WELCOME

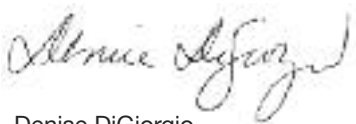
Welcome to MVCC. You have started a new phase of your life!

The focus of the faculty and staff at MVCC is to see you succeed in pursuing your educational goals. This Student Handbook is a tool to help you identify offices and services to assist you along the way. You will also find information on important dates, events, procedures and policies at MVCC.

Everyone in the Student Service Center in Utica, at the Rome Campus and in each academic center and service department is more than willing to answer any questions you may have as you work toward your goals.

Focus and discipline will be keys in completing what you have begun; balancing this new phase of your life will open doors for your future!

Welcome to the MVCC Family!



Denise DiGiorgio
Vice President for Student Services/Dean of Students

Mission Statement
Mohawk Valley Community College promotes student success and community involvement through a commitment to excellence and a spirit of service.

Vision Statement
To transform lives by creating an innovative learning environment that meets the needs of our rapidly changing communities.

Statement of Purpose
As a diverse institution with a global view, Mohawk Valley Community College provides opportunities for affordable education, with support from Oneida County and the State of New York, and offers career, transfer and transitional education, programs for personal and cultural enrichment, and supports community and economic development.

BOOKSTORE

COLLEGE BOOKSTORES AT MVCC
UTICA-ROME

Semester Opening Dates/Both Locations

Fall	Monday, August 2, 2010
Spring	Monday, January 3, 2011

Financial Aid charging begins on these dates.
Website activated – ordering/reservation service begins
Call 735-2945 for exact times at each store

Textbook Refunds/Both Locations
Receipt Mandatory
ID Required
Begins 1st Day of Sales for Each Campus
Ends 2nd Friday of Classes – Semester Specific

Used Text Buyback/Both Locations
During Final Exams
Check stores for exact days/times
During 1st Week of Classes – UTICA ONLY

Contact Information

Utica:	315-735-2945
Rome:	315-339-1437
Fax:	315-735-0048 (Utica only)
Web:	www.mvcc.edu

Utica Store Hours

Monday through Thursday:	8:00 a.m. to 7:00 p.m.
Friday:	8:00 a.m. to 4:00 p.m.

Closed Friday evenings and weekends

Rome Store Hours

Monday through Thursday:	10:00 a.m. to 4:00 p.m.
Friday:	10:00 a.m. to 3:00 p.m.

Closed Friday evenings and weekends

Additional Hours During Semester Openings
Check with store

Payment
Cash/Check
Visa, Mastercard & Discover

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Section I – Offices and Services

ACADEMIC ADVISEMENT CENTER

PH 104B 792-5608

College Advisors are available to assist students with:

- Changes of Major
- Re-matriculation
- Withdrawal from the College
- Course selection and scheduling (pre-requisite overrides and adding courses to the Plan of Study)
- Academic intervention and probation
- Academic planning and decision-making

ADULT LEARNER SERVICES

PH 104B 792-5583

Adult Learner Services is a comprehensive resource for students 25 years of age or older, beginning or continuing their education. Services we provide may consist of the following:

- Major/Career Exploration
- Advisement for an educational plan
- Tips on how to juggle work, family and college
- Assistance with the registration process and financial aid
- Support for dislocated workers through collaboration with various public and/or private offices/programs (WIA/Trade Act/599 Program)
- Returning Adult Student Association (RASA)

ALUMNI OFFICE

PH 368 792-5340

The MVCC Alumni Office works as the liaison between the college and its alumni. The office maintains contact with graduates through publications, reunions, special events, and an annual phonathon. It maintains a listing of up-to-date alumni information and welcomes contact from former students.

ATHLETICS AND GYM FACILITIES

UTICA - GYM 205 792-5352 ROME - PC L27 334-7760

Facilities are available for the following:

- Physical Education classes
- Intercollegiate athletic teams & intramurals
- Open/public hours (check with the gym for current schedule)

Varsity sports for men and women include:

Baseball (m)	Golf (coed)	Soccer (m/w)
Basketball (m/w)	Hockey (m)	Softball (w)
Bowling (m/w)	Indoor Track (m/w)	Tennis (m/w)
Cross Country (m/w)	Lacrosse (m/w)	Track and Field (m/w)
		Volleyball (w)

Intramural sports

- The intramural sports program is sponsored by the Athletic Department
- Membership is open to the entire student body
- Contact the Athletic Department at 792-5572 for information

Sports Include:

Flag Football, Racquetball, Basketball, Tennis, Basketball, Water Activity, Volleyball and Softball

AUXILIARY SERVICES CORPORATION

ACC 206 792-5457

Services include:

- Check cashing and an ATM in the College Snack Bar
- Bus tokens and passes at a reduced rate
- Collection of MVCC Dormitory and Bookstore payments
- Offers a scholarship each year
- Purchase commuter meal plans

BOOKSTORE

UTICA – ACC 112 792-5442 ROME – RA 210 339-1437

The College Bookstore is a not-for-profit business entity operated by the College through the ASC. Services include:

- Required and recommended textbooks, supplies and software
- Snack foods and MVCC apparel
- Used book buyback

CAREER, TRANSFER AND JOB PLACEMENT SERVICES

UTICA – PH 104B 731-5710

Career, Transfer and Job Placement Services offer support to students who are exploring educational or career goals. We offer many online and in-person tools to help students who may be considering a change of major. We also offer individual appointments.

If you are considering a bachelor's degree after you graduate from MVCC, it is very important that you begin planning as early as your first semester. We offer a transfer fair once every semester to help you learn more about opportunities for you to earn a bachelor's degree and coordinate transfer articulation agreements with many four year institutions. These agreements outline specific details regarding transferability of coursework that may be used in conjunction with academic advisement for transfer planning. Please visit our office or speak with your advisor if you have questions on where to start.

If you are planning to find employment right after you graduate from MVCC, we can help you job search, develop a resume and prepare for an interview. Each semester we offer workshops and we are also available for appointments. You may access the College Central Network to search employment opportunities with our local partners or nationally through the Career Services webpage.

As a student at MVCC we are proud to offer you access to OptimalResume, the gold standard in online resume technology. Used by hundreds of universities across the country and across the globe, OptimalResume guides students in the resume process from content creation to online publication.

CHILD CARE SERVICES

GYM 101 792-5594

Kiddie Campus

- NYS licensed child care center for children of students, faculty and staff
- Children must be between the ages of three and five years
- Children may attend on a full-time or part-time basis
- Hours of operation are 7:45 a.m. to 4:30 p.m.

COUNSELING SERVICES

UTICA – PH 104B 792-5326 ROME – PC A30 334-7709

Utica Campus

- Staffed by trained counselors, a full-time psychologist and a part-time substance abuse specialist
- Assists students in identifying and removing barriers to academic success
- Assists students in planning realistic directions for their future
- Community support referrals

Rome Campus

Emergencies that appear to need counseling intervention should be directed to the Student Services Office, PC A30, telephone: 334-7709, or the Associate Vice President/Dean of the Rome Campus, PC 111, telephone 334-7700.

CSTEP

AB 254 792-5505/5590

The Collegiate Science and Technology Entry Program (CSTEP) is a New York State grant funded initiative designed to foster academic excellence for under-represented or economically disadvantaged full-time college students majoring in the STEM fields (Science, Technology, Engineering, Math) or licensed professions (i.e. allied health, social work, etc.)

CSTEP offers many services and programs to aid students in achieving their academic and professional goals. Some activities presented by CSTEP include academic and professional workshops, field trips to other colleges and businesses, internship and research opportunities, mentoring, tutoring, transfer and career exploration. Students are also eligible to earn book assistance, tuition assistance and laptop loan out.

DISABILITY SERVICES

UTICA – AB 153

Learning Disabilities: 731-5702

Other Disabilities: 792-5413

ROME – PC A30

All Disabilities: 334- 7718

These offices coordinate and/or provide services to individuals with disabilities. This includes, but is not limited to, individuals who are blind, deaf, learning disabled or mobility impaired, those with chronic illnesses or conditions such as epilepsy or diabetes, and those with psychiatric disabilities.

The services provided depend on the individual involved. In some cases, this might simply mean referrals to campus supports, advice about scheduling courses, or information about community service providers. At other times, it could involve services such as the provision of enlarged materials, assistance in locating a notetaker, or the coordination of alternate testing arrangements. In all cases, the goal of the office is to help ensure that students with disabilities have an equal opportunity to participate, to compete and to succeed.

EMERGENCIES

New York (NY) Alert and Mass Notification System

Like many colleges across the country, Mohawk Valley Community College is reviewing and enhancing its campus safety operations. This review is particularly important in light of recent tragic events at colleges such as the shootings at Virginia Tech in 2007. MVCC's campus safety enhancement initiative includes the installation of a mass notification system for campus emergencies.

This mass notification system includes two components that are important to students. The first is a siren on the Utica Campus that will sound only in the event of a serious emergency, such as an armed suspect on campus, or an impending natural disaster such as an approaching tornado. The college will be testing the siren at least once each semester, and students will always be notified in advance of the test. If you hear the siren at any other time than during a test, seek immediate shelter and wait for instructions.

The second component is a voluntary system of enrollment for all students for notification of emergencies through the State Emergency Management Office (SEMO) alert system. This voluntary system is known as New York (NY) Alert.

How does NY Alert work? NY Alert provides subscribers with either an email, fax, or cell phone text message to let the subscriber know that an emergency condition exists on campus. MVCC gives students and staff the opportunity to voluntarily submit their preferred method of contact to SEMO, which will in turn set up a transmission database for those who have subscribed.

When will NY Alert be used? Only in an emergency. Some examples might include an impending natural disaster, such as an approaching tornado, or an imminent crisis on campus, such as a fire, bomb threat, or armed suspect.

What will happen? If an emergency exists, NY Alert will send a message to the subscriber letting them know of the emergency condition, and in most cases, specific instructions on what to do. A subscriber will receive the message as either an email, fax or cell phone text message, depending on what that subscriber has specified when they signed up for NY Alert.

How will I sign up for NY Alert? MVCC will provide a link through SIRS, our internet based student system, for all students and staff to enter their information into NY Alert. The information you enter is held as confidential and will only be used by SEMO to give you information during an emergency situation.

What does NY Alert cost? Absolutely nothing. The service is free, and completely voluntary. You do not have to sign up for NY Alert unless you are interested in receiving information during an emergency situation. While we do recommend subscribing to NY Alert, participation is not mandatory.

How do I get started? Go to the SIRS link on the MVCC website (www.mvcc.edu) and login to your secure area. Once you are logged in, there will be instructions for submitting information for NY Alert.

Self-Destructive or Threatening Behavior:

Campus Safety & Security should be called for any condition requiring medical attention or immediate intervention. Dial 5777 or 735-4777. Behavior not requiring immediate medical attention should be reported to the Counseling Center as soon as possible at 792-5326.

Any student exhibiting behaviors or tendencies which may endanger themselves or others may be required to be evaluated by crisis or campus counselors, and/or psychological professionals. A student may be required to obtain campus/community services and/or be administratively withdrawn if the Administration so determines. Decisions are solely based on the best interests of the student and all members of the campus community.

In the event a student is administratively withdrawn from either the College or the Residence Halls, the student has the right to request an independent review of the case to the College President. That request must be received by the President, in writing, within 2 days. The President will then appoint a College official to act as an independent reviewer. A final decision will be rendered within 2 days.

The College has Automatic External Defibrillators (AEDs) in the following locations:

Utica Campus

- Alumni College Center - snack bar
- Academic Building - AB General snack bar (1st floor lobby)
- Science and Technology Building - Physical Science Crossover
- Payne Hall - main lobby, near Admissions entrance
- Gymnasium - Athletic offices “cage”
- Information and Technology Building – first floor theater lobby next to elevator
- Utica Campus Security also has one mobile AED unit.

Rome Campus

- Plumley Complex - Second level next to Registrars Office
- Rome Academic Building - near bookstore
- MVCC Aviation Center in Griffiss Park – inside the Airframe and Powerplant Lab

College Emergency Closing

- Hazardous weather or other unforeseen conditions may cause emergency closings.
- Except in extreme emergencies, this information for day classes should be available by 6 a.m.; for evening classes, information will be available by 3:30 p.m.

- Please check the MVCC website first for the most complete information. If you do not have access to www.mvcc.edu, please call the College's main switchboard, at 792-5400 and listen to the main greeting for closing information. Local media outlets will also broadcast this information.

Emergency Evacuation of Non-Residence Hall

At MVCC emergency evacuation drills are kept to a minimum so as not to disrupt activities or have complacency set in. When the fire alarm sounds and an evacuation is in progress, elevators are not to be used except by emergency personnel.

The faculty will review evacuation procedures during the first week of classes. Faculty and staff will insure the complete evacuation of their areas of responsibility.

Procedure

1. Upon the activation of the fire alarm horns and strobe lights, all occupants should evacuate as quickly as possible. The evacuation shall be orderly with a minimum of confusion through the closest exit. All students shall take their valuables and personal items with them because the building may be closed for one hour or more. MVCC is not responsible for items left in buildings.

2. All people will move in an orderly manner to a safe distance (50 feet) from the building well away from entrances. This will be monitored by Campus Security Officers, Facilities and Operations personnel and administrative staff.

3. Any College students or employees with special needs for the evacuation will be attended to as quickly and safely as possible (see evacuation of mobility impaired).

4. Under no conditions will occupants be allowed back into a building until the building has been inspected by officials and found safe for reoccupation.

Evacuation of People with Mobility Impairment

1. Areas of refuge apply to other than ground level floors of all buildings on the Utica Campus with more than one story above and/or below grade with an elevator.

2. When a fire alarm sounds employees (faculty and staff) are to help insure the safe evacuation of mobility impaired individuals (evacuee(s)) in their area of authority (classroom, office, etc.). The evacuee(s) are to be accompanied by the employee to a designated area of refuge evacuation area and asked to stay until Security, and/or fire department personnel arrive at the scene.

3. A Campus Security Officer will be immediately dispatched to evacuation areas during all emergencies. They will monitor the situation (smoke, flames, etc.) which could necessitate the immediate evacuation of people with mobility impairments. In the event of an evacuation, Security, Facilities and Operations and/or Fire Department personnel will conduct the actual evacuation.

4. Areas of refuge are designated with signs as follows:

Utica Campus

Academic Building: 2nd floor landing of stairwell adjacent to elevator.

Alumni College Center: 2nd floor area adjacent to the elevator.

Gym: 2nd floor area adjacent to the elevator.

Information and Technology Building: First floor stairwell closest to the gym and baseball field; second floor in the stairwell closest to the Alumni College Center and Penfield Dorm; second floor in the stairwell behind the elevator on the baseball field side.

Payne Hall: 2nd and 3rd floor landing areas of stairwells on the Sherman Drive and quad/gym side. Basement area adjacent to the elevator on the Sherman Drive side.

New Residence Hall: 2nd and 3rd floor landings of North and South Stair wells.

Rome Campus

Academic Building: Areas adjacent to the elevator on the 2nd and 3rd floors. Area near the wheelchair lift on the lower floor.

Plumley Complex: Areas adjacent to the elevator on the basement/lower level, library level and 2nd floor. A second lower level area of refuge is located between the double doors at the Floyd Avenue entrance.

5. Local fire officials are informed of the location of evacuation areas and this procedure.

Residence Hall Fire Safety and Fire Fighting Equipment

In South Halls and North Halls, fire extinguishers are located in the stairwells on each floor. In New Hall, they are located in the corridors. The fire alarm systems and fire fighting equipment are placed in the halls solely for your protection.

KNOWINGLY ACTIVATING A FIRE ALARM WHEN NO SUCH EMERGENCY EXISTS OR TAMPERING WITH ANY FIRE ALARM SYSTEM OR FIRE PROTECTION EQUIPMENT IS A MISDEMEANOR UNDER THE PENAL CODE. TAMPERING WITH ANY PART OF THE FIRE SAFETY EQUIPMENT INCLUDING HEAT SENSORS, SPRINKLER HEADS, SMOKE DETECTORS, FIRE ALARMS OR FIRE EXTINGUISHERS, ETC. WILL RESULT IN DISCIPLINARY ACTION, INCLUDING DISMISSAL FROM THE RESIDENCE HALLS, AND/OR COLLEGE, AND POSSIBLE CRIMINAL COURT ACTION.

Fire alarm pull boxes will be found at various points in each hall. Each room/stairwell/public area contains a sensitive heat and/or smoke detector and fire alarm. New Hall sprinkler heads are heat sensors. All of these devices will activate an alarm. In case an alarm is set off accidentally, immediately contact Campus Safety and Security at extension 5777 from a Residence Hall "Assistance" phone. The alarm systems are tested on a rotational basis, with no advance notice in the Residence Halls.

In the interest of safety, it is necessary to have periodic fire drills conducted by authorized College personnel. To facilitate this procedure, it is to your own benefit to familiarize yourself with the proper evacuation route. It is also to your own benefit to familiarize yourself with the location of fire extinguishers.

RESIDENCE HALL FIRE ALARM EVACUATION PROCEDURE:

a) If you locate a fire in the Residence Halls, PULL A FIRE ALARM box, exit the building and notify Campus Safety and Security.

b) If you are not in a suite/quad room (bedroom, student bathroom, New Hall Suite Gathering Room) when the alarm goes off, proceed to the nearest fire/smoke free exit.

c) If you are in a suite/quad room (bedroom, student bathroom, New Hall Suite Gathering Room) when the alarm goes off, please adhere to the following rules:

1. Wake any sleeping occupants in that room: Put on shoes, take towel and room key.
2. Feel room door. If cool, open slowly and exit.
3. Feel suite/quad door. If cool, open slowly and exit.
4. Proceed quickly to the nearest fire/smoke free exit.
5. If a bedroom, quad or suite door feels hot, or if adverse conditions exists, remain in a student room, shut and stuff the door (towels, clothes, blankets, etc.).
6. Open and stand by the window to summon for assistance.

d) Fire exits are located as follows:
South Halls and North Halls: Off of the 1st floor stairwells labeled Fire Exit. Second and third floor residents should evacuate via these fire exits unless adverse conditions exist. First floor residents should exit through the front doors, unless adverse conditions exist.

New Hall: At either end of the building. The center stairwell should only be used when adverse conditions exist in the fire exit stairwells. NEVER USE THE ELEVATOR.

e) Students not cooperating with official personnel will be subject to disciplinary action.

FINANCIAL AID OFFICE

UTICA – PH 120 792-5415 ROME – PC A30 334-7709

The Financial Aid Office is available to assist students and families through the financial aid process. Additionally, computers are available to enable students to access all federal and state services on-line. In Rome, the Student Services Office is available to handle any financial aid questions.

Scholarship information is available through the Office for Institutional Advancement in Payne Hall Room 366.

FIRST YEAR EXPERIENCE

PH104B 792-5608

Research shows that the first year is critical in determining how successful students will be in college. The First Year Experience office communicates regularly with students from the point of acceptance through the end of the first year and offers the following programs to increase student engagement and persistence:

- New Student Advising Program
- Commuter Orientation for students and family (Utica, Rome and Online)
- Pathways to Academic Recovery (academic intervention program)

FOOD SERVICE (Sodexo Campus Services)

ACC 105 792-5419

Commuter students have the following options for a meal or quick snack:

- MV Commons Snack Bar
- AB General Snack Bar
- Resident Dining Hall

Meal Plans

- Residence Hall students are required to purchase one of the meal plans listed on the Room and Board Agreement including Platinum (19 meals), Gold (14 meals), Silver (10 meals) or Bronze (10 meals) per week. The Meal Plan Agreement is listed in its entirety on page 4 of the Room and Board Agreement.
- Plans include varying amounts of Hawk Dollars.
- Hawk Dollars are monies placed into an account accessed with an I.D. card, which is then used like a debit card for purchasing food.
- The Bronze plan is 10 meals per week, but with no Hawk Dollars.
- Commuter students may purchase any of the plans listed above, choose

from block meal plans offering 30, 45 or 60 meals throughout a semester, or just set up a Hawk Dollar account.

- All plans except bronze have a “plus” option which allows for the addition of $100 Hawk Dollars at the beginning of each semester.
- A Dining Services Advisory Board, which is comprised of resident and commuter students, college staff and Sodexo Campus Services staff, provides an environment and forum for regular communication regarding the quality and format of food service. Information regarding this advisory board can be obtained in the Residence Life Office.

Sick trays are available to meal plan participants. If you are unable to make it to the Resident Dining Hall due to illness, a friend may bring a sick tray to your room if they have a signed sick tray card and your Student I.D. card. Residents can obtain sick tray passes from the College nurse or from a Resident Director in New Hall Office.

HEALTH INFORMATION

Student Health Center

Location: Alumni College Center (ACC, Rm. 104)
Telephone: 792-5452
Office Hours: Monday through Thursday, 8:30 a.m. to 5:00 p.m., Friday, 8:30 a.m. to 4:30 p.m.

College Nurse

Phone: 792-5683
Office Hours: Monday through Thursday, 9:00 a.m. to 5:00 p.m.; Friday, 8:30 a.m. to 4:30 p.m.

The Student Health Center College Nurse (RN) provides basic first aid, health assessments, and referrals as necessary to insure timely attention to health issues. The College Nurse also responds to campus emergencies.

Physician

Office Hours: Weekly with hours to be determined.
The Student Health Center Physician is available weekly to address the additional needs of the students. The physician also performs sports physicals for a reasonable fee.

Insurance Representative

Phone: 792-5451
Office Hours: Monday through Thursday, 9:00 a.m. to 2:00 p.m., Fall and Spring Semester. Hours during the Summer Semester are limited.
The Health Center Insurance Representative provides assistance with insurance claims and questions related to mandatory accident insurance and optional medical insurance policies, which may be purchased annually or bi-annually.

Student Illness/Absence
Students absent from classes two (2) or more days for health or personal reasons should contact the nurse at the Health Center so she may inform the appropriate department head and instructors of the student's absence with a general explanation (illness, under doctor's care or personal). It is also the student's responsibility to contact his/her instructors as well.

Public Health Laws 2165 and 2167
All college students who are born on or after January 1, 1957, taking (6) credit hours or more, must provide proof of immunization or immunity to measles, mumps and rubella (Public Law 2165), and complete the Meningitis Response (Public Law 2167), which is provided in the Health Information Form. Failure to meet any of these requirements will result in the student being withdrawn from all classes 30 days after the start of classes. Students born prior to January 1, 1957, are required to provide proof of age, such as a driver's license, etc. These students are exempt from providing immunization requirements but must still complete the Meningitis Response Form. The completion of the form is mandatory, the vaccine is not.

MVCC recognizes medical and religious exemptions as defined by New York State Public Health Law 2165.

Exemptions for internet students (on-line only) are also allowed when they are taking 6 credit hours or more and are not required to be on campus for any group setting, such as quizzes, tests, finals, projects, etc. Student Health Information Forms are available in the Utica Student Health Center, the Utica Admissions Office and the Rome Student Services Office in Plumley Complex.

More information at www.mvcc.edu.

INFORMATION TECHNOLOGY

IT 139 731-5711

Each student registered for classes at MVCC is assigned a logon account at the beginning of each semester. These accounts can be used for computer access in the over 30 academic computing labs located on the Utica and Rome campuses. In addition, each student is provided an e-mail account and network storage that can be accessed from any computer on the internet.

The 60 seat open lab on the Utica campus along with the library open lab on the Rome campus provides students most of the applications that are used in class. Those applications not available in the open labs are typically available through department sponsored open lab time in their specific labs.

MVCC has an extensive wireless network which is available to students. Any student wishing to connect to the wireless network can visit the IT helpdesk (IT 133 in Utica) or the Rome Media Center (PC L03 in Rome) for installation of the required security code.

The IT department staffs a helpdesk in the IT Building located within the main open lab (IT 133). Issues on the Rome campus can be directed to the Media Center located in the Plumley Complex (PC L03).

LEARNING CENTER

UTICA - AB 151, IT 131 792-5517 ROME – PC L43 334-7733

Tutoring in reading, writing, math, study skills, life sciences, computer and social sciences, as well as many other subjects, is available from the Learning Center on both the Utica and Rome Campuses. The Center is open 6 days per week and tutoring services are free to MVCC students. Appointments may be necessary.

The Center also organizes various study groups and Supplemental Instruction (SI). These support services help students prepare for exams by reviewing class material and discussing the material with others. Students who have used the services of the Learning Center have earned higher grades than those who have not. Stop by for a complete listing of subjects, tutors, days and times at the beginning of each semester.

LIBRARIES

UTICA – PH 200 792-5408 ROME – PC 127 334-7728

The libraries in Utica and Rome have a combined collection of 93,000 volumes and 700 periodical titles. In addition, the libraries offer music CDs, books on tape and on CD, software, children's and young adult books, videos and DVDs (educational and feature films) for loan. The Utica Campus Library has a "best sellers" collection for recreational reading and maintains a "career center" for job search assistance.

The libraries provide both on-campus and off-campus access to a number of electronic resources for students, faculty and staff. In addition, a quality instructional program designed to assist students in learning how to conduct research and develop information literacy skills is provided. The library also offers an Information Literacy elective which students can take for credit.

The libraries on both campuses contain computer labs which are available when not being used for a class. Librarians are available whenever the library is open for individual or group instruction.

The libraries maintain a useful and expansive website at www.mvcc.edu. It is packed with links to the many journal and reference databases available, to the online catalog, bookmarked web sites arranged by subject, e-books, citation styles web sites and guides, quick reference guides to various library services and resources, subject bibliographies and webliographies. Additionally, there are links to other local library web sites, a special section for faculty, and a special section for students on library resources to assist them with

studying and campus life.

Please check our website for information on library hours and contact information.

LOST AND FOUND

UTICA – AB 109 792-5566 ROME – PC 117 334-7708

Utica Campus

- Items should be turned into the Security Department, AB 109
- Items will be held for 90 days
- Pick-up hours are 8:00 a.m. to 4:00 p.m.

Rome Campus

- Items should be turned into the Business Office, PC 117

MARKETING AND COMMUNICATIONS OFFICE

PH 345 792-5330

This office is responsible for coordinating and releasing all College publicity. Student organizations in need of publicity services must first contact the Student Activities Office to insure completion of necessary details.

PLACEMENT TESTING CENTER

PH104A 731-5802

The test center provides course placement testing or re-testing. The testing center also works with the Disability Services Office and with instructors to offer accommodative and make-up testing.

RESIDENCE LIFE OFFICE

ACC 208 792-5361

On Campus Housing

- Campus residence halls provide housing for approximately 500 students.
- Double and triple rooms are available. A small number of single rooms are available as well.
- All residence halls are telephone, cable television and internet ready.

Off Campus Housing

The Residence Life Office offers assistance for students considering off-campus housing with:

- Visit www.mvcc.edu. Search for "off campus housing."

The College does not take any responsibility for financial, legal, or maintenance relationships between landlord and student. The College does not inspect or recommend housing. In cases where anti-discrimination

requirements are not met or where properties are otherwise known to be inadequate or hazardous, students are requested to bring information concerning housing violations and discrimination to the attention of the Residence Life Staff.

SCHOLARSHIPS

PH 366 792-5555

The MVCC Foundation is responsible for all college scholarships available to both entering freshmen as well as current students. All scholarships have specific application criteria including, but not limited to, program of study, GPA, interests and community involvement. For a free scholarship brochure which lists criteria and application deadlines for all scholarships administered by the MVCC Foundation, please visit, call or log onto the College's website. Scholarships range from $100 to full tuition and books and students are able to apply regardless of financial aid status. We encourage you to apply for any scholarship for which you are qualified.

STUDENT ACTIVITIES OFFICE

UTICA – ACC 208 792-5391 ROME – PC A30 334-7750

The Student Activities Office in addition to administering the Activities Program also offers the following services:

I.D. Cards

Upon completion of registration and payment, students may obtain an I.D. card. I.D. cards can be obtained in the Student Activities Office in Utica or Rome.

- I.D. cards are valid for three years from original issue date.
- There is a replacement fee for lost or physically damaged cards.
- I.D. cards are required for the use of some facilities, admission to events, photo identification, financial purposes, computer labs, etc.
- Used in the Bookstore, the I.D. card allows students to access their available financial aid.
- The I.D. card allows the Bookstore to waive the sales tax on textbooks.
- I.D. cards must be shown and/or relinquished upon the request of any college official or authorized representative of the College.

Residence Hall Proximity Card

Your student I.D. card is also a proximity card used to enter the main entrances of your complex and the Game Room.

Any student who loses this card when the Student Activities Office is closed will be given a temporary card upon request by contacting the R.A. on Duty at ext. 5310. A temporary card will work only the front doors; it is not a temporary meal card. This temporary card will remain operable for a maximum of

three days. **Punching a hole in the card or any similar modification of the card will damage it.**
Students loaning their I.D./proximity card to anyone will jeopardize their residency.

MVTV
Located on various TVs around campus, this screen contains information on upcoming events and pertinent college information.

Posting Policy
Publicity materials posted on bulletin boards may be limited in size. Clubs wishing to use bulletin boards should see the Student Activities Office in ACC 208. The group or individual involved is responsible for taking down outdated material.

Notices, flyers, signs, posters, etc., are not permitted on walls, doors, windows, etc. The placing of such material on vehicles parked in College parking areas is prohibited. Language, graphics, art work, etc., on such materials are expected to conform to commonly accepted standards of good taste and morality. The College reserves the right to remove all materials in violation of or inconsistent with College policy, and the College will not knowingly allow to be posted any material that advertises an event or activity that is in violation of civil or criminal law.

Student Co-Curricular Transcript
The Student Co-Curricular Transcript provides a listing of your involvement in College life that does not appear on your academic transcript. Participation in Diversity and Global View events and tutorials, clubs, activities, leadership experiences (athletic and student organizations), honors, scholarships, and awards will be listed on the co-curricular transcript. This additional information may help you stand out when you look for a job, or transfer to a four-year college. For more information, go to the Student Activities Office in either Utica or Rome.

Voter Registration Center
The Student Activities Office serves as a voter registration center for the campus. Voter registration forms and information are available. It is the responsibility of the individual who picks up the registration form to mail or deliver it in person, when completed, to the appropriate local Board of Elections. You can also download a form at www.elections.state.ny.us

STUDENT ACTIVITIES PROGRAM

The College provides a wide variety of experiences for its students through student clubs, Program Board, Student Congress and other activity related organizations. There are approximately 45 organizations in existence; others can be formed if interest exists. The Student Activities Program is coordinated by the Student Activities Office, which is located in ACC 208.

The Student Activities Program is co-curricular education, providing first-hand experience in planning, group leadership, committee work and budgetary management. This “hands on” experience, combined with classroom learning, creates a well-rounded college experience for those students choosing to participate in the program.

The college encourages individual students and organizations to become engaged in the local community through various means. Community service learning can be a vital part of a student’s education.

Clubs and Organizations

The following is a description of professional clubs and service/interest organizations. As interests change, some clubs become inactive and others form. For specifics concerning these organizations or forming a new one, consult the Student Activities Office.

12 Steps to Serenity: Based on the twelve step recovery program of many organizations, this group provides students with an on campus support system.

Aviation Technology Club: This organization offers activities that enhance student experience/learning in the airframe and powerplant program.

BBG Dance Union: The purpose of this club shall be to organize students interested in dancing, particularly “hip hop” and “break dancing.”

Black Student Union (BSU): Promotes the study of the Black experience, provides current interpretations and evaluations on the status of black people and uses this information to foster racial understanding.

Bowling Club: The purpose of the club is to promote the competitive sport of bowling.

Caribbean Club: This club introduces students to the diverse cultures of the Caribbean, erases stereotypes, and embraces diversity.

Chemical Dependency Club: This club provides students an opportunity to explore the career field of chemical dependency counseling.

Chess Club: This club fosters the game of chess and attends area and regional tournaments.

Criminal Justice Club: Promotion of the field of criminal justice is the purpose of this club.

Drama Club: Presents stage productions and demonstrates new and classical techniques in interpreting various dramatic works.

East Asian Culture Club: Fostering the knowledge and appreciation of East Asian cultures and people is the purpose of this club.

ECOS (Educational and Career Opportunities in Science): Increasing awareness of environmental matters and exploring careers in the sciences is the goal of this club.

Education Club: Facilitates career exploration and academic development, promotes critical thinking and interaction between students and staff who are interested in the field of education and child development.

Escoffier Club: Furthers the interests and broadens the educational knowledge of students interested in the food service technology field.

The Experience: This club's purpose is to learn about the word of God through the Bible, and to provide a supportive environment to any student who needs it.

Gay and Straight Alliance: To educate, support and create a social awareness of issues is the goal of this group.

Gospel Choir: This club encourages students to develop, foster and enrich their talents in the performing of gospel music.

Graphic Arts Technology Club: To gain knowledge in the printing industry is the goal of GAT.

Indoor Soccer Club: Recognizes and encourages indoor soccer among students.

International Club: Encourages students to become informed about international affairs, and assists in the integration of students from other countries into campus life.

Judo Club: Promotion of the sport of judo and instilling self-confidence in players is the purpose of this club.

Kidz'n'Coaches: Provides students volunteer experience with disadvantaged children and provides educational benefits and a pro-social role model to those children.

Latino Student Union (LSU): Enhances self-awareness, promotes cultural and social activities and provides an academic support system for students.

Liberal Arts and Science Club: Visiting museums and attending cultural events is the goal of this club.

Paintball Club: This group promotes the recreational sport of paintball.

Paranormal Investigation Society: This society investigates, analyzes and explains paranormal activities in our community.

Phi Beta Lambda (PBL): This group is focused on providing students with an interest in business a chance to explore career opportunities.

Phi Theta Kappa (PTK): This is the two-year college international honor society. It sponsors events based on the four hallmarks of leadership, scholarship, fellowship, and service.

Photography Club: Promotes photography as an art form.

Public Policy Club: Promotes the involvement of students in public policy creation through voter registration events, conferences, and speakers.

Recreation Club: This group organizes outdoor recreation activities.

Residence Council: Planning social events and assisting in the governance of the residence halls is the goal of this club.

Respiratory Care Club: Promotes professional growth and serves as an active voice for respiratory care education.

Returning Adult Student Association (RASA): Operational on both campuses, this group promotes the interests of returning adult students by hosting social and service events.

Rome Student Activity Association (RSAA): Plans events and activities of a social, cultural, educational, and recreational nature on the Rome campus.

Ski Club: This group promotes skiing and snowboarding by planning trips to local and regional facilities.

Society of Civil Engineering Technology (SOCET): Intended for students interested in civil engineering.

Strategic Gaming Club: Promotion of role-play (ex: Magic: The Gathering) and other strategic games such as chess is the purpose of the club.

Student Congress: This is the student government at MVCC. Its purpose is to represent students, supervise expenditures of the student activity fee, and provide activities that are of interest to all students.

Student Nurses Organization (SNO): This club supports students interested in the field of nursing.

Student Voice: This is the student newspaper of MVCC.

Weightlifting Club: The goal of this group is to help students achieve fitness through weight training.

Welders Among Communities (WAC): The purpose of this club is to further the interests and broaden the educational knowledge of students interested in the fields of welding, art and computer drafting; to become more aware of the contemporary methods and practices in these areas.

STUDENT CONGRESS

ACC 102 731-5820

Student Congress is the student government at MVCC.
Student Congress has several purposes:

- To oversee the expenditure of the Student Activity Fee
- Acts as a liaison with the College for arranging for students to serve on College committees
- Provides programs that benefit all students

Any student can belong to Student Congress or may address the members of Congress on matters that are of concern to the student body. To be voting members of the Congress, students must complete a leadership training session administered by the Student Activities Office, and maintain a 2.0 cumulative average.

STUDENT SERVICE CENTER

PH 1ST FLOOR 792-5800

The Student Service Center is designed for students to access all enrollment related offices in "one stop." Offices in the Center include:

- Academic Advisement – find out who your advisor is and where to find him/her

NOTE: Students are encouraged to meet with an academic advisor to develop their plans of study specific to individual goals.

- Admissions
- Adult Learner Services
- Business Office
- Career, Transfer and Job Placement
- Counseling
- Financial Aid
- Placement Testing
- Registrar

There are also computers available for students to check course availability, schedule classes, make payment and apply for financial aid online.

To check personal information including plans of study, grades, schedules, transcripts, financial aid status and more in your Student Information and Registration System (SIRS) account, you need to have a PIN. This is available on the Registrar's web page or with photo I.D. from the Registrar's Office in the Center or at the Rome Campus Registrar's Office.

ROME CAMPUS SERVICES FOR STUDENTS

The Rome Campus also offers services in the Student Services Office in PC A30 and the Business/Registrar Office in PC 117.

Student Services (334-7709)
Admissions, financial aid, change of major, academic advisement, disability services, student activities, scholarship information, work-study assignments, MMR verification, student organizations, identification cards, transfer information, withdrawal from college, first aid

Business/Registrar Office (334-7708)
Registration, payment, change of schedule drop/adds, personal identification number (PIN), application for graduation, parking decal, certificate of residence, change of address/name, supplies, lost and found.

USERNAMES, LOGINS, PASSWORDS & PINS: KEEPING THEM ALL STRAIGHT!

Student Information and Registration System (SIRS) (Student Banner Web)
All matriculated students automatically have a SIRS account.

Login:

Use your assigned MVCC student ID (begins with the letter M).
New Students: It is mailed to you in your advisement letter. It is issued by the Admissions Office at the time of application.
Continuing Students: It is mailed to your permanent address by the Registrar.

PIN:

Must be obtained from the Registrar with photo I.D. or requested online.

After first login, change your PIN to something more secure. Non-matriculated students may request a SIRS account PIN from the Registrar, or may request a SIRS PIN online here: **http://www.mvcc.edu/crsereg/**

Student Email Account and MV Online (Blackboard)

All registered students are assigned an email account and a Blackboard account after the first week of classes. You should use your student email for all matters associated with the college. To access, click student email on MVCC homepage (www.mvcc.edu).

Username: First initial, last name, day of birth (jdoe05)
Password: last 4 digits of your social security number
Your email address: Your username followed by @student.mvcc.edu
So John Doe's email address would be: jdoe05@student.mvcc.edu

All students are required to complete Diversity and Global View tutorials as a requirement for graduation. These tutorials along with other class information can be found on Blackboard.
Link to http://mvcc.blackboard.com for access.
Username: Same as your computer account.
Password: Same as your computer account.

FAFSA PIN

Your federal PIN substitutes as your signature when filing your FAFSA online. If you are a dependent student, your parent or guardian must also request a federal PIN. You may apply for a PIN at **www.pin.ed.gov.**

VETERANS SERVICES

PH 118 792-5502

Veterans enrollment certifications are processed by the Registrar's Office.

All veterans, eligible dependents and service people planning to use Educational Allowances through the Veterans Administration must record their intentions with the Registrar's Office for each term. Those students applying for veterans' benefits at Mohawk Valley Community College for the first time should make application to the Veterans Administration well in advance of the start of the semester. Forms are available at the Registrar's Office.The College endeavors to address the needs of students called to active duty status prior to leaving. Upon return, the student should consult with the Veteran's Coordinator to insure proper procedures have been followed.

Federal and state regulations require that Colleges report promptly to the VA non-attending or termination of study on the part of students receiving benefits. All students receiving educational assistance benefits are required to sign monthly attendance and academic progress reports confirming satisfactory attendance and adequate progress. Failure to comply with this regulation will result in termination of benefits and possible reimbursement of monies received from the VA. For further information, contact your county veteran's office or the Mohawk Valley Community College Veteran's Coordinator.

SECTION II - ACADEMICS

ACADEMIC INTEGRITY POLICY

The College is committed to a spirit of intellectual inquiry rooted in the ethical behavior of its participants. This means that certain acts which affect the integrity of learning are not permissible. Engaging in dishonest or unethical behavior may result in disciplinary action taken against the student by the instructor, or other appropriate college official. For more detailed information, see the current College Catalog.

MOHAWK VALLEY COMMUNITY COLLEGE'S ACADEMIC STANDARDS

In order to support students in successfully reaching Mohawk Valley Community College's academic standards, the College will review students' academic progress, and when indicated, will work with students who are not achieving academic standards to assist them in developing strategies for success.

The student's academic standing is determined on the basis of the cumulative grade point average (GPA) and total number of hours according to the following table:

Total Hours Attempted	Unsatisfactory Progress Cumulative GPA	Minimum Progress Cumulative GPA
0.50-12.00	0-1.49	1.50
12.5-36.00	0-1.64	1.65
36.5-48.00	0-1.79	1.80
48.5-60.00 +	0-1.99	2.00

Total credit hours include credits and equivalent credit hours taken at Mohawk Valley Community College.

1. The first review will occur at the end of the matriculated student's first semester (fall, spring) or term (summer).

2. After the first review, the student's grade point average (GPA) will be reviewed each semester or term that the student is enrolled.

3. The student will be assigned one of the following academic standings after each review:
- Good academic standing
- Intervention
- Probation
- Dismissal

4. A student who does not meet the "Minimum Progress" cumulative grade point average (as indicated on the table above) will be placed on academic intervention for the next semester.

5. A student on academic intervention standing will be placed on academic probation by the College if she/he does not earn a minimum of 1.5 term grade point average for the intervention semester or term.

6. A student on academic probation Is required to participate in the College's probation program. A student on probation must see an academic advisor before scheduling classes for the upcoming term, and Is limited to a semester schedule of no more than 14 hours.

7. A student on academic probation will be academically dismissed by the College if she/he does not earn a minimum of 1.5 term grade point average for the probationary semester.

8. A student is not excused from academic intervention, probation or dismissal by changing the program of study.

9. A student placed on academic dismissal loses her/his matriculated status.

10. A dismissed student may not be re-matriculated for one academic semester (fall, spring). However, she/he may register as a non-matriculated student after dismissal for no more than two courses to a maximum of 9 hours. (Student is not eligible for Financial Aid.)

11. If a student is re-matriculated after an academic dismissal, she/ he will be placed automatically on academic probation.

12. Action taken under the Standards of Academic Progress will be automatic unless the Vice President for Learning and Academic Affairs acts to make an exception based on the Academic Center's or Advisement Center's recommendation.

13. An Academic Appeals Committee will act on appeals from dismissed students.

ACADEMIC DISMISSAL APPEAL GUIDELINES

If you are academically dismissed, your dismissal letter will provide time-sensitive directions on how to proceed with an Academic Appeal. Please pay close attention to the due date included in the letter. Questions should be directed to the Office of the Vice President for Learning and Academic Affairs.

a) The student's written appeal and any supporting documentation must be received in the Office of the Vice President for Learning and Academic Affairs no later than the date and time listed in the dismissal letter.

b) Supporting documentation may include verifiable written statements from physicians, therapists, police, attorneys, financial counselors, family members, or others who can confirm the particular circumstances supporting the appeal.

c) A prompt and thorough review of the student's submitted written material and a review of the student's academic history will be made.

d) The Vice President for Learning and Academic Affairs will notify the student of the final decision in writing.

e) The student, if readmitted to a College program in appeal, shall remain on academic probation. Students must contact their Center Dean to reschedule and/or reassess their academic progress.

ACADEMIC ADVISEMENT

Each matriculated student is assigned an academic advisor with expertise in the student's degree or certificate program. Academic advisors are MVCC faculty or staff members; they can be contacted during their posted office hours or by telephone or email. Academic advisors help students understand program requirements, select appropriate courses, prepare for careers or transfer and gain access to special resources needed, such as tutoring or counseling. Students are encouraged to see their academic advisors regularly, and especially before pre-scheduling each term.

Adding a class: Students can add classes to an existing schedule by using the Student Information and Registration System (SIRS) prior to the start of classes in any semester. Adding a class during the first week must be done in person at the Office of Records and Registration.

Late Enrollment: Adding a class during the second week of classes requires a Late Enrollment Form signed by the instructor. Adding a class after the second week of classes requires a Late Enrollment Form signed by the instructor and the Academic Center Dean.

Attendance: Students are expected to attend all sessions. Individual instructor attendance policies are listed on the course syllabus. The State University of NY requires evidence of attendance. Students who fail to satisfy attendance requirements may be deleted from the class on the official census date. Students who have been deleted for either non-attendance or for those who stopped attending by the census date will receive a grade of "F" for that course.

Dropping a class: Students can drop classes using the Drop Form prior to the end of the third week of classes with no grade posted on the transcript. Students should consult the academic calendar for the last day to drop without penalty. Dropping classes may affect 1) Financial Aid 2) Academic Progress 3) Athletic Eligibility 4) Residence Hall occupancy 5) Veteran's Benefits or 6) Unemployment Benefits. Students are encouraged to speak with an appropriate staff member regarding the effect dropping a class may have.

Withdrawing: Students dropping classes after the third week of classes will have a grade of W assigned to the class. A grade of W will not affect GPA but will be posted on the transcript. Students who "walk away" without officially withdrawing after the census date will not be granted a W grade. Those students will be graded based on the amount of work completed. In special circumstances, a waiver may be approved by the Vice President for Learning and Academic Affairs.

Repeating courses: Only the highest grade will count in the calculation of the GPA, but both grades will remain posted on the transcript. Repeated courses can affect Financial Aid eligibility. Contact the Financial Aid Office for clarification.

Separation: The College provides appropriate advisement and course schedule. However, when a student is not profiting from the education being provided by showing satisfactory progress in chosen field of study or when the College considers a student to be detrimental to its mission, the student may not be permitted to continue enrollment. All students are expected to abide by the Code of Conduct and Commitment to Civility. Failure to do so may result in dismissal. The College reserves the right to be the sole judge in such matters.

Withdrawal from College: Students who feel that withdrawing from the College is necessary must contact the Counseling Center. An exit interview is required in order to official withdraw. Grades will be assigned depending on the date of the withdrawal as outlined in the academic calendar

CLASS CANCELLATION SYSTEM

The College has developed an online class cancellation system, with individual class cancellations posted on the College website. **Check "class cancellations" under "quick links" on the College home page.** Cancellations are listed in alphabetical order by faculty last name, with assignments or special instructions included. Cancellation announcement notices will be placed on classroom doors.

Should the College be closed due to weather or any other reason, it will be announced on the College website as well as via the usual radio and television broadcasts.

GRADES

The following grades are used:

A – Excellent
B – Good
C – Satisfactory
D – Poor
F – Failure
I – Incomplete (temporary)
ON – Ongoing
S – Satisfactory (mid-term only)
U – Unsatisfactory (mid-term only)
AU – Audit
NR – Is not a grade, but a symbol indi cating that a grade was not submitted.
W – Withdrawn prior to the official last date established by the Office of Records & Registration

Definitions:

Audit: No formal grade will be assigned and participation in exams is not required. Audited courses do not satisfy graduation, certificate or license requirements and do not affect GPA. Audited courses are not counted as part of full or part-time enrollment status for Financial Aid. Audit requests must be made no later than the end of the first week of classes.

Incomplete Grade: May be assigned when a student has not completed a small portion of a course for reasons beyond their control. Subject to approval by the Academic Dean, a plan will be established on how the work will be completed. It is the student's responsibility to meet with the instructor to establish a time limit and the work must be completed no later than the end of the following regular semester. An incomplete grades will convert to an F if no grade is submitted by the instructor at the end of the following semester.

Final Grades: Final grades can be viewed on the Student Information and Registration System (SIRS). Students may also request a copy of their Final Grades from the Office Of Records & Registration. Please review them carefully. Any alleged errors, including any missing grades, should be reported immediately to the Office of Records/Registration. Students have one year from the end of

a semester to request, in writing, a correction to their official transcript and must provide appropriate documentation to support the request. For Academic Complaints, see page 38.

GPA Calculation: The College uses quality points as the means to calculate GPA. A = 4 quality points, B=3, C=2, D=1, F=0. The overall GPA is calculated by dividing the total number of quality points earned by the total number of credit hours taken.

Midterm Grades: Midterm grades can be viewed on the Student Information and Registration System (SIRS) but do not appear in the permanent record. Students should seek out an academic advisor soon after midterm grades are posted to discuss progress.

ON Grades: For Developmental courses only. ON grades are given when a student cannot complete the work during one semester or the course extends over the end of a semester. The grade will remain as long as the student is registered in that course or in an acceptable equivalent course in each succeeding regular semester. The student must receive a letter grade in that next semester or, if applicable an ON grade. Otherwise, the original ON will be changed to an F.

Research: Any research proposal must be forwarded to the Office of Institutional Assessment for review and approval by the Institutional Review Board.

GRADUATION

Commencement is held at the end of the Spring Semester. The College also conducts a graduation ceremony on the campus for December graduates. Students planning to graduate in Spring or Summer must complete an Application for Graduation Card by mid-February. Students completing degree requirements in the Fall semester should submit an application to the Registrar by midterm of that semester. Applications for graduation are available online at www.mvcc.edu. Applications are also available at the Office of the Registrar. Students must pay a $35 graduation fee to Auxiliary Services Corporation (ACC 206) or the Business Office (Utica/Rome). Attending the commencement ceremony does NOT guarantee that you will graduate. Please check with the Center Dean to be sure that you have completed the degree requirements. If you do not satisfy degree requirements, you must complete a new application for graduation for the following semester.

MATRICULATION POLICY:

The process by which a prospective student applies for admission, submits all required documentation to support the application, and is officially accepted by the Admissions Office into a degree or certificate program prior to the start of a semester. Acceptance of transfer credit is not complete until the approval from the Center Dean is received and the paperwork has been processed by the Registrar's Office.

The deadline for matriculation is the end of the last business day prior to the start of classes. Matriculation terminates with graduation, dismissal, deactivation of a program, or lack of registration for 4 consecutive semesters exclusive of summers and intersessions.

As long as a student maintains continuous enrollment, the catalog under which they matriculated will apply. If courses have been eliminated, or if requirements have changed, the department heads will work with the student to identify substitute courses. If a student ceases their enrollment for 4 consecutive semesters, that student must file re-matriculation paperwork with the Counseling Office on the Utica Campus or the Student Services Office on the Rome campus. Their course requirements will be as they appear in the catalog under which their new matriculation is based. Center Deans will work to identify course substitutions if necessary.

Graduation requirements for a matriculated student are based on the catalog in effect at the time of matriculation, re-matriculation, or change of major into the degree or certificate program.

PLAN OF STUDY

Together, students and their academic advisors track academic progress and requirements for graduation using the Plan of Study. The Plan of Study contains the course requirements for the student's program, and lists courses completed, pre-scheduled, and in progress. Courses that do not count toward graduation and/or restricted electives must be added to the Plan of Study by the academic advisor before the student can register for them. Students can obtain a copy of their Plan of Study from their academic advisor, from the College website using their student PIN, or at the Help Desk in the Student Service Center.

PRESIDENT AND VICE PRESIDENT LISTS

These lists recognize those matriculated students who successfully complete a semester with a term GPA of:

- 3.75 or higher for Presidents List
- 3.50 - 3.74 for Vice President's List

REGISTRATION OPPORTUNITIES FOR CURRENT STUDENTS

Pre-scheduling

- Registrar announces pre-scheduling dates in April and November of each year.
- Students must have a copy of their plan of study and discuss courses and goals with their advisors.
- PIN numbers are available at the Registrar's Office in Utica/Rome for web pre-scheduling using the Student Information and Registration System (SIRS).
- Priority registration dates and times are assigned on the basis of cumulative credits.
- Students may also pre-schedule in person after the end of priority registration.
- Students who pre-schedule must complete tuition/fee payment by the published date or lose their schedule completely.

Evening Registration Hours

- Held several days during the week BEFORE classes begin. This is the last opportunity to register for the last few class sections.
- Students who schedule after the first schedule cancellation date must complete tuition/fee payment before the end of the next business day.

Late Registration

- Scheduling that takes place during the first week of classes is not recommended.
- Late fee is $20.00 for full time students and $5.00 per course for part-time students.

Helpful Information

- Always ask for payment receipt. This verifies that you have met your financial obligations after scheduling.
- Classes are scheduled on a space available basis. The College reserves the right to close, cancel or split classes as appropriate. Instructor assignments are tentative and subject to change.

TERMS YOU SHOULD BE FAMILIAR WITH:

Full-Time: Registered for 12 or more credit or equivalent hours in any semester.

Matriculated: Have been officially accepted by the College into a degree or certificate program.

Non-Matriculated: Not officially accepted by the College into a degree or certificate program. Not eligible for financial aid.

Payment: Settling a financial obligation to the College using Financial Aid, loans, credit card or cash.

Placement Testing: Required of all first-time matriculated students to assist in proper course selection. Assessment scores for English, Mathematics and Reading will be used in advisement for scheduling. Non-matriculated students may be advised to take the test.

Scheduling: Selection of courses based upon placement testing and advisor guidance. Schedule is held under an identification number for a specific period of time.

Schedule Cancellation: Deleting schedules from the computer database for those who have not made payment. This is a published date on the tuition bill.

TRANSCRIPT

A transcript is a complete and unabridged copy of your entire academic record. Its release is regulated by law; you must request its issuance in writing with your signature.

Requesting a Transcript

All transcript requests must be made by the student.

- Complete a transcript request form available in the Registrar's Office (Utica or Rome).
- Go to www.mvcc.edu and download the transcript request form and follow the instructions.
- Submit a written request by mail to the Registrar's Office, PH 118, Mohawk Valley Community College, 1101 Sherman Drive, Utica, NY 13501-5394. You may also fax your written request to 792-5698. Please include VISA/Mastercard/Discover Card account number, expiration date and VIN number (located on the back of the card, three digit number).
- Your first transcript request is free of charge. The charge for each subsequent request is $5.
- Requests for MVCC to fax a transcript will cost $10 and must include VISA/Mastercard/Discover Card account number, expiration date and VIN number (located on the back of the card, three digit number). Faxed transcripts are not official transcripts.
- Transcripts will not be released to anyone but the student unless a signed authorization is provided.

Written requests must include the following information:

1. Name while attending MVCC
2. Student I.D. number or student I.D. card
3. Last date of attendance at MVCC

4. Complete name and address of person or place receiving the transcript
5. Enclose check or money order payable to MVCC. Please include VISA/Mastercard/Discover Card account number, expiration date and VIN number (located on the back of the card, three digit number).
6. State if the transcript needs to be official
7. The student signature must appear on the request.
8. If the official transcript is issued to the student, it will be stamped "ISSUED TO THE STUDENT".

NOTE: Transcripts will not be released to students who have any holds on their records. Any errors on your transcript should be reported immediately to the Registrar.

TRANSFERING COURSES INTO MVCC

MVCC will accept grades of at least a "C", where "C" is defined as at least 70% or the equivalent unless otherwise indicated by departmental/program requirements. Courses graded with "pass" or "satisfactory" will not transfer.

TUITION APPEAL

Students may appeal tuition charges due to unforeseen circumstances after officially withdrawing from the college. Documentation will be required to support the appeal. Students have one year from the time of withdrawal to apply. Fees are not refundable after the first day of classes.

SECTION III – POLICIES AND REGULATIONS

ACADEMIC COMPLAINT POLICY

Definition
The term "academic complaint" shall be used to define a situation in which students perceive that their rights, as guaranteed by the Student Bill of Rights, have been violated.

Preamble
Academic institutions exist for the transmission of knowledge, pursuit of truth, development of students, and general well-being of society. Free inquiry and expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop their capacity for critical judgment and to engage in the search for knowledge. Institutional procedures for achieving these purposes may vary, but the standards of freedom outlined in the following paragraphs are essential to a community of scholars, teachers, and learners.

Student Bill of Academic Rights
A. Protection of Freedom of Expression
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course in which they are enrolled.

B. Protection Against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure
Information about student views, beliefs, and political associations that instructors acquire in the course of their work should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Faculty Bill of Rights

A. Protection of the Right to Teach

There shall be no denial of a teacher's right to teach in the spirit of free and rational inquiry, or of the teacher's right to establish appropriate and germane teaching and learning methods.

B. Protection of the Right to Evaluate

There shall be no denial of a teacher's right to make an appropriate evaluation of the kind and degree of knowledge and understanding that a student has achieved.

Academic Complaint Procedure

If a student believes that grounds exist for an academic complaint, the student should first consult with the Academic Complaint Advisor in the Counseling Center for advice on both informal and formal procedures for resolution. The student must initiate this visit within 10 working days after receiving information about the condition on which the complaint is based.

Informal Procedure

In most cases, following that consultation, the student should try to work with the faculty person in question to resolve the issue. This step should be initiated within 3 working days of the visit with the Academic Complaint Advisor.

If a resolution is not reached by working directly with the faculty person, the student should then consult with the appropriate Center Dean. The Dean will work with the student and the faculty person to resolve the issue. This step should be initiated within 5 working days following the meeting with the faculty member.

Formal Procedure

The student may initiate a formal complaint procedure if the above steps do not result in satisfactory resolution. To do this, the student must consult with the Academic Complaint Advisor to complete the necessary formal paperwork. This paperwork must be completed and submitted no later than 20 work days following the initial receipt of information upon which the complaint is based.

The Academic Complaint Advisor will forward the written, signed complaint to the faculty, the Dean and the Vice President for Learning and Academic Affairs.

The Dean will lead and document efforts to bring about satisfactory resolution. The Vice President for Learning and Academic Affairs will review all formal complaints and procedures to ensure academic integrity of the process and outcomes. Upon review, the Vice President will communicate the resolution of the complaint, in writing, to the student, the faculty person and the Dean.

Important Additional Information
Should there be outstanding issues related to the student's concern that frustrate the above resolution process, the Vice President for Learning and Academic Affairs shall make a final determination of the complaint. The Vice President shall direct whatever investigation of the grievance that is deemed appropriate. The resolution will then be communicated, in writing, to the student, faculty member and the Dean by the Vice President.

Failure of the student to act in a timely manner, as outlined in the time schedule, may result in forfeiture of the complaint. Failure of appropriate college representatives to act in a timely manner may allow the student's complaint to advance to the next step in the procedure. The Vice President for Learning and Academic Affairs may extend time requirements. Please note that every effort is made for reasonable, just and timely resolution of issues brought forward by our students.

Students are urged to document each step in this process and to act promptly to preserve their rights.

Working Days from receipt of information upon which complaint is based	Student Action Steps
10	Consult with the Academic Complaint Advisor in the Counseling Center
13	Consult with faculty person to attempt resolution
18	Consult Center Dean
20	If informal procedure fails to produce a resolution: Return to Academic Complaint Advisor to institute paperwork

BIAS CRIME PREVENTION

It is a goal of Mohawk Valley Community College to protect all members of the campus community. The College provides educational programs that aim to prevent bias or hate crimes from occurring within the campus' jurisdiction. Those who are found to be involved in bias-related activity will be subject to disciplinary sanctions as outlined by the Student Code of Conduct and potentially by state and national law.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group, based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability.

MVCC will also investigate hate/bias incidents that do not rise to the level of a crime but may include acts of bigotry, harassment, or intimidation based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status.

If you are a victim of, or a witness to, a hate/bias crime on campus, report it to Campus Safety and Security, (Utica Campus) 792-5566 or on the Rome Campus at the Associate Vice-President Dean's Office, Plumley Complex 334-7701.

CAMPUS SAFETY AND SECURITY COMMITTEE

Mohawk Valley Community College's Campus Security & Safety Committee is in place to review current security policies and procedures and make recommendations for improvement. This advisory committee is responsible for ensuring that procedures for educational programs on safety, sexual assault and crime prevention are in place and that reporting, referral, counseling and response mechanisms for security and safety are also updated and monitored regularly.

The committee shall report, in writing, to the College President or Chief Administrative Officer on its findings and recommendations at least once each academic year, and such report shall be available upon request.

Code of Conduct and Commitment to Civility

Mohawk Valley Community College believes in the core values and ethics that are so vital to all local, regional and global communities. Being a member of the Mohawk Valley Community College community requires a commitment to these values including, but not limited to civility, personal accountability, professional and academic ethics, personal integrity, dignity for self and others, fairness, honesty and respect for self and others.

Based on the Student Code of Conduct and Commitment to Civility, the following rights and regulations govern the relationship between students and the College.

College Rights

- To establish criteria and standards for accepting, advising, counseling, teaching, evaluation, graduating, and as necessary, disciplining students.
- To establish and enforce standards of acceptable behavior for anyone associated with the College.

- To bring legal or judicial action against any student violating College regulations, policies, and procedures.
- To provide guidance and direction about student rights.
- To take action to continue its work as an academic institution.

Student Rights

- To access services offered by the College.
- To participate on College committees where Student Congress representation is required.
- To due process in situations involving judicial action.
- To access an appeal process.
- To have reasonable privacy except in situations involving personal safety or well-being.
- To benefit from the educational process, free from harassment or disruption.

Regulations

Forms of misconduct that may initiate judicial procedures include, but are not limited to:

1. Any crime or threat of crime against an individual because of race, color, national origin, ancestry, gender, age, disability, religion or religious practice or sexual orientation.
2. Dishonesty including cheating, plagiarism, forgery, furnishing false information, stealing.
3. Obstruction, disruption or prevention of orderly classes, meetings, and other College activities.
4. Damage to or unauthorized use of private or College property.
5. Unauthorized presence in College facilities.
6. Intimidation, harassment, physical harm, or threat to anyone at the College.
7. Abusive, obscene, indecent, or lewd conduct.
8. Use, possession, distribution, or sale of controlled substances at the College.
9. Use, possession, distribution, or sale of alcoholic beverages except when authorized by appropriate College administrators.
10. Use or possession of firearms, explosives, and noxious chemicals or other items at the College that could be considered or simulate a weapon except where
authorized by the College.
11. Failure to comply with reasonable instructions from authorized College personnel.
12. Claiming to speak or act in the name of the College without authorization.
13. Any action which threatens the mental, psychological, or physical health of another person at the College including those actions for the sole purpose of initiation into or affiliation with any organization (hazing).
14. Violations of other college regulations and policies.

The Student Code of Conduct is subject to change. Refer to the MVCC website.

SUMMARY OF RESIDENCE HALL RULES

Policy #	Violation	Recommended Range of Sanctions
1	Assault/physical altercation; intent to do bodily harm	Residence hall dismissal, college dismissal
2	Physical altercation; spontaneous, violent physical reaction	Probation, residence hall dismissal, required mediation, college dismissal
3	Threats – any verbal/written/electronic threat to person or property	Warning, residence hall dismissal, college dismissal
4	Lewd actions	Probation, residence hall dismissal, college dismissal
5	Weapon/explosive/flammables	Residence hall dismissal, college dismissal, legal action
6	Harassment – verbal, written, electronic, etc.	Warning, restrictive measures, residence hall dismissal
7	Theft	Residence hall dismissal, college dismissal, legal action
8	Verbal altercation	Warning, required mediation, restrictive measures, residence hall dismissal, college dismissal
9A	Bomb threat	Residence hall dismissal, college dismissal, legal action, fines
9B	Arson	
9C	Deliberately activating, disabling or tampering with any part of the fire alarm system; jeopardizing fire safety	
9D	Intentional faiilure to leave a building during alarm	
9E	Negligently jeopardizing fire safety including operation of fire equipment	Probation, referral for work assignment, residence hall dismissal
9F	False fire alarm – malicious activation	$5 fine for all residents in building
9G	negligent activation	Warning, letter of apology to Utica Fire Department, residence hall dismissal
9H	Accidental fire alarm	Letters of apology to residents and Utica Fire Department

9I	Opening a fire exit when no emergency exists	Warning, probation
9J	Possession of flammable/ combustible/dangerous chemicals	Confiscation, residence hall dismissal, college dismissal, legal action
Alcohol- and drug-related violations may result in parental notification for students under 21		
10A	Storage, consumption, or possession of any alcoholic beverage in room or on Dormitory Corporation property	1st Offense – probation, mandatory alcohol education class 2nd Offense - dismissal
10B	Participation in an alcohol violation from a common source (i.e. a keg) or an equivalent amount of alcohol (per discretion of Conduct Officer).	Probation, residence hall dismissal
10C	Selling/purchasing alcoholic beverages to minors	Residence hall dismissal, legal action
10D	In a room where alcohol is present	1st offense – probation; mandatory alcohol education class 2nd offense – dismissal
10E	Possession of empty alcohol containers	Warning, probation
10F	Possible alcohol/drug overdose, requiring staff assistance	Warning, mandatory substance abuse education, residence hall dismissal
11A	Possessing, selling or using any illegal substance, including pharmaceutical drugs without a prescription	Residence hall dismissal, college dismissal
11B	In a room where drugs are present	Residence hall dismissal, college dismissal
11C	Possession of drug paraphernalia	Probation, dismissal
12A	Deliberately creating any mess or property damage	Restitution, work assignment, probation, dismissal
12B	Accidental damage	Restitution
12C	Improper disposal of garbage	$10.00 fine, work assignment

13A	Furniture obstructing view of all beds	Warning, fine, probation
13B	Re-positioning/removal of ceiling tiles or hanging items from ceiling	Warning, fine, probation
13C	Unauthorized equipment	Fine ($25 per microwave, $10 per other) and confiscation, probation
13D	Exceeding maximum room occupancy	Warning, revocation of privileges
14	Possession of stolen public property (i.e. street signs)	Confiscation without notification, warning, dismissal, legal action
15	Unauthorized pets	Removal of pets, fine
16	Athletic activity in the Residence Halls	Warning, fine, probation
17	Fireworks/smoke bombs	Confiscated, probation, dismissal, legal action.
18	Throwing any object out window or over balcony; removing/raising screen	Work assignment, room re-assignment, probation, dismissal
19	Jumping/leaning out window or over balcony; climbing onto a roof	Probation, dismissal
20	Moving common area furniture into student rooms; exchanging furnishings between rooms	Fine, warning, return of items
21A	Candles and incense (possession)	1st offense - Warning 2nd offense - $10 fine

21B	Candles and incense (burning)	1st offense - $15 fine 2nd offense - Dismissal
22	Failure to recycle	Fine
23	Loaning/borrowing keys or proximity card	Warning, probation, dismissal
24	Quiet hours violation	1st offense – Warning; verbal/written 2nd offense – Written warning/fine/work assignment/room re-assignment 3rd offense – Probation. Subsequent violations result in more severe sanctions
25	Providing access to residence halls for anyone other than your own guests	Warning, probation, dismissal
26	Tampering or propping entrance doors	Probation, dismissal
27	Present in opposite sex bathroom	Warning, privilege revocation, probation
28	Not cooperating with staff	Warning, dismissal
29	Smoking in residence halls or smoking unauthorized cigarettes outside	1st offense - $10 fine 2nd offense - $15 fine 3rd offense - Probation, dismissal
30	Unauthorized room change	Return to original room assignment, fine, work assignment, probation
31	Guest/visitor pass violation	1st offense – Warning, loss of privilege; subsequent violations – residence hall dismissal
32	Gambling	Warning, dismissal, legal action
33	Entering any fenced construction work area	Probation or dismissal

Judicial Procedures

The following procedures have been established to provide students with due process when it is alleged that they have violated College/Residence Hall policy and/or rules and regulations.

1. The College will designate an appropriate campus official to serve as Conduct Officer and may appoint supplemental Conduct Officers as necessary to assist in the judicial process.

2. The title Conduct Officer shall include the Director of Civic Responsibilities, the Assistant Dean for Student Life and Director of Student Housing, Vice-President for Student Services and Dean of Students, Resident Director, Vice President for Learning and Academic Affairs, the Associate Vice-President/Dean of the Rome Campus, or a designee.

If a Conduct Officer feels there exists clear danger to the safety and well being of individuals attending or working at the College, immediate suspension from the College or any specific area may be imposed. The following process will continue ONLY if the suspended student submits a request for an investigation to begin. This request must be in writing and be submitted within 5 days of the suspension. Without this request, the student will automatically be expelled from the College and will forfeit all rights to appeal.

Procedures and Timelines

The Conduct Officer shall receive written complaint within 5 days of alleged incident.

The Conduct Officer conducts an investigation, interviewing all parties and witnesses and shall maintain a written record of what transpires.

If the student admits to the violation(s), the Conduct Officer shall may immediately impose an appropriate sanction.

If the student maintains innocence, the Conduct Officer will determine whether a violation occurred based on the results of their investigation. The Conduct Officer shall notify the alleged violator within 10 days of the initial incident the determination and appropriate sanctions, if any.

The College reserves the right to rescind or impose additional sanctions if further information comes to the attention of College officials once a sanction has been imposed.

The above timelines may be adjusted depending on the nature of the allegation and the investigation(s) needed.

A student maintains the right to request an appeal.

Filing a false report or intentionally misleading an investigation may result in Residence Hall and College sanctions up to dismissal.

Security Camera Vandalism Investigation – At any time a security camera review identifies a person(s) responsible for vandalism or damage, a Conduct Officer reserves the right to complete no further investigation and may expeditiously sanction the responsible person(s). The student will be subject to the standard appeal process.

Sanctions

The College views education to be its primary focus. However, when a violation of College policy, rules or regulations occurs, consequences for such actions must be enforced. The College will attempt mediation when appropriate.

Warning/Reprimand: Oral or written notice that a further violations may be cause for further disciplinary action.

Referral for Assistance: Recommendation that assistance be sought out from various campus services and/or outside agencies to specifically address the situation.

Judicial Probation: Formal notification that further violations may may result in for additional sanctions from the College. Past probation will be considered in the event of similar future violations. Students on judicial probation may be ineligible for future on-campus housing.

Restitution: Reimbursement to the College or another party for the value of damaged or destroyed property. Restitution may not always be in monetary terms, but could include appropriate volunteer service.

Restrictive Measures: A ban from specific facilities, services or activities for a designated period of time.

Expulsion from a Course: Removal from a specific course. Students will receive a final grade for the course as determined by the faculty member's grading scale listed on the course syllabus. Any work uncompleted at the time of expulsion will be factored in as zeros. Grades of incomplete or ongoing (ON) are not options if expelled from a course.

Expulsion from a Program: Removal from a program. Students may be removed from a program for such violations as academic dishonesty and code of conduct infractions. Depending upon the program and the infraction, the student may be permanently barred from re-enrollment in the program or may be allowed to re-enroll after a specified period of time. The student may be eligible

to enroll in an alternative program and should seek guidance from a College Advisor.

Residence Hall Dismissal: The dismissed student must leave the Residence Halls by the deadline issued. Room fee will be adjusted according to the Room and Fee Reduction Policy. Continuing your meal plan is usually optional. However, you must inform staff at check-out if you wish to continue your meal plan.

The dismissed student is also banned from the Residence Halls/quad area for the specified period of time and will be subject to arrest for trespassing in that area.

Work Assignment – Supervised work assignment. Failure to complete a work assignment cooperatively and successfully will result in judicial action.

Residence Hall Fine – Amounts will be determined by a Conduct Officer. No student will be allowed to make fine payments from his/her security/damage deposit.

Disciplinary Expulsion: Permanent removal from the College with final grades determined by the faculty members' grading scale listed on each course syllabi. Any work uncompleted at the time of the expulsion will be factored in as zeros. Grades of incomplete or ongoing (ON) are not options if expelled from the College. The student will not be allowed on College property or be eligible to participate in College-sponsored activities.

Termination of Employment: Removal from any employment within the College (paid or volunteer) for a specific period of time.

Civil Action: The College reserves the right to file civil actions for behavior that violates the law as well as College policy, rules and/or regulations.

In cases involving student organizations, permission to operate on campus or use College property may be revoked.

Disciplinary Appeals

A Disciplinary Appeal is the final step in a student's right to due process. If requested by a student, an appeal hearing will provide for a fair, timely and impartial review of the sanction(s) imposed by a Conduct Officer. In cases where the request for an appeal is for a sanction up to and including probation, an Appeals Board will be convened. In cases where the appeal is for a sanction of dismissal or expulsion, or an otherwise sensitive issue, an Administrative Hearing will be held with the Vice President for Student Services/Dean of Students, or designee.

Appeal Deadline: The appeal must be submitted to the Conduct Officer within two days following written receipt of notification of sanction(s).

Appeal Timeline: The same timeline is followed for both an Appeals Board and an Administrative Hearing. Timelines may be adjusted upon mutual consent or when, after a good faith effort, it was not possible to convene the Appeal Board according to the timeline.

Disciplinary Appeal Timeline

APPEALS MUST BE SUBMITTED WITHIN 2 DAYS OF RECEIVING SANCTION

Days from Conduct Officer's receipt of appeal	Step
2	Conduct Officer notifies Vice President of Student Services/Dean of Students or Appeals Board Chair person.
5	Appeal is scheduled.
7	Date, time, and location of appeal is communicated in writing to the appealing student. Hearing Format provided to student.
10	Appeal hearing held.
12	Decision of hearing is communicated to Conduct Officer.
14	Decision of hearing communicated to appealing student.

These timelines may be adjusted upon mutual agreement of all parties involved.

Process Guidelines:

- Through the appeal process, the sanction of the Conduct Officer may be decreased, increased or upheld.
- The decision of the appeal hearing is final.
- The appealing student has the right to bring witnesses to the hearing. If they did not already do so during the incident investigation, they must submit a written statement to the Conduct Officer within 24 hours prior to the hearing. Character witnesses are not allowed.
- An Appeals Board hearing is restricted to the chairperson, two student board members, two faculty/staff members, the Conduct Officer, approved witnesses, the appealing student and their advisor(s).
- An Administrative Hearing is restricted to the Vice President of Student Services/Dean of Students, the Conduct Officer, approved witnesses, and the appealing student and their advisor(s).
- The appealing student may request any individual Board member be removed from the appeal hearing, providing acceptable reasons for the request are stated at the start of the appeal. The request may or may not be granted.
- The student may bring up to two (2) advisors to an appeal hearing. Advisors must come from the College community and are free to listen to all proceedings and make suggestions directly to the student. They may not speak at the appeal except during the closing statement in place of the appealing student.

Appeal Packet: A packet will be prepared by the Conduct Officer containing all firsthand information regarding the case, including but not limited to incident and security reports, witness statements, complaints and other relevant information regarding the student. This will serve as the basis for the appeal and all parties will work from the same packet. The College shall determine the rules of evidence. The appealing student has the right to review this packet in its entirety one hour prior to the appeal in a monitored setting.

DISCRIMINATION COMPLAINT AND SEXUAL HARASSMENT POLICIES AND PROCEDURES

Policies

The Board of Trustees of Mohawk Valley Community College has adopted the following policy statements:

A. Non-Discrimination and Affirmative Action as Related to Admissions. Educational Programs and Activities, and Equal Employment Opportunity.

B. Sexual Harassment: Mohawk Valley Community College does not condone and will not knowingly permit sexual harassment. The Board of Trustees expects that all judgments about, and actions toward students and employees will be based on their qualifications, abilities, and performance. This position is in keeping with the spirit and intent of various federal laws and guidelines which address the issue of fair employment practices, ethical standards, and enforcement procedures.

Mohawk Valley Community College strongly subscribes to the philosophy of equality of opportunity for all persons regardless of race, creed, color, sex, religion, national origin, ancestry, age, disability, marital status, sexual orientation, criminal record, or veteran status, with respect to admissions, educational programs, employment, and campus life.

Definitions

A. Discrimination occurs whenever a person is denied equality of opportunity because of race, creed, color, sex, religion, national origin, ancestry, age, disability, marital status, sexual orientation, criminal record or veteran status.

B. Sexual harassment is a form of discrimination which destroys the working environment for employees and prevents the development of that trust between faculty members and students which is essential to effective learning. Sexual harassment is: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment, or

2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or

4. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that student, including, but not limited to, the individual's academic evaluation, or

5. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

This procedure is provided for investigating complaints alleging any unlawful discrimination in the programs, policies, or practices of Mohawk Valley Community College. The procedure may not be used for complaints involving matters over which the College has no control, such as Civil Service rules and regulations. The procedure may be used by any person (student, employee, or visitor) who receives College programs and services.

This procedure is intended to comply with and serves as the grievance procedure required under regulations implementing Title IX of the Education Amendments (prohibiting discrimination based on sex); Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (prohibiting discrimination based on disability); Title VI of the Civil Rights Act (prohibiting discrimination based on race or national origin). This procedure also provides a mechanism for the internal investigation of all claims of discrimination or harassment under any applicable statute or College policy, including Title VII of the Civil Rights Act of 1964, the Veterans Re-employment Act, and the Americans With Disabilities Act.

The College's Affirmative Action Officer and Title IX Coordinator is the Director of Human Resources. The College's Section 504 Coordinator and ADA Coordinator is the Coordinator for Disability Sevices.

Procedure

A. Complaints of sexual harassment may be made to either the Vice President for Student Services/Dean of Students or the Assistant Dean of Student Life. Either may disqualify herself or himself from serving, in which case the two administrators will appoint another member of the staff as an alternate.

B. All other complaints of discrimination are to be made to the Director of Human Resources, except that a complaint alleging discrimination by the Director of Human Resources shall be made to the Vice President for Student Services/Dean of Students.

C. Retaliation for filing a complaint or for answering questions during the investigation of a complaint will not be tolerated and will result in appropriate disciplinary action. The College will make every possible attempt to insure confidentiality and to limit access to information about the complaint to those with a need to know. All complaints will be investigated, and appropriate action will be taken if an individual has violated these policies.

The complaint should be made within thirty calendar days following the alleged discrimination or within thirty calendar days following the date on which the complainant first knew or reasonably should have known of the alleged discrimination.

This timetable, like all timetables in this procedure, is intended as a guideline. Complaints will be investigated and resolved expeditiously, but since each case is different each will require its own unique timetable. Complainants should consider that delay in filing a complaint may lead to questions of the credibility of the complaint.

The administrator to whom the complaint is made will listen to the complaint as soon as possible, preferably within 24 hours. The administrator will discuss complaint procedures, the complaint itself, informal remedies such as mediation, and formal investigation. Serious allegations will be investigated even if the complaint is oral and the complainant does not want them to be. The complainant may have an advisor from within the College community (a person who is currently or has been within the past twelve months, a student or employee of the College, or a representative of one of the College bargaining units to which the complainant belongs). Such advisor shall not ask questions, speak on the individual's behalf, or otherwise participate in the meeting beyond providing advice to the individual.

If the complainant chooses an informal resolution, the administrator will meet with the respondent to attempt to work out an informal resolution acceptable to both parties. The respondent will be provided with a copy of these procedures, an oral statement of the complaint, and may have an advisor from within the College community as defined above. If a solution is reached, the administrator will recommend to the President that it be adopted. The case will be considered resolved if the recommendation is accepted by the President. Written records of the case will be maintained in the Human Resources Office. Such records normally will not be included in personnel files unless disciplinary action occurs.

If the administrator is unable to reach an informal resolution or if the complainant wants a formal investigation, the administrator will conduct a formal investigation to the complaint. At this point the complaint will be put in writing. The complaint shall indicate the nature of the discrimination (e.g. race, sex, sexual harassment), names of people involved, an explanation of what took place, why the complainant believes the event was discriminatory, and shall be signed by the complainant. The administrator and the complainant shall decide if the complaint will be written by the complainant or will be written by the administrator from notes of meetings with the complainant.

If necessary, the administrator may re-interview the complainant and respondent, who may have an advisor, as defined above, present. The administrator may interview any other members of the college community and shall have access to any files and documents necessary for investigating the complaint. The complainant, respondent, witnesses, supervisors, and others are expected to cooperate with the investigation. Failure to do so may result in disciplinary action or adverse inferences.

Within 10 working days of the conclusion of the investigation, the administrator shall send a written report of the formal investigation to the President of the College which shall include, as a minimum, a statement of the complaint, the administrator's determination, and a recommendation for further action. The President shall issue a decision within 10 working days of receipt of the report. The administrator will meet with the complainant and the respondent to communicate the President's decision.

Either complainant or respondent may file a written request with the President for reconsideration within 10 working days of the meeting with the administrator. Such request shall include, as a minimum, the reasons why the President should re-consider the decision, and a proposed resolution. There shall be no appeal from re-consideration by the President.

If disciplinary action is necessary, it will be taken according to Board of Trustees Policies, collective bargaining agreements, Civil Service regulations, or the Student Disciplinary procedure as appropriate.

DRUG FREE SCHOOLS AND CAMPUSES

MVCC clearly states that it seeks to assure the health and well being of all students. The College is committed to prevention efforts and intervention techniques. The College is also committed to a standard of conduct that prohibits at a minimum the unlawful possession and use or distribution of alcohol and other drugs by students.

Students should remember that the sale, use or even possession of a narcotic or dangerous drug (including marijuana, LSD, or any "narcotic, drug, depressant, or stimulant drug") constitutes an illegal act, unless expressly permitted by law. Legal authorities are required by their office to investigate and to prosecute whenever there is evidence of such illegal activity, and the College student is not immune from such investigation and prosecution.

The College, therefore, will readily cooperate with law enforcement agencies in the upholding of the law and expects that our students will recognize drug abuse for the problem that it is and avoid its dangers.

If, unfortunately, a student does engage in such illegal activity, it should be understood that he or she faces not only legal prosecution but also the possibility of disciplinary action through the Student Conduct Judicial Procedure.

MVCC's policy is outlined in the College's Right to Know publication, available upon request and on the College's website www.mvcc.edu.

GRIEVANCE PROCEDURE

Any student who feels that an injustice has been perpetrated upon him or her by a professional staff member or a classified service employee has recourse as follows:

- When a student believes there are grounds for an academic complaint, the procedures detailed in the Student Academic Complaint Policy section of the handbook shall be followed by all parties.

- When a student believes there are grounds for a complaint which is other than academic in nature, the Vice President for Student Services/Dean of Students will act as an information center. The student is urged to meet with the Vice President or designee to discuss any such problems and seek advice.

INVESTIGATION OF MISSING STUDENT REPORT

Mohawk Valley Community College has a policy and procedure in place in the event a student is reported as missing. Security personnel will follow the appropriate guidelines starting with the completion of a missing student incident report. In all cases, the Vice President for Student Services/Dean of Students will serve as the main point of contact and repository of information, including checklist material and internal and external communications.

INVESTIGATION OF VIOLENT FELONY OFFENSES

Mohawk Valley Community College Security personnel are familiar with the New York State Penal Law dealing with offenses that could or have resulted in personal injury, serious personal injury or death. All Security personnel will follow appropriate guidelines as outlined by the Director of Campus Safety and Security. The first of those guidelines is to provide the medical attention or response needed to ensure the victim is stable. In all cases, the local police agency (Utica or Rome) will be called as soon as the victim is out of immediate medical danger.

When the situation is turned over to the police agency, College Security personnel will assist in obtaining necessary information or securing the crime scene. Appropriate College officials will be notified as soon as possible by the Director of Campus Safety and Security.

SEXUAL ASSAULT PREVENTION

Educational Programs

Educational programs and information to promote awareness of rape, acquaintance rape, and other sex offenses are presented to the campus community periodically through the Counseling Center, the Residence Hall staff and appropriate community agencies/organizations.

Mohawk Valley Community College strives to establish an environment that protects all members of the campus community from sexual assault. Perpetrators of sexual assault will be subject to state law and campus disciplinary procedures as outlined in the Student Code of Conduct.

If you are sexually assaulted on campus:

- Get to a safe place
- Try to preserve all physical evidence
- Contact Campus Safety and Security immediately by dialing 5777 or the Rome Police Department by dialing 911 or 7270.

Information and Support

If you are a victim of a sexual assault, MVCC counselors as well as outside agency resources will provide necessary information and support.

SECTION IV - OTHER CAMPUS POLICIES

ALCOHOLIC BEVERAGES

Possession or consumption of alcoholic beverages is not permitted on campus except as per the MVCC Board of Trustees policy.

Individuals or groups seeking approval for the use of alcoholic beverages should contact the President's Office in Payne Hall.

New York State laws and all local ordinances regarding the possession, sale, purchase, distribution and consumption of alcohol must be observed at all times on the campus. Students violating the law on the campus may be subject to civil action as well as the campus disciplinary action.

GAMBLING

Gambling is prohibited and violators will be subject to disciplinary action.

PARKING AND VEHICLE REGISTRATION

Mohawk Valley Community College is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct relationship with the College.

All motor vehicles parked on campus property MUST be registered with the campus Security Department, and properly display a current official College decal. This requirement includes faculty, staff, part-time or full-time students on either campus taking College classes. Complete information on vehicle registration and parking is available by contacting the Security Department at 792-5566. To obtain a vehicle registration decal, you must have the registration for the vehicle being parked on campus, driver's license, and your student I.D. card. The decal is to be affixed inside the left rear window.

Violation of handicapped parking is a serious offense. Unauthorized vehicles found illegally parked in a space designated for disabled persons' vehicles, will be issued a traffic citation and/or towed at owner's expense.

Traffic citations are issued when necessary. Fines are to be paid to the Business Office either in person, or may be mailed in. Mail check or money order payable to MVCC. Responsibility for receipt of payments rests with the violator, if mailed in. Failure to comply will double the fine.

If a violation is felt to be unjust, the violator has the right to appeal the citation. Appeal forms are available in the Security Office, and must be turned in to Security within ten (10) days from the date of the violation.

RELEASE OF STUDENT INFORMATION

Mohawk Valley Community College takes the release of information seriously. Only the Registrar or designee makes determinations regarding release of information about past and current students.

In order to protect the privacy of students while meeting our obligations, the College will only release limited information to the public or individuals unless law requires or the student approves it. The information that the College can release without student written consent is referred to as "directory" information. Unless a student signs a written request to withhold consent to release directory information, that information may be released, or published, at the College's discretion. Examples of these are the publication of awards, honors received, graduation information.

Below is a summary of the information contained in the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Each request is treated separately and according to the law. Any questions or requests for student information should be directed to the Registrar's Office.

Family Educational Rights and Privacy Act of 1974

All requests for student information should be directed to the Registrar's Office. Annually the College publishes a statement of the rights specified under the FERPA law as amended. This policy statement constitutes official notice of the following information:

A. Official educational files containing materials directly related to students, to which the Act gives students the right of access are maintained in the following locations on campus:

   Primary Student Files: These records are maintained for degree candidates; some of the records are maintained for other students as well:

1. The Registrar's Office files contain admission materials, correspondence, transfer recommendations, the official academic record, registration records, change of grades, change of majors, credit evaluations, transcripts, and copies of correspondence. These files are the responsibility of the Registrar.

Supplemental Student Files: Records may be maintained for some students as appropriate by the following:

1. Academic Centers – the appropriate Center Dean
2. Career, Job Placement, Transfer Office - Director
3. Office of the Vice President for Student Services/Dean of Students
4. Library – Director of Libraries and the Learning Center
5. Student Financial Aid – Director

B. The Act stipulates that the following persons or agencies may have access to student educational files without their permission:

1. College officials, faculty, and staff who have a "legitimate educational interest" (advising, evaluating, preparing recommendations, auditing, etc.) Legitimate educational interest means that the person requesting the information must need it to perform their duties at the college.
2. Certain Federal and State agencies (U.S. Department of Education; Department of Health and Human Services; Department of Justice; etc.). The FBI, CIA, INS, IRS, etc. with appropriate documentation, subpoena, summons, or as specified in law.
3. Agencies involved with a student's application for, or receipt of financial aid.
4. Organizations conducting studies for educational agencies for the purpose of validating predictive tests, etc.
5. Accrediting agencies carrying out their functions.
6. Parents of students who are dependents of their parents for income tax purposes. The College will accept as sufficient evidence, a written statement to this effect along with proof of dependency.
7. Pursuant to judicial orders.

A record of access to student records by persons or agencies in B.2 and B.7 above will be maintained by the Registrar's Office. Students have the right to see this record.

C. Persons other than those enumerated in B. above wishing access to student educational records must have the student's written consent. The authorization must specify the records to be released, to whom they are to be released, and be signed by the student.

D. Official records are kept by the College, as there is a reasonable need for them. After that point, they are destroyed. The Registrar's record of a student's academic performance is retained permanently.

E. Each student has the right to inspect and review the information contained in his or her official educational records as listed in A. above subject to limitations as noted below. To do so, students must make a written request on a form available in the Registrar's Office. This request will be honored within 45 days after it is reviewed.

1. Inspection and review include:
   a An explanation and interpretation of the record.
   b. The right to a copy of the educational record. The charge for an official transcript of the academic record is $5.00; copies of the records are $.10 per page. A copy may be denied:

   - When a "hold" has been placed on the record because of an unsatisfied obligation to the College.
   - For a transcript from another institution. (The transcript is available from the originating institution.)

2. The following educational records are not available for the inspection and review by the student:
   a. Financial information submitted by parents.
   b. Confidential letters and recommendations received prior to January 1, 1975.
   c. Confidential letters and recommendations to which students have voluntarily waived rights of inspection and review.
   d. Education records containing information about more than one student. In such cases, however, students will be informed of that information which pertains to them.

F. If students wish, their right of access to confidential letters of recommendation solicited for transfer, employment, or honors, may be waived. This can be done by indicating a yes/no decision on the recommendation form. Since many writers of recommendation letters feel they cannot be as candid as they would like if the students see their letters, it may be in the students' best interest to execute the waiver. They may not however, be denied a recommendation on the sole grounds that they have not waived their right of access.

G. Students have a right to challenge the contents of their record. In general, disputes regarding the contents of files will be handled by informal means. If these means should prove unsatisfactory to the student, the Vice President for Student Services/Dean of Students may be requested in writing to convene a formal hearing. The Vice President for Student Services/Dean of Students will appoint a member of the College faculty who has no direct interest in the outcome of the proceeding to hear the case. The hearing shall be held within a reasonable time following the request, and the student shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. The decision shall be rendered in writing by the hearing official within a reasonable period of time after the conclusion of the hearing.

H. The following data relating to students are considered to be directory information, which may be disclosed by the Registrar's Office following appropriate procedures.

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of athletic team members
7. Dates of attendance
8. Degrees and awards received
9. Most recent previous educational institution attended
10. E-mail addresses
11. Program of study
12. Full-time, part-time status

I. Students may request that directory information not be disclosed (subject to same exceptions as in B.) This will prevent the Registrar's Office from publishing and/or verifying any information that is included in H. as directory information. This includes information published for commencement, honors and awards received. Confidential holds suppress any disclosure, including job references, degree verification and graduation publications. Forms to suppress Directory Information Release are available from the Registrar's Office and need to be renewed yearly.

J. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SKATEBOARDING

Rollerblades, roller-skates, scooters, skateboards and similar items must be used in a responsible manner and only on campus sidewalks and in such areas the College may designate. Anyone using these items on MVCC property must at all times give right of way to pedestrians and shall travel at a reasonable, safe and prudent speed.

SMOKING POLICY

Smoking is prohibited in all Utica and Rome MVCC buildings and in designated areas of both campuses.

VISITORS

Visitors are welcome on campus. However, they are expected to abide by the same rules that apply to students, where applicable. Action, including expulsion, may be taken against any and all persons who loiter and have no proper or acceptable reason for presence on campus.

SECTION V - RESIDENCE HALL INFORMATION

RESIDENCE HALL STAFF

Resident Assistants

The R.A. is a resident who has been selected because of his/her concern for others, knowledge of the college, scholarship and dedication to the philosophy of residence hall living. R.A.'s have a responsibility to assist floor members in developing and maintaining an active, cooperative atmosphere conducive to study on the floor and throughout the hall. They are responsible for assisting students personally or through referrals with academic, personal and social problems. In addition to these responsibilities, they are involved in the enforcement of Residence Hall policies. Students are required to follow the staff's directions. Failure to cooperate may result in disciplinary sanctions. The R.A. on duty can be reached at extension 5310 from an "Assistance" phone or from your room telephone.

Resident Directors

There are three professionals responsible for the student administration of the Residence Halls. They are full-time, live-in members of the Residence Life Staff, with credentials, training and experience in residence life and administration. Their office hours are normally 10:00 a.m. to 5:00 p.m., Monday – Friday. Evening hours are available, by appointment.

Each Resident Director is assigned to a specific complex. However, they have administrative authority in each Residence Hall.

Student Director

This individual assists the Resident Directors in supervising the R.A. staff and Residence Halls. When the Resident Directors are not immediately available, the Student Director acts as the Director.

Supervisor of Residence Hall Facilities

The Supervisor of Residence Hall Facilities is responsible for the facilities and operations of the Residence Halls. The Supervisor of Residence Hall Facilities office is located on Huntington Hall First Floor; telephone ext. 2101. Office hours are Monday - Friday from 8:30 a.m. to 4:30 p.m.

Support Staff

Our housekeeping staff is responsible for cleaning and maintaining the buildings. Each housekeeper regularly cleans the bathrooms, lounges and other public areas in the halls; routine housekeeping only. You should not expect the housekeepers to clean up after pranks or misconduct or in student rooms.

In addition to the housekeepers, maintenance personnel work in all the buildings doing repairs and other maintenance work. Get to know our support staff. They are friendly people who enjoy working with students. Note: All support staff wear clothing labeled "Dormitory Corporation" and nametags.

RESIDENCE HALL FACILITIES AND SERVICES

Common Areas

Common areas in each Residence Hall are for the enjoyment of all residents. Please do not engage in activities involving excessive noise in the lounge areas. Lounges are a privilege.

Residence Hall Staff may choose to close a lounge area due to improper use. Any excessive mess in any lounge may result in a fine for all floor residents.

Under no circumstances is lounge furniture to be removed from its designated area.

Extension Cords/Plug Adapters

Standard household extension cords (zip cords) and plug adapters are not allowed. If additional outlets are needed, the only acceptable extension cord is a "UL" approved 14 gauge/15 amp strip style surge protector with an on/off switch.

Gathering Room

There is a semi-private Gathering Room in each New Hall suite. This room is for the use and enjoyment of suite occupants and their guests. As part of the college's commitment to safety, Residence Hall staff will conduct periodic rounds in the suites each night. The Gathering Rooms are to remain clear of any items which prohibit a clear/unobstructed exit from each suite bedroom/bathroom at all times. The glass window in the Gathering Room door must remain uncovered at all times.

Residence Hall Housekeeping will enter each suite to clean the Gathering Room and bathroom on a rotational basis. On this day, residents are expected to remove all personal items from the bathroom as well as from the Gathering Room furniture and rug so that they can be properly cleaned. Suite residents will each receive a key to the Gathering Room and are required to lock the room when no one is present.

Micro-Fridge combination microwave/refrigerator units LEASED/PURCHASED FROM THE COLLEGE VENDOR may be used in the Gathering Room only.

Keys

Each resident is issued a room key. A Gathering Room key is also issued to New Hall residents. If you lose your key(s), you must immediately contact a Residence Hall Staff member. There is a $40 charge for replacement of any room key. There is a $60 charge to replace both the room key and Gathering Room key. No billing occurs until a two-week grace period has passed. If in the staffs' or your judgment, a lost key poses a security breech, Residence Hall staff will change your room lock(s) at no additional charge, other than the replacement key charge. Students loaning their keys to any person(s) other than their roommate(s) will jeopardize their residency. Residence Hall Security is extremely important! Replacement keys/lock change is available by contacting Residence Hall Staff at ext. 5310 (24 hours a day). DO NOT leave your room unsecured.

Note: If a student locates a key(s) that was reported lost after the two week grace period and they were billed, it may be returned to the Residence Hall Facilities Office for a $10 refund ($15 if it is a room and Gathering Room key).

Laundry Facilities

Each Residence Hall contains washing machines and dryers in the laundry room for resident use only. Refund requests and problems with any machine should be made in the Supervisor for Residence Hall Facilities Office or via online work order at www.mvcc.edu.

The laundry machines are managed by MAC -GRAY and require the use of a "Smart Card". Each resident wishing to use the laundry equipment must purchase a Mac-Gray "Smart Card" from the machine located at the entrance of New Hall. Additional monies may be added to your "Smart Card" as needed. Students are encouraged to utilize the on-line Laundry Services by logging onto www.laundryview.com

Mail and Mailboxes

Upon arrival at the Residence Halls, you will be assigned a mailbox number and its combination. Mailboxes are located on the second floor of the Alumni College Center, next to, A.C.C. 208. You should request anyone sending you mail to address the envelope as follows:

Your Name
Box __ __ __
Mohawk Valley Community College
1101 Sherman Drive
Utica, NY 13501-5394

The mail is delivered Monday - Friday, times to be announced. Students are reminded that the mailboxes and mail delivery system are subject to the regulations of the U.S. Postal Service. **Students must empty their college mailbox once a week, at a minimum.**

A "package list" is posted in the Resident Dining Hall and at the mailboxes in the Alumni College Center each day. All packages must be picked up within a week or they will be returned to the sender. To receive your package, present your I.D. in the Residence Life Office in the Alumni College Center, Room 208.

The College will not sign for accountable mail (certified, insured or registered) unless authorized by the student.

Questions regarding mail should be directed to the Residence Life Office in the Alumni College Center, Room 208.

Microwaves/Kitchen

Microwaves: Microwaves are available in each Residence Hall. The individual(s) using the area will be responsible for immediate clean-up. Failure to clean up will result in a fine and/or removal of microwave. Vandalism or safety hazards could result in loss of microwave.

Kitchen: A kitchen facility is available in New Hall for all Residence Hall students between 10:00 a.m. and 10:00 p.m. Anyone wishing to utilize this facility must report to the New Hall Office and request the facility to be opened. When the student is finished using the facility, they must inform the New Hall Office. Any vandalism will result in termination of this privilege. Failure to clean up will result in a fine and/or closing of the kitchen.

Quad Bathrooms (North and South Halls)

Male quad bathrooms in the original Residence Halls may only be used by males. Female quad bathrooms may only be used by females. Bathrooms in the first floor lounges and in the basements may be used by both males and females. Storage of any personal hygiene products in these bathrooms prevent proper cleaning and are therefore prohibited.

Recycling

It is a goal of the Residence Halls to recycle as much as possible. Recycling bins are located and labeled on the first floor of all Residence Halls (in North and South Halls they are in the 1st and 2nd floor lounges and in New Hall, they are on the 1st floor in Room 116) for the following:

Bin #1: Containers – plastic, metal and aluminum
Bin #2: Newspaper, notebook paper, copy paper and cardboard

All basement laundry rooms will have a bin for empty soap containers.

Refrigerators and Micro-Fridges

Students may bring their own refrigerator as long as it is **not larger than 2.7 cubic feet** and "UL" approved. 1.6 cubit feet is recommended. **All personal refrigerators are to be registered with your R.A.** Refrigerators can also be purchased in the College Bookstore. Those not complying will not be allowed to keep the refrigerator. Refrigerators must not be placed on top of another refrigerator or have furniture placed on top. No more than two (2) refrigerators are allowed in a room.

Micro-Fridges (combination microwave/refrigerator units) may be used only in the New Hall Gathering Rooms providing they were leased from the college approved vendor.

Residence Hall Office

The Residence Hall Office is located on the first floor of New Hall. It is in this office that most all Residence Hall functions are conducted. The Resident Directors are in the office according to their office hours. A Resident Assistant(s) also sits duty each night in the office from 7:00 p.m. to 11:00 p.m. If you have a problem and need to reach staff personnel on duty, call extension 5310 on an "Assistance" phone located on every floor, laundry room and study lounge of each hall or from your room phone. This phone is not answered between the hours of 5:00 p.m. - 7:00 p.m. Monday through Friday. During this time call Campus Safety and Security directly.

Room Safes

Room Safes are the latest innovation in Residence Hall security. Similar to the safes used in hotels, a Room Safe is the perfect way to protect your personal property.

We highly encourage all students to protect their property by leasing a room safe. Visit the FAQ section of our housing web site for the most up to date product information www.mvcc.edu.

Specialized Housing

To better fit the individual needs of residents, each Residence Hall offers various housing options:

North Halls

Daugherty Hall:

- Non-Co-ed Floors: All quads on a floor are either male or female.
- Limited Visitation: Certain rooms are designated "limited visitation by request on application." In these rooms opposite sex overnight visitation is restricted. Exceptions may occur under special conditions with agreement of both room occupants.
- Special services for international students.

Huntington Hall:

- Extended Quiet Hours: Nightly "quiet hours" in this building begin approximately 3 hours earlier than in other buildings to provide an environment for serious study.
- Co-ed Floors: All floors are co-ed. There are male and female quads on each floor.

South Halls

Penfield/Butterfield Halls:

- Coed-Floors: All floors are co-ed. There are male and female quads on each floor.
- General, non-specialized rooms.

New Hall:

- "Suite Style": Three bedroom, five person suites.
- Private gathering area.
- Air-conditioned.
- Single rooms available.
- One and a half bathrooms

All students had the opportunity to request their housing choice. The Residence Hall Staff attempted to honor these requests to the best of their ability.

Anyone assigned to specialized housing, either by request or necessity, must follow all the rules and regulations of that option. Failure to do so will result in disciplinary action.

Storage

Very limited storage is available. For your convenience, items used for transporting your belongings, including empty suitcases, empty plastic containers and empty electronic boxes may be placed in the storage room during the semester. The Dormitory Corporation reserves the right to limit the amount of items a student can place in the storage room. Each individual item must be labeled with the owner's name and room number. Items not reclaimed after you sign out of your room will be disposed of. The College will take normal security precautions for storage items, but cannot be responsible for damage or loss in case of fire, burglar, etc. The resident should contact New Hall Office for access to the storage room.

International students with special needs should notify the Residence Life Office.

Study Lounges

Study lounges are available 24 hours a day in North and South complexes. These lounges were created to provide a quiet and convenient location, conducive to study. These lounges are to be used solely for study. Any/all noise

is prohibited. In the event of "group studying," respect and consideration for others is required. "Assistance" phones are located in these lounges only as a means to contact Campus Safety and Security or the R.A. on Duty in the event of an emergency.

Television Lounges

There is one TV lounge in each complex to be shared among residents, generally on a first come, first serve basis. However, no resident may have authority to determine programming for more than three consecutive hours. The main TV lounge, with a high definition big screen is in the New Hall multipurpose room.

Trash Removal

Each student is responsible for properly disposing their own trash. Trash should be bagged and disposed of in the designated outside trash dumpster. These are located in the Residence Hall Parking Lot. Trash bags are available via the R.A. **Improper disposal will result in a fine.**

Vending Facilities

There are vending machines available in all of the Residence Halls as well as in the Alumni College Center for the convenience of the students. Information regarding refunds from vending machines may be obtained through the Auxiliary Services Corporation in the Alumni College Center, room 206. Banging on or tipping the machines is strictly prohibited.

Work Orders

If anything in your room needs repair, such as changing a ceiling tile or making small repairs, **please fill out an on-line work order at www.mvcc.edu**. All damage or malfunctions should be reported immediately via a work order. Emergency Work Orders should be immediately communicated directly to the RA on Duty at ext. 5310 in addition to completing a work order. You may be held responsible for damages if the damage is deemed to be caused by vandalism.

RESIDENCE HALL TECHNOLOGY

Cable T.V.

One cable outlet is provided in each bedroom and suite Gathering Room. Students may connect up to two televisions, and "UL" approved, to this connection for television service. Students who wish to purchase additional cable services such as HBO, Digital Cable, Pay Per View, Cinemax, etc. (excluding Internet service) may contact Time Warner Cable directly at (866) 339-8225. **Your room telephone number is your cable account #.** All fees for additional pay services are the responsibility of the student.

Internet (ResNet)

Each room is equipped with multiple a high-speed Internet connection for each student. Students may connect their personal computer via a **Network Interface Card (Ethernet Card)** for Internet service. This system cannot be used with a modem hook-up.

We require that Norton, Avg or McAfee virus protection be installed on all computers connected to the ResNet and that they be configured for automatic updates. We also require that any operating system critical updates be installed automatically. We highly recommend a Firewall.

All students who would like to have network access are required to activate a Residence Hall Network User Account. To activate an account plug your computer into a port in **your room** and you will be automatically directed to the ResNet registration site. **Your user name and password begins the same way as your college e-mail account does: user name is your 1st initial, your last name and day of your birthday.** For example, John Doe was born on May 11th. His user name would be jdoe11. Your beginning password is the last four digits of your Social Security number. All students are responsible to follow the Internet Acceptable. Use Policy as stated on the ResNet registration site.

24/7 Technical Support: ResNet Tech Support is 24/7 available by calling (877) 448-6377. Additionally, a network technician will be stationed in New Hall office area throughout the semester. Hours will be posted near the New Hall office and on your floor or contact tech support for more details. **Students who continue to have any problem after they contact ResNet Tech support should contact the Residence Life Office in ACC 208.**

Security Cameras

The Residence Halls have closed circuit security cameras in various inside and outside locations. Individual requests for Residence Hall personnel to review a security camera are subject to the following guidelines:

1. The appropriate incident report must be filed with Campus Safety and Security within 24 hours. **This report cannot be retracted after the camera identifies a policy violation and judicial procedures will occur.**
2. The report must state the exact location of the alleged incident and give the time, to the best of your knowledge that the incident occurred.
3. No digital copy of a recording will be provided to anyone, except law enforcement officers or in response to a subpoena.

The Dormitory Corporation, in its sole and absolute discretion, reserves the right to deny the request or to limit the time frame to be reviewed.

Please note: hard disk available space limits the amount of available storage.

Telephone
Telephone service is provided in each room. The actual telephone equipment must be provided by the student. Service includes:

- Local service to Utica area.
- Residence Hall room to room calling by dialing the last four digits of the number.
- Voice mail for room occupants to share.
- Call-Waiting, Call-Forwarding and Three-way calling.

Long-Distance:
"PINs" are available for long-distance calling. PIN registration can be completed at check in or anytime during the semester in the Residence Hall Facilities Office in Huntington Hall or by calling (800) 765-8421. Students may also purchase personal phone cards for their long-distance needs or use private cell phones.

Phone numbers or "PINs" will not be provided to students until Residence Hall check-in.

Any student experiencing a problem with telephone service in their room should complete a Residence Hall Work Order.

The College Bookstore stocks telephones, cords, NIC cards, Internet cables and virus/firewall software for your convenience.

Note: MVCC Dormitory Corporation is only responsible to provide live jacks for cable/telephone/internet. If live jacks are operational and ResNet Support has determined that the problem is personal equipment, the student may need to arrange for personal equipment repair privately, **at their own expense.**

CARE AND USE OF PROPERTY

Beds:
All rooms have "Flex-O-Beds". Residents may bunk their beds or have them single. Please complete a Residence Hall work order to have the beds bunked or de-bunked. Ladders are available upon request via a Work Order. Side rails must be used on the top bunk when the beds are bunked. The top bunk must remain in the lower bracket.

Ceiling Light
Ceiling lights must remain intact and operational.

Damage and Vandalism
As indicated in the Room and Board Agreement, residents will be held financially responsible for the condition of their room and its furnishings and any

loss or damage other than normal wear that may occur. At the beginning of occupancy, a student completes a Room Inventory Form with his/her R.A. We encourage students to carefully review this sheet before signing. Damages which are caused by other students or by other visitors will be charged to the room's occupants. Any damage noted on the initial Room Inventory Form at check-in will not be charged against the student upon termination of residency. Any damage noted at the termination of residency will be charged against the student's security/damage deposit; if the exact occupant causing the damage cannot be ascertained, the charge will be shared between the room residents. Damage or vandalism which occurs mid-semester is normally to be paid by the stated deadline to the Auxiliary Services Office in the Alumni College Center, Room 206. If repairs cannot be made immediately, the charges will be based upon estimates of labor and materials. **Charges for rooms not properly cleaned and set-up may also be assessed**.

Damage to property in common areas is deemed the responsibility of the students in that immediate area, if responsibility is not determinable. Assessments will be made on the smallest group consistent with a concept of reason and justice, i.e., damage to stairways will be divided among the residents of that hall, and damage in a suite Gathering Room will be split among occupants of that suite. Residence Council will provide direction in determining common area charges, as appropriate.

We highly recommend residents obtain their own renters insurance unless covered by the parents' homeowners policy.

Vandalism will not be tolerated and is cause for dismissal, monetary fines and possible legal action.

Doors

Absolutely no nails, screws, tacks, stickers or similar items are to be used on room doors. Substantial charges will result for any damage. Message boards may only be placed on doors with double sided tape.

Food Storage

Storage of perishable foods in rooms is not advisable, as this tends to attract rodents, ants and other insects. All non-perishable food should be stored in air tight containers and be well wrapped. Food must be properly stored or discarded during vacations.

Housekeeping and Hygiene

Each resident is responsible for the care and cleaning of their own room. Residents must keep their rooms reasonably clean and neat to prevent a fire hazard or unhygienic atmosphere. Room inspections are done each semester for safety and hygiene. All rooms must be properly swept and mopped upon check-out.

Room Furniture/Decorations

Residents may decorate their room in order to make it feel "homey" subject to the following guidelines.

- **All furniture is to remain in the room it is assigned to and assembled at all times.** Written requests must be made to the Supervisor of Residence Hall Facilities to remove any furniture. Permission can only be granted by the Supervisor of Residence Hall Facilities. **Any missing furniture will result in disciplinary action/monetary fines.**
- Because the wardrobes are so large and heavy, there is a $25 fine for placing them on their side or removing them from the room.
- Furniture placement in each student's room is to be done in a safe manner. Furniture may not be stacked, with the exception of the stackable dressers.
- Doorways are not to be obstructed.
- All beds must be visible from the door.
- Nothing may be hung from the ceilings or any fire equipment.
- Ceiling tiles may not be removed or altered.
- Please take special note that duct tape on walls, cinder blocks, waterbeds, lofts, bed risers, real Christmas trees, and snow spray are prohibited items.

Any decorations that the Residence Hall Staff feels may contribute to an undue fire hazard or prohibits access to the room must be removed.
Fire Safety: Only paper based wall decorations, (unless the student can prove the item is fire retardant or has been treated according to the standards of NFPA section 701), covering no greater than 50% of any wall are allowed.

ROOM ASSIGNMENT AND OCCUPANCY

Academic Requirements for Student Occupancy

Academic Engagement: Residence Hall housing is a privilege. Students who live in the residence halls are expected to actively engage in activities that will result in satisfactory academic progress. Such activities include, but are not limited to, regular class attendance, completing readings and assignments outside of class, finishing papers and projects in compliance with class syllabi; and preparing for and taking examinations. Failure to be involved in academic work in a purposeful way will jeopardize your ability to live in the residence halls.

Credit Hours: All residents must register/maintain a full-time academic load of at least 12 equivalent credit hours. Any resident whose academic load falls below 12 equivalent credit hours may be ineligible for continued housing. Students may request permission from the Assistant Dean of Student Life and Director of Student Housing to remain in the halls with fewer than 12

credit hours. However, several factors are taken into account prior to a decision being made. If a student is granted permission to drop below 12 credit hours, they should check with the Financial Aid Office first. Any payment due no longer covered by financial aid is due immediately.

Pre-Scheduling: Students must pre-schedule the next semester's classes prior to the close of the present semester.

Class Attendance: Residence Hall housing is a privilege. Only those students' who are regularly attending classes may remain in the Residence Halls. If it is determined by the College at any time that a student has not attended classes for 12 equivalent hours for two consecutive weeks or longer, the student will be removed from the Residence Halls unless they present a doctor's excuse. The student will be subject to the standard Room and Fee and Meal Plan Reduction Policies and appeal process.

Room and Board Termination Agreement

Residents who wish to terminate the Room and Board Agreement for any reason after the "adjustment weeks" in order to not be charged for Spring occupancy must submit an "Agreement Termination Request Form" by December 1, 2010. In cases where the request is made after December 1, 2010, the resident is liable for a prorated room charge as listed on the Room and Board agreement, even **if** the request is approved. No request will be accepted after the third week of the Spring semester.

In reviewing each request, the Corporation will give consideration to: A) a December graduation and/or B) a documented individual circumstance which did not exist at the time this Agreement was entered into and/or C) the administration of the Residence Halls, including but not limited to the number of vacancies which exist.

Room Assignment Changes

Residents are encouraged to try to work out roommate differences when possible. Students who wish to request a change in room assignment must discuss this matter with their Resident Director. **No moves will be approved until after the first two weeks of each semester. The Dormitory Corporation reserves the right to re-assign students where it is determined to be in the best interest of the Dormitory Corporation and/or its residents.** All room changes must be approved by a Resident Director. Any deviation will result in disciplinary sanctions. The Dormitory Corporation reserves the right to house new students in any vacancy at any time during the semester.

Room Selection Lottery

All returning students, including students beginning residence in January, who wish to live on campus next year must participate in the Room Selection Lottery.

Students will be able to pick up their Room Selection Lottery Information Brochure and Registration Form in the Residence Hall Office or the Residence Life Office in March. A Security/Damage deposit for the next academic year is required with the Registration Form.

Students who are on Residence Hall probation may not be allowed to participate in the Room Selection Lottery.

Withdrawal from the Residence Halls

Any student withdrawing from the Residence Halls during the semester must follow procedure or they forfeit any possible refund.

Procedure:

1. Obtain a Student Withdrawal Form from the Residence Life or New Hall Office.
2. Complete form by obtaining appropriate signatures from required offices.
3. Remove belongings from room.
4. After all required signatures are obtained and belongings removed, the resident must complete the Room Inventory Form with an R.A. Call ext. 5310 from an "Assistance" phone or from your room telephone if your R.A. is not present.

Residents are required to remove all belongings from their room and follow proper check-out procedures by midnight of the date they withdraw from classes.

RESIDENCE HALL CLOSING AND VACATIONS

The mission of Residence Halls is to provide housing when college is in session. All residents are required to vacate the Residence Halls during scheduled recesses and vacation periods. The hall closing and opening schedule is contained in the academic calendar in this handbook. If the resident is returning to the halls at the end of the recess or vacation, the resident's belongings can remain in the resident's room except for summer recess. **If the resident is not returning to the residence halls after the recess, all of the resident's belongings must be moved from the room by the closing deadline and the student must follow withdrawal or check-out procedures.**

The remaining roommate must prepare the room for a new roommate. **Failure to prepare this room for a possible new roommate will result in a monetary fine. The Dormitory Corporation staff reserves the right to prepare the room if necessary. Any staff preparation of rooms will result in a $50 fine.**

During vacation periods, recesses and between semester breaks, front door access to each building is changed so that students will not be able to gain access to the buildings with their proximity cards. The access is returned to normal at the end of the recess.

Any student who cannot meet the hall opening or closing deadlines should request special arrangements from a Resident Director by the published deadline. Special arrangements can be made for individuals who have legitimate reasons for arriving early at the halls, or for leaving after the hall closing deadline. Residence Hall closing is not an excuse for class absence. Arrangements can and will be made.

All students must vacate the buildings by the published closing time each semester. Failure to sign-out on a Room Inventory Form will automatically result in forfeiture of the security/damage deposit refund.

Whenever the Residence Halls close for recess or vacation, it is important to complete the following tasks in your room. Failure to do so will result in a $25 fine.

a. Let your R.A. know when you are leaving.
b. Unplug everything, including defrosting the refrigerator. Please place towel under the refrigerator.
c. Shut and lock all windows tightly.
d. Close all blinds.
e. Remove all trash to dumpster.
f. Shut off all lights.
g. Lock your door.
h. Remove perishable food

All prohibited items will be confiscated without notice. Sanctions may be levied.

Any student failing to remove large items from the property, i.e. a couch, when they end residency, will be charged a disposal fee of $50. This fee will be increased if the Dormitory Corporation incurs additional disposal fees.

RESIDENCE HALL COMMUNITY LIVING GUIDELINES

A series of specific guides to good social standards in the Residence Halls is included below. Obviously, it is neither possible nor desirable to outline specifically all of the do's and don’ts of residence hall living. Rather, the individual should recognize their responsibility towards themselves, his/her fellow students and the total college community.

Actions of an individual, which might be perfectly desirable in private living arrangements, are impossible in a residence hall situation where so many people live closely together. (An example of this would be the restriction on pets, certain types of furniture in rooms, etc.)

Legal and ethical standards are not different in the college community than anywhere else. Racism, sexual harassment, harassment and other forms of discrimination will not be tolerated. A resident is expected to maintain proper health and hygiene, one which is conducive to community living, at all times.

Students must not classify certain anti-social/offensive actions as "college pranks", even though in other circumstances, they would recognize them as less serious. We expect our Residence Hall Students to be good neighbors and respect the personal and property rights of fellow students, the College and the community. The College will not ask civil/criminal authorities to give any special consideration to students.

The Dormitory Corporation reserves the right to enter/inspect rooms for health, safety and maintenance reasons. This includes the right to enter a student's room and/or suite, or any other area, whenever there is reason or cause to believe that there exists therein a danger to person or property or a violation of College and/or Residence Hall rules which may have the potential of negatively impacting on the educational goals of yourself, others or the College.

Failure to comply with Residence Hall rules and regulations and/or College policy will result in disciplinary action as outlined in the code of conduct.

Alcohol

In keeping with New York State law and because the vast majority of our students are below 21 years of age, the possession or use of alcoholic beverages in the Residence Halls is prohibited. Non-alcoholic beer is considered alcohol if it contains any percentage of alcohol. **Students who are found in an area where alcohol is present are considered to be involved in usage by implication. In a group situation it would be impossible to ascertain the level of involvement of each individual.**

No alcoholic beverage containers or alcohol paraphernalia (i.e. funnels) are allowed in the Residence Halls or on Dormitory Corporation property. (Not even those of sentimental value.) Empties will be confiscated and further disciplinary action will be taken.

Any negative behavior resulting while under the influence of alcohol could result in disciplinary sanctions or counseling.

Appliances/Cooking

Cooking is not allowed in the Residence Hall rooms or public areas. The possession or use of ANY heat producing cooking appliance is prohibited. Exceptions to this are 1- the use of the microwave oven provided in each Residence Hall 2- the use of a Microwave/Refrigerator combination unit **ordered through the college vendor** for use only in the New Hall Gathering Area and 3- the kitchen equipment available for student use. Air conditioners, space heaters, electric blankets, heating pads, "holiday" lights, microwave ovens in

student bedrooms, lava lamps, halogen lamps, neon signs, “plug-in” air fresheners, power tools and any other electrical appliance/device that, in the opinion of the staff, is hazardous to operate in the Residence Halls is prohibited. Any non-prohibited electrical appliance/device used by a student must be “UL” approved.

Any illegal electrical device will be confiscated and stored until the resident leaves the halls. Disciplinary sanctions will follow.

There is no cooking outside, with the exception of an official college sponsored event supervised by the Sodexo.

Bicycles and Motorcycles

All motorcycles, motor bikes and motorized vehicles must be kept in the student parking area designated for the Residence Halls. Parking of motorized vehicles next to any building is strictly prohibited and a violation of New York State and City of Utica fire codes. Violators will be ticketed and towed. No motorized vehicle may be placed in the interior of any building. It is a very serious fire hazard and will not be tolerated.

When not in use, bicycles should be kept in student rooms or locked in the bike racks (not recommended for overnight). No bicycles are to be stored in the lounges, stairwells or suite halls at ANY time. Winter bike storage can be arranged by contacting the Supervisor of Residence Hall Facilities.

Courtesy Hours

When quiet hours are NOT in effect, “courtesy hours” are. All residents are expected to conduct themselves in a manner that is not so loud as to disturb fellow residents. If noise such as loud talking, screaming or music are disturbing to residents at any time, the resident who is disturbed reserves the right to confront the violator and enforce courtesy hours. In addition, Residence Hall Staff reserves the right to enforce courtesy hours. Violators are subject to fines, probation, revocation of privileges (removal of noise creating device) and possible dismissal.

Drugs

The use or possession of illegal drugs, including pharmaceutical drugs without a medical prescription, misuse of personal pharmaceutical-OTC, or drug paraphernalia is prohibited.

Students’ involvement with drugs in the Residence Halls will not be tolerated. Individuals involved in using, possessing or selling drugs on Residence Hall property will be dismissed from the Residence Halls and will be subject to the standard Room and Fee Reduction Policy. College sanctions may also be levied. Students who are found in an area where drugs are present are considered to be involved in usage by implication. In a group situation, it would be impossible to ascertain the level of involvement of each individual.

Drug/Alcohol Overdose Policy

If deemed necessary, Residence Hall Staff may contact emergency medical services for assessment of any student displaying signs indicative of alcohol/drug overdose. In cases where it is necessary to implement this procedure, the student will be responsible for all related costs associated with following the direction of the responding authorities. i.e. ambulance or other means of transportation.

Financial Dismissal

Students not able to secure payment for their room and board will be dismissed from the Residence Halls and disallowed any future guest passes for at least one month.

Guest Pass Policy (Subject to Revision)

- **A guest is any non-resident of the residence halls.**
- Guests in the Residence Halls after 8:00 p.m. must have a signed guest pass issued by a staff member.
- Residents hosting guests overnight must have the permission of their roommates.
- Guests must have legal valid photo identification (driver's license, military I.D. or college I.D.) which verifies name, age and address in order to obtain a pass.
- Passes may be obtained evenings between 1:00 p.m. and 11:00 p.m.
- Guests unable to produce a pass will be removed from the premises.
- Guests are never allowed to stay more than 48 consecutive hours. i.e. guest cannot stay for weekend and then get a pass for Monday night.
- Overnight guests must be at least 18 years of age.
- Babysitting in the Residence Halls is prohibited.
- The guest will sign the Student Security Assistant Log.

Limits

Sunday – Thursday Nights

- A resident or a guest can only obtain one guest pass any Sunday – Thursday. Any Guest Pass obtained for a Sunday, Monday, Tuesday, Wednesday or Thursday night is valid for one night only.

Friday/Saturday Nights

- A resident may obtain a guest pass for up to two guests. Any pass issued on a Friday or Saturday night is valid until a maximum of Sunday, 8:00 p.m. (Reminder: a 48 hour maximum time limit is given for any guest. Therefore, any weekend guest cannot have a Thursday or Sunday night pass).

No overnight guests are allowed during the first or last week of classes or finals. Guests must carry I.D. and their guest pass at all times. Socializing and the entertainment of guests shall always be secondary to study. Any student who is inconvenienced by a guest must submit a written complaint. **The current host is responsible for their guest's actions.** Any guest involved in policy violations or who fails to cooperate with Residence Hall Staff will be asked to leave immediately.

Residence Hall Student Overnight Visitation: A Residence Hall student may not stay overnight in another Residence Hall room, nor may any Residence Hall student allow another resident (s) to stay overnight in their room more than three consecutive nights. A period of three or more days must pass between stays.

Heating Equipment

Students are not to tamper with heating equipment. Violators will be held responsible for any damages, and may face disciplinary action.

Lewd Acts

Acts of lewdness will be considered grounds for dismissal. The Residence Hall community will not tolerate behavior which compromises its standards of conduct.

Maximum Occupancy

For safety reasons, no more than the following number of people, including room occupants, can be in a room at one time:

Any double occupancy room:	7
Any triple occupancy room:	9
Any single occupancy room:	4
Total number in a New Hall Suite:	12

Music

The use of any musical instruments or using any electronic device in a manner that creates excessive noise, by design or use, is strictly prohibited inside and outside the Residence Halls. Drum sets and amplifiers, for example, because of their size and potential for disruption, are expressly prohibited. Please speak to the Student Activities Office in ACC 208 to secure an appropriate practice location. Speakers may not be directed to outside the Residence Halls.

Pets

No pets are allowed in the Residence Halls. Non-carnivorous fish kept in bowls requiring no filters, heaters or lights are an exception. Requests for Service Animals for individuals with disabilities should be submitted in writing to the Coordinator of Disability Services.

Quiet Hours (Subject to Revision)

Quiet hours are established in order to ensure a residence hall environment that is conducive to study and sleep. **It is up to all residents to help enforce quiet hours in their community.** It cannot be expected that staff will hear all noise. With everyone's cooperation, we can ensure a proper study atmosphere in the halls. When a student's door is closed, the noise volume from within is not to be potentially disturbing to other students. All residents are encouraged to bring headphones for their music. During quiet hours, students, out of respect for fellow students, are required to keep noise to a minimum, including loud talking, music, televisions and door slamming. Noise that can clearly be heard outside of a closed room door is considered a violation.

Quiet Hours are:

Sunday through Thursday	10:00 p.m. - 10:00 a.m.
Weekends	Midnight Saturday - Noon Sunday

Quiet hours extend to the area outside the Residence Halls. Due to the disturbance caused by noise close to the buildings, **Excessive noise outside the residence halls during quiet hours is prohibited.**

Huntington

Quiet hours in the extended quiet hour building are 8:00 p.m. to 10:00 a.m. Sunday through Thursday. Weekend hours are the same as above.

24 Hour Quiet Hours: "Extended Quiet Hours"

At the discretion of the Residence Hall Staff, quiet hours will be extended during the final week. During 24 hour quiet hours, violators will be subject to fines, probation and possible dismissal from the Residence Halls.

Smoking

The MVCC Dormitory Corporation has established the following policy:

a. **Absolutely No Smoking in the Residence Halls.**
b. **No aromatic cigarettes (i.e. clove, herbal cigarettes) on Residence Hall property, inside or outside of the buildings.**

An attempt is made to assign smokers with other individuals who identify themselves as smokers.

Ample locations for outside smoking have been provided (benches). **There is no smoking directly in front of the main entrances.** Students are expected to properly dispose their own cigarette butts in outside containers.

Solicitation/Commerce

No student is to use or permit his/her room to be used for any commercial purpose whatsoever, except as approved by the Assistant Dean of Student Life and Director of Student Housing. Solicitation in the Residence Halls is strictly limited as a protection to those living in the halls. All solicitors must have written permission from the Assistant Dean of Student Life and Director of Student Housing before they may approach students. Please do not deal with anyone unable to produce proof that he/she has permission and report any such person to Residence Hall Staff or Campus Safety and Security at once.

*No piercing or tattooing activity is allowed in the Residence Halls.

Ordering Out Food: Students must meet vendors at the main entrance to transact business. No vendors are allowed beyond the building entrance. Give specific room number and room phone number when ordering.

Sports

Interior: All sports are strictly prohibited within the Residence Halls (i.e. lounges, rooms, suites, stairwells, etc.). Any activity of this nature may be destructive to Hall property and a nuisance to your fellow residents.

Exterior: Rollerblades, roller-skates, scooters, skateboards and similar items must be used in a responsible manner and only on campus sidewalks and in such areas the college may designate. Anyone using these items on MVCC property must at all times give right of way to pedestrians and shall travel at a reasonable, safe and prudent speed. No one is allowed to be on any stairway, bench, table or any other Residence Hall property with the above items. Rollerblades are not to be worn in the Residence Halls.

Football and any type of boxing is prohibited on Dormitory Corporation property.

Any activity, which in the opinion of the Residence Hall staff has the potential of injury or damage, is prohibited.

Theft

Individuals are liable for loss or damage to their personal property, except where legal negligence of others applies. Therefore, all residents are encouraged to be certain that arrangements have been made for desired insurance protection.

All cases of theft should be reported to Campus Safety and Security, located in AB 109.

A student always has the right to contact the police department, but preferably after Campus Safety and Security has been informed.

Students should keep a record of serial numbers of your valuables. You are required to **keep your room door locked whenever you leave, even just for a moment.** The Campus Safety and Security Office, Academic Building Room 109, has a valuable property inventory sheet available for you to fill out which lists all your valuable property and the corresponding serial numbers. The list will be maintained in the Campus Safety and Security Office while you are a Residence Hall occupant. The list should be updated when items are purchased or sold. An engraver is also available.

Weapons, Flammables and Explosives

a. Possession of any item that can be used/perceived/simulated as a weapon is prohibited on campus, including, but not limited to, firearms (guns), taser guns, BB/pellet guns, laser guns, bows and arrows, throwing stars, brass knuckles, unauthorized knives, straight edge razor, or ammunition. The only acceptable knives are small manual pocket knives or small kitchen knives. No blade may exceed 3".

b. No one shall possess or use any spring loaded or air-powered "weapon"/item which is capable of producing a projectile that can or may cause injury or damage.

c. Possession of a flammable liquid, combustible, or dangerous chemical in the Residence Halls or on Residence Hall property is prohibited.

d. Fireworks of any type or smoke bombs are prohibited in the Residence Halls or on Residence Hall property.

e. Paintball guns and paintballs are strictly prohibited.

f. The use or possession of incense and candles is prohibited. These are a fire hazard. Any student found burning a candle will place their housing in jeopardy.

Any item used for educational purposes that can be considered a weapon must be registered with Campus Safety and Security and checked there.

Windows/Room Screens

Removal/damage to windows of screens or placing any object outside the window is prohibited. No screen, except the small access mini-screen in New Hall windows, is to be raised. Leaning/jumping out of any window is prohibited. For safety reasons, window glass cannot be covered.

Fall 2010

Aug 6	Payment Due
Aug 20	Last day to withdraw for 100% refund
Aug 23	**First day of classes for 15 week and 1st 8 week courses**
Aug 27	Last day for 75% refund for 15 week courses Last day for 25% refund for first 8 week courses
Sept 3	Last day for 50% refund for 15 week courses
Sept 6th	Labor Day- College closed
Sept 10	Application for Fall 2010 graduation due
Sept 13	Last day for 25% refund for 15 week courses
Sept 30	Last day to withdraw from 1st 8 week courses
Oct 11	Columbus Day-No classes, College is open
Oct 12	Classes run as Monday schedule
Oct 15	Last day of classes for 1st 8 week courses Last day of 100% refund for 2nd 8 week courses
Oct 18	Midterm of semester. **Classes begin for 2nd 8 week courses**
Oct 22	Last day for 25% refund for 2nd 8 week courses
Nov 8	Priority registration opens for Spring 2011 Matriculated students
Nov 9	Last day to withdraw from 15 week courses
Nov 9/10/11/12	Priority registration continues for Spring 2011 Matriculated students
Nov 15	Web scheduling opens for Spring 2011 Non-matriculated students.
Nov 23	Last day to withdraw from 2nd 8 week courses
Nov 24-26	Thanksgiving recess- No classes
Dec 10	Last day of classes for 15 week courses and 2nd 8 week courses
Dec 13-15	Final exams
Dec 16	Fall 2010 Commencement

Spring 2011

Jan 6	Payment Due
Jan 17	Last day to withdraw for 100% refund
Jan 18	**First day of classes for 15 week and 1st 8 week courses**
Jan 24	Last day for 75% refund for 15 week courses Last day for 25% refund for first 8 week courses
Jan 31	Last day for 50% refund for 15 week courses
Feb 7	Last day for 25% refund for 15 week courses
Feb 7	Application for Spring 2011 graduation due
Feb 14	Web scheduling for Summer 2011 opens
Feb 23	Last day to withdraw from 1st 8 week courses
March 10	Midterm of semester Last day of classes for 1st 8 week courses Last day of 100% refund for 2nd week courses
March 11	**Classes begin for 2nd 8 week courses**
March 14-20	Spring Break-No classes
March 24	Last day for 25% refund for 2nd 8 week courses
April 11	Last day to withdraw from 15 week courses
April 18	Priority registration opens for Fall 2011 Matriculated students
April 22	Last day to withdraw from 2nd 8 week courses
April 25	Web scheduling opens for Fall 2011 Non-matriculated students
May 9	Last day of classes for 15 week courses and 2nd 8 week courses
May 10-11	Snow/study day
May 12-16	Final exams
May 20	Spring 2011 Commencement

Summer 2011

May 26	Payment Due
May 30	Memorial Day- College closed
May 31	**Classes begin for 1st 5 week and 1st 8 week courses**
June 6	Last Day for 25% refund for 1st 5 week and 1st 8 week courses
June 23	Last Day to withdraw from 1st 5 week courses
July 4	Independence Day- College closed
July 5	Classes end for 1st 5 week courses
July 6	**Classes begin for 2nd 5 week courses**
July 7	Last Day to withdraw from 1st 8 week courses
July 12	Last Day for 25% refund for 2nd 5 week courses
July 21	Classes end for 1st 8 week courses
July 28	Last Day to withdraw from 2nd 5 week courses
Aug 9	Classes end for 2nd 5 week courses

Fees are non-refundable once classes begin.

Courses dropped prior to last day to withdraw are assigned grades of "W"

Final grades for 8 week courses are posted at the end of the semester.

No mid-term grades are issued for 8 week courses.

August 2010

Monday 8/2

Tuesday 8/3

Wednesday 8/4

Thursday 8/5

August 2010

Friday 8/6

Saturday 8/7

Payment due for Fall 2010 classes

Sunday 8/8

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August 2010

Monday 8/9

Tuesday 8/10

Wednesday 8/11

Thursday 8/12

Friday 8/13

Saturday 8/14

Sunday 8/15

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday 8/16

Tuesday 8/17

Wednesday 8/18

Thursday 8/19

August 2010

Friday 8/20

Last day to withdraw from College - 100% refund

New Residence Hall Students move-in

Saturday 8/21

There is a ZERO tolerance policy on campus for drugs or alcohol

Sunday 8/22

Returning Residence Hall students move in

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August 2010

Monday 8/23

First day of classes for Fall 2010 semester for 15 week and 8 week courses

Health Forms/Immunizations Records are due. Check with Health Center

Tom Townsley and the Back-sliders, 8:00 p.m. Theater

Tuesday 8/24

MV CAFÉ LIVE: Open Mic Night 7:00 p.m., ACC 116

Wednesday 8/25

MV CAFÉ LIVE: Open Mic Night, 7:00 p.m., Plumley Aud, Rome Campus

Thursday 8/26

DGV "Avatar" w/ Dr. Diana Ayers-Darling, 6:00 p.m., Theater

August 2010

Friday 8/27

Last day for 75% refund for 15 week courses

Last day for 25% refund for first 8 week courses

DGV "Avatar" w/ lecture, 6:00 p.m., Plumley Aud, Rome Campus

BACK2COLLEGE CONCERT: An Evening with Shontelle 8:00 p.m., Theater

Saturday 8/28

Sunday 8/29

TJ Miller, Comedian, 7:00 p.m. Theater

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August 2010

Monday 8/30

What are your Instructors' names? Do they know your name?

Tuesday 8/31

LECTURE: "Symbols of Freedom: Hidden Meanings" w/ Marvin Bubie 2:00 p.m., IT 225

DGV "Robin Hood" w/ David Katz, 6:00 p.m., Theater

Wednesday 9/1

DGV S.A.L.S.A. with Stan Pearson, Noon, ACC 116

DGV "Robin Hood" w/ David Katz, 6:00 p.m. Theater.

Robert Channing, Mind Reader 8:00 p.m., Theater.

Thursday 9/2

Robert Channing, Mind Reader, 7:00 p.m., Plumley Aud, Rome Campus

September 2010

Friday 9/3

Last day for 50% refund for 15 week courses

Saturday 9/4

Sunday 9/5

August 10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 10

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2010

Monday 9/6	Labor Day - College closed It's Labor Day!
Tuesday 9/7	Dave Matthews Tribute Band, 8:00 p.m. Capitol Theater, Rome DGV Poet Sofia Starnes 2:00 p.m. Lecture, 7:00 p.m. Lecture, IT 225 Great Elk, Indie-Folk Rock, 7:00 p.m., ACC 116
Wednesday 9/8	Plastic Musik, 7:00 p.m., Theater DGV "Study Abroad" w/ MVCC Faculty, 3:30 p.m., IT 225
Thursday 9/9	Women's Soccer vs. Broome CC, 4:00 p.m. Sean Usyk, MVCC Alumnus, 2:00 p.m., IT 225 DGV "A Killer Named Hatch: Massacre on Potato Hill" 7:00 p.m., Theater.

September 2010

Friday 9/10

Application for Graduation in December due

Great Elk, Indie-Folk Rock, 7:00 p.m., Plumley Aud., Rome Campus

The Bomb, 8:00 p.m., Theater

Saturday 9/11

Men's Soccer vs. Cayuga CC, 2:00 p.m.

Women's Soccer vs. Cayuga CC, 2:00 p.m.

Volleyball Hawk Invitational, 9:00 p.m.

Sunday 9/12

August 10

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September 10

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October 10

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September 2010

Monday 9/13	Last day for 25% refund for 15 week courses Women's Soccer vs. Finger Lakes CC, 4:00 p.m. DGV "World War II, The Global Intelligence Network and the Myth of UFOs," 7:00 p.m., Theater
Tuesday 9/14	Volleyball vs. Herkimer CCC, 6:00 p.m. DGV "Study Abroad" w/ MVCC Faculty, 2:00 p.m., Plumley Aud, Rome Campus DGV "The Hurt Locker," 6:00 p.m., Theater
Wednesday 9/15	"City of God" band, 7:00 p.m., Theater DGV "World War II, The Global Intelligence Network and the Myth of UFOs," 7:00 p.m., Plumley Aud, Rome Campus
Thursday 9/16	Women's Tennis vs. Hudson Valley CC, 4:00 p.m. "Toy Story III", 6:00 p.m., Plumley Aud, Rome Campus

September 2010

Friday 9/17

"Toy Story III", 6:00 p.m., Theater

Saturday 9/18

Men's Soccer vs. Genesee CC, 1:00 p.m.

Women's Soccer vs. Genesee CC, 1:00 p.m.

"Lights," Indie/Electro-Pop, 8:00 p.m., Theater

Sunday 9/19

August 10

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September 10

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September 2010

Monday 9/20	Having a hard time? Visit the Counseling Center (PH 104B)
Tuesday 9/21	Volleyball vs. Fulton-Montgomery CC, 6:00 p.m. Women's Tennis vs. Herkimer CCC, 4:00 p.m. DGV "Translating Your Compassion into Community Action," 6:00 p.m., Plumley Aud, Rome Campus
Wednesday 9/22	Ronnie Jordan, Comedian, Noon, ACC Commons
Thursday 9/23	DGV International Stududent Reception, 3:00 p.m., IT 225.

September 2010

Friday 9/24

MV Café Live: Matt Cross, Acoustic, 7:00 p.m., Plumley Aud, Rome Campus

Saturday 9/25

Men's Soccer vs. North Country CC, TBA

Women's Soccer vs. North Country CC, TBA

Sunday 9/26

August 10

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September 10

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October 10

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September 2010

Monday 9/27	Communication is the key to success.
Tuesday 9/28	DGV "Darfur" with Abdelshakour Khamis, 2:00 p.m., IT 225
Wednesday 9/29	Club & Student Services Day, 10am-Noon, ACC Commons Men's Soccer vs. Herkimer CCC, 4:00 p.m. DGV "Dining Out of Our Cultural Safety Zone: From Sushi to Pig's Feet," 3:00 p.m., IT 225
Thursday 9/30	Last day to withdraw from first 8 week courses DGV "Darfur" with Abdelshakour Khamis, 2:00 p.m., Plumley Aud, Rome Campus

October 2010

Friday 10/1

Breast Cancer Awareness – Making Strides Walk coming up

Saturday 10/2

Sunday 10/3

August 10

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October 2010

Monday 10/4

Work off some stress … get some exercise.

LECTURE: "Great Graves of Upstate NY," 6:00 p.m., Plumley Aud, Rome Campus

Tuesday 10/5

Men's Soccer vs. Hudson Valley CC, TBA

LECTURE: "Great Graves of Upstate NY," 3:00 p.m., IT 225

Wednesday 10/6

DGV Marc Elliot, Speaker, Noon, ACC Commons

DGV "Photographs of Egypt," 12:00 p.m., IT 225

John Zaffis, Ghost Hunter, 7:00 p.m., ACC Commons

Thursday 10/7

Volleyball vs. Onondaga CC, 7:00 p.m.

LECTURE: "Adopt a Shelter Animal" 6:00 p.m., Plumley Aud, Rome Campus

October 2010

Friday 10/8

Saturday 10/9

Volleyball vs. Monroe CC, 2:00 p.m.

Sunday 10/10

September 10

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November 10

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October 2010

Monday 10/11

Columbus Day - No classes, College is open

It's Columbus Day … Explore new horizons.

Tuesday 10/12

Classes run as Monday schedule

Men's Soccer vs. SUNY Delhi, 4:00 p.m.

MV CAFÉ LIVE: Ashley Clark, 7:00 p.m., ACC 116

DGV "Africa" w/ Kelly McVicar, 2:00 p.m., Plumley Aud, Rome Campus

Wednesday 10/13

DGV "Africa" w/ Kelly McVicar, 2:00 p.m., IT 225.

Thursday 10/14

MUSICAL: "The Roar of the Greasepaint - The Smell of the Crowd," 8:00 p.m., Theater

Friday 10/15

Last day of instruction for first 8 week courses

Last day of 100% refund for 2nd 8 week courses

MUSICAL: "The Roar of the Greasepaint - The Smell of the Crowd," 8:00 p.m., Theater

MV CAFÉ LIVE: Ashley Clark, Rome Talent Show Winner, 7:00 p.m., Rome Campus

Saturday 10/16

Women's Soccer vs. Bryant & Stratton, 1:00 p.m.

Volleyball vs. Finger Lakes CC, 1:00 p.m.

MUSICAL: "The Roar of the Greasepaint - The Smell of the Crowd," 8:00 p.m., Theater

Sunday 10/17

September 10

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October 10

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November 10

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October 2010

Monday 10/18	Midterm of semester. Instruction begins for 2nd 8 week courses. Speak up for yourself, ask for help. Alcohol Awareness Week
Tuesday 10/19	POLITICAL DEBATE, 5:00 p.m., Theater
Wednesday 10/20	Nick Howard, Acoustic, Noon, ACC Commons Don't forget, you can't control people, nor should you try. Women's Soccer vs. Fulton-Montgomery CC, 4:00 p.m.
Thursday 10/21	Volleyball vs. Jefferson CC, 7:00 p.m. "MiniPop," Electronic Pop/Rock, 8:00 p.m., Theater "Judy Garland Remembers Dorothy Gale," 7:00 p.m., Plumley Aud, Rome Campus

October 2010

Friday 10/22

"Alcohol Awareness Early Halloween Bash," 9:00 p.m., ACC Commons

Saturday 10/23

Men's Soccer vs. Broome CC, 1:00 p.m.

Sunday 10/24

September 10

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October 10

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November 10

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October 2010

Monday 10/25	Need to talk, call the Counseling Center 792 5326. DGV Dance Theatre of Harlem 8:00 p.m., IT Theater.
Tuesday 10/26	DGV STREAMING LECTURE: "Live from Vietnam" w/ Bill Hysell, 9:00 a.m., IT 225, Utica Campus; Plumley Aud., Rome Campus "A Year Teaching and Living in Eastern Turkey" w/ Dr. Tom Cronin, 7:00 p.m., IT 225
Wednesday 10/27	Nick Pike, Comedian/Juggler, Noon, ACC Commons Sculpture Space Artists in Residence, 2:00 p.m., IT 225.
Thursday 10/28	"Twilight Saga, Eclipse," 6:00 p.m., Theater

October 2010

Friday 10/29

"Twilight Saga, Eclipse," 6:00 p.m., Plumley Aud, Rome Campus

DINNER THEATER: "Death Takes a Cruise," 7:00 p.m., ACC Commons

DGV Quartet San Francisco, 8:00 p.m., Theater

Saturday 10/30

"Animals of Halloween" w/ the Utica Zoo Mobile, Noon, Plumley Aud, Rome Campus

Sunday 10/31

September 10

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October 10

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November 10

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November 2010

Monday 11/1

Know someone having a hard time? Let them know that you will support them if they will get some help.

"Animals of Halloween" w/ the Utica Zoo Mobile, 6:00 p.m., Theater

Great American Smoke-Out this month.

Tuesday 11/2

Hockey vs. Monroe CC, 7:00 p.m.

DGV Jared Campbell, Acoustic Pop/Rock, 7:00 p.m., Plumley Aud, Rome Campus

DGV "Our Cultural Traditions," 7:00 p.m., Theater

DGV "Leonardo da Vinci" w/ Gary Radke, 2:00 p.m., IT 225.

Wednesday 11/3

Jared Campbell, Acoustic, Noon, ACC Commons.

Wayne Hoffman, Magician, 7:00 p.m., Theater.

Men's Basketball vs. Tompkins-Cortland CC, 8:00 p.m.

DGV "Salt" w/ John Patrick Coleman, 6:00 p.m., Plumley Aud, Rome Campus

Thursday 11/4

Women's Basketball vs. Tompkins-Cortland CC, 6:00 p.m.

DGV "Salt" w/ John Patrick Coleman, 6:00 p.m., Theater

November 2010

Friday 11/5

Men's Basketball -
Torchia Classic,
6:00 & 8:00 p.m.

Saturday 11/6

Men's Basketball -
Torchia Classic,
Noon & 2:00 p.m.

Women's Basketball -
Torchia Classic,
5:00 & 7:00 p.m.

Sunday 11/7

Women's Basketball -
Torchia Classic,
Noon & 2:00 p.m.

October 10

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November 2010

Monday 11/8

Web prescheduling for Spring 2011- opens for matriculated students

Don't tolerate violence toward yourself or anyone else. Tell someone.

Tuesday 11/9

Last day to withdraw from 15 week courses

Hockey vs. Hudson Valley CC, 7:00 p.m.

Student Talent Showcase, 7:00 p.m., ACC 116

Wednesday 11/10

John Taglieri, Acoustic, Noon, ACC Commons

Thursday 11/11

Friday 11/12

Student Talent Showcase,
7:00 p.m., Plumley Aud,
Rome Campus

Saturday 11/13

Sunday 11/14

October 10

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November 10

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December 10

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November 2010

Monday 11/15

Web prescheduling for Spring 2011- opens for Non-matriculated students

Pedal to the metal, only one month to go.

Tuesday 11/16

Wednesday 11/17

DGV Daniel Davison, Speaker, Noon, ACC Commons

"Simulation" 1:00 p.m., IT 225.

Photographer Jeffery Chapman, 4:00 p.m., IT 225

Thursday 11/18

November 2010

Friday 11/19

The Bomb, band, 8:00 p.m., Capitol Theatre, Rome

Saturday 11/20

Sunday 11/21

Men's Basketball vs. North Country CC, 1:00 p.m.

Women's Basketball vs. North Country CC, 3:00 p.m.

October 10

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November 10

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December 10

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November 2010

Monday 11/22	
Tuesday 11/23	**Men's Basketball vs. Fulton-Montgomery CC, 7:00 p.m.** **Last day to withdraw for 2nd 8 week courses** **Bill Dustin, Acoustic Pop-Rock, 7:00 p.m., ACC 116** **Residence Halls close at 8:00 p.m.**
Wednesday 11/24	**Thanksgiving recess - no classes** **Bill Dustin, Acoustic Pop-Rock 7:00 p.m., Plumley Aud, Rome Campus**
Thursday 11/25	**Thanksgiving recess - College closed**

Friday 11/26

Thanksgiving recess - College closed

Saturday 11/27

Sunday 11/28

October 10

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November 10

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December 10

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November 2010

Monday 11/29

Help rid yourself of depression; do something, talk with someone.

Tuesday 11/30

Wednesday 12/1

Women's Basketball vs. Onondaga CC, 6:00 p.m.

OPEN MIC NIGHT, 7:00 p.m., Plumley Aud, Rome Campus

Thursday 12/2

Men's Basketball vs. Columbia-Greene CC, 7:00 p.m.

"The Mousetrap," 8:00 p.m., Theater

December 2010

Friday 12/3

"The Mousetrap," 8:00 p.m., Theater

Saturday 12/4

"The Mousetrap," 8:00 p.m., Theater

Milk & Cookies "Ho-Ho-Ho" Down, 6:00 p.m., Plumley Atrium, Rome Campus

Sunday 12/5

October 10

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November 10

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December 10

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December 2010

Monday 12/6	Have a safe and healthy Semester break.
Tuesday 12/7	DGV "Eat, Pray, Love" w/ Dr. Carolyn West Pace, 6:00 p.m., Theater
Wednesday 12/8	Adam Ace and Marcus, Comedy, 7:00 p.m., Theater DGV "Eat, Pray, Love" w/ Dr. Carolyn West Pace 6:00 p.m., Plumley Aud, Rome Campus
Thursday 12/9	Women's Basketball vs. Hudson Valley CC, 6:00 p.m. Men's Basketball vs. Hudson Valley CC, 8:00 p.m.

December 2010

Friday 12/10

Last day of instruction
for 15 week courses
and 2nd 8 week courses

Saturday 12/11

Sunday 12/12

November 10

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January 11

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December 2010

Monday 12/13	Final exams
Tuesday 12/14	Final exams
Wednesday 12/15	Final exams. Grades due for courses with no final exams, Noon Residence Halls close at 8:00 p.m.
Thursday 12/16	Fall 2010 Commencement

Friday 12/17

Grades due for courses with final exams

Saturday 12/18

Sunday 12/19

November 10

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December 10

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Monday 12/20

Tuesday 12/21

Wednesday 12/22

Thursday 12/23

Friday 12/24

Saturday 12/25

Sunday 12/26

November 10

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Monday 12/27

Tuesday 12/28

Wednesday 12/29

Thursday 12/30

January 2011

Friday 12/31

Saturday 1/1

Sunday 1/2

November 10

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January 2011

Monday 1/3

Tuesday 1/4

Wednesday 1/5

Payment due for Spring classes

Thursday 1/6

January 2011

Friday 1/7

Saturday 1/8

Sunday 1/9

December 10

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January 11

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February 11

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27	28					

January 2011

Monday 1/10

Alcohol or Substance abuse educator is available. Call the Counseling Center 792-5326

Tuesday 1/11

Women's Basketball vs. Schenectady CCC, 5:00 p.m.

Men's Basketball vs. Schenectady CCC, 7:00 p.m.

Wednesday 1/12

Thursday 1/13

Men's Basketball vs. Adirondack CC, 7:00 p.m.

January 2011

Friday 1/14

Saturday 1/15

Men's Basketball vs. Corning CC, 4:00 p.m.

Women's Basketball vs. Corning CC, 2:00 p.m.

New Residence Hall students move in

Sunday 1/16

December 10

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 11

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23	24	25	26	27	28	29
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February 11

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

January 2011

Monday 1/17

Martin Luther King Jr. Day - no classes

Residence Hall students return

Last day to withdraw for 100% refund

Tuesday 1/18

First day of classes for 15 week and first 8 week courses

Ready, set, go - again for the new semester.

Wednesday 1/19

Women's Basketball vs. SUNY Delhi, 5:00 p.m.

Men's Basketball vs. SUNY Delhi, 7:00 p.m.

Hockey vs. Broome CC, 7:00 p.m.

Thursday 1/20

January 2011

Friday 1/21

Saturday 1/22

Women's Basketball vs. Adirondack CC, 1:00 p.m.

Hockey vs. Monroe CC, TBA

Sunday 1/23

Bowling Hawk Invitational, TBA

December 10

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

January 11

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23	24	25	26	27	28	29
30	31					

February 11

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20	21	22	23	24	25	26
27	28					

January 2011

Monday 1/24

Last day for 75% refund for 15 week courses

Last day for 25% refund for 1st 8 week courses

Tuesday 1/25

Wednesday 1/26

What are your instructors' names?

Thursday 1/27

Women's Basketball vs. Fulton-Montgomery CC, 7:00 p.m.

January 2011

Friday 1/28

Saturday 1/29

Women's Basketball vs. Clinton CC, 1:00 p.m.

Men's Basketball vs. Clinton CC, 3:00 p.m.

Sunday 1/30

December 10

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12	13	14	15	16	17	18
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January 11

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February 11

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27	28					

February 2011

Monday 1/31

If you are ill and cannot attend classes call the Health Center at 792-5652

Last day for 50% refund for 15 week courses

Tuesday 2/1

Women's Basketball vs. Herkimer CCC, TBA

Wednesday 2/2

Thursday 2/3

February 2011

Friday 2/4

Saturday 2/5

Sunday 2/6

January 11

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February 11

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March 11

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February 2011

Monday 2/7

Last day for 20% refund for 15 week courses

Application for graduation in May due

Tuesday 2/8

Wednesday 2/9

Thursday 2/10

Friday 2/11

Is someone you know in an abusive relationship? Get help. See the Counseling Center – PH104B

Saturday 2/12

Sunday 2/13

January 11

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30	31					

February 11

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March 11

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February 2011

Monday 2/14

Flowers, candy and communication – have a Happy Valentine's Day from the Counseling Center.

Web Scheduling for Summer opens

Tuesday 2/15

Men's Basketball vs. Herkimer CCC, 7:00 p.m.

Wednesday 2/16

Thursday 2/17

Ask questions!

Friday 2/18

Saturday 2/19

Sunday 2/20

January 11

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February 11

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March 11

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February 2011

Monday 2/21

Having a difficult time?
Talk to someone, anyone.

Tuesday 2/22

Wednesday 2/23

Last day to withdraw
from 1st 8 week courses

Thursday 2/24

No one should EVER be
afraid in class.

Friday 2/25

Saturday 2/26

Sunday 2/27

January 11

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February 11

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March 11

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March 2011

Monday 2/28

Sometimes our moods swing back and forth, to and fro; if you are feeling low call the Counseling Center at 792-5326.

Tuesday 3/1

Wednesday 3/2

Thursday 3/3

March 2011

Friday 3/4

Saturday 3/5

Sunday 3/6

February 11

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March 11

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April 11

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March 2011

Monday 3/7

Keep your eye on the goal;
get help if you need some.

Tuesday 3/8

Wednesday 3/9

Thursday 3/10

Midterm of semester

Last day of classes
for 1st 8 week courses

Last day of 100% refund
for 2nd 8 week courses

March 2011

Friday 3/11

Instruction begins
for 2nd 8 week courses

Residence Halls close at
8:00 p.m. for Spring Break

Saturday 3/12

Sunday 3/13

February 11

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March 11

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April 11

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March 2011

Monday 3/14

Spring break - no classes

Tuesday 3/15

Spring break - no classes

Wednesday 3/16

Spring break - no classes

Thursday 3/17

Spring break - no classes

March 2011

Friday 3/18

Spring break - no classes

Saturday 3/19

Spring break - no classes

Sunday 3/20

Spring break - no classes

February 11

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March 11

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April 11

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March 2011

Monday 3/21

Have you spoken with your adviser lately?

Tuesday 3/22

Wednesday 3/23

Thursday 3/24

Last day for 25% refund for 2nd 8 week courses

March 2011

Friday 3/25

Saturday 3/26

Sunday 3/27

February 11

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March 11

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April 11

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March 2011

Monday 3/28

Speak to your instructor, who can tell you how you are doing.

Tuesday 3/29

Wednesday 3/30

Thursday 3/31

April 2011

Friday 4/1

Saturday 4/2

Lacrosse vs. Genesee CC, Noon

Softball vs. Columbia-Greene CC, 1:00 p.m.

Sunday 4/3

February 11

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March 11

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April 11

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April 2011

Monday 4/4

Semester's end is in sight; let your efforts explode into high gear.

Tuesday 4/5

Baseball vs. Adirondack CC, 2:00 p.m.

Wednesday 4/6

Thursday 4/7

Lacrosse vs. Tompkins-Cortland CC, TBA

Men's Tennis vs. Herkimer CCC, 4:00 p.m.

April 2011

Friday 4/8

Saturday 4/9

Softball vs. Adirondack CC, 1:00 p.m.

Lacrosse vs. Monroe CC, 2:00 p.m.

Sunday 4/10

Baseball vs. Schenectady CCC 1:00 p.m.

March 11

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April 11

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May 11

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April 2011

Monday 4/11	**Last day to withdraw from 15 week courses**
Tuesday 4/12	**Softball vs. Fulton-Montgomery CC, 3:00 p.m.**
Wednesday 4/13	
Thursday 4/14	**Baseball vs. Jefferson CC, 2:00 p.m.**

April 2011

Friday 4/15

Saturday 4/16

Baseball vs.
Hudson Valley CC, 1:00 p.m.

Softball vs. SUNY Delhi,
1:00 p.m.

Lacrosse vs. Onondaga CC,
1:00 p.m.

Sunday 4/17

March 11

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April 11

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May 11

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29	30	31				

April 2011

Monday 4/18

Priority registration for Fall 2011 - opens for Matriculated Students

Tuesday 4/19

Alcohol Awareness Week … look for events.

Baseball vs. Fulton-Montgomery CC, 2:00 p.m.

Lacrosse vs. SUNY Delhi, TBA

Wednesday 4/20

There is always someone to talk to, come to the Counseling Center - PH104B

Thursday 4/21

April 2011

Friday 4/22

Last day to withdraw from 2nd 8 week courses

Saturday 4/23

Lacrosse vs. Broome CC, 1:00 p.m.

Sunday 4/24

March 11

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April 11

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May 11

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April 2011

Monday 4/25

Web scheduling for
Fall 2011 - opens for
Non-matriculated students

Tuesday 4/26

Wednesday 4/27

Thursday 4/28

Baseball vs. Herkimer CCC,
2:00 p.m.

Softball vs. Finger Lakes CC,
3:00 p.m.

May 2011

Friday 4/29

Saturday 4/30

Baseball vs. Clinton CC, 1:00 p.m.

Sunday 5/1

March 11

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April 11

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May 11

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29	30	31				

May 2011

Monday 5/2

Stay focused, learn from your mistakes and build on your successes.

Tuesday 5/3

Wednesday 5/4

Thursday 5/5

Softball vs. Jefferson CC, 3:00 p.m.

Friday 5/6

Saturday 5/7

Sunday 5/8

April 11

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May 11

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June 11

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May 2011

Monday 5/9

Last day of classes
Enjoy the summer and restore your energy.

Tuesday 5/10

Snow/study day. Make up day

Wednesday 5/11

Snow/study day. Make up day

Thursday 5/12

Final exams

May 2011

Friday 5/13

Final exams

Saturday 5/14

Sunday 5/15

April 11

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May 11

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June 11

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May 2011

Monday 5/16

Final exams.
Grades due for classes with no finals (Noon)

Tuesday 5/17

Wednesday 5/18

Grades due for classes with finals.

Thursday 5/19

May 2011

Friday 5/20

Spring 2011 Commencement

Saturday 5/21

Sunday 5/22

April 11

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May 11

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June 11

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May 2011

Monday 5/23

Tuesday 5/24

Wednesday 5/25

Thursday 5/26

Friday 5/27

Saturday 5/28

Sunday 5/29

April 11

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May 11

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June 11

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June 2011

Monday 5/30

Memorial Day -
College closed

Tuesday 5/31

Summer 2011 instruction
begins for 1st 5 week
and 1st 8 week courses.

Wednesday 6/1

Returning students - Have you
registered for Fall?

Thursday 6/2

June 2011

Friday 6/3

Saturday 6/4

Sunday 6/5

April 11

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May 11

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June 11

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June 2011

Monday 6/6

Tuesday 6/7

Wednesday 6/8

Thursday 6/9

Friday 6/10

Saturday 6/11

Sunday 6/12

May 11

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June 11

S	M	T	W	T	F	S
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July 11

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2011

Monday 6/13

Tuesday 6/14

Wednesday 6/15

Thursday 6/16

Friday 6/17

Saturday 6/18

Sunday 6/19

May 11

S	M	T	W	T	F	S
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June 11

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July 11

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31						

June 2011

Monday 6/20

Tuesday 6/21

Wednesday 6/22

Thursday 6/23

Friday 6/24

Saturday 6/25

Sunday 6/26

May 11

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June 11

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July 11

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31						

June 2011

Monday 6/27

Tuesday 6/28

Wednesday 6/29

Thursday 6/30

July 2011

Friday 7/1

Saturday 7/2

Sunday 7/3

May 11

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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June 11

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July 11

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31						

July 2011

Monday 7/4

Independence Day - College closed

Tuesday 7/5

Instruction ends for 1st 5 week courses

Wednesday 7/6

Instruction begins for 2nd 5 week courses

Thursday 7/7

Returning students - Have you reviewed your bill?

Friday 7/8

Saturday 7/9

Sunday 7/10

June 11

S	M	T	W	T	F	S
			1	2	3	4
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July 11

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August 11

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21	22	23	24	25	26	27
28	29	30	31			

July 2011

Monday 7/11

Tuesday 7/12

Wednesday 7/13

Thursday 7/14

Friday 7/15

Saturday 7/16

Sunday 7/17

June 11

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July 11

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August 11

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21	22	23	24	25	26	27
28	29	30	31			

July 2011

Monday 7/18

Returning students - Register and settle your e-bill now!

Tuesday 7/19

Wednesday 7/20

Thursday 7/21

Instruction ends for 8 week courses

Friday 7/22

Saturday 7/23

Sunday 7/24

June 11

S	M	T	W	T	F	S
			1	2	3	4
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July 11

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August 11

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21	22	23	24	25	26	27
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July 2011

Monday 7/25

Tuesday 7/26

Wednesday 7/27

Thursday 7/28

Friday 7/29

Saturday 7/30

Sunday 7/31

June 11

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July 11

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August 11

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21	22	23	24	25	26	27
28	29	30	31			

August 2011

Monday 8/1

Tuesday 8/2

Wednesday 8/3

Thursday 8/4

August 2011

Friday 8/5

Saturday 8/6

Sunday 8/7

Fall 2011 classes start soon!

June 11

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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July 11

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August 11

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14	15	16	17	18	19	20
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NOTES

NOTES

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- **Check it out at the website listed and look for this logo in store-fronts.**