



PROFESSIONAL BUSINESS COLLEGE

Student Handbook 2009 – 2011

**New York, NY 10002
(212) 226-7300
www.pbcny.edu**

PRESIDENT'S MESSAGE

Welcome to Professional Business College!

We are glad to have you join our community of learners. At Professional Business College we are committed to helping you achieve your academic and professional goals. What lies ahead of you may seem overwhelming, but you are not alone. The faculty, instructors, and academic advisors are here to assist you and to provide support as you earn your degree. Our small class sizes allow you to get to know your instructors and for them to get to know you.

This handbook will provide you with important information and will help you throughout the time that you are enrolled at Professional Business College. Please refer to the college catalog for information not contained in this handbook.

Leon Y. Lee
President
Professional Business College

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ACADEMIC INFORMATION

ACADEMIC PROGRAMS

Associate in Occupational Studies (AOS) Degree Programs:

- Accounting (60 Credits)
- Office Technology (60 Credits)
- Business Management (60 Credits)

Certificate Programs:

- General Business Certificate (30 Credits)
- Accounting Assistant Certificate (30 Credits)
- Office Specialist Certificate (30 Credits)
- ESL-Only Certificate (0 Credits)

COURSE LOAD

A full-time course load is twelve (12) or more credit hours per term with a maximum of eighteen (18) credits. A part-time course load is considered to be less than twelve credit hours per term with a minimum of three credit hours. It is important that you speak with Financial Aid before making any change to your course load.

ATTENDANCE

Students are expected to attend class regularly in every course for which they have registered. PBC has a six (6) absence policy (9 absences/class for ESL courses and 3 absences/class for students taking evening classes or classes that meet once a week). Students who miss more than 6 classes in a course may not be allowed to complete the course and will not receive a passing grade. Students who anticipate an absence should contact the appropriate instructor(s) in person in advance. In the case of an unexpected absence, students should speak to the instructor(s) as soon as they return to class or during their absence. In either case, the student is responsible for all material covered.

LATENESS

Students are expected to attend class on time. Students who enter a class 15 to 30 minutes after a class has started, will be marked late. If a student is late three times for a class, they will be marked as having the equivalent of one absence. Students who enter a classroom 30 minutes or more after a class has started, or leave 30 minutes early, will be marked absent.

ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them.

Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors. Academic integrity requires that all academic work be wholly the

product of an identified individual or individuals. Violations of academic integrity include:

- copying from or giving assistance to others on an examination;
- copying information without source reference (plagiarism);
- using forbidden material on an examination;
- using a purchased term paper;
- presenting the work of another as one's own;
- altering a graded examination for the purposes of re-grading.

Students who suspect that other students are involved in actions of academic dishonesty should speak to the instructor of the course.

The first violation will result in the student receiving an "F" on the assignment or test in question. The "F" will be averaged in with the other grades in the course to yield the final grade.

The second violation will result in mandatory expulsion from the college for one or more semesters and a failing grade in the course. Students must apply to the Academic Vice President for readmission.

GRADING SYSTEM

The grading system which is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

	Grade	Points	Numerical Equivalent
A	Outstanding	4.00	95-100
A-	Excellent	3.70	90-94
B+	Superior	3.30	87-89
B	Very Good	3.00	84-86
B-	Good	2.70	80-83
C+	Better than Satisfactory	2.30	77-79
C	Satisfactory	2.00	74-76
C-	Passing Satisfactorily	1.70	70-73
D+	Passing Poorly	1.30	68-69
D	Lowest Passing Grade	1.00	65-67
F	Failing Academically	0.00	0-64
WU	Unofficial Withdrawal	0.00	
W	Withdrawal	N/A	
INC	Incomplete	N/A	
PR	Passing grade for remedial course	N/A	
FR	Failing grade for remedial course	N/A	
AU	Audit, no credits attempted/earned	N/A	
AW	Administrative Withdrawal	N/A	
AD	Academic Dismissal	N/A	
AS	Advanced Standing	N/A	
WA	Waived	N/A	
P	Passed Proficiency Exam	N/A	

FINAL EXAM

If a student does not take the final exam, the student should provide the instructor with advanced notification and documentation. Failure to take the exam will result in a zero grade on the final paper or project and will be averaged into the overall grade for the course.

INCOMPLETE GRADE

A grade of "Incomplete" may be given to a student who has missed the final exam, paper, or project at the end of the semester, but is otherwise passing the class and is considered to be in good standing. An Incomplete (INC) is granted at the instructor's discretion. Completion of the final work must be handed in before the start of the next term or the missing work will be graded as an "F" and the final grade will be calculated accordingly.

WITHDRAWAL (WD)

Students can withdraw from PBC prior to the 12th week of the semester with no academic penalty. Students must meet with their Academic Advisor, fill out a Leave of Absence/Withdrawal Form, write a letter requesting the withdrawal, and submit supporting documentation. All financial aid policies and deadlines will apply depending on the date of the separation. Students who withdraw before the 12th week of the semester will have "W's" recorded on their transcript. After this point in time, grades will be recorded.

LEAVE OF ABSENCE (LOA)

Students who need to attend to health, family, work, or other concerns requiring extended time away, may request a Leave of Absence for 2-6 months from the last day of the semester in which the LOA is taken. Students who wish to consider this option must meet with their Academic Advisor.

ACADEMIC POLICIES

For detailed information regarding such academic policies as grade changes, repeating courses, prerequisites and corequisites, auditing of classes, change of programs, change of status, withdrawing from the college or a course, etc., please refer to the college catalog, and/or speak with your advisor.

SATISFACTORY ACADEMIC PROGRESS

Students at Professional Business College are required to make satisfactory academic progress toward the completion of a degree or certificate. Academic progress standards must also be met to continue qualifying for financial aid awards. Academic progress is measured both qualitatively by grade point average, and quantitatively, by the amount of time required to complete the program of study. Students who do not meet the minimum standards of academic progress are placed on probation and may be subject to academic dismissal.

It should be noted that academic progress standards apply to all students, full-time and part-time, and regardless of whether or not students are in receipt of financial aid.

Standards of satisfactory academic progress are outlined and described in the catalog.

STUDENT SERVICES

STUDENT ADVISING CENTER Ellen Richmond, Asst. Vice President for Student Services
Room 302 Office Hours: Monday – Friday, 9 a.m. - 9 p.m.

The Student Advising Center provides advising and support to students in all aspects of their academic experience. Every student is assigned an Academic Advisor upon entry, and that advisor will help with any questions or concerns a student may have regarding their classes, school policies, and/or satisfactory progress towards the degree. The goal of the Center is to help students be successful at PBC and graduate!

CENTER FOR ACADEMIC SUCCESS Trang Le-Chan, Director of Academic Success Programs
Room 301 Office Hours: Monday – Friday, 9 a.m. - 8 p.m.

The Center for Academic Success offers free tutoring in a wide range of subjects, as well as workshops on topics such as time management, note-taking, test anxiety and other subjects related to academic success. The Center also hosts the Writing Center and a drop-in Computer Lab.

FINANCIAL AID Cheryl Zhang, Director
Room 505 Office Hours: Monday – Friday, 10 a.m. to 7 p.m.

The financial aid office processes and awards federal, state, and other financial aid to new and continuing students. Most aid is for full-time study, but some financial aid is available for part-time study. Consult the school catalog for more information or visit the financial aid office.

REGISTRAR David Rodriguez, Registrar
Room 504 Office Hours: Monday – Friday, 10 a.m. to 7 p.m.

The Registrar can provide copies of student transcripts and schedules.

BURSAR Cathy Huang, Bursar
Room 203 Office Hours: Monday – Friday, 9 a.m. to 7 p.m.

Students should visit the bursar to make tuition payments or to purchase textbooks.

LIBRARY

Room 204	Library Hours:	Monday - Friday	8:30 a.m. – 9:00 p.m.
		Saturday	12:00 p.m. – 4:00 p.m.

The Library/Resources Center houses an extensive collection of materials to support the courses taught at PBC. There are computers for accessing software, the Internet, and several electronic resources of academic and business information. The librarian conducts several workshops each semester to introduce students to the library and its resources.

CAREER PLACEMENT Judith Rodriguez, Director
Room 209 Office Hours: Monday – Friday, 10 a.m. to 6 p.m.

The Placement Director assists students with developing employment plans, completing job applications, writing a resume and arranging interviews for students with prospective employers.

SCHOOL RULES & POLICIES

As the college is a community of learners, it is necessary that students follow certain rules and policies to ensure a positive learning environment for all.

ACADEMIC

- Any missed class work and/or tests are to be made up according to instructor's policy.
- Students must maintain satisfactory progress from semester to semester. Cumulative grade point average of "C" (2.0) or better is mandatory for graduation.
- Students under a 2.0 g.p.a. in a given term are subject to academic review and may be placed on Academic Probation, Suspension (one-year), or Dismissal (permanent).

ATTENDANCE

- Students must attend all scheduled classes every day, on time.
- All appointments must be made after school hours unless absolutely necessary. In an emergency, notify your teachers.
- A student who misses 6 or more classes in a course (9 classes for High Beginner and Intermediate ESL courses, 3 classes for students attending evening courses) will not be allowed to complete the course and will not receive a passing grade.

LATENESS

- Students must come to classes ON TIME.
- Students who enter a class 15 to 30 minutes after a class has begun, will be marked late. Three lates will equal one absence.
- Students who enter a classroom 30 minutes or more after a class has started will be marked absent.

CELL PHONES

- Phone calls must be made between classes in the Student Lounge, unless there is an emergency. Talking on the phone during class is not permitted.
- Cell phones must be turned off or placed on 'vibrate' during class.
- No Texting during class.

FACILITY

- Unauthorized visitors are not permitted during school hours.
- During class sessions, internet usage is only for classroom assignments.
- There is absolutely no smoking in classrooms, hallways, bathrooms, or staircases.

DRESS CODE

As we try to maintain a professional atmosphere during the school year, appropriate dress is required of all students during all seasons. The following items are considered inappropriate:

- hats or head coverings (unless worn for religious reasons)
- sunglasses worn during class time
- halter tops, tank tops, or clothing showing bare skin at the midriff
- transparent clothing
- clothing that contains sexual innuendo or offensive language
- skirts, shorts, culottes (skorts), and dresses shorter than mid-thigh (fingertip length).

Furthermore, all outerwear must cover underwear as well. Pants must cover the rear-end.

ID CARDS

To create a safe and secure learning environment at PBC, only students, faculty, and staff members are permitted on campus.

Students must show their PBC ID card each day as they enter the building; failure to do so is considered a violation of school policy and will result in action from an administrator. Students without an ID will not be allowed to enter the any PBC building. Students are also required to use their ID card to check out materials from the school library.

Students receive their ID cards during Orientation. If a student is unable to attend Orientation, they may obtain their ID card in Room 203. If a student loses their ID card, they may get a replacement for a fee of \$5.00.

CHILDREN AT PBC

Many Professional Business College students have children and the school is a supportive place for such students, however, the school is unable to provide childcare. Children are not allowed in class or in the library, so please make outside childcare arrangements.

SCHEDULES

Students will receive their class schedule on the first day of every term. Students should only sign and accept receipt of their class schedule if they are certain that they will be able to attend all of the listed classes, on time, every day. Once a student signs for their schedule, they commit to the term, and Financial Aid is activated. If you are not certain that you can start and finish a term, speak to your advisor before you sign for your schedule.

EMAIL

You will have a PBC email account. Your PBC email address is the first letter of your given name, your last name, and your student ID number, followed by pbcny.edu. Your student ID number is located on your student ID. For example, if your name is Roger Smith and your ID# is 0007, your PBC email address would be rsmith0007@pbcny.edu.

To access your PBC email, go to the PBC website, www.pbcny.edu, and click on the 'Check Email' button on the lower left hand side of the screen. Log in using your email address and the temporary password, pbc123. For your own safety, it is important that you change your password immediately.

Sign out: When you are finished using your e-mail, you must sign out to protect the security of your mail account. This is especially important when you are using a computer accessible to the public, such as one located in a computer lab or the library.

PBC E-mail Account Policy

Your email account will remain active as long as you are a student at PBC. If you are withdrawn or dismissed from PBC, your email account will be closed. This e-mail account will be used by faculty to contact students enrolled in their classes and for college staff to inform students of important announcements.

PBC reserves the right to refuse mail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses to school or other users, and to filter, refuse or discard such messages.

Here is a list that outlines some, but not all, of the rules and responsibilities that go along with having a PBC email.

1. Nuisance e-mail or other online messages such as chain letters, obscene, harassing, or other unwelcome messages are prohibited.
2. Unsolicited e-mail messages to multiple users are prohibited.
3. All messages must show accurately from where and from whom the message originated.
4. Individual accounts cannot be transferred to or used by another individual. Sharing accounts or passwords is not permitted.
5. Each user is responsible for the proper use of his or her account and any activity conducted with it.
6. No PBC system or network may be used for any purpose or in a manner that violates PBC policy, or federal, state or local law. Use of PBC systems or networks for commercial purposes is strictly prohibited.
7. Frivolous, disruptive, or inconsiderate conduct in computer labs or terminal areas is not permitted.
8. No PBC computing facility may be used for playing computer games.
9. No e-mail may be sent or forwarded through a PBC system or network for purposes that violate PBC statutes or regulations or for an illegal or criminal purpose.
10. Electronic mail, like user files, is kept as private as possible. Attempts to read another person's electronic mail will be treated with the utmost seriousness.

Computer / Bandwidth / Wi-Fi Policy

PBC provides a free Wi-Fi service. However, you must respect all copyright rules. The software, books, music, films, videos, articles, pictures, and even e-mail, that you may come across, whether on the Internet, a CD, DVD, or your favorite magazine, are almost always protected by copyright. It is a violation of law and PBC's policy to copy, distribute, share, download or upload any copyrighted material without the express permission of the copyright owner.

You must keep your own handheld device / laptop secure. You should use anti-virus software and update your operating system regularly to avoid having intruders damage or take over your system and then attack others here (PBC) or on the Internet. You could be held liable for damage

caused by hackers using your computer.

The school is not responsible for your “student” handheld device / laptop which may become infected with a virus or cause hardware problems.

SEXUAL HARASSMENT POLICY

It is the policy of Professional Business College, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment of employees and students at Professional Business College is defined as any unwelcome sexual advances, requests for sexual favors, or other visual, written, verbal or physical conduct of a sexual nature. Professional Business College expressly prohibits such harassment of its students, employees, and those who seek to join the college in any capacity. Employees and students who violate this policy may be subject to disciplinary action up to or including termination or expulsion.

SECURITY POLICIES AND PROCEDURES

The administration of Professional Business College places a high priority on security. The following policies and procedures are intended to make the college a safe place to work or study.

- Students must show an ID upon request by a security officer, instructor, or staff member.
- A close-circuit television system is used to monitor school public areas.
- The security desk has a right to inspect large packages being carried into or away from the premises.
- Students may not carry a concealed weapon on campus.
- Alcohol or drugs may not be carried or consumed on campus at any time. Anyone exhibiting signs of intoxication from drugs and/or alcohol will be escorted off school premises by security and may be dismissed from the college.
- Gambling is not permitted on college premises.
- Smoking is not permitted anywhere in the building.
- Disorderly conduct, fighting, or abusive language will not be tolerated.
- Vandalizing, defacing, or stealing school property or personal property is forbidden.
- Tampering with fire alarm system is absolutely forbidden.
- Students are encouraged to keep personal property with them at all times.
- Students must show respect for fellow students and the PBC community by refraining from public displays of affection on campus.

Students who engage in unacceptable behavior, including but not limited to the behavior outlined above, will be disciplined, up to and including dismissal, according to the school disciplinary system.

“JUST WALK AWAY” POLICY ON FIGHTING

Professional Business College has zero tolerance for physical violence on campus. For this reason, all parties involved in a physical altercation on school grounds, regardless of who may have provoked the altercation, will be subject to immediate dismissal.

PBC believes that everyone should exercise a reasonable standard of conduct when dealing with others. When dealing with a potential conflict, students are expected to use proper judgment and control before disagreements escalate to physical violence. When faced with the possibility of a physical altercation, students are required to make every reasonable effort to ***Just Walk Away***.

If a student is able to leave a physical altercation but chooses to remain engaged, he or she will face the same disciplinary consequences, including dismissal, as those who may have initiated the altercation. Any physical violence or criminal acts which result in notifying the police may also lead to arrest and conviction.

Appendix A STUDENT CONTRACT of CIVILITY and ACADEMIC INTEGRITY

Enrollment in Professional Business College (PBC) is a privilege and with that privilege comes responsibilities. Below is a list of some of the basic rules of civility, meaning the way you behave at PBC and the way you interact with others, and of academic integrity. While no list can cover every rule, the ten (10) rules listed below provide a basic foundation for the academic community at PBC.

- 1) I shall come to class every day on time and come prepared with all work assigned for the day. I understand if I do not attend all my classes that I may suffer academic penalties, including the lowering of my overall grade for the course, and the possibility of failing the course.
- 2) I understand that if I miss six (6) or more classes in a course that meets twice a week or more, or three (3) classes in a course that meets once a week, either in a row or during a semester, that I will not be allowed to complete the course and will not receive a passing grade.
- 3) I understand that if I am late to class, or leave early, and have missed a substantial part of the lecture, my instructor may count that day as a partial absence. If I am late to class, or leave early, on a regular basis, I understand that my grade for the class will be lowered or I may not be allowed to complete the course.
- 4) I shall not disrupt a class or interrupt my teacher or classmates when they are speaking or working on an assignment.
- 5) I shall not copy from or give assistance to others on an examination; copy information without source reference (plagiarism); use forbidden material on an examination; submit a term paper that has been purchased; present the work of another as my own, including work found on the internet or any other resource; alter a graded examination for the purpose of re-grading.
- 6) I shall follow the directions of the instructors and staff members at PBC.
- 7) I shall not use obscene, abusive, or threatening language toward another student, teacher, staff member, or guest of PBC.
- 8) I shall observe the rules and regulations of PBC. This includes the common rules of courtesy, such as not speaking on a cell phone or texting during class or in the library.
- 9) I shall respect the property of others by not damaging or taking what does not belong to me. I shall not deface, damage, or steal any PBC property.
- 10) I shall not engage in any illegal activity on PBC property.

I understand that these rules apply to every class I am enrolled in at PBC. I understand that should I fail to meet PBC's civility and/or academic standards that action will be taken by PBC that can range from a warning to expulsion from the school.

_____	_____	_____
Print Name	Signature	Date

Appendix B STUDENT CODE OF CONDUCT

While enrolled at Professional Business College, you are expected to maintain high academic standards and exemplary conduct. If your conduct reflects unfavorably on the college or interferes with the rights of other students to an environment conducive to learning, you may be subject to suspension or dismissal from PBC. The following code of conduct violations are so severe that they interfere with and disrupt PBC's ability to accomplish its academic mission; therefore, students who commit these acts may ultimately be subject to the maximum sanction of expulsion:

1. Causing bodily or mental harm or the intent to inflict bodily or mental harm upon any member of the PBC community.
2. Causing, making, and/or circulating a false report or warning of fire, explosion, crime, or other emergency.
3. Possessing or using explosives, dangerous chemicals, or weapons on PBC property.
4. Using, selling, possessing, or distributing any illicit drugs, including prescription drugs, or alcohol on PBC property.
5. Disrupting the academic process, including but not limited to interrupting or impeding any class, lab, workshop, administrative office, or any PBC authorized activity.
6. Speaking on cell phones or text-messaging during class. Cell phones should be turned off while class is in progress. Leaving class to speak on the cell phone, especially multiple times, is a distraction to others and disrupts the academic process.
7. Misuse of PBC's IT systems (computers, networks, telephones) by:
 - (a) Circumventing any security systems
 - (b) Modifying systems without authorization
 - (c) Forging email or other electronic information; sending spam or pranks; or any other actions that are inappropriate or degrade the accuracy of student or college data.
 - (d) Stealing hardware, software, or gaining unauthorized access, or disruption of any IT system.
 - (e) Using PBC IT systems for other unlawful or inappropriate activities: Viewing pornography; sending harassing, vulgar, or intimidating messages; illegally downloading copyrighted material; violating any software license agreement or intellectual property rights in any way.
8. Damaging, destroying, defacing, or tampering with PBC property or the property of any person on PBC property.
9. Disturbing the peace of PBC by, among other things, fighting, quarreling, causing excessive noise, including loud, inappropriate (foul), abusive or threatening language, or engaging in indecent or obscene behavior.
10. Smoking in an area where smoking has been prohibited by law or PBC regulations.
11. Entering or occupying any PBC building, room, facility without proper authorization.
12. Using, duplicating, distributing, or modifying PBC keys for any building, laboratory, facility, room, or other PBC property without authorization.
13. Failing to comply with directives of PBC administrators, faculty, staff, or security officers acting in performance of their duties.

Appendix C ADMINISTRATIVE STAFF DIRECTORY

To contact any staff member please call 212-226-7300 or fax 212-431-8294.

MR. LEON Y. LEE	President
DR. RICHARD SLUSARCZYK	Academic Vice President
DR. LYNNE BEJOIAN	Academic Dean; Arts & Sciences Department Chairperson
MR. NASER BARGHOUTHI	Accounting & Business Department Chairperson
MS. LUCIANA MINERO	ESL Department Chairperson
Ms. JULIA SCALIA	Information Systems & Mathematics Department Chairperson
MR. NICK POLISENO	Chief Compliance Officer
MR. RONALD MURRAY	Academic Advisor
MS. TERRI FENG	Academic Advisor
MR. JOSE TORRES	Academic Advisor - Evening
MS. MURIELLE LOUIS	Librarian
MS. VALERY CHEN	Evening Librarian
MS. DAN LI	Library Assistant
MS. JUDITH RODRIGUEZ	Placement Director
MR. DAVID RODRIGUEZ	Registrar
MR. DAVID WANG	Admissions Director
MR. KEITH BROTHERRSON	Assistant Admissions Director
MS. MARIA CONDE	Admissions Representative
MR. LING DING	Admissions Representative
MR. IVAN RODRIGUEZ	Admissions Representative
MS. CHERYL ZHANG	Financial Aid Director
MS. JULIE ANGLERO	Financial Aid Officer
MR. KEN CHANG	Financial Aid Officer
MS. CATHY HUANG	Bursar
MR. STEPHAN QI	Bursar
MS. ANNIE WONG	Bookkeeper/Human Resources
MS. MICHELLE DJIE	Administrative Assistant
MS. HELEN CHIU	Receptionist / Secretary
MR. KAI MAH	Computer Technician
MR. LEONARD CHAO	Public Relations
MS. MANDY HUI	Office Clerk

Appendix D COMMUNITY RESOURCES

PBC is easily accessible by public transportation from all five boroughs with both subway and bus lines providing direct service to the campus location in Manhattan's historic Chinatown district. The college is only a few blocks away from Wall Street, City Hall, and Little Italy.

Transportation

Subway

D, B - Grand Street and Chrystie Street

N, Q, R, J, W, 6 - Canal Street and Broadway

Buses

M9, M15, M101, M103

Public Library

Chatham Square Branch Library - 33 East Broadway, (212) 964-6598

Banks

HSBC - 58 Bowery

Citibank - 164 Canal Street

Chase Bank - 180 Canal Street

TD Bank - 155 Canal Street

Post Office

6 Doyers Street

Hospital

NYU Downtown Hospital - 170 William Street, (212) 312-5000

Police Station

5th Precinct - 19 Elizabeth Street