPU	AMD Radeon 5500M (for MacBook Pro) recommended - (most MacBooks have an Intel integrated graphics card)
	Storage	256 GB (512 GB recommended) SSD hard drive, with an additional external hard drive - 2 TB for Time Machine / back-up storage

Fashion Institute of Design and Merchandising
Required Computer Specifications for All Majors

Major	Windows PC Laptop / Desktop (e.g. HP, Lenovo, Dell, etc.)	
	Specification	Required
Apparel Industry Management Apparel Technical Design Fashion Design Merchandise Product Development Menswear	OS	Microsoft® Windows® 10 Pro 32 or 64-bit OS or Enterprise edition
	RAM	8 GB RAM (16 GB recommended)
	CPU	Intel® i7 processor
	Display	At least a 15" display, capable of 1920x1080 resolution
	GPU	Dedicated graphics card with at least 4 GB of VRAM memory (e.g. NVIDIA)
	Storage	500GB or solid-state hard drive, with an additional external hard drive - 2 TB for back-up and storage

Major	Apple MacBook Pro Laptop / Desktop (iMac, Mac Pro, Mac Mini)	
	Specification	Required
Graphic Design	OS	macOS Catalina 10.15 (minimum)
	RAM	8 GB RAM (16 GB recommended)
	CPU	Intel Core i5 processor (minimum), Intel Core i7 or i9 processor (recommended), Apple M1
	Display	15-16" MacBook Pro (recommended) or 13" MacBook Pro (minimum)
	GPU	AMD Radeon 5500M (for MacBook Pro) recommended - (most MacBooks have an Intel integrated graphics card)
	Storage	256 GB (512 GB recommended) SSD hard drive, with an additional external hard drive - 2 TB for Time Machine / back-up storage

Major	
Digital Cinema Digital Media	Please contact department for specific computer specs.

Peripherals - Required	Discounts for Hardware / Software / Products	
Antivirus, anti-spyware, anti-malware software (e.g. Sophos Home, McAfee)	Apple	https://www.apple.com/us-hed/shop
Broadband internet connection (cable, fiber, DSL)	Microsoft	https://www.microsoft.com/en-us/store/b/education
Three-button or magic mouse (USB, wireless)	SketchUp Pro 2021	https://www.sketchup.com/plans-and-pricing#for-higher-education
Webcam	Other	http://www.journeyed.com http://collegebuys.org

Peripherals - Recommended	
Microphone / headset	* Please note that tablets (i.e. iPads, Android tablets) or Chromebooks are not suitable replacements for required computers.
Printer	
USB flash drive (64 GB recommended)	
WACOM tablet (Textile Design, Graphic Design)	

STUDENT LIFE:

SERVICES

AND

OPPORTUNITIES

STUDENT SERVICES

Career Center

From the first day of class, students begin to integrate into a network of industry leaders, FIDM Faculty, and influential FIDM Graduates. The Career Center works with FIDM Students and Graduates one-on-one to ensure a targeted and efficient career search.

The Career Center believes that what is learned in the FIDM classroom, combined with the experience gained from working alongside industry professionals, enhances career growth post-graduation. Career Center Coaches provide students and graduates with the best resources to help them hone the skills they have learned at FIDM and effectively apply them to the working world.

Some of those services include:

- Career Network: 24/7 access to connect directly to the Career Center resources, documents, employment opportunities, industry job links, and appointment scheduling
- One-on-one individual career coaching and planning
- Resume and portfolio review
- Interviewing and networking assistance
- Internship assistance
- Part-time and full-time employment opportunities through Career Network
- Academic and paid internships through Career Network
- Volunteer opportunities
- Career Center Alumni events: Alumni Mixers, Industry Partnerships, Portfolio Exhibition, on-campus recruitment, and virtual career fairs and workshops

Financial Services

FIDM's Student Financial Services Department is comprised of two separate offices:

- The Financial Aid Office assists with the steps that need to be done for students to obtain Federal and State aid, and VA education benefits to help pay tuition and living expenses.
- The Fiscal Operations Office assists with private loans, financial clearance, and questions about tuition at FIDM.

Financial Aid Staff assist students with:

- Federal loans (Stafford, PLUS) and Federal Grants (Pell, SEOG)
- Veteran Benefits
- Financial aid questions, loan counseling, and the financial skills course
- Modifying student loan amounts
- Questions about student loan repayment or how to defer the repayment for student loans while at FIDM
- Understanding how financial aid may be affected if a student drops a class
- Understanding how financial aid can help students if a family's financial situation has changed since information was entered on the FAFSA
- Name change

Fiscal Operations Staff assist students with:

- Overage checks for living expenses
- Account statements
- Tuition payments
- Financial clearance for registration
- Address and home phone number changes
- Name change
- Form 1098T, Tuition Statement for tax purposes
- Canadian Tax forms/Financial Aid
- 529 tuition plans

Questions about financial aid and fiscal counseling, including what financial aid documents are due, may be answered by contacting the Financial Services staff. For additional information regarding the financial aid process and eligibility, please see the *Student Consumer Handbook* in the Financial Aid section <https://fidm.edu/en/admissions/financial+aid/>.

Housing

The Housing Department is committed to assisting students with finding the residential plan that best suits their needs.

Student Housing: The FIDM Housing Department offers third-party apartment rentals through the student housing program. FIDM does not own or operate any dormitory or apartment facilities.

Independent Housing: Listings for independent housing options are available in the Housing Department office and on the FIDM website <https://fidm.edu/en/student+life/campus/student+housing/>.

IDEA Center (Individual Development & Educational Assistance)

The IDEA Center provides students with assistance in the areas of writing, math, reading comprehension, study and research skills, time management, speech presentation, Photoshop, Illustrator, sketching, and more.

Industry Relations

Career Center Staff constantly work to build and maintain relationships with employers to find quality industry jobs and internship leads within all the FIDM majors. Through on-campus recruitment, site visits, internships, job opportunities, and special projects, the Career Center stays in tune with the latest career trends. Job opportunities are posted daily on Career Network. Students and alumni have full access to job leads, internship leads, resume builder, and employer company history through Career Network.

Library

The FIDM Library provides a variety of resources and services focused on meeting the unique information and research needs of the FIDM community. The Library is staffed by a team of librarians and specialists who provide instruction, reference, and other research support services. The resources and services are curated to support the program majors. The Library maintains a large and diverse collection including a Textile & Design Research room where students can explore and gain experience with sustainable materials and tools used in the various design industries. In addition, students can also access the Material ConneXion Library® and database, our Innovative Materials Collection, and an extensive collection of fabric swatches, trims, and findings for projects. Special Collections houses rare and unique fashion and interior design periodicals, reflecting the design aesthetic of the 19th and 20th centuries. One collection type that sets the FIDM Library apart from other libraries is its collection of trend reports. These exclusive reports offer market intelligence for designers and product development professionals across many creative industries including fashion, interior design, and visual communication. The Library's electronic resource collections include research databases and eBooks that are accessible on and off-campus, as well as on mobile devices, ensuring the Library's resources are always available to inform and inspire.

Office of Academic Support

The Office of Academic Support offers a variety of services designed to help students improve their overall academic accomplishments and performance. Each academic department has an advisor who answers questions regarding advisement sheets, registration, grade appeals, faculty concerns, change of major, adding and dropping a class, independent study, and graduation requirements.

Personal Counseling

The Personal Counseling Department provides counseling support for all students to address emotional, social, and academic issues pertaining to their personal and professional goals. The counseling session focuses on basic counseling needs such as problem solving, conflict resolution, goal setting, communication improvement, time management and stress management related to academic and personal issues, as well as crisis counseling. Although FIDM's goal is to maintain confidentiality, if a student expresses suicidal tendencies or plans to harm others, the Personal Counselor will contact the parents and the appropriate authorities as required legally.

The Personal Counseling Department can provide referrals for licensed therapists, psychologists, and psychiatrists, as well as clinics and agencies to students who are seeking mental health and healthcare support while attending FIDM. All counseling sessions are held in a supportive, safe, and confidential environment. In the event of any emotional situation or crisis, students should contact a personal counselor for an appointment immediately. If the student has an urgent need to speak with a counselor and the counselor is not immediately available, contact the Front Desk. FIDM will make every attempt to reach a Personal Counselor, a family member or friend, or they will call 911.

Registrar

The Registrar's Office manages student records, produces strategic reports, and supports the college's mission by facilitating students timely program completion. The Registrar's Office provides the following services:

- Verifies enrollment including student deferments
- Processes FIDM transcript requests
- Issues Late Registration Forms
- Supplies Advisement Sheets listing the quarterly sequence of courses for each program/major
- Provides registration information and the Schedule of Classes on the student portal prior to web registration for each quarter
- Processes grades submitted by instructors. Questions regarding a specific grade should be directed to the instructor or the Education Department.

Student Advisement

The Student Advisement Office assists with the advancement and completion of a student's academic program by providing direction and support for all aspects of the FIDM educational experience.

Veteran Student Services

The Veterans Student Services Office provides veterans, active military members, spouses, and their dependents with the support, advocacy, and resources to transition into an academic environment and graduate.

Veterans Student Services staff are trained to:

- Assist with military education benefits.
- Assist with Veteran Readiness and Employment Program.
- Work with veterans, dependents, and spouses to utilize various resources at FIDM and VA.
- Help students to make the most of prior coursework and training.
- Provide students with early registration and flexible scheduling.
- Help students return to FIDM without penalty when called to active service.

STUDENT ORGANIZATIONS

Alumni Association

The FIDM Alumni Association keeps FIDM Grads connected and provides up-to-the-minute alumni news and information. More than 20 FIDM Alumni chapters are currently active in the United States, Europe, and Asia with 70,000 alumni members. The Alumni Relations Office communicates about industry related workshops and seminars, monthly alumni chapter events, and news through the Career Network Announcement page, LinkedIn, and LiveWire, a monthly eNewsletter. Membership in the FIDM Alumni Association is free upon graduation. Contact the Alumni Relations Office for more information.

American Society of Interior Designers (ASID) Student Chapter

ASID is the oldest, largest, and only multi-disciplinary professional organization for interior designers, interior design students, and the manufacturers and suppliers who support the profession. Through education, knowledge sharing, advocacy, community building, and outreach, the Society strives to advance the interior design profession and, in the process, to demonstrate and celebrate the power of design to positively change people's lives. Student members prepare for their career by joining the ASID network. In addition to ASID, professional design organizations for areas of specialization include International Interior Design Association (IIDA), Network of Executive Women in Hospitality (NEWH), Retail Design Institute (RDI), and Set Decorators Society of America (SDSA) offer educational and scholarship opportunities for student participation.

Black Student Union

The Black Student Union (BSU) promotes strength, power, and bold change by providing a space to voice opinions and frustrations, build community, and an understanding of the ever-changing perspective of Black students in an environment free from judgement. BSU's goal is to bring awareness and voice to all creatives and advocates. Meetings are announced in Student Activities on Canvas and in the Student Newsletter.

FIDM MODE™

FIDM MODE™ is a publication written, photographed, and designed by students interested in promoting awareness in the fashion and design industries, student life, and current events. Students from all majors may participate and contribute. For more information, see the Student Newsletter, visit Student Activities on Canvas, and follow @FIDMMODE on Instagram.

Future Leaders in Beauty

The mission of the Future Leaders in Beauty is to encourage members to reach their full potential through mutual support and beauty industry networking opportunities. Meetings are announced in the Student Newsletter and in Student Activities on Canvas.

National Retail Federation Student Association (NRFSA)

FIDM is one of over 100 colleges and universities who have joined the nonprofit organization NRF Foundation as partners through a program that provides educators and students exclusive access to retail industry research, employment opportunities, special events, industry networking opportunities, and scholarships. The NRF Foundation's mission is give students the opportunity to explore diverse career paths within the retail industry while providing professional development and education in the fields of marketing, buying, operations, merchandising, logistics, IT, and analytics. This group is open to all majors at FIDM and membership is free.

Phi Theta Kappa International Honor Society

The mission of the honor society is to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through participation in leadership, service, and fellowship programs.

Currently enrolled students who have a minimum grade point average of 3.0 are eligible to apply for membership. Interested students should attend a scheduled meeting. All meetings are announced in Student Activities on Canvas, the Student Newsletter, and on Instagram @FIDMStudentActivities. Formal induction is offered bi-annually.

Student Council

The Student Council promotes student rights and provides representation of student interests and concerns. The Student Council also strives to keep students informed of available resources and services, and promotes the development of student leadership, service, and school spirit. All current students are eligible to join. Meetings are announced in Student Activities on Canvas, the Student Newsletter, and on Instagram @FIDMStudentActivities.

Student Veterans of America (SVA)

The FIDM Student Veterans of America Chapter provides military veterans, dependents of veterans, and supporters with the resources, support, and advocacy needed to succeed in higher education and following graduation. Meetings are announced on Instagram @FIDMSVA.

Please note: Student organizations vary by quarter.

STUDENT INVOLVEMENT

Bachelor Students Thesis Exhibition

FIDM Students graduating from the Bachelor of Arts programs have the opportunity to exhibit their work in the Annual Exhibition in the FIDM Museum.

CottonWorks™

The mission of CottonWorks™ is to increase and enhance the understanding of cotton textiles for professionals, faculty, and students through education and community. FIDM Students and Faculty may register for free membership to CottonWorks™ and obtain access to valuable online community resources to help achieve their goals and enrich their textile understanding and expertise about cotton.

DEBUT Runway Show

FIDM Students are invited to view the DEBUT Runway Show which is streamed worldwide during the Spring quarter. DEBUT showcases the work of graduating students in FIDM's Advanced Study Fashion Design Program.

Developmental Workshops

Each quarter, Student Activities offer a variety of leadership, personal, professional, and career development workshops that help to enhance the students experience and growth outside the classroom. Civic Awareness, Wellness Week, Dining Etiquette, Stress Management, Cultural Celebrations, and Fashion District Tours are just a few of the many workshops offered.

Industry Events & Speakers

Industry-related events give students an opportunity to become familiar with a variety of positions and understand how their classroom knowledge relates to the real world. These events are a platform for students to network with industry professionals and to obtain first-hand knowledge about professional experiences.

Volunteer Community Service

FIDM highly encourages students to take full advantage of their time in college and participate in volunteer community service, either through FIDM student organizations or on their own. Volunteer community service is any activity or job performed without pay that goes to benefit a nonprofit organization and/or community. Community service provides a critical component to the educational experience and future employability by giving students the opportunity to strengthen their resume while making an important difference in the world. Volunteer community service events and opportunities are posted in the Student Newsletter, Student Activities Office, Student Activities on Canvas, and the Career Center.

FIDM STUDY ABROAD

Study Tours

<https://fidm.edu/en/student+life/study+abroad/study+tours/>

The Study Abroad Department specialize in intensive, short-term study abroad experiences that combine opportunities to learn from industry professionals, foster cultural enrichment, and provide an overview of global design industries that relate to FIDM programs. Some study tours are built directly into the curriculum, while others are optional and open to all students or to specific majors.

Open to All Majors:

- Italy Study Tour (during the spring quarter break)
- Paris Summer Study Tour (during the summer quarter break)
- China Study Tour (during the fall quarter break)
- NRF Foundation Student Program Study Tour

Open to Specific Majors:

- Behind-The-Scenes Industry Study Tour (offered twice annually)
 - Merchandising & Marketing
 - Merchandise Product Development
- SF Beauty Incubators Study Tour
 - Beauty Marketing & Product Development
- LA Beauty Innovators Study Tour
 - Beauty Marketing & Product Development
- NY Inspirations and Creative Studies Tour
 - Digital Marketing
 - Graphic Design
 - Visual Communications

Integrated into the Curriculum:

- Beauty Business Management Study Tour: New York
- Business of Denim Study Tour: North Carolina, San Joaquin Valley, Japan and Amsterdam
- International Manufacturing & Product Development Study Tour: Hong Kong, Paris and Milan
- Menswear Study Tour: Dominican Republic

Destinations for all Study Tours are subject to change.

Exchange Program

<https://fidm.edu/en/student+life/study+abroad/exchange+programs/>

International partnerships expand opportunities for our students across the globe. Students may participate in the Exchange Program and spend a term living abroad studying at one of our partner institutions. This exchange may occur during or at the conclusion of the FIDM program.

FIDM has exchange opportunities with these international design schools:

- **Accademia Koefia:** Rome, Italy
Fashion Design students with department approval may apply.
- **Copenhagen School of Design and Technology (KEA):** Copenhagen, Denmark
Apparel Technical Design and Design (B.A.) students may apply.
- **Instituto Europeo de Design (IED):** Locations in Rome, Milan, and Turin, Italy; and Barcelona, Spain
Fashion Design, Interior Design, and Graphic Design students who are fluent in Italian or Spanish may apply.
- **Jannette Klein Instituto De La Moda:** Mexico City, Mexico
Fashion Design students who are fluent in Spanish may apply.
- **London College of Fashion:** London, England
Apparel Industry Management, Merchandising & Marketing, and Merchandise Product Development students majors may apply.
- **Pearl Academy of Fashion:** New Delhi, India
Fashion Design students may apply.
- **RMIT University:** Melbourne, Australia or Vietnam
Fashion Design, Graphic Design, Interior Design, Merchandising & Marketing, Merchandise Product Development, and Visual Communications students may apply.
- **UNINT:** Rome, Italy
Merchandising & Marketing and Business Management students may apply; some courses available in English.
- **Universidad De La Salle Bajío:** Guanajuato, Mexico
Fashion Design and Graphic Design students who are fluent in Spanish may apply.
- **VIA University College:** Herning, Denmark
Apparel Industry Management, Fashion Design, Graphic Design, Merchandising & Marketing, Merchandise Product Development, and Visual Communications students may apply.

To participate in an exchange program, students must have a 3.0 GPA, recommendation from their Department Chairperson, approval from the Study Abroad Department and pay a \$350 application fee.

Availability of programs are subject to change without notice.

For additional information email studyabroad@fidm.edu.

STUDENT

WELL-BEING

AND

CAMPUS SAFETY

HEALTH INSURANCE RESOURCES

FIDM does not endorse any healthcare service provider or its products. Students are strongly encouraged to evaluate their needs and compare products.

HEALTH INSURANCE PROVIDERS

Anthem Blue Cross	855.875.1584	anthem.com
Blue Shield of California	800.393.6130	blueshieldca.com
CIGNA	866.621.8181	cigna.com
Covered California	800.300.1506	coveredca.com
Health Insurance Marketplace	800.318.2596	healthcare.gov
Kaiser Permanente	800.488.3590	healthy.kaiserpermanente.org

HEALTH INSURANCE FOR INTERNATIONAL STUDENTS

Each international student who is studying at FIDM is required to purchase any level of the Student Secure plan to protect themselves in the event that they have an accident or illness during their time in the USA. A policy can be purchased at:

[International Student Insurance \(ISI\)](https://www.internationalstudentinsurance.com/school_requirements/1210/Fashion_Institute_of_Design_%26_Merchandising.html)

https://www.internationalstudentinsurance.com/school_requirements/1210/Fashion_Institute_of_Design_%26_Merchandising.html

Important Notice: All students are required to have medical insurance. Students interested in an internship must show proof of medical insurance.

HEALTHCARE RESOURCES LOS ANGELES

FIDM does not endorse any healthcare service, provider or products. Students are strongly encouraged to evaluate their needs and compare resources.

HOSPITALS

California Hospital 1401 South Grand Ave., LA, CA 90015	213.748.2411 dignityhealth.org/socal/locations/californiahospital
Cedars-Sinai Hospital 8700 Beverly Blvd., LA, CA 90048	800.233.2771 cedars-sinai.org
Good Samaritan Hospital 1225 Wilshire Blvd., LA, CA 90017	213.977.2121 goodsam.org
Hollywood Presbyterian Medical Center 1300 N. Vermont Ave, LA, CA 90028	213.413.3000 hollywoodpresbyterian.com
Kaiser Permanente-Los Angeles Medical Center 4867 West Sunset Blvd., LA, CA 90027	833.574.2273 kaiserpermanente.org
Keck Hospital of USC 1500 San Pablo St., LA, CA 90033	800.872.2273 keckmedicine.org
UCLA Medical Center 757 Westwood Plaza, LA, CA 90095	310.825.2631 uclahealth.org

HEALTH CLINICS & URGENT CARE

Hollywood Sunset Free Clinic - Counseling 3324 West Sunset Blvd., LA, CA 90026	323.660.0718 hsfreeclinic.org
Hollywood Sunset Free Clinic - Medical 3324 West Sunset Blvd., LA, CA 90026	323.660.2400 hsfreeclinic.org
Planned Parenthood	800.576.5544 plannedparenthood.org
Reliant Urgent Care 814 S. Francisco St., LA, CA 90017	310.491.7070 relianturgentcare.com
Saban Community Clinic (5 locations) 6636 Selma Ave., LA, CA 90028	323.653.1990 sabancommunityclinic.org
-Saban - Beverly Clinic 8405 Beverley Blvd., LA, CA 90048	323.653.1990 sabancommunityclinic.org
-Saban - Hollywood Clinic 6043 Hollywood Blvd., LA, CA 90028	323.653.1990 sabancommunityclinic.org
-Saban - Melrose Clinic 5205 Melrose Ave., LA, CA 90038	323.653.1990 sabancommunityclinic.org
-Saban – Rampart Village Clinic 137 N. Virgil Ave., LA, CA 90004	323.653.1990 sabancommunityclinic.org

PSYCHIATRIC & COUNSELING SERVICES

Asian Pacific Counseling & Treatment 520 S. Lafayette Park Pl., #300, LA CA 90057	213.252.2100	apctc.org
Downtown Mental Health Center 640-646 S. Maple Ave., LA, CA 90013	213.996.7378	dmh.lacounty.gov
Exodus Recovery Center	310.945.3350	exodusrecovery.com
Hollywood Medical & Mental Health Service 5015 W. Pico Blvd., LA, CA 90016	323.458.5928	
Hollywood Mental Health Center 1224 N. Vine St., LA, CA 90038	323.769.6100	
LA County Department of Mental Health	800.854.7771	dmh.lacounty.gov
The Los Angeles LGBT Center 1625 N. Schrader Blvd., LA, CA 90028	323.993.7400	lalgbtcenter.org
Maple Counseling Center 9107 Wilshire Blvd., Beverly Hills, CA 90210	310.271.9999	tmcc.org
Peace Over Violence	213.626.3396	peaceoverviolence.org
The Relational Center	323.935.1807	relationalcenter.org
Southern CA Counseling Center 5615 W. Pico Blvd., LA, CA 90019	323.937.1344	sccc-la.org
Women's Clinic & Family Counseling Center	310.479.7100	womens-clinic.org

INFORMATION & CRISIS HOTLINE

Crisis Text Line	741741	
LA County 211 (referrals to community & health services)	800.339.6993	
LAPD Non-Emergency Line	877.ASK.LAPD (275-5273)	
National Suicide Prevention Lifeline	800.273.8255	
The National Center for Victims of Crime	202.467.8700	victimsofcrime.org
National Domestic Violence Hotline	800.799.7233	thehotline.org
National Sexual Assault Hotline	800.656.4673	
Peace Over Violence - Rape & Battering Hotline	213.626.3396, 310 392.8381, 626.793.3385	
RAINN - Rape, Abuse & Incest National Network	800.656.4673	rainn.org
Rape Treatment Center, UCLA Medical Center 1223 Wilshire Blvd., #410, Santa Monica, CA 90403	310.451.0042	therapefoundation.org
The Trevor Project - LGBTQ Crisis Hotline	866.488.7386	thetrevorproject.org

CAMPUS & PERSONAL SAFETY

Personal Safety & Crime Prevention on Campus

FIDM is dedicated to providing a safe working and learning environment. All students are informed of campus security procedures during orientation and employees are informed upon hire. While Campus Security plays a role in ensuring that the campus remains as safe as possible, students are also responsible for their own safety, as well as for the safety of those around them. Students should be familiar with FIDM's campus security procedures and report an incident when it occurs.

For information on FIDM's campus security policies and crime statistics, please see FIDM's most recent Annual Safety and Security Report, which is available on FIDM's website:

<http://fidm.edu/en/about/policies+disclosures/general+information/>.

To report a crime or emergency:

Students should report any and all suspicious campus activity immediately upon witnessing it. Students, faculty, and staff are strongly encouraged to report all crimes to local law enforcement. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside the building should be reported to the local law enforcement agency. The Annual Safety and Security Report contains applicable contact information.

Off-campus: Report any crime to the local police. For emergencies, please call 911.

On-campus: Report any crime, emergency, and/or suspicious or potentially criminal activity immediately to FIDM the Campus Security Authorities.

FIDM Campus Security Authorities

<u>Staff Name/Email</u>	<u>Title</u>	<u>Phone Number & Extension</u>
		213.624.1200
Todd Anderson tjanderson@fidm.edu	<i>Campus Security Director</i>	2022
Joseph Allen jallen@fidm.edu	<i>Campus Security Director</i>	2022
Lisa Davis ldavis@fidm.edu	<i>Title IX Coordinator; Executive Assistant to the Vice President, Education</i>	3017
Kim Wetzel kwetzel@fidm.edu	<i>Executive Director, Human Resources; ADA 504 Compliance Coordinator</i>	3530

Preparing Annual Disclosure of Crime Statistics

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”), Higher Education Act (“HEA”) requirements, and related statutes and regulations, and in an effort to continuously promote and improve safety and security measures on campus, FIDM collects and publishes information regarding its security policies, available services and crime statistics. Once collected, the information is presented annually in the Annual Safety and Security Report (“the Report”) to prospective and current students, prospective and current faculty and staff, and to the public. FIDM distributes the Report to all enrolled students and current employees via a notice by electronic mail that the current version of the Report has been posted to FIDM’s website. A paper copy is also available upon request. FIDM’s most recent Annual Safety and Security Report is available on FIDM’s website: <http://fidm.edu/en/about/policies+disclosures/general+information/>. Any questions about this Report should be directed to Lisa Davis, Title IX Coordinator; Executive Assistant to the Vice President of Education, at 213.624.1200, extension 3017 or ldavis@fidm.edu.

Earthquake Preparedness

In an earthquake, falling objects pose the greatest danger. Students should get under a sturdy desk or table if possible. Kneel down and cover the head with the arms. Duck, cover, and hold on. If evacuation is necessary, students should follow the arrows to the nearest exit as indicated on the Emergency Procedures map posted behind all classroom doors.

Emergency Alert Notification Procedure

In the event of an emergency, students receive “FIDM Alert” messages via cell phone, email, and/or text messaging. It is the student’s responsibility to provide current contact information quarterly in order to receive timely communications. To ensure the optimal level of performance in an emergency, FIDM will regularly conduct a test of the emergency alert notification system. Phone calls and text messages are subject to the conditions and rates of the student’s particular calling plan. FIDM will not be held responsible for any charges billed by cell phone providers in efforts to relay emergency information.

Evacuation Procedures

Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so. The Emergency Response Team (ERT) is responsible for providing guidance and directions. Emergency evacuation procedures are located behind the classroom doors.

Fire Procedures

It is important that students familiarize themselves with fire evacuation procedures. If the fire alarm rings, students must evacuate the building by locating the “Exit” signage and leave immediately. In the detection of smoke or fire, students should pull the Fire Alarm and evacuate the building. Report the location of the smoke or fire to Campus Security, an Emergency Response Team member, or a FIDM employee.

First-Aid & Health Information

Although FIDM does not have a health office or nurse’s center, first-aid supplies are available by inquiring with the receptionist for the specific location of the first-aid supplies. In alignment with guidelines from public authorities, FIDM may require vaccinations. Students needing vaccinations should contact a health care professional. Students may visit the Student Activities Office or the Personal Counseling Office for health insurance brochures and other health information. Health resources are not affiliated with FIDM.

While FIDM Students are on campus...

- Use security escort when available.
- Program emergency numbers like 911 and campus security into cell phone speed dial.
- Report any suspicious behavior, activity, or situations to campus security or local police.
- Do not leave valuables such as cell phones, laptops, or tablets unattended.

While FIDM Students travel on public transportation...

- Notice who gets on and off the Metro subway, train, and bus stops.
- Know the location of emergency phones located in Metro stations to report crimes or ask questions when using the trains.
- Do not leave belongings unattended.
- Don't be afraid to politely decline unwanted conversation when using public transportation.
- Change seats or ask for help in the case of any threatening behavior.

While FIDM Students are walking around the city...

- Always go places with a friend or a group of people; there is safety in numbers.
- Look confident when walking.
- Stay alert to surroundings and keep hands free of electronic devices.
- Have keys in hand to allow quick entry into a car or apartment building.
- Store valuables and possessions out of sight to avoid drawing attention.
- Safely cross at marked crosswalks to avoid jaywalking fines and tickets. Do not assume vehicles will stop for you because you have the right of way.
- Avoid "shortcuts" or poorly lit streets when walking and park in an area that is well lit.
- Scream, cross the street, or go into an occupied store or busy area and ask for help if threatened while walking.

While FIDM Students are driving around the city...

- Check around and inside car before getting in.
- Keep car windows rolled up and car doors locked at all times.
- Park in well-lit areas and travel on populated well-lit streets.
- Read parking meter, time limit, and street sweeping signage to avoid tickets and/or towing.
- In the case of a car breakdown, stay in the car, do not accept rides from strangers, and contact the Automobile Club, friends, family, or call local police.
- In the case of a following car, drive to a police or fire station, hospital, gas station or business, and if necessary, call attention to the car and inform the police.

While FIDM Students are on a date...

- Inform friends, roommates, and family members of emergency numbers as well as school, work and social schedules.
- Take time to know a date or companion.
- Meet in a public place.
- Avoid alcohol or drug use with unfamiliar people or in unsafe or uncomfortable situations.
- Keep cell phones fully charged and ready for use.
- Be independent! Have transportation, cash on hand, and know where you are at all times.
- Communicate with partners – be clear about limits and boundaries.
- Avoid coercion - ignore group pressure to go along.
- Be aware of the environment and personal belongings at all times.
- If there is suspicion of trouble, leave the area immediately and seek assistance.
- Follow intuition and if a situation does not feel right, leave.

While FIDM Students are at a party, club, bar...

- Stay in groups; there is safety in numbers. Leave no person from the group behind and do not leave the group with strangers.
- Get phone numbers of everyone in the group.
- Be or designate a non-drinking driver.
- Avoid alcohol or drug use with unfamiliar people or in unsafe or uncomfortable situations.
- Never leave a beverage unattended or take a drink you did not see prepared. Be aware of "Date Rape Drugs," i.e. Rohypnol or GHB. These drugs can cause drowsiness, loss of coordination, dizziness, or memory loss, and make it more difficult to fight off an attack.

While FIDM Students are in their apartments...

- Keep apartment doors locked at all times, even when inside the apartment.
- Be familiar with the building's emergency evacuation plan and be prepared for an earthquake or other crisis.

While FIDM Students are online...

- Do not post any personal information or give out identifying information.
- Choose a non-identifiable screen name and keep it professional.
- Be cautious communicating with people online.
- Save copies of online communications.
- Keep sensitive data, private material, or passwords off your hard drive.
- Install anti-virus software and firewall tools.
- Never open attachments that are unfamiliar.
- Do not respond to or engage in cyberbullying. Report any incidents of cyberbullying immediately to the Education Department.

Students should refer to the Annual Security Report for crime reporting procedures which can be found at <http://fidm.edu/en/about/policies+disclosures/general+information/>.

PERSONAL

COUNSELORS

SUPPLEMENTS

COLLEGE LIFE

Included in this section are materials assembled by the Personal Counselors to provide parents with more detailed information regarding the college transition process. This section contains a timeline of what a student may emotionally experience throughout the quarter in “College Life”; “Eleven Behaviors and Pointers” provides a tip sheet for parents new to the college transition process; and finally, “Tough Issues” provides basic information and resources on issues that may arise.

COLLEGE LIFE: WHAT TO EXPECT AND WHEN TO EXPECT IT

Weeks 1-4:

- Excitement
- Testing new-found freedom
- Frequent calls home
- Homesickness and loneliness
- Anxiety about roommates, instructors, and classes
- Exam stress building

Weeks 5-6:

- Roommate problems begin
- Student asks, “Do I fit in?”
- First and second round of grades returned
- Midterm exams begin a stir of anxiety, concern, and occasional meltdown
- Relationships from home remain strong
- Student experiences consequences of certain decisions

Weeks 7-11:

- Midterm grades returned
- Preparation for finals begins
- Roommate challenges
- Tests and projects due before break and holidays
- Anxiety rampant
- Anxiety about going home
- Campus-wide illness (cold, flu, strep, etc.)
- Sadness about leaving new found friendships and or/love relationships
- Looking forward to time off

ELEVEN BEHAVIORS TO PRACTICE...

ELEVEN BEHAVIORS TO PRACTICE WITH YOUR STUDENT

To help you and your student through the early stages of college life and beyond, ponder the following thoughts and practice the following behaviors:

- Remember to be continually loving and supportive
- Eliminate major controversial discussions
- Avoid being too enthusiastic or too critical
- Affirm your confidence in your student's potential
- Practice empathetic listening
- Send care packages; it can make a difference in your student's day
- Keep your sense of humor
- Keep your sense of perspective
- Praise your student's accomplishments
- Communicate with your student often (email is fine)
- Don't panic, especially if your student is panicky or upset. Remain calm, attentive, and helpful

POINTERS FOR BUILDING YOUR STUDENT'S CONFIDENCE

- Accept your student's choice of major
- Carefully consider the timing of a visit to campus or a visit home to avoid conflicts with class
- Be aware of your student's time management challenges (Your student may have difficulty working out enough time for homework, projects, tests, and work)
- Math and English are a very important part of college. However, take comfort in knowing that formation of identity, independence, and intimacy are as much a part of the college experience as academic studies
- College is expensive: work cooperatively with your student on developing reasonable budgets
- Allow your student to make his/her or her own decisions and continue to support your student even when the results are not ideal
- Help your student view this phase of life as a time of discovery
- Don't compare your student's performance with another's and vice versa
- Most importantly, trust your student and nurture his/her spirit - the most important kind of support you can give

TOUGH ISSUES

Please be aware that students across the nation face the following challenges during the college transition process:

- Eating disorders
- Homesickness
- Substance abuse
- Mental health
- Relationships and sexuality

In an effort to better prepare or inform parents about these tough issues, the Personal Counselors have assembled a brief introduction to each topic including warning signs, suggestions for parents, and additional resources. Openly communicate with your student about these issues, and when needed, recommend your student meets with the Personal Counselors for support and community resources.

EATING DISORDERS

Anorexia nervosa, bulimia nervosa, binge-eating disorder (also known as compulsive overeating), and other eating disorders are physically dangerous and emotionally draining. All eating disorders require professional help. Although eating disorders are prominent in our society with women, eating disorders are also prevalent in men.

Warning Signs

- Extreme weight loss and weight gain
- Fear of gaining weight
- Compulsive behavior, e.g., excessively weighing yourself, nervous energy, and over exercising
- Lack of energy
- In women, absence of at least three consecutive periods

Suggestions to Parents

- Be loving, supportive, and non-judgmental
- Have them meet with their family physician
- Refer your student to meet with the Personal Counselors for specialized resources

Resources

- edreferral.com (Eating Disorder Referral & Information Center)
- nationaleatingdisorders.org (National Eating Disorder Association)
- oa.org (Overeaters Anonymous)

HOMESICKNESS

Homesickness is a normal and common feeling that many students experience. Going to college can be a very difficult process for many students. They experience drastic changes in their lives involving their education, peers, community resources, support system, and more. Many may feel an extreme sense of loss, such as losing a friend and/or loneliness.

Warning Signs

- Frequent calls home
- Begging to come home (often in the first few weeks of school)
- Crying and other emotional behavior
- Depressed moods
- Inability to focus on school

Suggestions for Parents

- Talk often by phone, Internet, letters
- Send care packages
- Plan a visit home or to campus
- Be supportive of your student's feelings
- Encourage problem solving skills with your student. For example, "Susie, what have you tried so far to get involved?", "How would you like me to help?"
- Encourage your student to get involved on campus and in the community

Resources

- Kadison, Richard M.D. *College of the Overwhelmed. The Campus Mental Health Crisis and What to Do About It.* San Francisco: Jossey Bass, 2004.
- Wasiolek, Peter Feaver, et al. *Getting the Best Out of College: A Professor, a Dean, and a Student Tell You How to Maximize Your Experience.* Berkley: Ten Speed Press. 2008.

MENTAL HEALTH

Stress, anxiety/phobias, depression, bipolar disorder, suicidal ideation, obsessive-compulsive disorders, sleep disorders, and more are mental health concerns with which a number of our college students may be dealing. College can be a trigger for those who have been diagnosed or not diagnosed with mental health issues. Continuous counseling, visits with specialists, and constant support can help your student feel balanced while attending college.

Warning Signs

- Panic attacks
- Always anticipating the worst
- Excessive use of alcohol and drug substances
- Insomnia
- Feeling hopeless and helpless
- Withdrawal and isolation from family, friends, and activities

- Losing interest in personal appearance and everyday tasks, e.g., school, relationships, health
- Sudden changes in mood and habits
- Fatigue and loss of energy
- Taking unnecessary or life-threatening risks

Suggestions to Parents

- Don't panic. Remain calm, attentive, and supportive
- Refer student to the Personal Counselors
- Use verbal prompts to get more information such as, "That's interesting" and "Tell me more"
- If you feel your student is dealing with an emergency, call for help e.g., 911, ask for a wellness-check from Housing staff (if student is in FIDM Housing), encourage them to call suicide hotline numbers, and continue to talk openly about suicide with your student
- Update your student's insurance
- Locate and visit with a specialist located near the college to assist with your student's mental health concerns

Resources

- adaa.org (Anxiety and Depression Association of America)
- afsp.org (American Foundation for Suicide Prevention)
- depression.org (International Foundation for Research and Education on Depression)
- sleepfoundation.org (National Sleep Foundation)
- 800.273.8255 (Suicide Hotline)

RELATIONSHIPS AND SEXUALITY

The college experience can lead to new challenges in relationships including: sexual-identity issues, safe-sex concerns, relationship boundaries, abuse, rape, and pregnancy. The extreme behaviors and emotions that may come with relationships can be stressful, even devastating for young people.

Warning Signs

- Not returning phone calls
- Avoiding conversations with family
- Dating multiple partners
- Stories change often about who they are hanging out with and what they are doing
- Talk about abuse or threats by significant other(s)
- Internet sex and obsession

Suggestions for Parents

- Be supportive. They will feel safe coming to you if you listen
- Try counting to five before making a judgmental statement
- Get to know their new friends and who they are dating
- Talk openly about safe sex and what is considered a healthy relationship
- Educate yourself with information relating to relationship and sexuality issues with college students

Resources

- Treeger, Karen Coburn. *Letting Go: A Parent's Guide to Understanding the College Years, Fourth Edition*. New York: HarperCollins Publishers Inc., 2003.
- *laigbtcenter.org* (Gay, Lesbian, Bisexual, and Transgender Resources in LA)
- *peaceoverviolence.org* (Abuse and Rape Center - Emergency Contact Numbers and Resources in LA)
- *plannedparenthood.org* (Healthcare information and resources in LA)
- *therapefoundation.org* (The Rape Foundation of Santa Monica – UCLA Medical Center)
- FIDM's Title IX Coordinator, Lisa Davis (213)624-1200 ext.3017, ldavis@fidm.edu. FIDM's Title IX Coordinator oversees the centralized review, investigation, and resolution of reports of non-discrimination and sexual harassment. For reporting options and resources, click <https://fidm.edu/en/about/policies+disclosures/title+ix/>

SUBSTANCE ABUSE

FIDM is a drug and alcohol-free environment. Students who violate federal, state, and local laws regulating alcohol and drug use may immediately be disqualified. Encourage your student to take full advantage of their college experience by avoiding the physical, emotional, and academic consequences of substance abuse.

Warning Signs

- Abrupt change in mood and behavior
- Never available or reluctant to talk with you
- Risk-taking behavior, e.g., sexual promiscuity, driving while under the influence, theft and other illegal activity
- Extreme weight loss
- Erratic behavior
- Extreme paranoia
- Lower grades
- Trouble with campus authorities

Suggestions for Parents

- Talk openly about the dangers of binge drinking and how to set safe limits
- Continue to be a supportive and a loving parent even when faced with tough news
- Refer your student to meet with the Personal Counselors for resources
- Visit your student in between quarters

Resources

- *aa.org* (Alcoholics Anonymous)
- *ncadd.org* (National Council on Alcoholism & Drug Dependence)
- *na.org* (Narcotics Anonymous)

Personal Counseling Department Services

The Personal Counseling Department provides counseling support for all students to address emotional, social, and academic issues pertaining to their personal and professional goals. The counseling session focuses on basic counseling needs such as problem solving, conflict resolution, goal setting, communication improvement, time management, and stress management related to academic and personal issues, as well as crisis counseling. The Personal Counseling Department can provide referrals for licensed therapists, psychologists, and psychiatrists, as well as clinics and agencies to students who are seeking mental health and healthcare support while attending FIDM. All counseling sessions are held in a supportive, safe, and confidential environment.

Katie Besignano, MS, NCC
Suite 208C
213.624.1200 x4556
kbesignano@fidm.edu
M-TH: 7:30 a.m. to 4:00 p.m.

Lora Caldwell, MA
949.607.8449
lcaldwell@fidm.edu
M: 3:00 p.m. to 6:00 p.m.
W: 3:00 p.m. to 7:00 p.m.
TH: 3:00 p.m. to 6:00 p.m.

Kristina Nakamura, MA, APCC
628-333-9775
knakamura@fidm.edu
M: 9:30 a.m. to 6:00 p.m.
T: 9:30 a.m. to 2:30 p.m.
W/TH: 9:30 a.m. to 4:30 p.m.
F: 9:30 a.m. to 5:00 p.m.

FIDM

HOUSING

DEPARTMENT

SUPPLEMENTS

FIDM HOUSING FAQs

FIDM Housing

<https://fidm.edu/en/student+life/campus/los+angeles/los+angeles+student+housing/>

How do I apply for FIDM Housing?

The best way to apply for housing is by submitting the FIDM Student Housing Application through the FIDM Portal. For manual applications, print out the application found on the FIDM website, fax the documents to the FIDM Student Housing Office, and submit payment.

How can I pay for FIDM Housing?

Cashiers checks or credit cards are accepted (Discover, Visa, MasterCard, American Express). No personal checks please.

If using a debit card via the FIDM Portal, notify the bank 24 hours prior to the transaction to "increase the daily spending limit" - otherwise the transaction may be declined.

Can I use Financial Aid to cover FIDM Housing?

Yes, but not for the first quarter. Financial aid disbursement is available AFTER the start of each new quarter. Housing fees must be paid in full PRIOR to each quarter the student desires to live in FIDM Housing. Therefore, the first housing payment should be considered an "out of pocket" expense, due to this payment/ disbursement schedule. Once the payment is complete, the student's space is guaranteed. Please consult a Financial Aid Officer regarding the specifics to plan ahead appropriately.

Can I just send the \$350.00 placement fee and send the rest later?

No, a reservation cannot be confirmed unless all fees are paid at one time.

Can I request to live at a specific property?

A first-time or "Initial" applicant cannot request a specific property. Please understand that FIDM needs to have the flexibility to assign spaces according to availability for the first quarter. In the following quarter as a "renewal" applicant, students are able to request a specific property.

Are building and/or roommate requests guaranteed?

Although it is not guaranteed, it is always FIDM's goal to meet the student's request.

When will I know my FIDM Student Housing assignment?

Assignment letters are emailed to students three weeks prior to the check-in date. Due to the nature of FIDM Housing, exact address and roommate assignment are given at check-in and not any earlier.

Is parking included in the Housing Fee?

Parking is not included in the Housing fees. FIDM has a limited number of parking spaces on each property. All inquiries for parking can be made to the FIDM Housing office. If the student is not a recipient of parking on the property, the student will be given a list of additional parking options available in the surrounding areas. Please budget \$75 - \$225 a month for parking. The chart below lists the building and its quarterly parking fees.

Met \$300

G12 \$525

Broadway Palace \$300

What does the cost of FIDM Housing include?

Quarterly Housing Fees include: rent, furniture, utilities, and Internet access. (Food, phone, and parking are not included.)

What do I need to bring?

Since our properties are located near various shopping centers, many items can be purchased after arrival, such as kitchen items, cleaning supplies, etc. If students prefer to prepare before their arrival, some suggested essential items are listed below. However, students should refer to the move-in list for more details.

Bedroom: linens for a regular twin-sized bed, pillow, and blanket(s)

Kitchen: personal dishes/glassware, utensils, pots & pans

Bathroom: wash cloths, towels, personal items

Miscellaneous: hangers, iron, alarm clock, vacuum cleaner

Optional: computer, computer locks, stereo

When is the deadline date to cancel housing and receive a refund for FIDM Housing Fees?

Housing fees are neither refundable nor transferable. A student may cancel this Contract and receive a refund of housing fees paid (minus the non-refundable \$350 placement fee) if the student submits a written Cancellation Notice to the FIDM Housing Department within 10 calendar days from the Application Deadline. If the written Cancellation Notice is received within 10 calendar days from the Application Deadline, FIDM will issue a refund of the housing fees paid (minus the non-refundable \$350 placement fee) within 30 days.

Once in FIDM Housing, am I able to remain in the same unit and with the same roommates?

FIDM's goal is to keep all students in their same units and with the same roommates, if no request to change has been made. Due to the nature of FIDM Housing, it may not be possible for a student to remain in the same unit/building each quarter.

FIDM HOUSING CALENDAR

The FIDM Housing Calendar can be found on the FIDM website:
<https://fidm.edu/en/student+life/campus/los+angeles/los+angeles+student+housing/>

Winter 2022

Housing Application & Payment deadline	11/15/21
Refund deadline	11/25/21
Move in	1/3/22
Orientation (school)	1/4 & 1/5
1 st day of class	1/6/22
MLK Jr (holiday)	1/17/22
Presidents Day (holiday)	2/18/22
Last day of class	3/21/22
Move out	3/22/22
Transfer date	3/24/22

Spring 2022

Housing Application & Payment deadline	2/15/22
Refund deadline	2/25/22
Move in	4/4/22
Orientation (school)	4/5-4/6
1 st day of class	4/7/22
Memorial Day (holiday)	5/30/22
Last day of class	6/20/22
Move out	6/21/22
Transfer date	6/23/22

Summer 2022

Housing Application & Payment deadline	5/15/22
Refund deadline	5/25/22
Move in	7/1/22
Orientation (school)	7/5-7/6
1 st day of class	7/7/22
Labor Day (holiday)	9/5/22
Last day of class	9/19/22
Move out	9/20/22
Transfer date	9/22/22

Fall 2022

Housing Application & Payment deadline	8/15/22
Refund deadline	8/25/22
Move in	9/30/22
Orientation (school)	10/3 & 10/4
1 st day of class	10/5/22
Veteran's Day (holiday)	11/9/22
Thanksgiving Recess	11/24 – 11/27
Last day of class	12/17/22
Move-out	12/18/22
Transfer date	12/20/22

MOVE-IN CHECK LIST

KITCHEN

- Dishes
- Pots & Pans
- Dish Drainer
- Can Opener
- Coffee Maker
- Silverware
- Knives
- Glasses
- Mugs
- Paper Towels
- Tupperware
- Cooking Utensils
- Dish Soap
- Dish Towels
- Sponges
- Cutting Board

LAUNDRY

- Clothes Hamper
- Hangers
- Detergent
- Iron
- Ironing Board
- Stain Remover

BATH

- Towels
- Bath Mat
- Toiletries
- Trash Can
- Tissue/Toilet Paper
- Toothbrush
- Razors
- Band Aids
- Prescriptions
- Aspirin
- Cotton Balls
- Vitamins
- First Aid Kit

BED

- Bed linens (standard twin)
- Blankets
- Comforter
- Mattress Pad
- Pillows
- Bed-Risers/Stilts for Square Pegs

MISC

- Flashlight & Batteries
- Extension Cords
- Outlet Strips
- Umbrella
- Cleaning Supplies
- Sewing Kit
- Safety Pins
- Earplugs
- Desk Lamp
- Alarm Clock
- Sweeper/Mini-Vacuum
- Laptop Computer
- Wireless Router (Broadway Palace)
- Printer
- Surge Protector
- Toner & Ink
- Cords & Chargers
-
-
-
-

TO DO:

- Complete Change of Address
- Create a Bank Account
- Consider Renter's Insurance
- Obtain Medical Insurance

CAMPUS

RESOURCES

CAMPUS RESOURCES

ADDITIONAL FACILITY

Hope Street Annex

FIDM's Hope Street Annex facility is located at 800 South Hope Street, Los Angeles. The facility provides studios and lecture classrooms on the ground floor for students of all majors. The Hope Street Studio, located on the fifth floor, houses FIDM's state-of-the-industry pattern labs, sewing rooms, 3-D Prototyping Lab, Textile Design Print Studio, Pigment Lab and the Film & TV Costume Design Studio.

TRANSPORTATION

Metro www.metro.net

Los Angeles County Metropolitan Transportation Authority (Metro) is unique among the nation's transportation agencies. More than 9.6 million people – nearly one-third of California's residents – live, work, and play within its 1,433-square-mile service area. Metro offers reduced fares with proof of student identification.

Metrolink

www.metrolinktrains.com

Metrolink trains travel within six Southern California counties and operate Monday through Sunday on most lines. Log on to the website to see destinations, schedules, and fares.

Union Station is the main railway station in Los Angeles. Directions from Union Station to the campus: Board the Metro Red Line or Purple Line to 7th Street / Metro Center Station. Exit at the 7th street/ Metro Center Station. Look for signs marked, "To Hope Street." On street level, turn right (south) which will be the corner of 7th Street and Hope Street. Walk south on Hope Street (2 blocks) to FIDM (corner of 9th Street and Hope Street).

PARKING

FIDM Campus Parking (after 3:00 p.m.)

919 South Grand Avenue (9th Street between Hope Street & Grand Avenue)
Underground parking is open to students after 3:00 p.m. on a space-available basis.
Daily rate is \$5.00.

Central Park

1028 S Hope St. (between W. 11th St. & W. Olympic St.)
Mon-Sunday 7:00 a.m.-4:00 p.m.
Cash & Venmo

United Valet Parking

1010 S. Flower St. (between W. Olympic Blvd. & Flower St.)
Mon-Thurs 8:00 a.m.-6:00 p.m., Fri-Sun 8:00 a.m.-10:00 p.m.
Indoor garage. Cash only.

Unified Parking

1023 S. Grand Ave. (between S. Grand Ave. & W. Olympic Blvd.)
24 hours, 7 days a week
Outdoor lot. Cash only.

Joe's Auto Park (3 locations)

618 S. Olive St. (between W. 6th St & W. 7th St.)
24 hours, 7 days a week
Outdoor lot.

808 Olive St. (corner of 8th St. & Olive St.)
24 hours, 7 days a week

812 S. Grand Ave. (corner of 8th St. & Olive St.)
24 hours, 7 days a week

FIDM does not endorse any particular parking service. Students are strongly encouraged to evaluate their transportation needs and compare options. PRICES VARY AND ARE SUBJECT TO CHANGE.

PARK ME

Find open spaces with the free interactive app, parkme.com. Enter "FIDM" in search box.

- View maps of parking lots and garages
- Check parking rates
- Set the parking timer to help you avoid overstaying, overpaying, or tickets
- Real-time information on available spaces in lots

ADDITIONAL

ARTICLES

ARTICLE 1

Eight Rules of Parenting a College Student

Posted by: Audrey Jackson

Congratulations! Your student will soon enter the most important years of his or her life! Being in college is both awesomely exciting and anxiously frightening. These are the true years of discovery. Your student will not leave this college the same as when entering.

Over the years, I've noticed parents often work to prepare their student for what they will experience, and then work to protect them from it. In our efforts to offer advice to them, we often forget that we were once there and we survived. Your student is at this point in life because you and your student believe that they have the resilience and fortitude to complete this quest. I hope that the suggestions I offer below are beneficial for you.

1. Avoid Being the Student College is a time for growth. Allow your student to experience this phase of life without your chaperoning defenses, but by using their critical thinking skills to help mold them into a well-rounded adult. Your student needs to learn how to handle life situations on their own. You can help by modeling good judgment and a learning behavior.

2. Support the Student (Even If They Don't Thank You) Although first-year students are typically eager to experience all of the independence they can, most students still need and rely on the support and the security of their wonderful parents. We may sometimes misinterpret those swells of independence as rejection, but they are really signs of confidence in the life lessons learned and safety nets the College has created. Help them to progress by discussing issues in an adult manner and standing behind them as they present themselves in these cases. Don't wait on the "Thank You"! Your student may not know the effort you put in supporting them until their own children are in college.

3. Ask Questions First-year college students feel invincible. They have a tendency to resent parental interference about their new collegiate lifestyle and independent adult status, although they still need the security parents provide. Questions from parents can be perceived as rude, invasive and judgmental, or as interestingly curious, helpful and encouraging; depending on how they are asked. Remember not to use common phrases such as, "I'm paying your bills" or "I have a right to know." Instead ask questions that include, "What can I do?" "What do you think about?" or "How do you like?" to get the desired response from your student. Sincere inquiries promote and encourage good discussions and independent decision-making.

4. Expect Change (Hopefully Maturity) Expect your student to change! Experiences associated with adulthood and college will affect their choices. Some changes may be external, such as physical or social ones, while other changes will be internal, as in your traditional family professions, activities or beliefs. You can't stop change, but you can help guide it. Your student is still the same person you sent to college, a product of their parents, with some new changes. Remember that maturation does not occur overnight.

5. Don't Stress Out (The Student) Parenting, for the most part, seems driven by instinct, but our role changes when we begin to lose some of the control and access.

We often think we have the perfect solution to most problems, but remember that your student does not have to take your advice. Don't force your advice or the listening ear. Being a parent of a commuter or stay at home student, you will notice growth spurts and stunts, as well as the growth pains and triumphs of maturity. Be patient and understanding during the "I hate college" or the "I hate living at home" days. Communicate your stability and understanding in a caring manner. Be willing to listen and help them to identify the problem and possible solutions. Celebrate their successes with them! Help your student understand that the College must move at a fast pace to maintain its place in our global society. They will frequently receive information regarding their account, new college policies or procedures, or the college in general. Your student should keep communication lines open through their student account, advisor, and their professors. Remind them that open, honest, respectful and comprehensive communication is an important key to success as a college student and an adult.

6. Support Your Adult Child (But as an Adult) Parental assistance is great, especially when accompanied by financial support; treats such as a car, laptop, cellphone, etc.; or nods of approval and satisfaction. You can also support your student by reviewing our website, visiting the College on the day of their choice or asking your student to invite friends to dinner or study. Discuss important meetings they will have, but do not manage their conversations or cover for their inappropriate behavior. These actions teach bad habits and send messages to their peers and college officials about their character.

7. Open the Lines of Communication In the past; uncharted territory was embraced with you at the helm. Now, your student is taking the controls during the years that seem to lack the structured path. Their college years will be filled with decisions, mistakes and insecurity; along with exploring aspirations and discoveries. Your adult child will want to remain at the helm, but will need to know that you will assist them. That confidence is built through your open, nonthreatening and nonjudgmental conversations.

Parent/ (Adult) Student Communication Has Rules!

1. Communicate adult to adult.
2. Communicate in a nonjudgmental manner.
3. Communicate with consideration to both parties.
4. Communicate with a purpose.
5. Close communication with a follow-up.
6. Communicate in the tone that always shows love.

8. Trust Them, You and the College Believe in your new adult student. Communicate your trust in them and their belief that they made the right decision. Remember that finding "oneself" or "one's purpose" is a difficult charge. Our "I love you!" and "I believe in you!" should not be communicated as "I'd love you better if I can control you!" Share your true experiences, including your mistakes and what you were thinking and felt afterward when you made choices. Your adult student is the product of your years of hard work. Encourage them to ask for help and to seek out resources at the college. The college has safety nets in place to help them succeed.

Jackson, Audrey. "Eight Rules of Parenting a College Student." *Florida State College at Jacksonville*. 26 Apr. 2013. Web. 27 Feb. 2015. <<http://www.fscj.edu/parent/blog/view/eight-rules-of-parenting-a-college-student>>.

ARTICLE 2

Beyond a Parent's Reach: When a Child Legally Becomes an Adult

By Alina Tugend

A college freshman walked to a hospital emergency room at midnight and said she feared that she was going to harm herself.

Twelve hours later, after it was determined that she was no longer in danger, she decided to call her parents — but only after a long conversation with a nurse at the hospital about whether she wanted to talk with family members about her experience.

“It was initially a shock to realize that if this had happened the day before, we would have been called immediately,” said her mother, who asked to be identified only by her middle name, Jo, to protect her daughter’s privacy.

Why the difference? The daughter turned 18 at midnight that night and by law had the right to keep the episode private — even from her own parents and even though they would ultimately pick up the bill.

Most parents know — in theory, at least — that their children are no longer children when they turn 18. But the full significance may not be apparent until something happens that drives that reality home.

“It’s an abrupt transfer of power,” said Bonnie Snyder, author of “The Unemployed College Graduate’s Survival Guide” and “The New College Reality.”

The change in legal status may be especially surprising nowadays for parents who try to control so many aspects of their children’s lives. So when their offspring turn 18 and gain the ability to vote, serve on a jury, sign a contract and marry without parental consent, it may be the first time they have ever had any real autonomy.

“Gone is the homework hotline and every other check and balance,” said Nancy Berk, author of “College Bound and Gagged.” “It’s time to separate, but not every kid hits the ground running.”

Having a conversation about their rights and responsibilities when they turn 18 is a good first step, Ms. Snyder said. The “enormous gaps in the knowledge” of her two daughters — one now a college graduate and one a college freshman — surprised her, she said, on things like understanding health insurance and balancing checkbooks. Many boys don’t realize, for example, that when they turn 18 they must register for the military draft, or are in violation of the law.

All newly minted adults should also know that not only do they have responsibility for their health and education records — including grades, schedules and financial accounts — but also that their parents cannot get access to them without the student’s permission.

That means even tuition bills go directly to the student, not the parent, no matter who is paying.

That is because of a 1974 federal law, known as the Family Educational Rights and Privacy Act, or FERPA, that all institutions of higher education receiving federal money must follow.

Colleges tell parents this at orientations and have the information about the law on their websites, but it can easily get lost in the masses of information.

All students have the right to sign a waiver — and in most colleges it is as easy as clicking on a page on the school website — permitting parents access to their school records. “I see nothing wrong with saying, ‘If I’m writing the check, your part of the contract is that you share your grades with us,’” Ms. Berk said. “It’s just like a boss would want to see what is produced before you get the paycheck.”

Mark Snyder, MS. Snyder’s husband and an academic adviser at Millersville University in Pennsylvania, says he gets calls about once a week from parents asking for — or more typically, hinting that they want to know more about — their child’s schedule or grades.

“We have to say, ‘No, we can’t talk to you about that,’ and they don’t like that,” said Mr. Snyder, who is also a professor of applied engineering. “I’ve sometimes been on the phone for an hour explaining it.”

The issue can become even touchier when talking about health matters, particularly mental health.

Once Jo got the phone call, she raced to be with her daughter, who has since seen a counselor and is doing fine. And, Jo said, ultimately she was not sorry her daughter had been left to handle things on her own.

“This legal technicality has helped me keep it her business — which keeps me from picking it up and making it my own,” she said. “She is 18. She got herself the help she needed when she felt she could not go another minute without it. Which is all you want to achieve as a parent, right?”

As so many parents are discovering, Jo added, “so much of her life is private now, after 18 years of so little being private.”

Of course, there are far too many stories that do not turn out well, where young adults harm themselves or others. One of the most dire was the massacre at Virginia Tech in 2007, when a student shot and killed 32 people and wounded 17 others before committing suicide.

After that tragedy, the requirements of the Family Educational Rights and Privacy Act were clarified to let school officials know they have more discretion in sharing information with parents when students’ health and safety are believed to be at risk.

While the most extreme cases stir up parental terror — what is going on with my child (or that matter someone else’s child) that I don’t know about — most of the time the system works pretty well, said Josh E. Gunn, past president of the American College Counseling Association and a counselor at Kennesaw State University in Georgia.

Here is what parents too often don't know they have a right to know, said Dr. Victor Schwartz, medical director for the Jed Foundation, a nonprofit group that helps colleges and universities address mental health issues:

- School officials can contact parents if they feel that a student is homicidal or suicidal.
- Schools can let parents of students under the age of 21 know of any violations involving drugs or alcohol.
- In addition, if a student is considered a tax dependent, the schools can release any information to parents. Nevertheless, most universities will still be cautious about contacting parents, Dr. Schwartz said.
- Parents and friends should realize that while they may not be able to get information about their child, they can give information, by notifying a dean of students or counselor if they are worried about someone.

Most times, college counselors do not want to call the parents "because it's bad policy, not because they're afraid of the FERPA police," Dr. Schwartz said. "If the schools are too quick to bring in families, there's a fear that the students won't come in for help."

Outside college, federal privacy laws bar parents from getting information about their over- 18-year-old without permission.

That is why Laurie Ohall, a Florida lawyer specializing in estate law, suggests that it is a good idea to get your adult child to sign a health care designation or health proxy in case you are faced with an acute situation.

While in some states parents will be allowed to make decisions without official forms if they are the closest living relatives, that is not always the case, and they might have to go to court to seek guardianship.

The same is true with financial power of attorney.

"If a 19-year-old gets into a car accident and has brain damage, without a power of attorney, you have no right to sign up for benefits for him," Ms. Ohall said.

These are not decisions that should be taken lightly. Having the ability to act in extreme circumstances seems prudent, but both sides need to discuss how much access that means. Should parents oversee their grown children's banking? Doctor's appointments? Medication?

All these things are a matter of balance, said Ms. Berk. It is time to let go, but perhaps not all at once. You don't want to remind your child she has an exam, but maybe to get that meningitis or flu shot.

As she said, "You might need to stay on the nagging train just a little while longer."

Tugend, Alina. "Beyond a Parent's Reach: When a Child Legally Becomes an Adult." *The New York Times*. The New York Times, 31 Oct. 2014. Web. 27 Feb. 2015. <<http://www.nytimes.com/2014/11/01/your-money/when-a-child-legally-becomes-an-adult.html>>.

