

Studios and Workshops

Studios are offered every quarter to assist students with their assignments and projects. They also provide an opportunity for students to obtain expert advice and constructive critiquing appropriate to the subject matter. A schedule of open Studios by campus is posted quarterly on the Student Portal under Campus Resources.

Workshops are provided for students every quarter to demonstrate new information or techniques in various subjects. For specific days, times, topics, and presenters, see the campus Newsletter or Student Portal.

Class Size and Scheduling

The college has an obligation to provide the optimum scheduling and faculty staffing 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 keep a reasonable number of students in each class based on the subject matter and nature of activity in the course.

Textbooks and Supplies

Textbooks and supplies are issued during the first class meeting. Students must sign a class roster, which includes an itemized list of books and supplies received for each registered class. Students must verify that all items listed are received and in perfect condition before leaving the first class session. Students who drop a class must submit a signed Class Change Form to the Registrar. All unused books and/or supplies for each dropped class must be returned to the College Services Department by the end of the sixth week of class. Students will be charged for books and supplies that are not returned. Students who are absent when textbooks and supplies are issued are responsible for obtaining them from the Bookroom before the end of the second week of class. Bookroom hours are posted at each campus.

Spray Mount

All types of spray mount adhesive and spray paint are prohibited from being used on all FIDM campuses.

Field Trips

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

Student Newsletter

The FIDM Student Newsletter is published weekly at all campuses and is available online through the Student Portal. The information covered in the Newsletter is important to each student. Copies are available in the Student Lounge on each campus.

Visitors

The college restricts attendance in class sessions to those who are formally registered in the course. Visitors are not allowed on campus, unless for official business or when approved by an Administrator.

Smoking, Eating, and Cellular Phones

Eating, drinking, and cell phone (including camera function) use are not permitted in FIDM's classrooms, halls, Library, or elevators. FIDM is a non-smoking campus. In compliance with local ordinances, smoking is only permitted outside the buildings.

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 purposes of the college. Students are prohibited from bringing firearms or illegal drugs onto any FIDM campus. FIDM reserves the right to suspend or dismiss any student at any time when the administration deems such action to be in the best interests of the student, the student body, or college. A Student Conduct Policy and Statement of Disciplinary Procedures is available from the Education Department. The Chief Academic Officer of each campus will, prior to the dismissal of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of ordinances of the state, county, or city.

Alcohol and Substance-Free Environment

FIDM is committed to providing a workplace and school environment free of illegal drugs, substance abuse, or paraphernalia used for these substances. Violation of this policy may result in immediate dismissal from academic programs or college-related employment. A substance abuse prevention program, as well as counseling and/or referrals, is available through the Education Department.

Academic Honesty

All academic work submitted by a student should be original work. Cheating, plagiarism, 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. Students who cheat will receive an "F" on the exam or project and will be subject to disciplinary action through the Education Department, which may result in dismissal from the college. 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.

Student Technology Use Policy**Off Campus**

In an effort to provide FIDM students with a quality education which keeps pace with our rapidly changing world, we have found it essential to implement new technology standards for email, Internet, and access to a computer.

E-mail

All students should have an email account that they use on a regular basis. It is necessary to have an email account not only for maintaining contact with instructors, but also to obtain access to the Student Portal.

Access to a Computer

We strongly recommend that each student buy or have access to a computer at home. Having easy access will supplement your education, and the more proficient and comfortable you are on a computer, the better prepared you will be 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, we strongly encourage all students to have access to the Internet from home, in addition to access available at FIDM.

On Campus

FIDM has invested substantial assets in order to provide students with the most updated versions of technology software to help prepare students for their prospective industry. In accordance, the following terms and provisions state the Student Technology Use Policy for the college:

1. Students may not use computer resources for unlawful activity.
 2. Students are not to change system settings or disconnect, connect, or switch off any hardware from computers.
 3. Students are prohibited from using email accounts, web-related content, or computer resources for personal gain, partisan political purposes, or with the intent of harming a particular individual.
 4. Students are prohibited from creating, downloading, installing, or storing programs and software.
 5. Students may not use the computer labs to play games, use chat-rooms, download music, or download erotic content.
 6. Students are not permitted to have food or beverages near computer terminals or in the computer labs.
 7. Students are prohibited from searching, reading, copying, altering, or deleting another person's files, or to use another person's user ID or password without permission.
 8. Students may not use the network or computer resources to plagiarize or copy protected material in violation of copyright laws. This includes FIDM's trademarks, college logo, or seal.
- Violating this policy in whole or in part could result in disciplinary action that could lead to immediate dismissal from school.

Student Portal

The FIDM Student Portal website offers the following essential online tools, services, and information for students:

- Web Registration
- Student Message Center (where you pick up messages from the FIDM staff)
- Transcript Requests
- Campus Event Calendar
- Check Financial Clearance and Registration
- Faculty and Staff Directory
- College Catalog
- Campus Hours

You will need a PIN number to register for a Student Portal account. Your PIN number is given to you upon acceptance into the college. You have 90 days to register for an account before it expires. Once you register for an account, you will no longer need the PIN number.

To set up a user ID and password:

1. Go to myfidm.fidm.edu.
2. Click on "Sign Up."
3. Enter your PIN number and Date of Birth.
4. Review the "Family Education and Privacy Rights Act" statement page.
5. Read the statement and if you agree, click on "I agree" to create your user account.
6. Create your password and provide additional information to register for a User ID. Your User ID will be emailed. Save this email for future reference.
7. Congratulations, you are now on the Student Portal!

To sign into the portal:

1. Go to myfidm.fidm.edu.
2. Enter your User ID and Password and click on "Sign In."
3. Congratulations, you are now on the Student Portal!

If you are a new student you will need a PIN number to first register for a student portal account.

To retrieve user ID or password information:

1. Go to myfidm.fidm.edu.
2. Enter your "Forgot Your User ID" or "Forgot Your Password."
3. Your account information will be e-mailed to you immediately.

The following are categories which can be viewed online:

My FIDM

- Welcome to the Portal! (explains Portal features)
- My Grades (View your grades)
- My Classes
- My Tuition Account (Pay your tuition online)
- Student Messaging

FIDM TODAY

- Newsletter (A weekly update of events on all FIDM campuses)
- FIDM Calendar
- News
- Announcements

ACADEMICS

- eOrientation
- Web Registration
- Schedule of Classes
- Registration Dates (Registration dates for each quarter)
- Faculty and Staff Directory
- Transcript Requests
- Student Handbook
- Apply for Your Degree
- Graduation Information

FINANCE

- Financial Aid Forms
- Student Loan Counseling
- Contact your Financial Aid Officer
- Scholarship Resources

CAMPUS RESOURCES

- Library
- Web Links by Subject
- Technology Discounts
- Health Insurance Information
- Online Safety
- Success Seminars
- Campus Hours

eLEARNING

- eLearning Course Sign In
- eLearning Overview (Learn about FIDM's eLearning program)

CAREER CENTER SERVICES

- Student Job Leads
- Industry Links