PROFESSIONAL BUSINESS COLLEGE

Student Handbook
2013 – 2014

408 Broadway
New York, NY 10013
(212) 226-7300
www.pbcny.edu
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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 size allows 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 that is not contained in this handbook.

Leon Y. Lee
President
Professional Business College
ACADEMIC INFORMATION

ACADEMIC PROGRAMS

Associate in Occupational Studies (AOS) Degree Programs:

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

Certificate Programs:

- English as a Second Language – Certificate
- Accounting Assistant - Certificate (30 Credits)
- Administrative Office Specialist – Certificate (30 Credits)
- Business Accounting Specialist – Certificate (30 Credits)
- Business Interpreting Specialist – Certificate (30 Credits)
- Customer Service Relationship Management – Certificate (30 Credits)
- General Business- Certificate (30 Credits)
- Hospitality Management-Certificate (30 Credits)
- Office Specialist - Certificate (30 Credits)
- Office Specialist/Security Management- Certificate (30 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. Students who miss an excessive number of classes in a course may not be allowed to complete the course. Students who anticipate an absence should contact the appropriate instructor(s) in person in advance and contact his/her academic advisor. 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 during their absence.

LATENESS
Students are expected to attend class on time. Students who regularly arrive to class late, will be marked as such, and may see the class participation part of their grade lowered as a result.
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:

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Numerical Equivalent</th>
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<tr>
<td>A</td>
<td>4.00</td>
<td>95-100</td>
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<tr>
<td>A-</td>
<td>3.70</td>
<td>90-94</td>
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<td>B+</td>
<td>3.30</td>
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<td>3.00</td>
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<td>B-</td>
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<td>C+</td>
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<td>C</td>
<td>2.00</td>
<td>74-76</td>
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<tr>
<td>C-</td>
<td>1.70</td>
<td>70-73</td>
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<tr>
<td>D+</td>
<td>1.30</td>
<td>68-69</td>
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<tr>
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<td>1.00</td>
<td>60-67</td>
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<td>F</td>
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**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  Office Hours: Monday-Friday, 9:00 am – 9:30 pm
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!

ACADEMIC ADVISING CENTER *ROOM 307
Ms. Grace Hinds: Director of Academic Advising and Success Programs: 212-226-7300
Ext 349
Academic Advisors
Mr. Andrew Chan:  achan@pbcny.edu  212-226-7300 Ext. 402
Ms. Fei Chen:  fchen@pbcny.edu  212-226-7300 Ext. 403
Ms. Terri Feng  tfeng@pbcny.edu  212-226-7300 Ext. 344
Mr. Samson Liang  sliang@pbcny.edu  212-226-7300 Ext. 314
Mr. Ronald Murray  ronaldmurray@pbcny.edu  212-226-7300 Ext. 347
Ms. Elizabeth Rivera  erivera@pbcny.edu  212-226-7300 Ext. 348
Ms. Shirley Rios  srios@pbcny.edu  212-226-7300 Ext. 346
Mr. Jose Torres  jtorres@pbcny.edu  212-226-7300 Ext. 344
Ms. Vilva Warthen  vwarthen@pbcny.edu  212-226-7300 Ext. 345

CENTER FOR ACADEMIC SUCCESS  Office Hours: Monday-Friday, 9 am- 8 pm
Holly Hong: Learning Center Coordinator  *Room 306
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 in a wide range of subjects, test anxiety and other subjects related to academic success. The center also hosts the Writing Center and a drop-in Computer Lab.

FINANCIAL AID  Office Hours: Monday-Friday, 9:30 am – 8 pm
Cheryl Zhang: Financial Aid Director  *Room 206
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  Office Hours: Monday-Friday, 10 am – 7 pm
Ken Chang: Registrar  Robert Liu: Assistant Registrar *Room 207
The Registrar can provide copies of student transcripts and schedules.

OFFICE OF COMPLIANCE: Monday – Thursday, 8 am – 6:00 pm, on Fridays to 5:30 pm.
Nick Poliseno: Chief Compliance Officer  *Room 207
Contact this office should you have questions regarding the College or governmental regulations followed by the College.
**BURSAR**  **Office Hours:** Monday- Friday, 10 am – 8pm  *Room 203*
Cathy Huang: Bursar
Students should visit the bursar to make tuition payments or to purchase textbooks.

**LIBRARY**  Second Floor
Diane Lee: Librarian  Dan Li: Librarian Assistant
Dolores Livingston: Librarian Assistant  Xiu Yu Lu: Librarian Assistant
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.

Monday-Thursday: 8:30 am to 9:00 pm
Friday: 9:00 am to 6:00 pm
Saturday: 12:00 am to 4:00 pm

**CAREER PLACEMENT**  **Office Hours:** Monday-Friday, 10 am – 7pm  *Room 310*
Judith Rodriguez: Placement Director
Patrick Tam: Placement Assistant
The Placement Director assists students with developing employment plans, completing job applications, writing a resume and arranging interviews for students with prospective employers.
Professional Public College

MISSION

The primary educational mission at PBC is to create a learning environment that encourages the individual student to achieve professionally and academically. Our faculty and staff are committed to help each student to reach his/her potential in both intellectual development and business career skills. Our academic programs are intended to develop open-mindedness and a willingness to learn, so that our students will become effective and efficient members of their chosen professions and productive citizens of the community. PBC faculty and staff subscribe to the following: To provide educational and employment opportunities through concentrated, highly structured programs of study that prepare students for entry-level positions.

HISTORY

Professional Business College (PBC) originally was located in Rockland County. In the fall of 1990, PBC moved to New York City to the Chinatown community. With a deep commitment to meet the growing educational needs of Chinese and other minority and immigrant populations, our location at 408 Broadway. Over the last 10 years, with steady growth, our population has expanded and so in turn has our curriculum and services. Where we started and where we have been has given PBC a strong historical and community foundation on which we build who we are, where we are and what we plan to be in the future.
STUDENT HANDBOOK DISCLAIMER
Each student at the Professional Business School is responsible for reviewing, understanding, and abiding by the College’s regulation, procedures, requirements, and deadlines as described in the College Catalog and the Student Handbook.

Notwithstanding anything contained in the Student Handbook, Professional Business College (hereafter also referred to as PBC) expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy.

Please be advised that, due to printing deadlines, information in this Student Handbook may be outdated. It is the responsibility of each student to ascertain current information that pertains to the individual’s program, particularly with regard to satisfaction of degree requirements, by consultation with the student’s academic advisor, and appropriate offices, such as the Registrar or Financial Aid.

STUDENT RESPONSIBILITY
The student is responsible for being conversant with the information provided in this Handbook.

Every PBC student is expected to understand all regulations outlined in this handbook and in the College Catalog that may affect his/her academic progress, financial obligations, relationship with the College, transferability of credits for courses completed, graduation requirements and job placement.

Students in doubt about any information contained in this handbook, the College Catalog, the meaning of any PBC policy or regulation should speak with their academic advisor, the Registrar or the Director of Academic Advising and Success Programs.

Non-Discrimination Policy
Professional Business College is committed to the goal of achieving equal opportunity for all and, accordingly, does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability. The College complies with federal and state legislation and regulations regarding non-discrimination. This policy applies to faculty and staff, applicants for faculty and staff positions, students and applicants for educational programs and activities. Inquiries concerning this policy should be addressed to the Office of the President, 408 Broadway, New York, NY 10013

The following persons have been designated to handle inquires regarding the non-discrimination policies and grievance procedures:

Leon Y. Lee            Dr. Richard Slusarczyk            Kathy Ji Hyun Chae, Esq.
President              Academic Vice President            Vice President of Administration
408 Broadway           408 Broadway                        408 Broadway
New York, NY 10013     New York, NY 10013                  New York, NY 10013
lee@pbcny.edu           rslusar@pbcny.edu                  kchae@pbcny.edu
GET TO KNOW YOUR COLLEGE INSTRUCTORS

Cultivating Relationships with Faculty
College students often have the opportunity to work closely with their instructors. Most instructors enjoy talking to students who show a genuine interest in their subject, and some of the best teaching occurs in after-class discussions. You’re missing a great opportunity if you don’t approach your instructors outside the classroom. Here are some of the areas they can help you in.

Understanding Course Work
Instructors genuinely want to help you learn. If you have a question after attending a lecture or doing some reading, ask your instructors about it after class or during office hours. You get the information you need to better grasp the material, and your instructors sees your interest and enthusiasm.

Your Motivation
Even if you have a perfect understanding of the class material, your instructors can still help you push yourself to do your best. For example, they can give you suggestions for related reading or help you explore and choose topics for an assignment.

Letters of Recommendation
When it comes time to apply for internships, or jobs, you'll probably need instructors to write letters of recommendation for you. They can write much better letters if they know you and your work.

Networking Opportunities
Your instructors may be able to help you plug into a professional community, or even find an internship or job.

Benefit from This Resource
Granted, some of your instructors may have more time or be more approachable than others. One might be happy to answer a question after class; another might become an invaluable mentor to you. But whatever role they play, they're there to help you learn. They're a resource that you should use to your advantage.
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 the 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 (up to one-year), or Dismissal (permanent).

ATTENDANCE

- Students must attend all scheduled classes every day, on time.
- All appointments should be made after school hours.
- In the case of an emergency, notify your teachers and academic advisors.
- A student who misses an excessive number of classes may not be allowed to complete the course or receive a passing grade.

LATENESS

- Students must come to classes ON TIME.
- Students who regularly arrive to class late, will be marked as such, and may see the class participation part of their grade lowered as a result.

CELL PHONES

- Phone calls must be made between classes.
- 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 a student is not certain that they can start and finish a term, they should speak with their advisor before signing their schedule.

**EMAIL**

Students are assigned a PBC email account. A PBC email address is the first letter of a student’s given name, their last name, and student ID number, followed by pbcny.edu. For example, a student named Roger Smith with an ID# is 0007, his PBC email address would be rsmith0007@pbcny.edu.

To access the 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 finished it is important to sign out to protect the security of the email account. This is especially important when using a computer accessible to the public, such as one located in a computer lab or the library.

**PBC E-Mail Account Policy**

Email accounts will remain active as long as a student is registered at PBC. A student who is withdrawn or dismissed from PBC, will have their email account 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.

Students must keep handheld devices /laptops secure. It is recommended that students use anti-virus software and update their operating system regularly to avoid having intruders damage or take over their system. A student could be held liable for damage caused by hackers using their computer.
The school is not responsible for a student’s 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 will 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 14 consecutive days of classes, I must contact my advisor about appealing to the Committee of Academic Standing to determine my eligibility to continue. I understand that if I miss 15 consecutive days, I can be removed from school and classified as an academic dismissal.

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 will not disrupt a class or interrupt my teacher or classmates when they are speaking or working on an assignment.

5) I will 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 will follow the directions of the instructors and staff members at PBC.

7) I will not use obscene, abusive, or threatening language toward another student, teacher, staff member, or guest of PBC.

8) I will 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 will 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 will 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  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 - N, Q, R, J, W, 6 - Canal Street & Broadway  
1 - Canal Street & Varick Street

Buses - M5, M9, M15, M103

**Public Library**

Chatham Square Branch Library - 33 East Broadway, (212) 964.6598

**Banks**

Bank of America – 277 Canal Street

Citibank - 309 Canal Street

**Post Office**

350 Canal Street

**Hospital**

NYU Downtown Hospital - 170 William Street, (212) 312.5000

**Police Station**

1st Precinct – 16 Ericsson Place

5th Precinct - 19 Elizabeth Street
ACTIVE SHOOTER/HOSTAGE/BOMB THREAT SITUATION POLICY
For the purposes of this policy, an “active shooter” is defined as an individual or individuals who are actively discharging a firearm on campus regardless of the intended target(s). The following guidelines can help reduce your personal risk in the unlikely event that an “active shooter” incident should occur on our campuses. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

If you find yourself involved in an active shooter situation try to remain calm; and CALL 911 as soon as possible.

When you CALL 911 provide the following information:
“This is _____________, (state your name) I am located at _______________, (give your location) we have an active shooter, gunshots fired.”

What to report to the police in addition to your location
If you were able to see the offender(s), give a description of the person’s sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known. Report the number of people at your location. If there are any injuries – number of people injured and type of injuries. If you heard explosions separate from gunshots, report that.

Please keep in mind that active shooter situations are dynamic and evolve rapidly. These situations always demand immediate response by law enforcement units to stop the shooting and to prevent further harm to the community. Since PBC has no armed police on staff, we are dependent on the local police units to respond and neutralize the threat. However, the staff of PBC and students can also take steps to help protect themselves and others during such a crisis.

Mentality of an “Active Shooter”
* Desire is to kill and seriously injure others without concern for his/her safety or threat of capture
* The shooter has intended victims and will search them out
* Will continue to move throughout the building/area until stopped by law enforcement, suicide, or other intervention.

If “Active Shooter” is Outside the Building
Secure the immediate area/room:
* Turn off all the lights;
* If possible, close and lock all windows and doors;
* If possible, close the blinds or cover the windows;
* Do not stand by doors or windows;
* Barricade the doors;
* Turn off computer monitors and any other equipment that emits noise;
* Silence, but do not turn off all cell phones;
Continued Threat Procedures
* If you can do so safely, get down on the floor up against an interior solid wall and remain quiet;
* Keep yourself out of sight and take adequate cover/protection if possible, (i.e., thick desks, filing cabinets can provide coverage);
* Stay calm. There should be absolutely no crying, shouting, panicking, or sound-enabled cellular phone use.

If you are in a secured area, do not leave until given instructions to do so by the police or other official help response units. Remember – unfamiliar voices may be an active shooter trying to lure you from safety. Never respond to voice commands until you can verify with certainty that they are being issued by a police officer or a member of the emergency response team.

If “Active Shooter” is Inside the Building
If it is possible to flee the area safely and avoid danger, do so. Get as far away from the shooting scene as possible and then contact the police. If flight is impossible, secure the immediate area/room as stated above.
* Stay calm and quiet;
* Get down on the floor or under a desk and out of the line of fire;
* Remain there until the “all clear” instruction is given by an authorized, known voice.

If “Active Shooter” Enters Your Class/Office
There is no one procedure authorities can recommend in this situation.
* Stay calm. Don’t let fear paralyze you and don’t make it easy for the armed subject to injure or kill you;
* Try not to do anything that will provoke the active shooter;
* Hide or flee if possible;
* If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).

Call 911, if possible, and provide the information listed in the previous guidelines. If the active shooter(s) leaves the area, barricade the room.

Un-securing an Area
Efforts to rescue people should not be attempted unless it can be accomplished without additional risk to the persons inside a secured area. Consider the safety of the many versus the safety of a few. Always consider risks before un-securing rooms. If you are in a secured room, do not put yourself and those with you at risk by trying to help others outside of your secured area. Remember, an active shooter will usually not stop until he/she is engaged by an outside force or commits suicide. If you are in a secured room, do not open the door if you hear a familiar voice of your colleagues. The shooter may be forcing or using an employee to gain access to a secured location. No matter how well intentioned, your decision to unsecure a safe location can cause more injuries or casualties. Please do not respond to any familiar voices asking for access unless you are informed by the police or the emergency response crew that it is safe to do so.
General Law Enforcement Response
Law enforcement’s initial concern is to locate, contain, and stop the shooter. Initial responding officers will not begin evacuation or treatment of the injured until the threat is neutralized. Once the shooter is contained, officers will begin treatment and evacuation.

Evacuation Involving an Active Shooter
Safety corridors will be established. This may be time consuming. Be patient. Remain in secure areas until instructed otherwise. The entire area will be treated as a crime scene. After evacuation, you may be taken to a holding area for medical care, interviewing, counseling, etc.

Remember, although it will be natural for you to panic and react emotionally, remaining calm and thinking clearly will help you make better decisions regarding your safety and the safety of those around you.

Safely Dealing With a Disruptive Individual
A disruptive individual is someone who:
* Makes threats of physical harm to you, others, or themselves;
* Has a weapon;
* Exhibits unstable behavior patterns;
* Appears to be intoxicated or under the influence of a controlled substance.

If you come in contact with a disruptive individual
* Do not stand too close to the individual;
* Do not touch the person;
* Do not slouch (shows lack of confidence or fear), glare, or sigh at the individual.

Try to:
* Speak clearly and distinctly;
* Maintain a constant voice volume that is not too loud;
* Make eye contact;
* Get the person’s attention by using their name, if you know it.
* Acknowledge their feelings. Paraphrase what they say so they will know you are listening;
* Offer assistance: Use the word "we" to include the person in the solution process;
* Tell them exactly what you can do for them and when;
* Offer an alternative if appropriate;
* Advise appropriate staff members of the potential problem, if possible;

Call for assistance immediately if you sense the situation is intensifying.
Hotline Numbers

National Sexual Assault Hotline
1.800.656. HOPE (4673)
Free confidential help is available 24 hours a day 7 days a week.

The National Sexual Violence Resource Center
http://www.nsvrc.org
1.877.739.3895

Stalking Resource Center
http://stalkingawarenessmonth.org
1.202.467.8700

Office on Violence Against Women, U.S. Department of Justice
http://www.ovw.usdoj.gov/
202.307.6026

New York State Coalition Against Domestic Violence Phone: 518.482.5464
Toll-Free English: 1.800.942.6906 Toll-Free Spanish: 1.800.942.6908 E-mail: nysadv@nysadv.org

New York State Coalition Against Sexual Assault Phone: 518.482.4222 E-mail: info@nyscasa.org

Special Note:

Sidney Hillman Health Center
212.924.7744
**PBC Students**

Please read these inspirational quotes by some of America’s most prominent citizens

**Inspirational Quotes:**

![Muhammad Ali](image)

I hated every minute of training, but I said, ‘Don't quit. Suffer now and live the rest of your life as a champion.”

*Muhammad Ali*

![Norman Vincent Peale](image)

“Change your thoughts and you change your world.”

*Norman Vincent Peale*

![Walt Disney](image)

“All of your dreams can come true, if we have the courage to pursue them.”

*Walt Disney*

![Bill Cosby](image)

“In order to succeed, your desire for success should be greater than your fear of failure.”

*Bill Cosby*
ADMINISTRATION

Leon Y. Lee
President
Dr. Richard Slusarczyk
Academic Vice President
Kathy Ji Hyun Chae, Esq.
Vice President of Administration
Nick Poliseno
Chief Compliance Officer
Naser Barghouthi
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Arts & Sciences Department Acting Chairperson
Peter Agcaian
Information Systems & Mathematics Department Acting Chairperson
Qisi Zhang, PhD
ESL Department Chairperson
Grace Hinds, PhD Candidate
Director of Advising and the Academic Success Center
Andrew Chan
Academic Advisor
Terri Feng
Academic Advisor
Fei Chen
Academic Advisor
Ronald Murray
Academic Advisor
Shirley Rios
Academic Advisor
Samson Liang
Academic Advisor
Vilva Warthen
Academic Advisor
Elizabeth Rivera
Academic Advisor
Jose Torres, M.S., Ed.
Senior Academic Advisor
Judith Rodriguez
Placement Director
Patrick Tam
Placement Assistant
Ken Chang
Registrar
Robert Liu
Assistant Registrar
David Wang
Admissions Director
Keith Brotherson
Assistant Admissions Director
Jane Lin
Admissions Representative
Ling Ding
Admissions Representative
Maria Conde
Admissions Representative
Tishely Ortiz
Admissions Representative
Henry Qiu
International Affairs Director
Cheryl Zhang
Financial Aid Director
Elle Huang
Financial Aid Officer
Julie Anglero
Financial Aid Officer
Ivy Huang
Financial Aid Officer
Diane Lee
Librarian
Dan Li
Librarian Assistant
Dolores Livingston
Librarian Assistant
Xiu Yu Lu
Librarian Assistant
Kah Mah
Computer Technician
Rich Huang
Computer Technician Assistant
Annie Wong
Full-Charge Bookkeeper
Cathy Huang
Bursar
Julia Anguisaca
Assistant Bursar
Mandi Hui
Office Clerk
Helen Chiu
Receptionist
# Academic Calendar, 2013 – 2014

## Summer I 2013 (May 13, 2013 – Aug. 27, 2013)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13</td>
<td>Mon</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>May 17</td>
<td>Fri</td>
<td>Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>May 27</td>
<td>Mon</td>
<td>College Closed (Memorial Day)</td>
</tr>
<tr>
<td>July 4</td>
<td>Thu</td>
<td>College Closed (Independence Day)</td>
</tr>
<tr>
<td>July 26</td>
<td>Fri</td>
<td>Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Tue</td>
<td>Last Day of Classes</td>
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</table>

## Summer II 2013 (July 16, 2013 – Oct. 29, 2013)

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>July 16</td>
<td>Tue</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>July 22</td>
<td>Mon</td>
<td>Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>Sep. 2</td>
<td>Mon</td>
<td>College Closed (Labor Day)</td>
</tr>
<tr>
<td>Sep. 27</td>
<td>Fri</td>
<td>Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>Tue</td>
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## Fall I 2013 (Sep. 11, 2013 – Jan. 9, 2014)

<table>
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<td>Sep. 11</td>
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<td>Sep. 17</td>
<td>Tue</td>
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</tr>
<tr>
<td>Nov. 22</td>
<td>Fri</td>
<td>Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Nov. 28</td>
<td>Thu</td>
<td>College Closed (Thanksgiving)</td>
</tr>
<tr>
<td>Nov. 29</td>
<td>Fri</td>
<td>College Closed (Thanksgiving)</td>
</tr>
<tr>
<td>Dec. 23 – Jan. 3</td>
<td>Winter Recess</td>
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<tr>
<td>Jan. 6</td>
<td>Mon</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Thu</td>
<td>Last Day of Classes</td>
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## Fall II 2013 (Nov. 6, 2013 – Mar. 10, 2014)

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<tbody>
<tr>
<td>Nov. 6</td>
<td>Wed</td>
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</tr>
<tr>
<td>Nov. 12</td>
<td>Tue</td>
<td>Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>Nov. 28</td>
<td>Thu</td>
<td>College Closed (Thanksgiving)</td>
</tr>
<tr>
<td>Nov. 29</td>
<td>Fri</td>
<td>College Closed (Thanksgiving)</td>
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<tr>
<td>Dec. 23 – Jan. 3</td>
<td>Winter Recess</td>
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</tr>
<tr>
<td>Jan. 6</td>
<td>Mon</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Mon</td>
<td>College Closed (Human Rights Day)</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Wed</td>
<td>Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Mar. 10</td>
<td>Mon</td>
<td>Last Day of Classes</td>
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</table>

## Spring I 2014 (Jan. 15, 2014 – April 30, 2014)

<table>
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<tbody>
<tr>
<td>Jan. 15</td>
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</tr>
<tr>
<td>Jan. 20</td>
<td>Mon</td>
<td>College Closed (Human Rights Day)</td>
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<tr>
<td>Jan. 22</td>
<td>Wed</td>
<td>Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Mon</td>
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<tr>
<td>Apr. 30</td>
<td>Wed</td>
<td>Last Day of Classes</td>
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<table>
<thead>
<tr>
<th>Date</th>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mar. 19</td>
<td>Wed</td>
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<tr>
<td>Mar. 25</td>
<td>Tue</td>
<td>Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>May 26</td>
<td>Mon</td>
<td>College Closed (Memorial Day)</td>
</tr>
<tr>
<td>Jun. 2</td>
<td>Mon</td>
<td>Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>July 2</td>
<td>Wed</td>
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# ACADEMIC CALENDAR, 2014 – 2015

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<tbody>
<tr>
<td>May 8 Thu First Day of Classes</td>
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<tr>
<td>May 14 Wed Last Day for Late Registration or to Add a Class</td>
<td>July 29 Tue Last Day for Late Registration or to Add a Class</td>
</tr>
<tr>
<td>May 26 Mon College Closed (Memorial Day)</td>
<td>Sep. 1 Mon College Closed (Labor Day)</td>
</tr>
<tr>
<td>July 4 Fri College Closed (Independence Day)</td>
<td>Oct. 6 Mon Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>July 23 Wed Last Day to Officially Withdraw Without Academic Penalty</td>
<td>Nov. 5 Wed Last Day of Classes</td>
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<td>Aug. 22 Fri Last Day of Classes</td>
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<td>Nov. 18 Tue Last Day for Late Registration or to Add a Class</td>
</tr>
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<td>Nov. 21 Fri Last Day to Officially Withdraw Without Academic Penalty</td>
<td>Nov. 27 Thu College Closed (Thanksgiving)</td>
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<td>Jan. 6 Tue Last Day of Classes</td>
<td>Feb. 9 Mon Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Feb. 19 Thu College Closed (Chinese New Year Observed)</td>
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<td>May 25 Mon College Closed (Memorial Day)</td>
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<td>Jun 1 Mon Last Day to Officially Withdraw Without Academic Penalty</td>
</tr>
<tr>
<td>Mar. 31 Fri Last Day to Officially Withdraw Without Academic Penalty</td>
<td>July 1 Wed Last Day of Classes</td>
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<td>Apr. 30 Thu Last Day of Classes</td>
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