



**2009-2011
STUDENT HANDBOOK**



Think Big. Start Smart.

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Introduction

PRESIDENT'S WELCOME

A warm welcome to Cayuga Community College! We are pleased that you are here, regardless of your situation or circumstance. Perhaps you have just graduated from high school, or you are returning to college after some period of time. Perhaps you are here to upgrade your work skills, or you are retraining for a new job. No matter what your starting point may be, we promise to work with you in achieving your educational goals that your Cayuga experience will be rewarding and fulfilling. Our focus is to help you succeed, to partner with you in your studies and coursework, and in all of the activities available at the College. We will assist you insofar as we can, to help you complete your educational goals.

This Student Handbook will help you to identify those offices and services that can assist you along the way. These pages contain important information about Cayuga dates, deadlines, events, procedures, and policies. I encourage you to read and understand them, to use them as your guide. As you have questions, please ask so we can help to provide the answers. After all, often it is the unasked question that leads to crucial information.

With a distinguished 56-year history, Cayuga has an outstanding reputation as a dynamic, high-quality college. We believe that all students have the potential to be successful and to add to that rich Cayuga tradition. We hope that you will become part of this proud history, and join with us to ensure a bright future for us and our students. On behalf of the faculty and staff, I extend to you our best wishes and hopes for success in your college career.

Sincerely,
Daniel Paul Larson, D.M.A.
President

Welcome, TO CAYUGA COMMUNITY COLLEGE

This handbook is your guide to College policies and available student resources. It is to your benefit to thoroughly review this information. Best wishes for a positive learning experience at Cayuga Community College.

—KNOWLEDGE KNOWS NO BOUNDARIES...

Norman Lee
Director of Student Activities

HISTORY OF THE COLLEGE

On April 9, 1953 the State University of New York (SUNY) Board of Trustees approved the establishment of a community college in Auburn under the sponsorship of the Auburn City School District.

Auburn Community College (ACC) opened its doors the following September in the former James Street Elementary School. Sixty-nine students joined Acting President Dr. Charles G. Hetherington and the charter faculty in ushering in a new era of higher education in Central New York. ACC was the first community college organized in its entirety after the establishment of SUNY.

In 1959 the college moved to its current Franklin Street campus. Over the next 20 years, four new buildings were added to the campus, with sponsorship for the College assumed by Cayuga County in July 1975 – and thus a “name change” to Cayuga County Community College. The College continued to evolve and change over the next decades. Among the changes were the addition of a campus Preschool Center (1981); establishment of the Cayuga County Community College Foundation (1982) and the Business and Industry Center (1986); a \$6.5 million Capital Construction renovation/remodeling project (1989-91); opening of the Fulton Extension Center (1994); the siting of a NASA-sponsored Regional Applications Center of the Northeast on campus (1998); and a \$10.6 million Capital Construction Project which included the construction of a Regional Economic Center to house the NASA Institute, a new BIC facility, as well as offices for state and county job-related agencies (2003).

Cayuga has had only seven presidents during its fifty-year history. Succeeding Dr. Hetherington were Dr. Albert T. Skinner (1958-1977), Dr. John H. Anthony (1977-1980), Dr. Helena B. Howe (1980-1986), Dr. Lawrence H. Poole (1986-1996), and Dr. Dennis Golladay (1996-2006). Dr. Daniel P. Larson joined Cayuga as its seventh president in 2007.

Cayuga boasts more than 19,500 alumni who have distinguished themselves locally, nationally and internationally in a variety of fields including law, medicine, the arts, human services and education. In its five decades of building futures, the College has earned a reputation for excellence and achievement. Its trustees, faculty and staff are committed to continually improving the academic programs and services to meet the ever-changing needs of the local community and the global workplace.

FULTON CAMPUS

The Fulton Campus officially opened for classes in January 1994 and has grown from an initial enrollment of 97 to an anticipated fall 2003 enrollment of well over 900.

In fall 2001, the campus moved to its new home on Route 3 in Fulton. The expanded facility offers a full range of credit and non credit courses in a state of the art facility including two computer labs, a distance learning room, multi purpose science lab, art room, and general class rooms. The campus also offers, in its learning commons, a library, academic support center and open computing stations.

Fulton staff includes professionals in admissions, financial aid, student development, academic support, library services, and learning disabilities.

Students at the Fulton Campus have the opportunity to participate in various activities including: Student Activities Board, Criminal Justice Club, Computer Club, Phi Theta Kappa Honor Society, Literary Club, Art Club and Student Government Organization.

The campus is located at 806 West Broadway, Suite 2, Fulton, New York 13069. The phone number is 592-4143.

CAYUGA COUNTY COMMUNITY COLLEGE AND THE STATE UNIVERSITY

Cayuga County Community College is accredited by the Commission on Higher Education, a unit of the Middle States Association of Colleges and Schools, (3624 Market Street, Philadelphia, PA 19104-2680); the National League for Nursing (350 Hudson Street, NYC, NY 10014); and The National Association for the Education of Young Children, and the Society of Broadcast Engineers (P.O. Box 20450, Indianapolis, IN 46220). The College is one of 30 community colleges supervised by and incorporated in the State University of New York. Its programs are registered by the New York State Education Department. Both career-oriented programs and programs designed to help students transfer to four-year colleges are offered.

Like other community colleges of the State University, Cayuga County Community College is locally governed. Its Board of Trustees consists of ten members of various professions and achievements. Five are appointed by the Cayuga County Legislature and four are appointed by the Governor for rotating terms of seven years. The tenth member is a voting student representative who is elected annually by the student body. The support of the College is a three-way partnership between the state, the students, and the sponsor.

ACC/CCC ALUMNI ASSOCIATION

The Auburn Community College Alumni Association was founded in 1959 to create a bond of fellowship among alumni as well as the community it serves. The organization was incorporated and renamed the Auburn/Cayuga Community College Alumni Association in 1980 following the transition of the College to county sponsorship in 1976. To maintain contact with alumni, a biannual newsletter is distributed each spring and fall.

The Alumni Association helps the College Foundation raise funds through the Annual Alumni Appeal and the March Phone-a-Thon. Additionally, the Association raises funds for programs and activities through special projects. Proceeds from alumni activities support a number of scholarships and grants as well as other College and community enhancement programs.

All alumni are encouraged to keep in touch with the College through the Alumni Association. It is important to notify the Association of address changes to ensure effective communication, allowing us to relate news about the College and former classmates.

Alumni are encouraged to stop in and say hello. Our office on the Auburn campus has a collection of yearbooks and memorabilia available to view.

*Mission: Promote and enhance relations among alumni,
the College community and the community-at-large.*

Academic Calendar 2009-2010

Fall Semester 2009

August	27	Thurs	Orientation begins – Fulton
	28	Fri	Orientation ends – Auburn
	31	Mon	Weekday and evening classes begin
September	4	Fri	Last day to change schedule (by 5:00 pm)
	7	Mon	Labor Day – no classes
	12-13	Sat-Sun	Weekend classes begin
October	12	Mon	Columbus Day – only evening classes meet
	19	Mon	Midterm grades due
November	2-6	Mon-Fri	Advisement and current student registration
	9-13	Mon-Fri	Advisement and current student registration
	16	Mon	Open registration begins
	25-29	Wed-Sun	Thanksgiving break begins Wed. at noon – no classes
December	13	Sun	Fall semester classes end
	14-20	Mon-Sun	Final exams (evening and weekend class exams given during regular class time)

Fall 2009: Accelerated Weekend Degree Program Sessions

August	23	Sun	Session One begins
	28	Fri	Last day to change schedule (by 5:00 pm)
September	6	Sun	Labor Day weekend – no classes
	18	Sun	Session One ends
October	25	Sun	Session Two begins
	30	Fri	Last day to change schedule (by 5:00 pm)
	November 29	Sun	Thanksgiving break – no classes
December	20	Sun	Session Two ends

Intersession 2010

January	4	Mon	Classes begin
	5	Tues	Last day to change schedule (by 4:00 pm)
	18	Mon	Martin Luther King, Jr. Day – no classes
	22	Fri	Classes end – final exams

Spring Semester 2010

January	21	Thurs	Orientation begins – Fulton
	22	Fri	Orientation ends – Auburn
	23-24	Sat-Sun	Weekend classes begin
	25	Mon	Weekday and evening classes begin
	29	Fri	Last day to change schedule (by 5:00 pm)
February	18-21	Thurs-Sun	Winter break – no classes
March	10	Wed	Assessment Day – only evening classes meet
	15	Mon	Midterm grades due
April	1-11	Thurs-Sun	Spring break – no classes
	12-16	Mon-Fri	Advisement and current student registration
	20-23	Tues-Fri	Advisement and current student registration
	26	Mon	Open registration begins
May	14	Fri	Spring semester classes end
	15-20	Sat-Thurs	Final exams (evening and weekend class exams given during regular class time)
	23	Sun	Commencement

Spring 2010: Accelerated Weekend Degree Program Sessions

January	10	Sun	Session One begins
	15	Fri	Last day to change schedule (by 5:00 pm)
February	21	Sun	Winter break – no classes
March	7	Sun	Session One ends
	14	Sun	Session Two begins
	19	Fri	Last day to change schedule (by 5:00 pm)
April	4 & 11	Sun & Sun	Spring break – no classes
May	16	Sun	Session Two ends

Summer 2010: Session I - 4 Weeks

May	26	Wed	Classes begin
	28	Fri	Last day to change schedule (by 4:00 pm)
	31	Mon	Memorial Day – no classes
June	23	Wed	Classes end
	24	Thurs	Final exams

Summer 2010: Session II - 6 Weeks

June	28	Mon	Classes begin
	30	Wed	Last day to change schedule (by 4:00 pm)
July	5	Mon	Independence Day holiday – no classes
August	9	Mon	Classes end
	10-11	Tues-Wed	Final exams

Summer 2010: Accelerated Weekend Degree Program Session

June	6	Sun	Session begins
	11	Fri	Last day to change schedule (by 4:00 pm)
July	4	Sun	Independence Day – no classes
August	1	Sun	Session ends

Academic Calendar 2010-2011

Fall Semester 2010

August	30	Mon	Orientation begins – Fulton
	31	Tues	Orientation ends – Auburn
September	1	Wed	Weekday and evening classes begin
	6	Mon	Labor Day – no classes
	8	Wed	Last day to change schedule (by 5:00 pm)
October	11-12	Sat-Sun	Weekend classes begin
	11	Mon	Columbus Day – only evening classes meet
	20	Wed	Midterm grades due
November	1-5	Mon-Fri	Advisement and current student registration
	8-12	Mon-Fri	Advisement and current student registration
	15	Mon	Open registration begins
	24-28	Wed-Sun	Thanksgiving break begins Wed. at noon no classes
December	13	Mon	Fall semester classes end
	14-20	Tues-Mon	Final exams (evening and weekend class exams given during regular class time)

Fall 2010: Accelerated Weekend Degree Program Sessions

August	22	Sun	Session One begins
	27	Fri	Last day to change schedule (by 5:00 pm)
September	5	Sun	Labor Day weekend – no classes
October	17	Sun	Session One ends
	24	Sun	Session Two begins
	29	Fri	Last day to change schedule (by 5:00 pm)
November	28	Sun	Thanksgiving break – no classes
December	19	Sun	Session Two ends

Interession 2011

January	3	Mon	Classes begin
	4	Tues	Last day to change schedule (by 4:00 pm)
	17	Mon	Martin Luther King, Jr. Day – no classes
	21	Fri	Classes end – final exams

Spring Semester 2011

January	20	Thurs	Orientation begins – Fulton
	21	Fri	Orientation ends – Auburn
	22-23	Sat-Sun	Weekend classes begin
	24	Mon	Weekday and evening classes begin
February	28	Fri	Last day to change schedule (by 5:00 pm)
	24-27	Thurs-Sun	Winter break – no classes
March	9	Wed	Assessment Day – only evening classes meet
	14	Mon	Midterm grades due
April	28-Apr. 3	Mon-Sun	Spring break – no classes
	4-8	Mon-Fri	Advisement and current student registration
	11-15	Mon-Fri	Advisement and current student registration
	18	Mon	Open registration begins
May	21-24	Thurs-Sun	April break – no classes
	13	Fri	Spring semester classes end
	14-19	Sat-Thurs	Final exams (evening and weekend class exams given during regular class time)
	22	Sun	Commencement

Spring 2011: Accelerated Weekend Degree Program Sessions

January	9	Sun	Session One begins
	14	Fri	Last day to change schedule (by 5:00 pm)
February	27	Sun	Winter break – no classes
March	6	Sun	Session One ends
	13	Sun	Session Two begins
April	18	Fri	Last day to change schedule (by 5:00 pm)
	3 & 24	Sun & Sun	Spring break & April break – no classes
May	15	Sun	Session Two ends

Summer 2011: Session I - 4 Weeks

May	25	Wed	Classes begin
	27	Fri	Last day to change schedule (by 4:00 pm)
	30	Mon	Memorial Day – no classes
June	22	Wed	Classes end
	23	Thurs	Final exams

Summer 2011: Session II - 6 Weeks

June	27	Mon	Classes begin
	29	Wed	Last day to change schedule (by 4:00 pm)
July	4	Mon	Independence Day – no classes
August	8	Mon	Classes end
	9-10	Tues-Wed	Final exams

Summer 2011: Accelerated Weekend Degree Program Session

June	5	Sun	Session begins
	10	Fri	Last day to change schedule (by 4:00 pm)
July	3	Sun	Independence Day weekend – no classes
July	31	Sun	Session ends

Where to Find Answers and Help

ACADEMIC

Academic Dismissal	Office of Academic & Student Affairs - M254/ Student Development Center - M224
Academic Load	Faculty Advisor
Academic Probation	Student Development Center - M224
Adding Courses	Registrar's Office - M243
Banner I.D.	Registrar's Office - M243
Career Planning and Placement	Student Development Center - M224
Changing Major or Program	Faculty Advisor/Student Development Center - M224
Disability Services	Academic Support Center - L222
Dropping Courses	Registrar's Office - M243
Evening Courses	Academic Programs - M316
Grade Standing	Instructor/Registrar's Office/Faculty Advisor
Improving Learning Skills	Academic Support Center - Library Building
International Studies	Academic Programs - M316
Orientation	Student Development Center - M224
Registration	Registrar's Office - M243
Requirements for Graduation	Faculty Advisor or Student Development Center
Summer Sessions	Registrar's Office - M243/ Academic Programs - M316
Transfer Advisement	Mr. Charland, Student Development Center - M224
Transcripts	Registrar's Office - M243
Veterans Information	Ms. Pasik, Registrar's Office - M243
Withdrawal from School	Student Development Center - M224

CONDUCT

Attendance Policy	Academic Dean/Registrars Office - M243
Student Conduct	Student Development Center - M224/ Campus Security - M211

COUNSELING

Advisor Assignment	Student Development Center - M224
Career Library	College Library/Student Development Center
Counseling, Personal Issues	Student Development Center - M224
Study Skills/Advisement	Faculty Advisor/Academic Support Center
Vocational Counseling/Testing	Student Development Center - M224

FINANCIAL AID

All Financial Aid Checks

Financial Aid Counseling

Financial Aid Scholarships/Loans

Forms for Financial Aid

Payment of Tuition and/or Fees

Student Employment

Tuition Assistance Program

(TAP) Applications

Business Office - M232 Employment

Financial Aid Office - M235

Financial Aid Office - M235

Financial Aid Office - M235

Business Office - M232

Financial Aid Office - M235

Financial Aid Office - M235

STUDENT LIFE

Book Supplies

Change of Address

College Catalogs

Emergency Messages

Health Services

Housing

ID Cards

Medical Insurance

Medical Service

Reporting Illness or Absence

Room Reservation

Student Records

Thefts

Bookstore

Registrar's Office - M243

Admissions/Library/Student Development Center

Student Development Center - M224

College Health Office - M203

Student Development Center - M224

Campus Security/Student Development Center

College Health Office - M203

College Health Office - M203

Health Office - M203

Student Development Center - M224

Registrar's Office - M243

Campus Security - M211

FULTON CAMPUS

Main

(315) 592-4143

Bookstore

(315) 592-4143, ext. 3043

Student Services

ACADEMIC SUPPORT CENTER

Cayuga's Academic Support Center is a place where you can get help with most subjects from a professional learning specialist or a trained peer tutor, where students with disabilities can arrange for appropriate services and accommodations, and is a resource for faculty who want to learn more about alternative approaches for teaching and learning.

The Center is guided by the belief that each student has the potential to experience academic success. If you can answer yes to any of the following questions, then you can benefit from these services!

- Are you coming to college for the first time and need a little extra help with certain courses?
- Have you been out of school for a while and need a refresher on learning and study skills?
- Are you having trouble understanding or keeping up with the material in a particular course?
- Do you feel overwhelmed by the course material?
- Do you want to learn more effectively?
- Are you enrolled in one of the College's developmental courses?
- Have you struggled with writing assignments in the past?
- Does math seem confusing and does it feel like trying to learn a foreign language?
- Do you have a documented disability and need accommodative services?
- Are you doing well in your courses but would like to do better?
- Do you find that studying the material with others in your class is helpful?

Students visit the Academic Support Center to:

- receive help from a professional learning specialist in math, English, or study skills
- join a study group or work individually with a trained peer tutor*
- develop and enhance their academic, study, and leadership skills
- use computer workstations, software programs and SUNY learning networks
- access disability services
- take exams when the instructor approves an alternate site and time for testing
- attend workshops on a variety of academic topics
- review textbooks or study guides on reserve

* Peer tutors are academically successful students who wish to help fellow students achieve similar success. This is a work-study position. To be considered for the peer tutoring program, students must be recommended by an instructor and maintain a 3.0 cumulative grade point average.

Auburn's ASC Hours of Operation during the academic year:

Monday - Thursday 8am - 8:30pm; Friday 8am - 4:30pm

Fulton's ASC Hours of Operation during the academic year:

Monday - Thursday 8am - 8pm; Friday 8am - 4:30pm

DISABILITY SERVICES

Cayuga Community College is committed to providing a quality education accessible to all students who meet the standards for acceptance. Cayuga offers every student with a qualifying, documented disability appropriate and reasonable accommodations. In order to receive accommodations, students with disabilities need to identify the disability to disability services personnel in the Office of Disability Services, as early as possible, and provide required current documentation.

Accommodations accessed through the Office of Disability Services, located in the Academic Support Center (ASC), may include, but are not limited to:

- Notetakers
- Time Extensions
- Alternative Testing Arrangements
- Readers/Taped Test
- Computers, Kurzweil Scan/Read programs
- Optelec Clear-View Video Magnifying Machines
- Physical Accommodations, such as special classroom seating or architectural accessibility

Disability personnel serve as a liaison with high schools and agencies such as the Office of Vocational and Educational Services for Individuals with Disabilities (VESID), the Commission for the Blind and Visually Impaired (CBVH) and Aurora of Central New York. Students working with any sponsoring agency should contact the agency several weeks before the start of the semester to make sure that all necessary paperwork is completed. This will facilitate a timely and effective relationship with Cayuga's Office of Disability Services.

Students with disabilities should contact the appropriate disability personnel listed below, as soon as possible, to make arrangements for specific, individual assistance to ensure their full participation.

Office of Disability Services

Auburn Campus
 Academic Support Center
 222 Library Building
 197 Franklin Street
 Auburn, New York 13021-3099
 (315) 255-1743 ext. 2422

Fulton Campus
 Learning Commons
 806 West Broadway – Suite 2
 Fulton, New York 13069
 (315) 592-4143 ext. 3027

504/ADA Coordinator/Affirmative Action Office
 Student Development Center – M224
 Cayuga Community College
 197 Franklin Street
 Auburn, New York 13021-3099
 (315) 255-1743 ext. 2232

THE CCC BOOKSTORE

The CCC Bookstore stocks new and used textbooks as well as material required for course work. The store also stocks College apparel, giftware, class rings, general reading books, office and art supplies and calculators. Computer software is available at academic prices to faculty, staff and students.

The CCC Bookstore also sells postage stamps and offers a fax service.

We have a Book Buyback program in which we buy current editions of textbooks. Hours are daily 9am - 4pm, Monday through Thursday and 9am - 1pm on Friday during the spring and fall semesters and daily 9am - 2pm, Monday through Thursday and 9am - 1pm on Friday during the summer.

The CCC Bookstore gladly accepts cash, checks, MasterCard, Visa and Discover.

It's strongly recommended that you attend class before purchasing your textbooks. Some titles may be required and others may only be optional. It may be possible that different instructors will use different texts for the same course.

The Bookstore can be of greatest assistance to you if you know the complete title, author and course number. While staff is glad to assist you in finding the books you need, the CCC Bookstore is self-service and you are responsible for making sure you purchase the correct books for your courses.

efollett.com is available 24 hours a day. **KEEP YOUR RECEIPT.** If you have made an error and purchased the wrong text or if you drop a course, your receipt is necessary for us to allow a refund or exchange during the returns period.

TEXTBOOK RETURN POLICY

Books are returnable **ONLY** within seven business days of the fall & spring semesters; within the first week for the summer sessions. See store for exact cutoff dates.

RECEIPT IS REQUIRED for all returns and exchanges.

* Books must be in original condition, unmarked and undamaged. Do not mark in your books until you are certain that you will keep them.

Defective books will be exchanged and should be returned as soon as the defect is discovered.

The following items are nonreturnable:

- Study Aids
- Calculators
- Diskettes & Software
- Textbooks not in original condition
- Opened packages of prewrapped material
- Paperbacks, Novels and General-Reading Books
- Special Orders & Clearance Merchandise

Non-course merchandise may be returned within 2 working days from the date of purchase when the item is in new and resaleable condition. Receipt is required.

CCC BOOKSTORE HOURS - Auburn Campus

Store hours for Fall and Spring are:

Monday - Thursday, 9am - 4 pm and Friday, 9am - 1pm

Store hours for the summer are:

Monday - Thursday, 9am - 2pm

Friday, 9am - 1pm

Extended evening hours are posted at the beginning of each semester for your convenience.

The CCC Bookstore offers a wide variety of services and is open to the public. For further information call 253-6367 or 255-1743 ext. 2302.

CCC BOOKSTORE HOURS - Fulton Campus

See Fulton Campus Bookstore for hours and services.

For further information call 592-4143 ext. 3043.

CAMPUS CHAPLAIN

The campus chaplain is available to all members of the campus community seeking spiritual guidance and information or involvement in campus events sponsored by the Campus Ministry Committee. The chaplain may be contacted in M212A during scheduled office hours or through the Student Development Center.

CAREER PLANNING AND PLACEMENT OFFICE SERVICES AND PROGRAMS

Cayuga's Award Winning Career Planning and Placement Office offers the following Services:

CAREER COUNSELING

- Individual and Group
- Skill and Interest Inventories

COMPUTER RESOURCE AREA

- Discover, a career exploration program
- Internet access to job services and career information
- Resume and Placement Service
- Three on-line Recruitment Programs

CAREER LIBRARY

- College Catalogues
- Occupational Information
- Employer File Information

CAYUGA STUDENT CAREER ACADEMY NETWORK - CSCAN

- Real Life career and job search opportunities with CCC Alumni and Community Members

JOB PLACEMENT AID

- On-campus recruiting
- Resume critique service
- Job listings board
- Job Fairs and Job Readiness Events

WORKSHOP/CLASS ROOM PRESENTATIONS

- Career Exploration Seminar
- Resume Writing
- Interviewing Skills
- Presenting Yourself: Dress for Success
- Business Etiquette: Power Meals
- Myers Briggs Type Workshops
- Other workshops upon request
- Stress Management

EXPERIENTIAL LEARNING

- Internship Opportunities
- Cayuga Community College's
- Volunteer Handbook/Listings
- Service Learning Classes

COMMUNITY SERVICES AVAILABLE TO STUDENTS**AUBURN -**

Auburn Housing Authority	Thornton Ave. - 253-6249
Auburn Police Department	46 North St. - 255-4719
Cayuga County Mental Health Center	146 North St. - 253-2746
Cayuga County Health Department	County Office Bldg. - 253-1404
CHAD (Confidential Help for Alcohol & Drugs)	75 Genesee St. - 253-9786
Department of Social Services	County Office Bldg. - 253-1011 Food Stamps - 253-1265
East Hill Family Medical, Inc. Family Planning Services	49 N. Fulton St. - 253-8477
Auburn Fire Department	253-3211
Motor Vehicle Department	County Office Bldg. - 253-1241
Recovery Counseling Services	188 Genesee St. - 255-3559
Veterans Cayuga County Service	County Office Bldg. - 253-1281
YMCA-WEIU	Office - 29 William St. - 253-5304

FULTON -

County of Oswego Council on Alcoholism (COCOOA)	53 E. 3rd St., Oswego - 342-2370
Department of Social Services Farnham, Inc.	1 Spring St., Mexico - 963-5000 300 Hart St., Fulton - 593-0796 283 W. 2nd St., Oswego - 342-4489
Fulton Fire Department	911
Fulton Health Center	522 S. Fourth St. - 598-4740
Fulton Police Department	911
Harbor Lights Chemical	5777 Main St., Mexico - 963-0777
Dependency Service	
Oswego County Mental Health	Oswego Hospital - 343-8162
Oswego Counties Opportunities, Inc.	598-4717

COUNSELING SERVICES

Choosing a major, making decisions about transferring to a four year college, and choosing a career path, are just some examples of the decisions students face while enrolled in college. The Student Development counselors offer a variety of counseling and advisement services to students and alumni that help guide them through the search for information and the process of making decisions. Counselors in Auburn and Fulton are available to assist you in a variety of ways.

Academic Advisement and Decision Making

Planning for Transfer to Other Colleges

Information on Housing

Short-term Crisis Counseling

Information and Referral for Personal Counseling in the Community

Information on Cayuga Clubs, Student Organizations, and Student Activities

Student Code of Conduct and Conflict Resolution on Campus

SD102-College Success – I credit hour course in Being Successful in College

You may contact a counselor in person, by phone, or send us an e-mail at studentdevelopment@cayuga-cc.edu.

Auburn

Student Development Center- M224- or call 255-1743, ext. 2232, 2230 or 2223.

Fall & Spring Semester Counselor Hours:

Mon., Tues & Wed.- 8:30am-7pm, Thurs. & Fri.- 8am- 5pm

Fulton

Campus Reception Desk or call 592-4143

Fall & Spring Semester Counselor Hours:

Mon., Wed, Thurs. & Fri. 8:30am-5pm, Tues. 8:30am-8pm

Summer Hours:

9am-4pm / Evening Hours - call for an appointment

EVENING/WEEKEND/ONLINE STUDENTS

Counselors are available several evenings each week. Check at the information desk or in the Student Development Center for specific hours and days. Services include academic advisement, transfer information, career guidance, as well as personal counseling and referral. In addition, financial aid advisement is available most Monday evenings. Check with the financial aid office for hours and details.

Students may complete study in a number of degree and certificate programs in the evening. In some cases, one or more courses may need to be taken on Sunday or online. Evening Degree Study Options include:

Associate in Arts Degrees:

AA Liberal Arts & Science/Humanities and Social Science

AA Liberal Arts & Science/Humanities and Social Science

Associate in Applied Science Degrees:

- AAS Business Administration
- AAS Computer Hardware Software Design
- AAS Computer Information Systems

Certificates:

- Computer Hardware Software Design
- Computer Information Systems
- Computer Technology/ Computer Service Technician Certificate
- General Business Certificate

Cayuga also offers a full range of online courses—courses anytime, anyplace. See Ed Kowalski in the Continuing Education Office, M316, ext. 2498 for details.

For those who need to accelerate their program, Cayuga's Accelerated Degree Program may be just right. Courses are offered on Sundays in eight-week sessions. More information can be obtained from the Continuing Education Office, ext. 2835.

EVENING PROGRAMS

During fall and spring semesters students in either Auburn or Fulton campuses can register for Sunday classes. The flexible Sunday schedule, which includes two 8-week sessions of accelerated classes as well as a block of full semester courses, enables students to register for up to six classes each semester (four at the Fulton campus) yet come to campus only one day a week. This helps busy people fit college study around full-time employment and parenting and also saves on gas and commuting time. Students complete all requirements toward Cayuga's AA degree in Liberal Arts: Humanities & Social Sciences (full or part-time) through Sunday study, or create a combined schedule of Sunday, day, evening and/or online study to fulfill requirements for other Cayuga degrees. For more information about Sunday study, contact Janet Nelson, Director of Adult Learning by phone at 315-294-8835 or by email to nelsonj@cayuga-cc.edu.

ONLINE PROGRAMS

A convenient option for completing many Cayuga courses is online study. Many Cayuga degrees can be completed either through on-campus coursework, online study, or a combination of both. Through the SUNY Learning Network (SLN), you can take Cayuga courses virtually anytime and anywhere. In online courses, you get assignments, take part in discussions, and submit papers and projects to your instructor over the internet. Cayuga's online courses run during fall and spring semesters, summer sessions, and the January intersession. Many fully on campus courses now use the same online system to offer a web enhanced experience for students, posting the course syllabus and other materials. For more information please read the online section at the CCC website, http://www.cayug-cc.edu/academics/online_learning/index.php

FINANCIAL AID AND CAMPUS EMPLOYMENT

Financial Aid and Campus Employment are coordinated by the Financial Aid Office. The Financial Aid Office is located in the Main Building. Staff is available to help students with inquiries on financial aid and employment.

There are many financial aid programs available to students attending Cayuga, some of which are listed in this section. For all types of aid, however, students must apply through specific procedures. More detailed descriptions and information on all programs can be obtained in the CCC catalog or in the Financial Aid Office.

Hours: 8 a.m. - 6 p.m. - Mondays / 8 a.m. - 5 p.m. - Tuesday - Friday
Summer Hours: 9 a.m. - 4 p.m. / Monday evenings by appointment

GRANTS:

PELL GRANT - Federal program from which eligible students who are taking at least 3 credits may receive grants. Awards are determined according to family income and assets. Students may apply on the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>.

TUITION ASSISTANCE PROGRAM (TAP) - New York State program available to students attending college full time. Awards are based on family net taxable income. Students apply on the FAFSA and complete the ETA if required.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY PROGRAM (FSEOG) - Federal grants for students who demonstrate financial need.

CAYUGA COMMUNITY COLLEGE GRANTS AND SCHOLARSHIPS - The Cayuga County Community College Foundation, funded by contributions from local organizations, individuals, and foundations, provides for several types of awards through the Financial Aid Office. CCC Grants, CCC Nursing Grants for students enrolled in the Nursing Program, Sophomore scholarships for students demonstrating both need and academic merit. Scholarship Incentive Awards for students who have completed at least one full-time semester at Cayuga with a 2.5 Cum Index. More information on other Foundation Awards is available in the Financial Aid Office.

WILLIAM FORD FEDERAL DIRECT SUBSIDIZED LOANS - Borrowers for the following loan programs must submit a FAFSA in order to determine loan eligibility.

FEDERAL DIRECT UNSUBSIDIZED LOANS - Same terms and conditions as subsidized loans except eligibility is based only on the cost of education less other financial aid. The student is not required to establish financial need. The borrower is responsible for interest that accrues during the time they are enrolled and during the grace period.

FEDERAL PLUS LOANS - Parents of dependent students with no adverse credit history may be eligible to borrow through this program. Annual loan limits are based on cost of college attendance less other financial aid. An origination fee will be deducted from the co-payable loan check. Repayment begins within 60 days at a variable interest rate not to exceed 10%.

FEDERAL WORK-STUDY PROGRAM (FWS) - This program, supported through Federal and College funds, is available to enrolled students who demonstrate financial need. Students are employed either on-campus with public or non-profit agencies.

DEADLINES

The following programs are Campus-Based and are awarded from funds allocated to the College every year: Federal Supplemental Education Opportunity Grants (FSEOG), Aid for part-time study (APTS), Federal Work Study (FWS), College Foundation Grants and Scholarships. Completed application forms must be received by the following deadline dates:

April 15th for Fall Semester

November 1st for Spring Semester

A student must complete a Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov.

Award letters are sent to students as soon as possible specifying awards and/or estimates of aid for which the student should be eligible. All students are expected to apply for (1) the Pell Grant, and (2) Tuition Assistance Program (TAP).

LATE APPLICATIONS

Students can apply throughout the academic year and until April for TAP, Pell and Direct Loans.

PAYMENT OF AWARDS

If a student receives an official award for a Pell, FEOG, APTS or CCC Grant before registration, it may be used to defer payment of tuition, fees, and books. Deferred payments are deducted from a student's award and the balance is received by check mailed to the student's local address.

Late applications will take several weeks to process. This should be taken into consideration when planning for necessary expenses.

PART-TIME STUDENTS

Part-time students may receive a Pell Grant if they are determined eligible. Part-time students with 6 or more credits may receive a Federal Direct Student Loan. They may also be eligible for FSEOG or Federal Work-Study based on the analysis of the FAFSA.

CAMPUS EMPLOYMENT

Campus employment consists of part-time positions on campus either through the Federal Work-Study Program or the CCC Student Employment Program.

Non-student work study positions are available; however, interested students must file an application with the Employment Coordinator in the Financial Aid Office.

REFUND & WITHDRAWAL

Policies are available in the Financial Aid Office or in the CCC Catalog.

GOOD ACADEMIC STANDING & SATISFACTORY ACADEMIC PROGRESS

In order to maintain eligibility for Financial Aid, students must maintain Good Academic Standing, (GAS) and Satisfactory Academic Progress, (SAP). Policies are available in the Financial Aid Office.

CCC EMERGENCY LOAN FUND

EMERGENCY LOAN - Students may borrow up to \$50 with repayment due in 30 days.

ADVANCE LOAN - Students may borrow up to \$250 based upon expected financial aid and authorized approval with repayment due by the end of the semester. Further information and applications are available in the Financial Aid Office.

HEALTH SERVICES

The College Health Suite is located in the Main Building, M203 in Auburn and F114 in Fulton. A Registered Nurse staffs the Health Office.

New York State Public Health Law 2165 requires college students, born in 1957 or later, to provide proof of immunity to measles, mumps and rubella. You must provide this information. New York State Public Health Law 2167 requires the College to provide you information about meningitis. You are then required to sign a reply form that you did receive the information. The nurse in the Health Office will be able to assist you with your immunization requirements, and review all of your health records to determine legal compliance with these laws.

Cassandra Archer, MD, is our College Physician. Upon request, she is available for student appointments for physicals, illnesses or injuries. Dr. Archer's office is located at 232 Genesee Street, Auburn, and her phone number is (315) 255-0947.

Any injuries or accidents on campus should be reported to the Health Office. The Health Office nurse can assist you if you are ill and provide first aid. Referrals to Dr. Archer or the physician of your choice are made as needed.

Among the services provided by Health Office nurses are:

- Tuberculosis testing for Nursing students and Early Childhood Education students
- Free health information brochures available outside of the Health Suite
- Notes written to professors regarding absences
- Health records copied for transfer
- Various Health Education Programs offered or sponsored by Health Office
- Blood Pressure Screening

All insurance claim forms for accident and sickness, as well as medical bills and medicine receipts, must be processed through the Health Office.

Visit the Health Office for any health concerns or call Ext. 2203.

Hours are: 8am - 3:30pm, Monday through Friday

HEALTH INSURANCE

A copy of the health and accident brochure is available in the Health Office.

The accident policy is mandatory for full-time students. It covers full-time students 24 hours per day throughout the school year. The sickness insurance is a basic plan. Whereas the accident insurance is comprehensive, the sickness insurance is more selective in coverage and you may opt to obtain additional sickness insurance under your family's policy. It is recommended that you read the brochure.

If you have any questions concerning the policy, members of the Health Office staff or a representative of Bergan & Young Insurance Company will be able to answer them. Bergan & Young's phone number is 253-6207. Their office is at 28 Mary Street, Auburn.

CLAIM PROCEDURE

To file a claim under the Accident and Health plan, the student should:

1. If at the College, report immediately to the Student Health Center so that proper treatment can be prescribed or approved.
2. If the Student Health Center is closed or if you are away from the College, consult with a doctor and follow his or her advice. Notify the Student Health Center or Program Administrator within 30 days after a Loss occurs.
3. Pick up a claim form from the Student Health Center, from the Plan Administrator, or Bergan & Young, Inc.
4. The claim form must be completed and signed. Written proofs of Loss (itemized bills) must be furnished with the claim within 90 days from the date of Loss and sent to sent to Commercial Travelers Mutual Insurance Company.
5. Preauthorization and precertification of benefits to providers of medical services are not required nor provided by Commercial Travelers Mutual Insurance Company.

PART 4-LIMITATIONS OF COVERAGE

This Policy does not cover any loss contributed to or resulting from:

1. the practice or play of interscholastic sports in excess of \$500;
2. suicide or attempted suicide, or any self-inflicted injury;
3. mental or emotional disorders, except as may be provided in a rider attached to this policy;
4. inpatient treatment of alcoholism or drug addiction, except as may be provided in a rider attached to this policy;
5. war or any act of war, whether declared or undeclared;
6. participation in a felony, riot or insurrection;
7. air travel or the use of any device or equipment for aerial navigation except as a fare-paying passenger on a regularly-scheduled commercial airline;
8. service in any armed forces, military reserves or militia;
or
9. preexisting conditions during the first 12 months of continuous coverage.

However, this provision will not limit benefits for a Preexisting Condition if, during the 60 day period immediately preceding the Insured's becoming insured under this policy, he or she was enrolled as a member under another policy or plan that provided similar benefits.

Nor does the Policy provide benefits for:

1. eyeglasses, contact lenses, hearing aids, or examinations for same;
2. expenses for which benefits are paid under any Workers' Compensation law or similar law or under any mandatory no-fault automobile insurance.
3. cosmetic surgery, except reconstructive surgery when it is incidental to or follows surgery resulting from trauma, infection or other diseases of the involved part;
4. treatment provided in a governmental Hospital, unless there is a legal obligation to pay for such service in the absence of insurance;
5. treatment provided in a governmental Hospital, unless there is a legal obligation to pay for such service in the absence of insurance;

STUDENT SERVICES

5. treatment by a person or facility employed or retained by the school;
6. treatment or service provided by an Immediate Family Member or for a member of an Insured Person's household for which no charge is normally made;
7. dental care or treatment, except for injury to sound natural teeth caused by an Accident;
8. routine physical examinations, preventive care; elective surgery and elective treatment; services solely to improve appearance, for personal hygiene; services specifically for dietary control, custodial, sanitarial or rest care or fertility testing.

HOUSING

Students are responsible for making their own arrangements for housing accommodations. To aid the student, the Student Development Center maintains a list of available housing in the Auburn and Fulton area. The College assumes no responsibility for inspecting, approving or supervising off-campus housing. However, each landlord requesting placement on the off-campus list must sign a non-discrimination statement certifying that there will be no discrimination on the basis of race, gender, religion, national origin, age, handicap or marital status. The College will investigate any complaints of illegal discrimination. If such complaints are substantiated, the landlord's name is removed from the housing list.

The College contracts with CENTRO, the local bus service, to provide free bus transportation to full-time students who present a current College ID during the Fall and Spring semesters. The free transportation is for bus transportation to and from the College within the cities of Auburn, Fulton, and some additional Centro stops in Oswego County.

The College encourages students to make a thoughtful selection of accommodations prior to the beginning of the school year. Preplanning can be the key to a positive housing experience.

CAYUGA COMMUNITY COLLEGE LIBRARY

The Cayuga Community College Library includes the Norman F. Bourke Memorial Library at the Auburn campus and the Library in the Learning Commons at the Fulton Center, and the Faculty Resource Center. The Library teaches the campus community to locate, evaluate, and apply information for academic and personal uses. More than 80,000 books are available, as well as 2800 video/DVDs, 1300 music CDs, and other non-print items. While items may normally be housed at one location, they are easily transferred by courier between campuses as needed. Periodical subscriptions (journals, magazines, and newspapers) number over 250, with access to the full text of an additional 4500+ titles online. Unique library features includes several specially-focused collections, including career, children's, law, and local history resources.

The library's web-based online catalog (CAYLIB) offers access to Cayuga's collection and to those of other libraries in the SUNY system. The library also maintains a web site with access and links to a variety of subscription databases as well as to internet resources. Access to additional resources is provided through consortial memberships, such as SUNYConnect, the South Central Regional Library Council and OCLC, an international catalog and database.

In addition, the Library offers these special features and services :

- Information literacy instruction through credit courses, workshops, course-related sessions, and individual assistance in the use of information resources and services
- Specially designed area for individual and group study
- State of the art computer facilities
- Special equipment and assistance throughout the library for users with disabilities.

While library facilities are open to all, borrowing privileges are granted to Cayuga students, faculty and staff, Cayuga Alumni, residents of Cayuga and Oswego counties, and faculty and students from other SUNY colleges. These patrons may apply for library cards at the circulation desk at either campus:

Library Hours (Fall and Spring semesters)

Mon. -Thurs.	8:00am to 8:30pm
Friday	8:00am to 4:30pm
Sunday	12:30pm to 7:00pm (Auburn) 9:30am-2:30pm (Fulton)

STUDENT ID CARDS

A College ID card is a positive means of identification and should be carried by students at all times. A Photo ID is required for both full and part-time students picking up financial aid and work-study employment checks. An ID is also required at many events sponsored at the College, to obtain a Library card, to use Spartan Hall during evenings and weekends, or when requested by a College official. Full-time students receive a CENTRO pass affixed to the photo ID. Visual presentation of the student ID card to the bus driver will entitle the individual to free bus transportation to and from the College within the cities of Auburn and Fulton, during the fall and spring semesters. Service is limited to when the College is in session.

To obtain a student photo ID or replace a lost student ID report to the Office of Public Safety Campus Police Office, ID's are usually available Monday through Thursday 9:00am until Noon. However, if you are unable to make it during any of the scheduled times, you may request an appointment for a time that is convenient for you.

Replacement cost for a lost photo ID card is \$5.00.

Part-time students may receive a photo ID without a Centro pass for a \$5.00 fee.

TRANSFER (INTO CAYUGA)

Those of you who have transferred from other schools should request that an official copy of your transcript be sent to the Registrar at Cayuga Community College. Courses you have taken elsewhere will be evaluated to determine transferability to this College. Transfer credit may be applicable only if the credits have been pre-evaluated by an accrediting agency or are from an accredited institution.

TRANSFER (OUT OF CAYUGA)

If you are planning to transfer to another college after graduation, it is suggested that you consult with the transfer counselor in the Student Development Center. Catalogs are available from most New York schools and out-of-state colleges. Applications for SUNY colleges are also available in the Student Development Center.

Regarding transferring:

1. Most colleges do not require a personal interview. It is strongly recommended, however, that students visit the campus of their choice. Many times it is helpful to talk with either an admissions counselor and/or the chairperson of the department into which the student expects to transfer.
2. Students will typically be notified by April regarding acceptance for the Fall Semester.
3. The courses students should take for transfer into a particular college are outlined in each college catalog. If there are any questions, be sure to consult with the college transfer counselor, Mr. Zizza, Student Development Center.
4. Students completing an A.A. or A.S. degree at CCC in liberal arts should be able to transfer maximum credit (60-64) hours. "D" grades are now being accepted at many units of SUNY. Students enrolled in career-oriented (A.A.S.) programs who decide to transfer will generally have their credits evaluated on a course by course basis.
5. Most units of SUNY give priority to students completing an A.A. or A.S. degree program.

6. Admissions Counselors from SUNY units, private colleges and many out-of-state colleges visit CCC each year. Approximately 40, four-year colleges generally participate in the annual Transfer Day in the Fall. Students are encouraged to meet with these counselors when they are on campus.
7. For Financial Aid at the four-year college, students should complete the Free Application for Federal Student Aid (FAFSA) and request financial aid forms from the individual schools where they are applying. Deadlines will vary by institution but are typically from January 15 to March 30. Financial Aid transcripts will be required from Cayuga as part of the financial aid application process. **DO NOT WAIT UNTIL YOU HAVE BEEN ACCEPTED TO APPLY FOR FINANCIAL AID.**

We suggest that transfer candidates start early in their college career to explore transfer options.

There are numerous sources of information regarding the transfer process: the transfer counselor, your academic advisor, instructors in your major areas, reference books available in the Student Development Center or Library, admissions counselors, campus visitations, current or former students, college catalogs, etc. You're encouraged to consult with as many of these sources as appropriate and then make your own decision as to which colleges might be right for you.

VETERANS

Cayuga Community College is an approved college for recipients of G.I. educational benefits. If you don't know what benefits are available, and you are either a veteran or the widow or child of a veteran who is deceased or totally disabled while in the service, see your County veteran's representative located in your County Office Building. Please stop in the Registrar's Office if you plan on using your veteran's benefits.

For further information on the College's policy on certifying veterans for education assistance see the Handbook's section on "Grades & Grading System."

Academic Information

ACADEMIC STANDING

MIDTERM GRADES

Instructors in some classes may report “D” or “F” grades at midterm. The purpose of midterm grades is to advise students of the instructor’s assessment of their progress at the midpoint in a course. Midterm grades do not become part of a student’s permanent record. Since many instructors do not report midterm grades, students who for any reason are concerned about their progress in a course should confer with the instructor, an advisor, or academic support staff as appropriate.

ACADEMIC DISMISSAL

A cumulative average of 2.00 (C) is one of the requirements for the associate degree or certificate. Student progress toward this goal will be reviewed at certain intervals. The first review will occur when a student has attempted more than 11 credits; subsequent review periods will take place at the end of each succeeding grading period. If you are within the following grade-point criteria you will be dismissed from the College:

TOTAL CREDITS ATTEMPTED

6 - 11

12-15

16-30

31-45

46 or more

GRADE-POINT AVERAGE

Less than .75

Less than 1.00

Less than 1.50

Less than 1.70

Less than 1.90

ACADEMIC CLASSIFICATION

A student shall be classified as a second-year student if he/she has removed all entrance deficiencies, passed all freshman requirements and has earned at least 28 credits.

WITHDRAWAL FROM SCHOOL AND REFUND

If you decide to leave school, the College needs an official withdrawal form completed by you. Please see an advisor or counselor prior to withdrawing. The forms are available in the Student Development Center.

The College uses the New York State Refund Policy Statement, and it is available in the Registrar’s Office.

ADVISEMENT AND REGISTRATION

What is Advisement?

- Having a connection with a faculty member to share information with and to ease your concerns about career choices and college procedures
- Gaining knowledge from a reliable member of the College regarding course selection, degree requirements and career planning

Proper course advisement and registration are important parts of your experience at Cayuga Community College. This person is available to you from the start of classes to act as a guide and resource when you have any questions about your college experience. Many times your advisor can provide connections for career information which can be invaluable to you as you plan your future. Advisors will most likely have office hours and/or set up individual appointments as needed. Additionally, all campus employees have email addresses and most advisors use their email regularly as a prime source of communication.

You should know who your Academic advisor is shortly after you arrive. Check your Banner Student Account to find out who your Academic advisor. A list will be available after the 3rd week of classes in Auburn next to the Alumni Office (in the main building) and in Fulton in the main hallway.

If you do not take any courses during the day and therefore do not have an advisor, and wish to seek advisement you can do so in the following ways:

1. You can request to be assigned a faculty advisor by contacting the Student Development Office in Auburn.
2. You can make an appointment (in person or by phone) with a Student Development counselor. (Evening hours are also available).
3. If you are taking courses entirely on-line and intend to earn a degree from Cayuga in that fashion, you should contact Ed Kowalski at kowalskie@cayuga-cc.edu to notify him of your intent and to seek advisement.

You should see your advisor when...

1. You are thinking about dropping a class but need some advice
2. You wish to seek advice on degree requirements
3. You need clarification on a college policy or procedure but are not sure who to ask
4. You wish to register for classes for the next semester

REGISTRATION

Each semester a period of about two weeks is set aside for our current students called Advisement/Registration period to provide you with an opportunity to register first for best course selection for the next semester. It is during this time that you meet with your advisor to gain advisement on course selection and other areas as needed. Advisors will post their available hours for advisement. It is your responsibility to sign up for an appointment with your assigned Academic Advisor.

This is a really important time for you to connect with your advisor to ensure you are on the right track to complete your degree requirements in a timely fashion. It is to your benefit to ensure you take the right courses for a most successful experience at the College.

When you meet with your advisor you should have...

1. Read the college catalog to determine the requirements within your particular degree
2. Reviewed the semester course bulletin (available on campus and on the college's website the week before the advisement/registration period begins) to determine the courses you think you'd like to select and when they are offered
3. Prepared notes for questions you wish to discuss

By following this advice, you will have a more productive appointment with your advisor.

Note: Although it is in your best interest to register during these special weeks in order to have the best course selection, you can register after the advisement/registration weeks have ended by arranging to meet with your advisor at another time convenient for both of you. Or, you may seek advisement through one of the counselors in the Student Development Office.

ADVISEMENT/REGISTRATION WEEKS

- Students can find their academic advisor on their banner account.
- Students **must** make an appointment with their assigned advisor. Advisement appointment sheets are posted on advisor's door a week prior to the advisement/registration period (please see academic calendar for specific dates.)
- If you are a part time student, you may not be assigned an advisor. In this situation, contact the Student Development Office if you want academic advisement.
- To sign up for part time classes without advisement, go to the Registrar's Office.
- Course offerings will be posted online before the advisement/registration period.

DEFINITION OF DISCIPLINES

HUMANITIES

Art, Language, Music, Philosophy, Theatre Arts

BEHAVIORAL/SOCIAL SCIENCES

Anthropology, Geography, History, Political Science, Psychology, Sociology

MATH and NATURAL SCIENCE

Biology, Chemistry, Geology, Math, Physics

ENGLISH

English, Journalism, Literature, Speech

LIBERAL ARTS

Includes all previously listed disciplines and the honor's seminar

For more information on degree programs, see the College catalog, page 35.

DROP/ADD

Drop/Add is a process of dropping and/or adding courses to your curriculum. Students who have registered may drop/add any time through the first week of semester classes. Drop/Add is only for a day or two for summer and intersession. This process may be done in the Registrar's Office or with a counselor in the Student Development Center. Students at the Fulton Center may drop/add at the Main Office. After the first week of a new semester, courses may not be added to your schedule unless it is a class that has not yet begun. If you wish to withdraw from a course, you must complete a withdrawal card obtained from the Registrar's Office.

GRADES AND GRADING SYSTEM

Midterm exams are generally given about seven weeks after the beginning of the semester. Some instructors may have already given you quizzes or tests and will forego the midterm. Others will not have given you any exam and will use the grade of the midterm as a current course grade. Basically, what happens with your grades is that if your class performance warrants a "D+," "D" or "F" at midterm, you will be so notified by the Dean of Academic & Student Affairs.

In the case of the subject which continues for two semesters, a final grade is recorded at the end of the first semester and another final grade is recorded at the end of the second semester. This situation is true of many courses which are designated 101-102, 201-202 in the College catalog.

Students may receive one of the following grades in a course:

A	Highest Distinction
B+	High Distinction
B	Superior
C+	Above Average
C	Average
D+	Passing Grade
D	Minimum Passing Grade
F	Failure
W	Withdrawal from Course without Grade
I	Incomplete
Au	Course Attendance Only
R	(Prefix) Repeated "D" or "F" Grade
IR	(Prefix) Illegal Repeat Grade/ Credit not Counted
CR	Credit without Grade
NCR	No Credit/No Grade
NG	No Grade Reported
OG	On Going

The policy at Cayuga Community College is that an incomplete grade must be made up within one semester following the receipt of the incomplete. An incomplete grade received in the fall term 2009 must be made up by May 2010, and incompletes received during spring term 2010 must be made up by December 2010. An incomplete not completed, will turn to an "F" grade.

COLLEGE POLICY ON CERTIFYING VETERANS FOR EDUCATION ASSISTANCE

The Registrar's Office will certify enrollment status for students who are receiving VA benefits. Courses taken on an "AUDIT" basis will not be paid by the VA. Decisions concerning payment for dismissals and repeat "D" grades will be made by the VA Regional Office. Call the following VA toll free number for questions 1-888-442-4551.

GRADUATION

All prospective candidates for a degree or certificate must complete a degree/certificate survey form to be eligible to participate in the May commencement ceremony. Survey forms are available in the Registrar's Office, M243, Main Building.

Potential graduates must order a cap and gown from the College Bookstore. There is no expense to the prospective graduate for the regalia if the order is placed in early March. Orders placed after early March may be assessed a \$10.00 administrative late fee.

DIPLOMAS

During June, the College Registrar's Office will mail a postcard to all May graduates when diplomas are ready for distribution. Summer and Fall graduates may pick up their diplomas at the end of May following the summer or fall semester during which degree requirements were completed. Any diploma not picked up by mid June will be mailed to the last address on record.

INTERNATIONAL EDUCATION

Cayuga's travel-study courses, offered annually during January intersession and spring break, allow students and community residents short-term intensive travel-study opportunities in New York City and England.

For more information on any of these programs, students should contact the Continuing Education Office, ext. 2229.

STUDENT BILLING

Bills for registered students will normally be sent in November for the Spring term and July for the Fall term. Students must return page 2 of the bill along with any payment due, on or before the due date listed on the bill. **IF THIS BILL IS NOT RECEIVED BY THE DUE DATE, STUDENTS WILL LOSE THEIR RESERVED SEATS.** It will then be necessary to re-register if class space is still available.

If your legal residence is other than Cayuga County, you will need a "Certificate of Residence". An application form for a Certificate of Residence will be included with your tuition bill. This application must be notarized and presented to your County Treasurer. The County Treasurer will issue a Certificate of Residence which must be returned with the copy of your tuition bill. Applications are available on the web at: <http://www.cayuga-cc.edu>.

Residents of Cayuga County will be charged double tuition. Upon receipt of page 2 of the bill with proof of New York State residence for one year and Cayuga County residence for six months, the double tuition will be waived.

Helpful Tips

HELPFUL HINTS

General Rules of Thumb for Effective Study

1. Figure out what you need to learn

Use the course syllabus, the chapter headings and subheadings, the terms in bold faced print or italics, questions at the end of the chapter or section, the expected format of the exams, and questions posed by the instructor to decide what concepts, information, theories and/or formulas you need to know.

2. Study actively

Don't just stare at the pages with one eye on the clock. Ask yourself questions, find answers, solve problems, make charts, graphs, or maps of the information you are trying to learn.

3. Use as many senses as you can

Don't rely just on your vision. Talk about ideas. Discuss questions with your classmates. If you want to memorize something, talk into a tape and play it again and again (especially just before going to sleep).

4. Test yourself frequently

You can't know how well you're learning something if you don't monitor your progress. Ask yourself questions and see if you can answer them. Try to solve sample problems. Make up questions as if you were the teacher and see if you can answer correctly.

5. Reward your progress

Rewards help build motivation, which helps you to keep on learning. This is especially important for those courses where the "joy" of learning itself is not enough to make you keep up your efforts.

ORGANIZATION:

Planning a Weekly Study Schedule

Step 1: Preview

a. Gather all course syllabi

- For each course, estimate number of hours needed each week to complete regular assignments.
- Put long-term assignment due dates on an academic term calendar (and plan to do detailed weekly planning during pressure periods of the term).

b. Determine your fixed activities (classes, work, activities)

- Using a weekly schedule, write these in.
- Indicate times for eating and regular exercise.
- Xerox copies of master weekly schedule for use of subsequent weeks.

c. Study your master schedule

- Think about your own patterns: i.e., times of day with most or least energy.
- Analyze the blocks of time available for study: find short blocks you usually waste, but could use.

Step 2: Select and Chunk

- a. Using your course list with times estimated for weekly study, select the most appropriate time slots to study for each course. As you decide when to study what, take into account:
 - proximity to class time
 - reasonable span of concentration for particular types of reading or study
 - logistics, i.e., place of study, travel time between classes, etc.
 - your priorities and special competencies in particular courses.
- b. Chunk tasks by dividing assignments up into parts which are reasonable and which make sense in relation to the material to be covered. Divide large blocks of time up into smaller ones and include planned breaks. Assign short, discrete tasks to smaller blocks of time which are usually wasted.

Step 3: Review

After using your schedule for one week, revise it to meet the needs of the next week, using notes made on your original schedule of what worked and what didn't. If possible, try to establish regular weekly times to do predictable major reading, writing, and problem-solving assignments. Plan a short period of time each week to make up your new schedule.

When unexpected social events turn up, trade off the time by reassigning your planned work to another slot. Write the revision into your schedule.

SUGGESTIONS FOR TIME MANAGEMENT

- Look at how you waste time. Keep a time log for a week. Where do I procrastinate and lose energy?
- Plan a regular "quiet time" for thinking and planning.
- Develop priorities for a "to do" list. Set objectives that are "clearly" defined and attainable.
- Be sure to include time for recreation, socializing or being alone.
- Think about how to avoid easy low priority tasks replacing more difficult high priority ones.
- Can some tasks serve dual functions? (e.g., eating and socializing, doing laundry and writing letters, etc.)
- Trade off time, don't steal it. Flexibility and spontaneity are important, but they need not interfere with task accomplishment.
- Brief period of task focused time is better than 2 hours of unfocused time.
- Politely tell friends you're busy when they stop in for a visit and you have work to do. Arrange to visit with them. Learn to say no.
- Reward yourself for task accomplishment.
- Procrastination is usually caused by 1) unpleasant task or 2) overwhelming task. With an unpleasant task it can be helpful to reconsider goals to see if this task fits into long-range goals. If not, the task can be eliminated. If, on the other hand, the task is congruent with goals, then perhaps it can be related to the goal in a way to make it less unpleasant.
- With an overwhelming task, it can be helpful to develop a plan composed of small, manageable steps.
- In either case, starting is usually the most difficult part of the project. Opening the book, sharpening the pencil, forcing yourself to write a few words is often all it takes to get yourself over that initial "hump" and on your way.

TIPS FOR THE STRESSED OUT

1. Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
2. Prepare for the morning the evening before. Put out the clothes you want to wear, get your books together, etc.
3. Don't rely on your memory. Write down appointment times, when meetings are, due dates for papers, projects, etc. Write reminder notes to yourself and tape them to your bathroom mirror, refrigerator, desk or room door. Trying to remember not to forget can be incredibly stressful.
4. Laugh! Every "disaster" has some humor in it.
5. Practice preventive maintenance on your car (if you have one). This should prevent car problems at the worst possible moment (like in a snowstorm or when you're already late).
6. Do one thing at a time.
7. Plan ahead. Don't let the gas tank get below one-quarter full or procrastinate on projects and assignments until the last possible moment.
8. Don't put up with something that doesn't work right. If your alarm clock, wallet, shoe laces, windshield wipers - whatever - are a constant aggravation, get them fixed or get new ones.
9. Allow 15 extra minutes to make meetings, meet dinner reservations, get to the movies, etc.
10. Be prepared to wait. A paperback/newspaper or even some schoolwork can make a wait in line or in an office almost pleasant.
11. Always set up contingency plans, "just in case". If for some reason either one of us gets held up, here's what we'll do...kind of thing. This includes backing up computer files!
12. Relax your standards. The world will not come to an end if the laundry has to wait one more day or your room or house is not as neat as you'd like.
13. Think positive! For every one thing that goes wrong, there are probably 10 or 50 or 100 blessings. Count them!
14. Ask questions. Taking a few minutes to repeat back directions, what someone else expects of you, etc. It can save hours.
15. Say "NO." Saying "no" to extra projects, social activities, etc. You know what you don't have time for. It takes practice, self-respect, and a belief that everyone needs quiet time to relax every day.
16. Unplug/turn off your phone (or use your answering machine). Want to take a long bath, meditate, sleep, rest, etc. without interruption? Take a time out - the possibility of there being a "terrible emergency" during the next hour is almost nil.
17. Turn "needs" into "preferences." Our basic physical needs translate into food and water, and keeping warm (clothing, shelter). Everything else is a preference. Don't get attached to preferences. "Be desireless."
18. Simplify, simplify, simplify.
19. Say you're sorry. Feel bad about something you said or did? Tell the person you're sorry (or send a card). You'll feel much better!
20. Reward yourself after an especially stressful day. A long, hot tub soak, dinner out, a new book, etc. are a few of the hundreds of possibilities.
21. Schedule more fun. Workaholics need to remember to make appointments with themselves to "have fun," just as they schedule other activities.
22. Don't use alcohol or drugs to manage your stress. Many a potentially productive day has been wasted with a hangover. Drugs create far more problems than they resolve.
23. Take care of your physical WELLNESS. Get enough sleep, eat well and get some exercise everyday.
24. Take care of your spiritual WELLNESS. Take time everyday for reflection or meditation.
25. Instead of tomorrow, do it today. Instead of today, do it now.

YOUR OWN STRATEGIES...

Citing Electronic Sources Using MLA

These examples follow the MLA (Modern Language Association) documentation style for the Works Cited page. For more extensive rules and examples, consult the *MLA Handbook for Writers of Research Papers* 5th ed. (REF LB 2369.G53 1999), or, from the MLA website <www.mla.org/style_faq4>.

Works Cited Entries

- Because many electronic sources do not supply all desired information, writers must cite what is available.
- Align the start of each entry with the left margin. Indent any subsequent lines one-half inch (or five spaces).
- Alphabetize the entire list of sources by the first piece of information in the entry (usually the author or the title).
- Double-space between and within entries. *Note: Examples below are not double-spaced.*

4.9.3 a Online Book

Author. Title of work. City: Publisher, Date of publication. Date of access <URL>.

Barsky, Robert F. Noam Chomsky: A Life of Dissent.

Cambridge:MIT

Pr., 1997. 8 May 1998 <<http://mitpress.mit.edu/e-books/chomsky/>>.

4.9.3 c Part of an Online Book

Author. "Section title." Title of complete work. Editor of work. Print publication information. Title of site. Editor of site. Date of online publication. Sponsor of site. Date of access <URL>.

Nesbit, Edith. "Marching Song." Ballads and Lyrics of Socialism.

London, 1908. Victorian Women Writers Project. Ed.

Perry

Willett. May 2000. Indiana U. 26 June 2002 <<http://www.indiana.edu/~letrs/vwvp/nesbit/ballsoc.html#p9>>.

4.9.2.b Document from a Full-text Information Database

"Title of document." Title of online database. Version. Date of electronic publication. Publisher. Date of access <URL>.

"Fresco." Britannica Online. Vers. 97.1.1. Mar. 1997.

Encyclopaedia Britannica. 29 Mar. 1997

<<http://www.eb.com:180>>.

"Reebok International Ltd." Hoover's Online. 1999.

Hoover's Company Information. 19 June 1999

<<http://www.hoovers.com>>.

4.9.2.b World Wide Web Site

Author. "Title of page." Name of website. Date of electronic publication. Name of Sponsoring Organization. Date of access <URL>.

"This Day in History: August 20." The History Channel

Online. 1998. History Channel. 19 June 1998

<<http://www.historychannel.com/thisday/today/980820.html>>.

4.9.2.c Personal Web Site

Owner's name. Title. Home page. Affiliated institution. Date of access <URL>.
 Lancashire, Ian. Home page. 1 May 1998
 <<http://www.chass.utoronto.ca:8080/~ian/>>.

4.9.4.a Article from an Online Journal

Author. "Title of Article." Title of periodical volume.issue: (year). Date of access <URL>.

Denning, Peter J. "Business Designs for the New University."
Educom Review 31.6 (1996). 23 June 1988 <[http://
 educom.edu/web/pubs/review/reviewArticles/31620.html](http://educom.edu/web/pubs/review/reviewArticles/31620.html)>.

4.9.4.c Article from an Online Magazine

Author. "Title of Article." Title of periodical Date of publication. Date of access <URL>.

Guckenberger, Katherine. "A Convent with a View." Atlantic
 Unbound 22 Jan. 1998. 26 June 1998 <[http://
 www.theAtlantic.com/atlantic/unbound/abroad/
 kg980122.htm](http://www.theAtlantic.com/atlantic/unbound/abroad/kg980122.htm)>.

4.9.7 Article from a Library Subscription Service

Author. "Title of article." Title of complete work Print publication information. Name of database. Name of service. Library used, City. Date of access <URL of service, if available>.

Cotler, Irwin. "Anti-Semitism Is an International Problem."
Anti-Semitism. Ed. Laura K. Egendorf. At Issue Series.
 Greenhaven Press, 1999. Opposing Viewpoints Resource
 Center. 2004. Gale Group Databases. Cayuga Community
 Coll. Lib., Auburn, NY. 18 May 2003 <[http://galenet.
 galegroup.com/servlet/OVRC](http://galenet.galegroup.com/servlet/OVRC)>.

Hatch, David. "Drug Company Ethics." The CQ Researcher Online
 13.22 (2003) Cayuga Community Coll. Lib., Auburn, NY.
 4 July 2003 <<http://library.cqpress.com/cqresearcher/>>.

Fox, Justin. "What in the World Happened to Economics?" Fortune
 15 Mar. 1999: 90-102. InfoTrac Onfile. Gale Group
 Databases. Cayuga Community Coll. Lib., Auburn, NY. 22
 Mar. 1999 <<http://www.infotrac.galegroup.com>>.

Eisinger, Chester. "Herzog: Overview." Reference Guide to
 American Literature, 3rd ed. 1994. Literature Resource
 Center. Gale Group Databases. Cayuga Community Coll.
 Lib., Auburn, NY. 18 May 2000
 <<http://www.infotrac.galegroup.com>>.

Peres, Judy. "Couple's Divorce Entangles Frozen Embryos."
Syracuse Post Standard. 7 Aug. 2002, Final ed.: C12.
Newsbank. Newsbank Newsfile. Cayuga Community College
 Lib., Auburn, NY. 12 Dec. 2002
 <[http://
 www.infoweb.newsbank.com](http://www.infoweb.newsbank.com)>.

4.9.9.j Electronic Mail Communication

Author. "Title or subject line of message." E-mail to recipient's name. Date of message.

Boyle, Anthony. "Re: Utopia." E-mail to Daniel J. Johnson.
 21 June 1998.

4.9.9.k **Posting to a Discussion List**

Author. "Title of posting." Online posting. Date of posting. Name of discussion list.

Date

of access <URL>.

Piez, Wendell. "Sustained Reading vs. Synchronic Access."

Online

posting. 23 June 1999. Humanist Discussion Group. 24

June 1999 <<http://www.princeton.edu/~mccarty/humanist>>.

4.8.1 **Television or Radio Program**

"Title of Segment." Title of Program. Network. Call letters and city of local station.

Date of broadcast.

The Secret of Life. Narr. David Suzuki. 8 episodes. PBS. WETA, Washington. 26-29 Sept. 1993.

"Death and Society." Narr. Joanne Silberner. Weekend Edition Sunday. Natl. Public Radio. WEOS, Geneva, NY. 25 Jan. 1998.

4.8.3 **Film or Video Recording**

Title of work. Director or Producer. Distributor, year of release.

It's a Wonderful Life. Dir. Frank Capra. RKO, 1946.

Medicine at the Crossroads. Prod. WNET. Videocassette. PBS Video, 1993.

In-Text Citations

- Any and all information taken from sources (whether directly quoted or paraphrased) must also be acknowledged using parenthetical, or in-text, citations in the body of the paper. Place the parenthetical citation as near as possible to the material being cited.
- The first piece of information in a parenthetical reference must match the first piece of information in the corresponding entry on the Works Cited list (usually author or title).
- If the source provides fixed page numbers or section numbering (such as numbering of paragraphs), include the appropriate abbreviation before the relevant numbers: (Moulthrop, pars. 19-20).
- If the source lacks numbering, omit numbers from the parenthetical references.
- The page numbers of a printout normally should not be cited, because the pagination may vary in different printouts.

Citing Electronic Sources Using APA

The examples in this document follow the standards of the American Psychological Association (APA) documentation style. For more extensive rules and examples for use of the APA style, consult the *Publication Manual of the American Psychological Association* (5th ed) (REF BF 76.7.P83 2001), and the Electronic References document from the APAstyle.org website (<http://www.apastyle.org/elecref.html>).

References List

- The sample citations in this document are appropriate for a references list. Incorporate citations, alphabetically by main entry, into a complete list of sources used.
- When the publication date is not available, use n.d. (no date).
- Begin entries flush with the left margin; indent subsequent lines.
- Double-space the list within and between entries. **Note: Examples below are not double-spaced.**

References within the Text

PARAPHRASE

When a source is paraphrased in the text of the paper, give the main entry of the citation, and the year of the work, separated by a comma. Enclose this information in parentheses.

Example: (Bradley, 1996)

DIRECT QUOTE

When a source is quoted directly, give the main entry of the citation, the year of the work, and the page number, each separated by a comma. For electronic resources, paragraph numbers may be used in place of page numbers, as appropriate. Enclose this information in parentheses.

Example: (Bradley, 1996, p. 332) or (Bradley, 1996, para. 5)

If neither paragraph nor page numbers are visible in an electronic resource, cite the heading and the number of the paragraph following it to direct the reader to the location of the material. Enclose this information in parentheses.

Example: (Beutler, 2000, Conclusion section, para. 1)

Periodicals

ONLINE SUBSCRIPTION-BASED PERIODICAL DATABASE

Author. (Year). Title of article. *Title of journal*, volume, page numbers. Retrieved month, date, year, from source.

Kerrigan, D. C., Todd, M. K., & Riley, P. O. (1998). Knee osteoarthritis and high-heeled shoes. *The Lancet*, 251, 1399-1401. Retrieved January 27, 1999, from PsycARTICLES database.

INTERNET-ONLY ELECTRONIC JOURNAL

Author. (Year, month, date). Title of article. *Title of journal, volume*, paging or indicator of length. Retrieved month, date, year, from <http://URL>

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from <http://www.apa.org/journals/Jacobson.html>

ELECTRONIC NEWSPAPER

Author. (Year, month, date). Title of article. *Title of newspaper*. Retrieved month, date, year,

from <http://URL>

Adler, J. (1999, May 17). Ghost of Everest. *New York Times*. Retrieved May 19, 1999, from <http://www.nytimes.com>

Communications

ELECTRONIC MAIL

Reference List: Personal communications are not cited in the Reference List.

In-text: L.A. Chavez, personal communication, March 28, 1997)

MESSAGE POSTED TO A NEWSGROUP

Author. (Date of posting). Subject line of posting. Type of message, if appropriate.

Message posted to address of newsgroup

Holland, N. (2001, May 12). Colorless green ideas. Message posted to news://sci.psychology.consciousness

Documents

CHAPTER OR SECTION IN AN INTERNET DOCUMENT

Author. (Year, date). Title of chapter or section. In *Title of larger document* (chap no.).

Retrieved from <http://URL>

Benton Foundation. (n.d.). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved from <http://www.benton.org/Library/Low-Income/two.html>

ELECTRONIC BOOK

Author. (Year). *Title*. Retrieved month, date, year, from <http://URL>

Bryant, P. (1999). *Biodiversity and conservation*. Retrieved October 4, 1999, from <http://darwin.bio.uci.edu/~sustainbio65/Titlepag.htm>

CD-ROM

Author. (Year). Title of chapter or section. Title of program. (Version no.) [Format] City: Publisher.

Johnson, N. (2001). Ceramic coatings. *Magill's survey of science*. (Version 5.4) [CD-ROM] Pasadena: Salem Press.

GOVERNMENT DOCUMENT

Authoring agency or office. (Year, date). *Title of document*. Retrieved month, date, year, from <http://URL>

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 2000, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

REPORT

Authoring agency. (Year, date). *Title of report*. Retrieved month, date, year, from name of organization Web site: <http://URL>

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Johnson Foundation Web site: <http://www.rwjf.org/librarychcare>

WORLD WIDE WEB (WWW) SITE

Author. (Date of publication). *Title of document*. Retrieved month, date, year, from <http://URL>

Greater Hartford (Ct) Area Healthy Community Task Force. (2000). *Who has time for a family meal? You do!* Retrieved February 5, 2001, from <http://www.familymealtime.org>

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Student Clubs and Campus Activities

ATHLETICS

Cayuga is a member of the NJCAA (National Junior College Athletic Association), the Region III Athletic and Mid-State Conference. Varsity competition is offered in the following sports:

Men & Women

Soccer, Basketball, Lacrosse, Golf

Spartan Hall

The Health/Physical Education/Recreation Facility features four full courts for basketball, tennis, volleyball, and badminton. In the center of the facility are four courts for racquetball, handball and paddleball. Other building features include saunas in both locker rooms, whirlpool and training room. Three tennis courts are also available for college students just outside Spartan Hall along with a mile long exercise nature trail which is great for walking, jogging or cross country skiing.

STUDENTS MUST BE ENROLLED IN A SUPER CIRCUIT COURSE IN ORDER TO USE THE FITNESS CENTER.

There are three classrooms in the building, in which Health, First Aid, CPR, and other division and college courses are taught. The facility is available for student use at times when classes, practices, intramurals or varsity contests are not scheduled. Procedures for use and hours of availability during the daytime, evenings and weekends will be posted at central locations. To further develop the well-rounded personality, the College offers and encourages participation in intercollegiate and intramural activities.

OTHER ON-CAMPUS ACTIVITIES

STUDENT RECREATION CENTER

The Student Recreation Center, located in the Main Building, at the Auburn campus.

The Student Recreation Center contains pool tables, ping-pong tables, Xbox, PlayStation, chess and checker sets. Students can use the center to just relax and watch tv or utilize the facility games.

FACULTY-STUDENT ASSOCIATION (FSA)

The FSA is an incorporated body of administrators, faculty and students whose purpose is to promote and cultivate educational and cultural relations among the students and faculty of this College. The FSA oversees the expenditure of the student activity fee, which each student is required to pay.

STUDENT ACTIVITIES BOARD

The SAB was formed by the Faculty-Student Association to plan campus activities at both the Auburn and Fulton Campuses such as lectures, stand-up comedians, magicians, concerts, films and special events. The Board has been very active in providing events and activities that have helped create a vibrant campus atmosphere. If you are interested in becoming a member of SAB, stop in the Student Activities Office in Room M239 or see the Director of Student Activities and SAB advisor (Norman Lee), in the Student Development Center at the Auburn Campus.

Fulton students can visit the campus Student Activities Coordinator in room F196.

STUDENT CLUBS

There are many benefits gained from joining a student club or organization including meeting new friends. Club involvement also offers an opportunity for students to learn skills such as time management and group dynamics. These experiences combined with academic learning are the ingredients of a well-rounded education. Students are encouraged to join one of the various campus clubs or organizations because the experience gained can last a lifetime. Please take the time to review the list of updated campus clubs by stopping by the SAB office on your campus.

If you wish to establish a new club on campus and know of interested students, stop by the Student Government Office or see the Director of Student Activities in the Student Development Center. Students at the Fulton Campus can contact the Student Activities Coordinator in room 196 or SGO Fulton Campus Advisor.

All clubs are funded by the Student Activity fee, distributed by the Student Government.

PHI THETA KAPPA (OMICRON GAMMA CHAPTER)

Both campuses. Phi Theta Kappa, the international honor society of the two-year college, has been recognizing and encouraging excellence among two-year colleges since it was founded in 1918. Today, the Society has grown to become the largest honor society in higher education with more than 2 million members and 1,200 chapters located in 50 states. The recognition and scholarship opportunities that Phi Theta Kappa brings to an institution; its faculty advisors, and most importantly to its student members, are unparalleled by any other student organization. Phi Theta Kappa is an invite only club whose membership is open to students that obtain a high scholastic average and who possess leadership qualities. PTK selects its members after the first semester grades have been mailed.

STUDENT GOVERNMENT ORGANIZATION

An "official" voice for students' concerns and suggestions, providing leadership and direction for students whether it be an individual student or club. SGO executive officers include a president, vice president, secretary, treasurer and student trustee. All executive positions are elected posts. SGO also has student board members and the remaining student body is made up of student senators (comprised mostly of representatives of student clubs). SGO is responsible for distributing the budgets for student clubs. For more information, visit the student office in room M241 or see the SGO Advisor in the Student Development Center.

THEATRE PRODUCTIONS (HARLEQUIN)

A mainstage/studio theatre structure encourages activity in all aspects of theatrical activity including acting, directing, production, and backstage work. Participation is based on expressed interest and plays are selected to fit the interest and abilities of the individuals within the group. No experience is necessary! If you are interested in any facet of theatre productions, you are encouraged to join this organization.

THE CAYUGA COLLEGIAN (STUDENT NEWSPAPER)

The Collegian needs students interested in news reporting, sports, column and feature writing, copy editing, business advertising, photography, art and page design. The Collegian is Cayuga's student newspaper publishing 15 issues per academic year, often on a weekly schedule. The paper has been an award-winning publication in Associated Collegiate Press, Columbia Scholastic Press Association and America's Scholastic Press Association competitions. Get involved with the "student news voice" at Cayuga!

College Policies

ATTENDANCE POLICY

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. Cayuga's attendance policy allows instructors to withdraw a student from a course due to excessive absences. The College recognizes that there are times when students may miss class, and has instituted a policy that takes this into consideration.

There are **NO EXCUSED ABSENCES** under this policy. All absences can be counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances (other than jury duty) and other personal reasons.

Students are responsible for keeping track of their number of absences. Instructors are not required to notify a student orally or in writing before dropping a student from a course due to excessive absences.

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. If you are not in attendance you cannot participate. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence your ability to do well in a course where participation is highly valued by the instructor.

A COURSE THAT MEETS FOR THE FULL SEMESTER

Class or Lab Meets	An instructor may withdraw a student from a course if absences exceed:
Once weekly	3
Twice weekly	6
Three times weekly	9
Four times weekly	12
Five times weekly	15

A COURSE THAT MEETS FOR FIVE WEEKS

Class or Lab Meets	An instructor may withdraw a student from a course if absences exceed:
Once weekly	1
Twice weekly	2
Three times weekly	3
Four times weekly	4
Five times weekly	5

Students enrolled in a course that meets for other than the full semester or 5 week sessions may be withdrawn when they have been absent more than 20% of the scheduled class meetings.

A withdrawal initiated by an instructor or the student will result in a grade of “W”. Students may initiate a formal course withdrawal through the Registrar’s Office before 5:00 p.m. the last day of the course. The deadline for withdrawing from week-end courses is before 5:00 p.m. on the Friday prior to the last day of the course.

A stricter alternative attendance policy may be applied within a curriculum, with the approval of the division and the Vice President of Academic & Student Affairs. An instructor will notify students in writing when it is necessary to apply a more restrictive and approved policy due to educational requirements.

Lateness and Leaving Class Early

If a student is late, leaves and returns during, or leaves the class before the class is over, he/she may, at the discretion of the instructor, be considered absent. Students are required to wait a minimum of ten minutes before leaving a class if an instructor is not present at the beginning of a class period, unless instructed otherwise.

Late Registration

Students may change their schedules during the drop/add late registration period. However, the missed classes that occurred before the student added the course may, at the discretion of the instructor, count as absences in the student’s attendance record for that course.

Cell phones and Personal Electronic Devices

Students are expected to be present, pay attention, and participate during classes. Use of cell phones and other electronic devices during class time may be considered a classroom disruption as defined in the Instructor’s course syllabus.

Involuntary Withdrawal Policy

A student is subject to involuntary withdrawal from a course when, in the opinion of the instructor, the student engages in disruptive behavior. If a student has been warned about specific behavior and continues to present a disruption, the instructor may request the student’s withdrawal from the course by submitting to the Vice President of Academic and Student Affairs, in writing, the facts of the case.

An instructor will issue an oral warning to a student regarding the unacceptable behavior. If the instructor is still dissatisfied with the student’s behavior that occurs after the oral warning, a written warning will be issued to the student. The written warning will describe specifically what behavior changes must occur if the student is to remain in the course. If the instructor requests an involuntary withdrawal after issuing a written warning, the Vice President, if he/she concurs, may withdraw the student from the course. The Vice President may also mediate the situation in order to facilitate a change in the disputed behavior, or deny the request of the instructor.

In certain serious situations, the student may be withdrawn from the course and also face disciplinary action by the College without prior warning. Serious situations include, but are not limited to, verbal abuse, violence, threats of violence, intimidation, persistent behavior that prevents the instructor from maintaining order and carrying out classroom activities, and behavior that is or could be a violation of federal, state and local laws.

TUITION REFUND POLICY

CREDIT/EQUIVALENT COURSES:

Courses more than 8 weeks in length

100% Refund obtainable before the first day of the semester.

75% Refund obtainable during the first week of scheduled classes.

50% Refund obtainable during the second week of scheduled classes.

25% Refund obtainable during the third week of scheduled classes.

NO REFUND after the third week of classes.

Certain college fees are not refundable.

Students should check with the Business Office.

CREDITS/EQUIVALENT COURSES:

Courses 8 weeks or less in length

100% Refund obtainable before the first scheduled class. 25% Refund obtainable during the first week of scheduled classes.

NO REFUND after the first week of scheduled classes.

AFFIRMATIVE ACTION

Statement of Policy

It is the policy of Cayuga Community College to provide equal opportunity in employment and educational opportunities for all persons. To this end, recruitment, employment, promotions, compensations, layoffs, and all other personnel actions will be administered without discrimination in regard to gender, sexual orientation, race, creed, religion, national origin, disability, marital status and/or status as a disabled veteran or veteran of the Vietnam era, except in narrowly defined areas where gender or age is a bonafide occupational qualification, or where physical or mental disability prevents an otherwise qualified person from performing the essential functions of the job in question.

THE JEANNE CLERY SECURITY POLICY AND CRIME STATISTICS ACT

Alcohol and Drug Prevention

Sexual Assault Prevention

Campus Sex Crime Prevention Act

Cayuga Community College provides campus safety and crime statistics to all prospective students, current students, and employees of the College. The College's annual Campus Crime Report, along with information regarding Alcohol and Drug Prevention, Sexual Assault Prevention, and information related to the Campus Sex Crime Prevention Act are available on the Internet at www.cayuga-cc.edu.

The information is all included in the College's Right to Know packet and is available on the Auburn campus in the Registrar's Office, Student Development, Admission Office, and at the Main Reception Desk at the Fulton Campus.

GRIEVANCE POLICIES AND PROCEDURES

It is the policy of Cayuga Community College to protect the rights and freedoms of students.

Academic Grievance Policy

The student may appeal the decision to the instructor's Division Chair or immediate supervisor. Written copies of the Academic Grievance Policy are available in the Academic Programs office on the Auburn campus and in the Main office on the Fulton Campus. Although the policy does allow for informal as well as formal resolution of complaints that do not relate to any other internal grievance procedure. The Consumer Complaint Procedure does not include complaints that are academic (Academic Grievance Procedure), or related to any form of discrimination as defined in the Discrimination Grievance Procedure, or related to sexual harassment, as defined in the Sexual Harassment Policy, or any other complaint for which the College has established a more specific complaint or grievance process. The Consumer Complaint Policy and complaint form are available in the Human Resources Office and Student Development Center on the Auburn Campus, or in the Main office on the Fulton Campus.

Discrimination Grievance

The College has adopted an internal grievance procedure providing for prompt, equitable and confidential resolution of complaints alleging discrimination on the basis of age, color, disability, national origin, race, religious creed, gender, sexual orientation, or veteran status. Complaints emerging from the Auburn Campus, Fulton Campus, or any other operation of the College should be addressed to either the Affirmative Action Officer for employees (Director of Human Resources) or to the Affirmative Action Officer for students and those participating in college sponsored services and activities (Director of Student Development). The Discrimination Grievance Policy and complaint form are available in the Human Resources Office and the Student Development Office on the Auburn Campus and in the Main office of the Fulton Campus.

Sexual Harassment Grievance

The College is committed to maintaining a work and educational environment free from sexual harassment and has adopted an internal grievance procedure for the reporting and resolution of sexual harassment complaints. Complaints emerging from the Auburn and Fulton campuses, or any other operation of the College should be addressed to either the Affirmative Action Officer for Employees (Director of Human Resources) or the Affirmative Action Officer for Students (Director of Student Development). The Sexual Harassment Policy and complaint form are available in the Human Resources Office and Student Development Center on the Auburn Campus, and in the Main office of the Fulton Campus.

ALCOHOL POLICY AND SUBSTANCE ABUSE

The use and possession of alcoholic beverages are not permitted on any and all locations operated by Cayuga Community College for employees, students, and visitors, except for an occasion expressly sponsored as such by the President's Office and conforming to the following conditions:

1. Participation is limited to persons specifically identified and approved by the President's Office.
2. The serving of the alcohol is covered by host liquor liability insurance, done by duly qualified and bonded personnel, and strictly limited to a designated location.
3. The occasion is not under either the direct or indirect auspices of a student or student affiliated organization.

Use, distribution or possession of illegal substances is not permitted on campus. Such use, distribution or possession is a violation of college regulations and is subject to action by the Faculty/Student Conduct Board.

Please refer to Right to Know booklet for additional information on Campus Safety and Security, Drug and Alcohol Abuse Prevention Program, and Preventing Sexual Harassment and Sexual Assault.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 protects the rights of students to inspect and review certain education records and prohibits the nonconsensual release of personally identifiable information for such records which is not "directory information." Students currently enrolled at this institution may object to the release of certain categories of "directory information" pertaining to them by providing written notification to the REGISTRAR'S OFFICE within fourteen (14) days following the first day of classes. The categories of "directory information" at this institution are:

1. Name, campus and home address, telephone numbers, dates and attendance; and
2. Previous institutions, major field of study, degrees conferred; and
3. Past and present participation in sports and activities, physical factors (date and place of birth).
4. Student class schedules are considered directory information when requested by:
 - a. Properly identified current students.
 - b. Properly identified federal, state or local investigative officials.
 - c. Parents of a dependent student.

The failure of any student to specifically object to the release of certain or all categories of "directory information" within time indicated will be interpreted as approval. The Family Education Rights and Privacy Act of 1974 provides for additional protections related to the access of student records.

STUDENT CODE OF CONDUCT, DISCIPLINE, AND CONDUCT REVIEW PROCESS

All members of the College community enjoy the rights that are guaranteed to them by federal and state laws, and must assume responsibilities implied by these rights. Students are expected to maintain standards of conduct that will reflect credit to the College and the community. The College Discipline and Conduct Review Process is utilized when student conduct adversely affects the College community's pursuit of its educational objectives. The College maintains a policy on Student Code of Conduct and Conduct Review Procedures.

DEFINITIONS

1. The term "College" means Cayuga Community College, including the Auburn campus, Fulton campus and any other premises utilized by the College or Association, The Faculty Student Association and other affiliated organizations.
2. The term "College premises" means all buildings or grounds owned, leased, operated, controlled or supervised by the College.
3. The term "College Official" means any person hired by the College to work in a faculty, administrative, clerical, or security role, and any other person designated to serve the College in an official capacity.
4. The term "student" means a person registered for, or auditing, credit or non-credit Cayuga Community College courses, on either a full or part-time basis. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with the College shall also be responsible for abiding by the Code of Conduct. Any registered person is considered a "student" whether or not such courses or programs are offered on a physical campus or site or via distance learning, the Internet, or any other means of course delivery technology. Students who withdraw after allegedly violating the Student Code are considered students for the purposes of this process.
5. The term "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized or supervised by the College or its affiliated organizations.
6. The "Student Conduct Administrator" or "Conduct Review Board" may be any of the following:
 - a) The Director of Student Development (or designee) and/or the Vice President of Academic and Student Affairs (or designee), who each may also serve as a conduct review board in its entirety.
 - b) The Faculty / Student Conduct Hearing Board, comprised of three faculty/staff members appointed by the College President (or designee) for a period of two years, and two students appointed by the Student Government Organization. A sixth nonvoting member of the committee shall be the Director of Student Development (or designee), who shall be the Convenor of the Board, and the Student Conduct Administrator.
7. The term "Complainant" means any person who submits a charge alleging that a student violated Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College Community submitted the charge itself.
8. The term "Accused student" means any student accused of violating this Student Code.

OFF-CAMPUS JURISDICTION

Cayuga Community College reserves the right to initiate disciplinary proceedings for on and off-campus incidents involving violations of the Student Code of Conduct. Initiation of the Conduct Review process for off-campus incidents may occur when the violation is committed while participating in a College sanctioned or sponsored activity, the violation adversely affects the educational or service function of the college, or the violation adversely affects the individual's suitability as a member of the College community. The seriousness of off-campus conduct, the risk of harm involved, and whether the off-campus conduct is part of a series of actions which occurred both on and off-campus, may be considered in determining whether or not to exercise off-campus jurisdiction. The Director of Student Development (or designee) will determine if the College will pursue action for off-campus behavior.

CRIMINAL/CIVIL PENALTIES

Students who engage in alleged violations of the Student Code of Conduct may also face civil or criminal penalties. This statement is not intended to replace federal, state, or local actions. Any action involving the student in a legal proceeding does not free the student from responsibility to participate in a College disciplinary hearing. The College will decide whether to proceed with action, before, after, or simultaneously with a legal proceeding.

STUDENT CODE OF CONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

- All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitation of academic dishonesty.
- All forms of dishonesty, including but not limited to: fabrication of information or knowingly furnishing false information to the institution, forgery, alteration or use of College documents or instruments of identification with intent to defraud, reporting false emergency to the College or to College officials acting in performance of their duties.
- Failure to identify oneself to or comply with directions of College staff or other public officials, resisting or obstructing such officials in the performance of their duties.
- Violations of published regulations such as those pertaining to, but not limited to: computer use, athletic facilities, recreational facilities, Library and Academic Support Center, or any support offices of the College.
- Misusing, or using without authority or in violation of law, the College's information technology or telecommunications systems, including but not limited to the unauthorized or illegal use or misuse of College phone and computer network systems; the violation of the College computer use policy; the unauthorized entry or dissemination of electronic information; prank or harassing phone calls or e-mail messages; the hacking, duplication, or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of electronic files; and unauthorized use of another individual's electronic identification number, such as password, Social Security number, PIN, etc. Theft or other abuse of computer facilities and resources, including but limited to: Unauthorized entry into a file, to use, read or change the

contents, or for any other purpose. Use of computing facilities and resources to access and/or send obscene or abusive messages. Use of computing facilities and resources to interfere with normal operation of the College computing system. Use of computing facilities and resources in violation of copyright laws.

- Obstruction or disruption of teaching or classroom activities, research, administration, or other College activities or College sanctioned events or activities.
- Tampering with, or the unauthorized use of: fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits, including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities.
- Damage, destruction, theft or unauthorized use of College property, or property of a person on College premises.
- Unlawful distribution, dispensing, possession, use or sale of illegal or controlled substances.
- Distribution, possession, use, or sale of alcohol in violation of College policy.
- With the exception of campus police officers or other law enforcement officials acting in the performance of their duties, possession, use, or manufacture of a firearm or other weapon, including explosives, dangerous chemicals, fire-bombs, other destructive devices; possession of a weapon in a vehicle on campus.
- Physical abuse, including but not limited to rape, sexual assault, sex offenses and other physical assault; intentionally subjecting another person to offensive physical contact, other than self-defense.
- Threats of violence; conduct that threatens the health and safety of any person.
- Harassment of any kind, including stalking; any form of verbal abuse.
- Mistreatment of an individual or group, including physical or verbal abuse, and harassment, against an individual or group because of race, color, national origin, ancestry, gender, age, disability, religion or religious practice or sexual orientation.
- Behavior that recklessly or intentionally endangers the mental or physical health of another person.
- Forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
- Hazing, defined as an act which endangers the physical or mental health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violation of this rule.
- Sexual harassment; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constituting sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.
- Disorderly or disruptive behavior; lewd behavior, unreasonable noise, or behavior that results in unreasonable annoyance, particularly behavior that disrupts the educational functions of the College.

- Intentionally providing false information on an Admission, Re-admission or Financial Aid application.
- Smoking in College buildings or in violation of College smoking and tobacco use policies.
- Permitting privately owned animals to run loose on College premises or to enter into any College facility, except in cases of service animals, or as authorized to fulfill a class assignment.
- Refusal to leave a classroom, activity, or College building when directed to do so by a College official.
- Abusing the College Discipline and Conduct Review system, including but not limited to: failure to obey the notice from a Conduct Board or Conduct Administrator to appear for a meeting or hearing as part of the Student Conduct System; distorting or misrepresenting information before a conduct administrator or board; attempting to influence or discourage an individual's proper participation in, or use of, the conduct review system; harassing (verbal or physical) and/or intimidating a member of a conduct review board; or failing to comply with the terms of any imposed disciplinary sanction.
- Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
- Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises.
- Behavior that is, or could be, violation of federal, state, or local laws where such violations have an adverse effect on the College and the College community.

STUDENT CODE OF CONDUCT ADMINISTRATION

The Director of Student Development, or designee, shall administer the Student Code of Conduct and questions regarding its interpretation shall be referred to the Director, or designee, for final determinations.

INTERIM SUSPENSION

The College may suspend a student, pending a hearing if, in the Student Conduct Administrator's, or designee's, judgment the student's presence on campus constitutes a danger to self or others, or the alleged offense is of a heinous nature. Every effort will be made to hold a hearing within five (5) workdays after the suspension if the student so requests in writing or the Student Conduct Administrator, or designee, deems it appropriate.

Inability of an Accused Student to appear at any Student Conduct Hearing due to long distance travel, incarceration, or other reasons, may not result in an extension of the time period before the hearing. In such cases, an Accused Student may be given the opportunity to participate in a hearing by telephone or by written statement. The appropriateness of such arrangements will be determined by the Student Conduct Administrator.

If the Student Conduct Administrator determines that an accused student poses a significant safety threat to students or college employees, the College may require that the requested hearing take place in an alternative format, i.e. telephone or in writing. Inability of an accused student to participate in a hearing in person or by telephone or

in writing may result in the College holding a hearing without the participation of the Accused Student.

If an interim suspension occurs during College calendar breaks, the College may hold the hearing within five (5) workdays after the resumption of classes.

If the accused student and the Student Conduct Administrator do not request a hearing, the interim suspension remains in effect.

During an interim suspension, students shall be denied access to the campus (including classes), and shall be denied access to electronic services of the College, such as Tele-courses, Internet or other Distance Learning activities, e-mail, and/or all other College activities or privileges for which the student might otherwise be eligible. Continued use of such services without the express permission of the Director of Student Development, or designee, shall be considered a further and additional violation of the Code of Conduct.

CHARGING A STUDENT WITH MISCONDUCT

Any student or College Official may file a complaint of misconduct against a student. The complaint(s) of misconduct shall be submitted, in writing, to the Director of Student Development, or designee, within ten (10) workdays of the point at which the alleged misconduct occurred or within ten (10) workdays of the point at which the alleged misconduct could reasonably have been known to occur. An Incident Report submitted by Campus Safety/Security officers to the Director of Student Development, or designee, can be a written complaint of misconduct.

The Director of Student Development, or designee, shall review all alleged violations involving students, and may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of both parties involved on a basis acceptable to the Director of Student Development, or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the alleged misconduct is not admitted, or cannot be disposed of by mutual consent, the Director of Student Development may later serve in the same matter as the Student Conduct Administrator.

The Student Conduct Administrator may seek to resolve disputes through arbitration or mediation, and may convene informal or formal hearings.

The Student Conduct Administrator may issue a disciplinary action and sanction.

The College President and Vice President of Academic and Student Affairs will be notified of all charges involving allegations of severe or violent alleged misconduct.

HEARINGS

Informal Hearing – A meeting between the Director of Student Development, or designee, and the Accused Student is considered an informal hearing. At such time, the student will be apprised of misconduct complaints and/or charges, typically, but not necessarily, in writing. The Accused Student will be given the opportunity to discuss, dispute, and/or admit to the misconduct. In cases of severe or violent alleged misconduct, an informal hearing may be bypassed and the accused student will be notified in writing of charges of alleged misconduct and the date and time of a formal hearing.

Formal Hearing – A Faculty/ Student Conduct Board hearing may be called when a Student Conduct Administrator so requests, or when an Accused Student wishes

to appeal a disciplinary action taken by the Director of Student Development, or designee. The Director of Student Development, or designee, shall determine whether an Administrative Hearing or a hearing by the Faculty- Student Conduct Review Board is appropriate. Such decision will be based upon the circumstances and severity of each individual case. During Intersession and summer sessions, only Administrative Hearings will be conducted.

In cases of an Administrative Hearing, the hearing officer shall be the Vice President of Academic and Student Affairs, or designee.

PROCEDURES

The following procedures will be followed for all formal hearings:

All formal hearings shall normally be conducted in private.

The Accused Student and Complainant have the right to be assisted by an advisor they choose, at their own expense. Generally, the advisor must be a member of the College community and may not be an attorney. If the Accused student has been charged with a misdemeanor or felony for alleged behavior associated with the misconduct charge(s), he/she may be accompanied by legal counsel, who will serve as the student's advisor and will be governed by the procedures regulating advisor behavior. If the Accused student selects an attorney as his/her advisor, he/she must notify the Director of Student Development (designee) at least forty-eight hours in advance of the scheduled hearing. In such cases the College reserves the right to secure its own legal representation. The Complainant and the Accused Student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any formal hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student may consult with the advisor prior to answering questions or making any statements, but the advisor will not be allowed to speak for the student.

The Complainant, and Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the formal hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Faculty/ Student Conduct Board chairperson and/or its Student Conduct Administrator.

The College reserves the right to require the presence of security personnel before, during and after all interactions related to student misconduct. If the student is charged with misconduct of a violent nature, the student may be frisked and asked to empty his/her pockets, backpacks, and other possessions before proceeding with the interview or hearing.

The student will be informed in writing of the reasons for a hearing with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.

The burden of establishing violation(s) shall rest upon the officials bringing the charge(s).

The Complainant, the Accused Student and the Student Conduct Administrator/ Board may arrange for witnesses to present pertinent information to the Student Conduct Administrator/Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two

workdays prior to the hearing. Witnesses will provide information to, and answer questions from the Student Conduct Administrator/Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Board with such questions directed to the chairperson or Student Conduct Administrator, rather than to the witnesses directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson or the Student Conduct Administrator.

In hearings involving more than one Accused Student, the Student Conduct Administrator, in his/her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.

The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

In no case shall the Faculty/Student Conduct Board or Student Conduct Administrator consider statements against the Accused Student unless s/he has been advised of their content and of the names of those who made them, and unless s/he has opportunity to rebut unfavorable inferences which might otherwise be drawn.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson or Student Conduct Administrator.

All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Student Conduct Administrator/ Board. The decision shall be based solely upon such evidence. The Student Conduct Administrator/ Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code of Conduct. In cases where the Board finds the Code of Conduct was violated, the Board may suggest possible sanctions to the Student Conduct Administrator. The decision of specific sanctions to be imposed will be determined by the Student Conduct Administrator in cases of Board Hearings, and by the presiding hearing officer in Administrative Hearings.

If an Accused Student, with notice, does not appear for an informal hearing, Faculty/ Student Conduct Board Hearing or Administrative Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

There will be a verbatim record of the testimony and the voting at the hearing (not deliberations) such as a tape recording. The record shall be the property of the College.

Determination of issues by the Student Conduct Board shall be majority vote and shall be so reported. The actual number of those in the majority will be disclosed to the Accused Student and Complainant.

The Student Conduct Administrator/Board shall render its decisions in writing as soon after the close of the hearing as reasonably possible and it shall transmit such decisions promptly in writing to the Accused, the Complainant, and to the College President. The written decision shall be considered educational records of both the

Accused Student and the Complainant, if the Complainant is a student.. Other than in the case of a sanction of expulsion from the College, Student Conduct Records, including sanctions, will remain separate from academic records. A final determination of expulsion will be added to the academic transcript for a designated period of time, determined by the Student Conduct Administrator.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- **Admonition/Reprimand** is an oral statement to the student offender that he/she has violated the Student Code of Conduct. It does not become a matter of permanent record.
- **Warning** is an oral or written notice to the student that continuation or the repetition of specified conduct may be cause for other disciplinary action. A written warning does become a matter of permanent record.
- **Restitution** requires the student to reimburse for damage or misappropriation of property to the College or other owner. Reimbursement may take the form of compensation for damages or an appropriate period of service.
- **Censure** is a written reprimand for specific conduct violations that may include a period of probation.
- **Disciplinary Probation** is for a specified period of time and may or may not include specific conditions. If conditions are applied, such conditions would include, but not be limited to exclusion from participation in privileges or College activities, including access to facilities, participation in athletics and extracurricular activities, and off-campus College sponsored events. Conditions of probation may also include activities such as community service, and/or restitution. It may also prohibit personal contact with specific individuals. Failure to comply with conditions of probation may result in additional disciplinary actions. In addition, a probationary period may be extended for failure to comply with all stipulations of the original probationary period.
- **Suspension** is exclusion from class attendance and other privileges or activities for a definite period of time or temporary withdrawal from the College for a specified period, usually a semester or longer, after which the student may return.
- **Expulsion** is permanent termination of student status. A notation of expulsion may be added to the academic transcript for a specified period of time.
- **Revocation of Admission and/or Degree** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, if such violations were committed by a student prior to graduation.

Remedial action such as counseling and alcohol and drug evaluations may be required in conjunction with any of the above sanctions.

APPEAL PROCEDURE

In cases when the Vice President of Academic and Student Affairs serves as the hearing officer, the President of the College shall serve as the appeal officer.

In cases when the original hearing is conducted by the Faculty/Student Conduct Hearing Board, and the Student Conduct Administrator imposes a sanction less serious than suspension or expulsion, the Vice President of Academic and Student Affairs serves as the appeal officer. In cases where the sanction is suspension or expulsion, the President of the College will serve as appeal officer.

The student may appeal a disciplinary action, determined through a hearing, by writing the appropriate appeal officer within five (5) workdays after receipt of the written notification of the hearing outcome. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appeal officer.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and presented evidence, and in conformity with prescribed procedures.
2. To determine whether the decision reached was based on sufficient information to establish that a violation occurred.
3. To determine whether the sanction(s) were appropriate for the violation of the Student Code of Conduct that the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision, or whether relevant facts not brought out in the original hearing, because such evidence and /or facts were not known to the person appealing at the time of the original hearing.

Upon appeal, the appeal officer will approve, disapprove, modify or mitigate the original findings, determination and/or sanctions. The appeal officer will transmit his/her decision in writing within ten (10) workdays, to the student and the Student Conduct Administrator.

STUDENTS UNABLE TO ATTEND CLASSES ON CERTAIN DAYS BECAUSE OF RELIGIOUS BELIEFS

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable because of his/her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make-up examinations, study or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself /herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York, or any community college.

EMERGENCY CLOSINGS

Emergency closings are broadcast on the following radio and TV stations: WAUB, WCGR, WLLW-Auburn; WSYR/WYYY, WBBS, Y94FM, WSEN, WFBL, WNTQ, WAQX, WRVO, Syracuse; WSWF, Seneca Falls; WHEN HOT 107.9; WGVG, Geneva; WNYR, Rochester; and WCNY-TV24, WSTM-TV3, WTVH-TV5, WSYR-TV9, News 10.

FIRE, BOMB THREAT

In the case of a fire or bomb threat, students in class should follow the instructions for exit given by the instructor. Students not in class should leave the building promptly by the nearest exit. Basic rules of conduct, if observed will prevent accidents.

1. Respond promptly but do not rush.
2. Be calm, orderly, and quiet.
3. Avoid blocking doorways.
4. Be alert to the possible needs of others.
5. Assist any disability-impaired person.

OFFICE OF PUBLIC SAFETY - AUBURN CAMPUS

Cayuga Office of Public Safety

The Office of Public Safety consists of a full time Director of Public Safety/Chief and a full time Public Safety Officer II/Sergeant, 15 part time Public Safety Officer II's. The P/T Public Safety Officer II's are Officers that are employed from various Police agencies in Central New York. The Director of Public Safety/Chief, full time Public Safety Officer II/Sergeant and all P/T Public Safety Officer II's are armed, can make arrests and are responsible for the enforcement of federal, state and local laws as well as the college rules and regulations. The department provides a wide range of services for students, employees and visitors.

CRIME REPORTING

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. If you feel you are the victim of a crime or have witnessed a crime, you may contact campus police by dialing "0" from any campus telephone. If you are reporting an emergency, you may also utilize the emergency red phones located throughout the campus or the intercoms located in the 2nd and 3rd floor stairwells of the Technical Building. Upon receipt of a call, Public Safety Officers are dispatched to your location.

The Office of Public Safety also maintains a daily log of crimes and incidents that occur on campus that is available for the public to view. This information is recorded by date, time, and general location. This daily log is available at the Campus Public Safety Office, at either campus.

While most events are logged, the Office of Public Safety may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or the identity of a victim.

Relationships With Other Police Departments

▪ To report a campus crime – Auburn Campus

If you witness or are the victim of a crime on campus, you should report it immediately to the Office of Public Safety. Officers on the Auburn Campus can be reached at extension 2461 or by calling the Officers cell phone 246-4708. If for some reason you are unable to contact the officer by these methods, stop by the Central Information Center just inside the entrance to the Main Building. The receptionist on duty has continual contact with Campus Public Safety Officers. Public Safety Officers are armed, can make arrests & will deal with all incidents on campus. All crimes will be prosecuted in accordance with local, state and federal laws. Members of the campus community can also report criminal incidents to the following offices:

- Student Development Center, ext. 2230
- Health Office, ext. 2203
- Office of Academic and Student Affairs, ext. 2369

Please note that these offices allow victims and witnesses to report a crime on a voluntary, confidential basis.

Victims of a sex offense will also be informed of their option to notify Auburn City Police and will be assisted by college personnel in notifying the police if desired. In Fulton, victims will also be informed of their option to notify Fulton City Police.

The campus police enforce laws regulating underage drinking and the use of controlled substances and weapons.

▪ To Report a Crime – Fulton Campus

If you witness or are the victim of a crime on campus, you should report it immediately to the Office of Public Safety on the Fulton Campus. Public Safety Officers can be reached at extension 3067 or by calling the Officers cell phone 246-0116. If for some reason you are unable to contact the officer by these methods, stop by the Central Information Center just inside the Main Entrance. The receptionist on duty has continual contact with Campus Public Safety Officers. Public Safety Officers are armed, can make arrests & will deal with all incidents on campus. All crimes will be prosecuted in accordance with local, state and federal laws. Members of the campus community can also report criminal incidents to the following offices:

- Student Development Center, ext. 2230
- Health Office, ext. 2203
- Office of Academic and Student Affairs, ext. 2369

Please note that these offices allow victims and witnesses to report a crime on a voluntary, confidential basis.

The Office of Public Safety will handle all incidents on campus. A record of the incident will be filed in the Office of Public Safety and with the Director of Public Safety/Chief. All crimes will be prosecuted in accordance with local, state, and federal laws.

In the event of a major emergency or if there is an event which poses a threat to students, employees, or others, a “Campus Bulletin Alert” will be prepared and distributed:

- to all staff and faculty via on-campus mail, e-mail or voice mail.
- on a need-to-know-basis, students will be notified in class.

Personal Escorts:

The Office of Public Safety will provide an escort to your vehicle if needed. To request this service, contact the campus switchboard operator by dialing 0 from any campus telephone or go in person to the information desk located in the main lobby and request the service.

Vehicle Assists:

If you lock your keys in your car or need assistance with jump-starts, the Office of Public Safety will assist you with unlocking or jump-starting your vehicle. To request a vehicle assist, contact the campus switchboard operator by dialing 0 from any campus telephone or go in person to the information desk located in the main lobby and request the service.

Lost and Found:

If you have lost or found an item, please stop by the Student Development Center, M224, located just off the main lobby or Campus Police Office, M210 and request their assistance. Student Development personnel will contact campus police to take a report for items which have been lost.

Emergency Messages:

The Student Development Center will take emergency messages, which will then be delivered by the Office of Public Safety. Examples of emergency messages include death or hospitalization of a family member or illness/injury of a child. Records are kept of these emergencies, so be prepared to give your name, phone number where you can be reached and a brief explanation of the emergency.

Traffic and Parking Regulations:

The objective of our parking policies is to provide a maximum number of parking spaces for students, employees, and visitors. Because the land devoted to parking is fixed, and the demand for space changes annually, these rules and their enforcement are necessary to ensure a free flow of traffic and safe, available parking for all. Watch the signs that are posted in lots. Parking regulations are enforced daily. Vehicles that are improperly parked will be ticketed.

Handicap Parking:

Vehicles displaying a valid handicap permit may park in the areas reserved for handicap parking. New York State handicap permits are available through City or Town Clerk's Offices. Vehicles not displaying a valid permit will receive a ticket. These parking spaces are reserved for handicapped parking every hour of the day, every day of the year, and it is not acceptable to park in these designated spaces for any other reason. These spaces are precious to those who need them and we take our responsibility seriously to keep these and all reserved spaces open for their intended occupants.

Fire Lane:

There are fire lanes at various locations on campus; the circular driveways located in the front of the main building and the rear of the link as well as the rear driveway of the library. Fire lanes may not be used for short or long term parking. The fire lane is designated for the placement of rescue vehicles during an emergency and must not, by law, be blocked by personal vehicles.

Lawn:

Parking all or part of your vehicle on the lawn will result in a violation. During the wet months, parking creates ruts in the lawn and during dry weather, driving on the lawn compacts the soil.

Disabled Vehicles:

A disabled vehicle may remain on campus for a maximum of two days, provided that the Office of Public Safety has been notified. Abandoned vehicles will be towed at the owner's expense.

Bicycles:

Bicycles must be parked in the racks that are provided near the main entrance to Spartan Hall and the Library. Bicycles may not be brought into any campus buildings. Feel free to bring a bike lock with you to secure your bike to the rack. Bicycles are not to be locked to light poles, railings, etc.

Snowmobiles and ATV's:

These vehicles are not to be driven on campus at any time, unless authorized by the Office of Public Safety.

Visitor Parking:

Visitors are defined as those persons who are neither employees nor registered students at the college. Students or employees are not permitted to park in reserved visitors parking spaces at any time. Speed Limit:

The speed limit on campus is 15 mph.

Stop Signs:

Stop signs are located at various locations on campus. You are required to stop, then proceed safely through all stop signs on campus. Please remember parking and driving on campus is a privilege, not a right. As such, if circumstances warrant, this privilege may be revoked.

General Parking:

In addition to the parking lots adjacent to campus buildings, additional college parking is permitted in the Redeemer Lutheran Church parking lot on Prospect Street. The College is in no way responsible for damage to, or property missing, from cars on campus, lockers, classrooms or offices, or other personal property, i.e., books, wallets, purses, etc. All vehicles must be parked in compliance with existing signs and markings.

Red Emergency Phones:

The College has installed five red emergency phones on campus located in the Men's Locker Room, Women's Locker Room, Main Building (2nd floor evacuation area), Technical Building (3rd floor evacuation area) and Library Building (lower level, evacuation area). These phones, to be used only to report a campus emergency, will connect the caller directly with the campus switchboard operator who can relay a message to the appropriate authority(ies). Also, the 2nd & 3rd floor stairwells of the Technical Building there is Push to talk intercoms which connect directly to the Campus Police Cell Phone. Any misuse of an emergency phone may result in disciplinary action. The campus switchboard operator may also be contacted by dialing "0" on any on-campus telephone. When classes are in session and the switchboard is not open, or during weekend classes and weekend library hours, Public Safety Officers may be reached by calling 246-4708 & on the Fulton Campus 246-0116.

FULTON CAMPUS

Emergency Protocol:

The Office of Public Safety, Local police, fire and medical personnel handle emergencies at the Fulton Campus. Faculty, staff and students are instructed to contact The Office of Public Safety for any emergency or call 911. If 911 is called directly it is imperative to notify the Office of Public Safety as soon as practical. The Oswego County 911 Center will dispatch off campus emergency personnel. The Director of Public Safety/ Chief must be notified at the Auburn Campus. In all cases of emergency, the Fulton Provost or his/her designee as well as the Public Safety Officer II/Sergeant must be notified as soon as practical.

Parking:

Parking at the Fulton Campus is located in front of the Campus. Public Safety Officers and Local police patrol the parking area and issue parking violations for vehicles in violation of parking laws.

POSTING NOTICES

All campus posting information (except for academic or College office information) must be pre-approved for posting by the Director of Student Activities or his/her designee. After receiving approval (posting stamp), individuals may post materials in designated locations on campus. We ask that all posters be posted with staples or thumb tacks. In an effort to reduce bulletin board clutter, there is a limit on the number of posters that may be posted at one time for the same announcement or event (for more information see the Director of Student Activities).

After posting is approved, individuals will receive a map of the designated posting areas in the locations listed below:

- The student Recreation Room
- The classroom wing of the Main Building
- The classroom wing of the Library Building
- The Health-Business/Technology Building

The standard acceptable size for bulletin board posters is 8 1/2 X 11 with the exception of semesterly event posters for College-wide activities. College officials reserve the right to remove posted posters that do not receive prior approval.

For additional information visit the Student Development Center.

TOBACCO USE POLICY

Any form of tobacco use is prohibited in any of the College buildings.

New York State Law prohibits smoking in public buildings and areas of common use. The College allows smoking outside College buildings at designated entrances only. All other forms of tobacco use are prohibited on College property. At the time of this printing, the policy was under review and therefore subject to change.

USE OF FACILITIES

Reservations of rooms or other campus facilities can be made by picking up a reservation form in the Student Development Center. Forms should be submitted at least four weeks prior to an event to allow planning time for maintenance, security or other supporting services necessary.

VENDORS ON CAMPUS

No salesperson from outside is permitted to sell merchandise in College buildings. Students are likewise forbidden to use buildings to sell for profit unless they are connected with College approved clubs and they receive permission from the Director of Student Development or his/her designee.



**STUDENT
DEVELOPMENT OFFICE**
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Think Big. Start Smart.