

PARSONS

Start-of-Term: Fall 2015

As the start of term is fast approaching, I am writing to provide you with important information, tools and resources to get your Fall 2015 semester started at Parsons. Please be on the lookout for more detailed information from your respective School and/or Program.

Academic Calendar

Please note that the semester begins on **Monday, August 31st** and ends on Tuesday, December 22.

Holidays include:

- Labor Day – Monday, September 7th
- Rosh Hashanah – Sunday, September 13th*- Monday, September 14th
- Yom Kippur – Tuesday, September 22nd*- Wednesday, September 23rd
- Thanksgiving – Wednesday, November 25th - Sunday, November 29th

*No classes starting after 3:50 PM will meet.

As a result of holidays, there are several modifications to the calendar:

- Tuesday, November 24th will follow the Wednesday class schedule, so no Tuesday classes.
- Tuesday, December 22nd only Tuesday classes starting after 3:50 will meet.

You may also wish to refer to Class Session Dates 2015–2016 for class dates by the day of the week.

Syllabi

You are **required to submit your syllabus** to students at the first class session, post it on Canvas and submit a final digital copy to your program by the end of the first week of classes, **Friday, September 4th**. As stated in [Syllabi FAQs](#), the purpose of writing a syllabus is to define expectations, clearly and in writing, at the start of each semester. A well-designed syllabus provides specific information about what is expected of students and what students can expect from the course and the instructor(s).

ALVIN and Rosters

I encourage you to check your roster during the first few weeks of the term, as students may be adding or dropping at this time. You should bring any anomalies to the attention of your program. Rosters may be accessed via [MyNewSchool](#) (under Academics). As the semester progresses, please be certain to notify your program's advising staff of any student who misses two consecutive class sessions without explanation. Advising contact information is below and is also available via Starfish.

Classroom Assignments

All classes have been carefully assigned to rooms according to size and other attributes. Please confirm your room assignment via [MyNewSchool](#) just prior to your first class session. Occasionally, it is necessary to move a class during the first few weeks of the term. Your program will notify you of such a change. And, though it may appear that a room is available, please do not change classrooms. Different courses follow different calendars and meeting times. While a room may appear free, it is likely to have been assigned to another course.

University Course Catalog

Faculty and students may search for undergraduate or graduate-level course information, along with an indicator of the term(s) in which they are generally offered, via the [University Course Catalog](#). Continuing education courses may be found via the [Continuing Education Registration System](#).

School-Specific Start-of-Term Information

Please be sure to visit your School's Curriculum Committee website for School specific start-of-term information and be on the lookout for School and Program emails. Please be sure to carefully review School-specific policies and procedures.

School of Art, Media, and Technology: <http://tinyurl.com/parsonsamt>

School of Fashion: <http://tinyurl.com/parsonssof>

School of Design Strategies: <http://tinyurl.com/parsonssds>

School of Constructed Environments: <http://tinyurl.com/parsonssce>

School of Art and Design History and Theory: <http://tinyurl.com/parsonsadht>

Best wishes for a successful semester. Should you have any questions, do not hesitate to contact me at grossik@newschool.edu.

Important Links

ACADEMIC CALENDAR

Degree programs: www.newschool.edu/registrar/academic-calendar/

Continuing Education: <http://www.newschool.edu/registrar/academic-calendar/>

E-RESERVES

Website: library.newschool.edu/services/reserves/submit/index.php

Email: ereserves@newschool.edu

EXCURSION POLICY AND FORMS

www.newschool.edu/parsons/subpage.aspx?id=32435

LYNDA.COM which offers online software instruction and professional development tutorials, is available to students, faculty, and staff. The 40,000+ videos in Lynda.com cover subjects including acoustics, desktop apps, logo design,

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responsive design, and project management

Lynda.com: login.libproxy.newschool.edu/login?url=http://iplogin.lynda.com

Library website: library.newschool.edu

Ask Us Service: answers.library.newschool.edu

MYNEWSCHOOL

my.newschool.edu/cp/home/displaylogin

STUDENT HANDBOOK/CATALOG: PARSONS

See "Parsons Resources": www.newschool.edu/parsons/current-students

STUDENT SUCCESS NETWORK / STARFISH CONNECT

A web-based tool called the Student Success Network is available to faculty. It is intended to enhance communication between and among students and their instructors, advisors, and support services.

Information and login: www.newschool.edu/leadership/provost/faculty/student-success-network

Online support: dostarfish.com/wiki/tiki-index.php?page=FacultyStaffHome

SYLLABUS INFORMATION

www.newschool.edu/parsons/instructional-resources

UNIVERSITY COURSE CATALOG

Degree Programs: www.newschool.edu/ucc/courses.aspx

Continuing Education: ceregistration.newschool.edu/register/index.cfm

ADVISING CONTACT INFORMATION

To contact an individual student's advisor, use the [Student Success Network](#) to find their name, email address, and other contact information.

Parsons Office of Advising: AdvisingParsons@newschool.edu

Adobe Creative Cloud

All faculty, students, and staff have subscriptions to [Adobe Creative Cloud](#). To access your individual subscription, log into [MyNewSchool](#) and follow the directions in the Adobe channel. For additional information, visit www.newschool.edu/information-technology/adobe.