

WHAT YOU NEED TO KNOW

MVCC
MOHAWK VALLEY COMMUNITY COLLEGE

MVCC

Mohawk Valley Community College

Plan to join us for spring 2018 Orientation & Advisement
Tuesday, January 22, 2019
8:30 a.m. - Noon
Alumni College Center, Utica Campus
Free shuttle from the Rome Campus

Please bring your M number and SIRS PIN!

As a student you'll:

- Have your first day of the semester with all incoming students
- Meet your faculty advisor
- Enjoy your start at MVCC with other new students
- Get questions answered and final steps completed
- Find your classrooms
- Have fun and get ready for a great start in college

<https://www.mvcc.edu/>

Academic Calendar Spring 2019

- Full Term: January 23rd -May 7th, 2019
- 1st eight weeks: January 23rd –March 19th, 2019 -Term A
- 2nd eight weeks: March 20th- May 7th, 2019 -Term B

- January 11th: Payment due and schedule cancelation
- January 21st :Martin Luther King day – College open but No Classes
- January 22nd : Last day of 100% refund for full term and for first eight weeks of classes;
- January 22nd : Student Convocation
- January 23rd : Instruction begins
- January 29th : Last day of 75% refund; Last day for 25% refund for first eight weeks of classes
- January 31st: Census date

- February 5th : Last day of 50% refund
- February 11th: Last day of 25% refund; Census date
- February 11th: Summer 2019 Registration opens
- February 27th : Last day to withdraw

- March 11 -15th: Spring Recess
- March 19th : Midterm; Last day of instruction or Term A; Last day for 100% refund Term B
- March 20th : Instruction begins for the second eight weeks of classes – Term B
- March 22: Midterm grades due at noon
- March 25th : Final grades due at noon for first eight weeks of classes
- March 26th : Last day of 25% refund for second eight weeks of classes
- March 28th: Census date for second eight weeks of classes

- April 10th: Last day to withdraw full term classes
- April 15th: Priority Registration for Fall 2019
- April 22nd : Fall 2019 open registration for all students
- April 24th : Last day to withdraw for Term B

- May 7th: Last day of instruction
- May 8-9th : Final exam days
- May 10th : Commencement Spring 2019
- May 13th : Final Grades due by noon

Refund for courses not part of term 1, A, or B are pro-rated.

Students who drop their courses during the withdrawal period are assigned “W” Grades.

All fees are non-refundable one instruction begins.

College Expectations

Personal Freedom

- Students will be faced with a large number of unfamiliar moral and ethical decisions.
- Students must balance responsibilities and set priorities on their own.
- Students are old enough to take responsibility for what they do and don't do.
- Students take responsibility for the consequences of decisions they make.
- Students must regularly check their email to be informed about college happenings and deadlines.

Classes

- Class times vary throughout the day and evening, and students spend 12 to 16 hours each week in class.
- The academic year is divided into two separate 15-week semesters.

- Professors take attendance even if it doesn't count in your final grade.
- Students need to budget substantial funds for textbooks (approximately \$600 each semester).
- Students are expected to know graduation requirements, which are complex and vary from major to major.

Professors

- May not always check completed homework, but assume students do the work.
- Expect students to indicate contact if they need assistance.
- Expect and want students to attend their scheduled office hours.
- Expect students to get notes from classmates if they are absent.
- Expect students to read, save, and consult the course syllabus.
- Have their own unique policies for classes and grading.

Studying

- Study at least two to three hours outside of class for each hour in class.
- Review class notes and text material regularly.
- Understand that substantial amounts of reading and writing may not be directly addressed in class.
- Free tutoring is available to help you succeed.

Tests

- Testing is usually infrequent and may be cumulative, covering large amounts of material.
- Students, not the professor, need to organize the material to prepare for the test.
- A particular course may have only two or three tests a semester.
- Makeup tests are seldom an option; if they are, students need to request them.
- Professors usually schedule tests without regard to the demands of other courses or outside activities.

Grades

- Grades may be provided for all assigned work.
 - Grades on tests and major papers usually provide most of the course grade.
 - Extra-credit projects cannot, generally speaking, be used to raise a grade in a college course.
 - The first test lets students know what is expected and may account for a substantial part of the course grade.
 - Students are encouraged to visit the Learning Commons if they receive low grades early in the semester.
 - Students may graduate only if their program grade point average meets the college standard-typically a 2.0 or C.
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Advisement

College Advisors:

- Are professional staff members available by appointment in the advisement centers on both campuses.
- Work with all new incoming students in explaining placement scores, scheduling initial classes, and discussing goals.
- Help students change their major, work with students in academic difficulty, assist with registration problems (like prerequisite errors), help with discussions about schedule changes, and provide general information about college policies and procedures.

Faculty Advisors:

- Are faculty members in a particular major with specialized knowledge about that program and career path.
- Help students select classes, electives, and internships, and provide guidance about academic success, transfer opportunities, and employment options.
- Are assigned to each student based on their major-students are notified of their advisor with an email at the start of the first semester (or when they change their major).

Locating your faculty advisor: You will receive an email from your academic department near the start of the semester with contact information for your faculty advisor. Additionally, you can look up your advisor in your SIRS account-Click on “Academic Records Menu”-click on “Check Degree Progress”-click on “Check Degree Progress.”

Changing your faculty advisor: If your schedule conflicts with your faculty advisor’s availability, you may request a new advisor.

<https://www.mvcc.edu/academic-advisement> - New Advisor Request Form (from the menu on the right).

Computer Accounts

Image: The MVCC webpage is shown. Links that are labeled “Blackboard,” “Student Email,” “SIRS,” and “Class Cancellation” are shown under a tab that is labeled “Current Students.”

Gaining Access

Students can access their student email account, Blackboard, SIRS, and more from the Current Students dropdown menu on the MVCC website. There, you will see icons for Blackboard, Student Email, SIRS, Class Cancellations, Libraries, and Tutors.

To access your MVCC student email, Blackboard, campus computer labs, campus wireless, and off-campus library databases, you will log in to each with your username and password.

Step 1

User Name: First initial, last name, and day of birth (e.g. jdoe07)

Step 2

Password: Last four of your Social Security Number

Student Information and Registrations System (SIRS)

SIRS User ID: Your student M number

SIRS PIN: Six-digit number

Students use the SIRS system to access a variety of information concerning their student status, academic standing, and financial aid. You can access SIRS on the MVCC website by clicking on the Current Students tab at the top, then clicking on the SIRS icon in the dropdown menu.

Stay connected, stay informed

MVCC's mobile app, Ellucian GO, lets you access your account, schedule, grades, class cancellations, and more!

Download: Use Google's Android Play Store or Apple's App Store to search for Ellucian GO.

Download and launch the app, then find Mohawk Valley Community College-MVCC on the list of colleges and universities.

Sign In: Use your SIRS login credentials (M number as username and SIRS PIN as password) to receive personalized information and notifications.

Add your MVCC email to your phone!

You will want to use Microsoft Exchange (ActiveSync) or Corporate Email Icon on the email setup on your phone. You will need the following information:

- Email: Your student email, which is the first letter of your first name with your last name, then the day of your birth (example: jdoe07@student.mvcc.edu).
- Username: Your username (example: jdoe07).
- Password: The password you use to check your email and log on to the computers (by default it's the last four digits of your Social Security Number).
- Domain: mvccclabs.edu
- Exchange Server: studentmail.mvcc.edu

Need Help? Contact the Information Technology Help Desk: Academic Building room 137;

Phone: 315-731-5711

Follow MVCC at the following accounts:

Twitter account: MVCC_UticaRome

Instagram: MVCC_UticaRome

YouTube: WeAreMVCC

Facebook: WeAreMVCC

Financial Aid

Who Can Receive Aid?

- Financial aid is available for both part-time and full-time students who qualify and complete the FAFSA application.
- All financial aid is earned through class attendance, and future semester's aid is earned through class completion and grades earned.

What Type of Aid is Available?

- PELL and TAP are grants, which don't have to be paid back.
- Loans do have to be paid back and there are two types: subsidized and unsubsidized. Subsidized loans do not accrue interest while you are in school, but unsubsidized loans do accrue interest while you are in school.
- MVCC offers institutional scholarships. For more information, visit <https://www.mvcc.edu/foundation/scholarships>

How Do I Know What I am Offered?

- You can review your financial aid package by logging in to your SIRS account (Financial Aid Menu-Award-Award by Aid Year).

How Much Aid Do I Need and What Does It Cover?

- Students who receive full PELL and TAP grants are able to cover tuition, fees, and books, so loans are generally not needed.
- Current tuition rates can be found on the college website (www.mvcc.edu/financial-aid/tuition-and-fees).
- You can view your bill in your SIRS account (View My Bill).
- If you have excess financial aid after paying your tuition bill, you may purchase books and supplies (notebooks, lab materials, bus passes, etc.) by presenting your college ID card at the bookstore.

How Does My Bill Get Paid?

- If you are receiving additional funding that is not your award letter (ACCESS-VR, scholarships, employer benefits, etc.) please report it to the Financial Aid Office.
 - Once your bill is generated, you need to go to pay your bill/secure your classes in your SIRS account, which applies any aid you received to your bill. Go to "View My Bill, My Bill, Confirm My Charges."
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Gain Perspective

Guest Speaker 2016 George Takei

Guest Speaker 2017 Gabby Douglas

MVCC Cultural Series

Events can be added at any time so it is best to look directly on the MVCC website at calendar.mvcc.edu

Tutorials

All Diversity & Global View tutorials are accessed through your Blackboard account. To receive credit for a tutorial you must earn an 80 percent or better on the quiz that follows the reading. You may retake the quiz as many times as necessary to earn a passing score. All students are required to take the Introduction to DGV Tutorial.

Events

A variety of campus events are offered throughout the year. You should look for those events that state DGV in the title and/or description. There is something for everyone! DGV events can include movies, music performances, lectures, theatrical shows, and more! In order to receive credit for attending an event, you must swipe your student ID card after the event.

DGV

Diversity and Global View

Diversity and Global View (DGV) is a program developed by the College to prepare you to succeed in an increasingly diverse and global world. Completing this program is a requirement for graduation.

Requirements Include:

Certificate Programs:

- Attend two events designated as DGV.
- Complete two DGV Tutorials (located on Blackboard)

Associate Degree:

- Complete one DGV-approved academic course.
 - Attend four events designated as DGV events.
 - Complete four DGV Tutorials (located on Blackboard).
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Student Support

Utica/Rome

Adult Learner Services

Serves as a resource for students who are older than 25, single parents, work full-time, or are dislocated workers.

www.mvcc.edu/adult-learner-services/adultlearnerservices

(U) 315-792-5326

Utica: PH 104B

Rome: NA

Advisement Center

Provides support and advisement for incoming students, those changing their major, and those in academic difficulty.

www.mvcc.edu/academic-advisement

(U) 315-731-5710

(R) 315-334-7709

Utica: PH 104B

Rome: NA

Auxiliary Services

Students can purchase local bus passes, cash checks, provide vending machine refunds, purchase commuter meal plans, and make Dormitory and Bookstore payments. Oversees the accounting for the Bookstore, Residence Halls, Student Congress, Athletics, Cultural Events, and other activities that use the Student Activity Fee.

(U) 315-792-5457

Utica: ACC 206

Rome: NA

Alumni Affairs

Acts as a liaison connecting alumni, students, and the College, and developing activities using alumni to enrich the student experience.

www.mvcc.edu/about-the-alumni-association

(U) 315-792-5340

Utica: PH 301

Rome: NA

Bookstore

Provides tools for education, including new and used textbooks, art supplies, health and science uniforms, pens, backpacks, and more.

www.mvcc.edu/bookstore

(U) 315-735-2945

(R) 315-339-1437

Utica: ACC 112

Rome: PC 122

Business Office

Utica: PH 108

Rome: PC 130

Generates bills, collects payment including deferrals, certificate of residence forms, and issues financial checks.

www.mvcc.edu/business-office

(U) 315-792-5475

(R) 315-334-7709

Career Services

Assists students and alumni with educational and career related goals. Services include college and career exploration, resume and cover letter development, job search, networking, and interview skills.

www.mvcc.edu/career-services

(U) 315-792-5395

Utica: AB 202

Rome: PC 130

Collegiate Science & Technology Entry Program (CSTEP)

CSTEP is designed to foster academic excellence for underrepresented or economically disadvantaged full-time college students majoring in the STEM fields (Science, Technology, Engineering, Math) or licensed professions (allied health, social work, etc.) Activities offered by CSTEP include academic and professional workshops, field trips to colleges and businesses, internship and research opportunities, mentoring, tutoring, transfer, and career exploration.

www.mvcc.edu/cstep

(U) 315-792-5395

Utica: ACC 204

Rome: NA

College Community Connection

Connects students to community resources for wraparound services such as health care, child and elder care, transportation, family counseling, fiscal support through tax prep, FAFSA prep, and financial counseling, and other support services through an array of public not-for-profit partners.

(U) 315-792-5342

Utica: IT 141

Rome: NA

Civic Responsibilities

Manages the judicial process for incidents documented by residential life and public safety, and oversees the New Directions program and BERT (Behavioral Emergency Response Team).

www.mvcc.edu/student-policies/civic-responsibilities

(U) 315-731-5812

Utica: PH 347

Rome: NA

Counseling

Helps all students adjust to college life and address any personal challenges or barriers.

www.mvcc.edu/counseling-center

(U) 315-792-5326

(R) 315-334-7709

Utica: PH 104B
Rome: PC 130

Educational Technologies

Provides media services for classroom and college offices, and supports Blackboard and online learners.

(U) 315-792-5315

(R) 315-334-7715

Utica: IT 139

Rome: PC 102I

Financial Aid

Assists students in securing adequate funding to meet their educational expenses by processing FAFSA applications, and offering grants, loans, and work-study.

www.mvcc.edu/financial-aid

(U) 315-792-5415

(R) 315-334-7709

Utica: PH 120

Rome: PC 130

Development and Scholarships

Provides over 250 scholarships for current and prospective students.

www.mvcc.edu/scholarships

(U) 315-792-5555

Utica: PH 220

Rome: PC 130

Health Center

Provides basic first aid, health assessments (RN on staff and weekly physician visits), referrals for additional treatment, wellness programming, and counseling.

www.mvcc.edu/health-center

(U) 315-792-5452

Utica: ACC 104

Rome: NA

IT Help Desk

Responsible for all college-owned computer hardware, software, printers, toner, servers, and network connections. Provides students with academic lab, WIFI, and email support.

www.mvcc.edu/information-technology/help-desk-media-services

(U) 315-792-5711

(R) 315-334-7715

Utica: AB 137

Rome: PC 102I

Learning Commons

Provides free academic tutoring services where professional and peer tutors help students in many subject areas, including reading, writing, math, chemistry, and biology. This is also where you can meet with your Completion Coach, as their offices are housed here.

www.mvcc.edu/academics/online/tutoring

(U) 315-792-5517

(R) 315-334-7733

Utica: IT 129

Rome: PC 102

LGBTQ Resources

(Lesbian, Gay, Bisexual, Transgendered, Queer) Encourages understanding and interaction among all types of students, faculty, and staff.

www.mvcc.edu/student-affairs/lgbt

Library

Provides students, faculty, and staff with access to information resources and services supportive of all programs of study; also supports individuals' personal growth, learning, and leisure time needs.

www.mvcc.edu/library

(U) 315-792-5561

(R) 315-334-7728

Utica: PH 200

Rome: PC 101

Office of Accessibility Resources

Utica: PH 104H

Rome: PC 102G

Provides assistance campus-wide for students with physical, emotional, and/or learning disabilities.

<https://www.mvcc.edu/accessibility-resources>

(U) 315-792-5644

(R) 315-334-7744

Public Safety

Utica: AB 109

Rome: PC 118

Responsible for the welfare of the college community through crime prevention and control, parking control, and hazard prevention.

www.mvcc.edu/public-safety

(U) 315-731-5777

(R) 315-334-7718

Registrar

Utica: PH 159

Rome: PC 130

Manages and maintains student academic records, including directory information and grades, issues transcripts, and receives graduation applications.

www.mvcc.edu/registrar

(U) 315-792-5336

(R) 315-334-7709

Residential Life & Housing

Utica: ACC 208

Rome: NA

Offers a traditional on-campus living program for 500 students on Utica Campus.

www.mvcc.edu/housing

(U) 315-792-5657

Sodexo & Dining Services

Utica: ACC 105

Rome: NA

Offers several dining experiences that are comfortable and convenient with outstanding food on the Utica Campus.

www.mvcc.sodexomyway.com

(U) 315-792-5419

Student Activities

Utica: ACC 208

Rome: PC 130A

Offers student-directed clubs, organizations, activities, and special events as well as valuable additions to a student's classroom education.

<https://www.mvcc.edu/engagement-outreach/activities>

(U) 315-792-5391

(R) 315-334-7750

Theater Box Office

Utica: IT 106
Rome: PC 130

Brings world-class lectures, concerts, organizations, activities, and special events as valuable additions to a student's classroom education.

www.mvcc.edu/cultural-series

(U&R) 315-731-5721

Wellness & Intramurals

Utica: JC 221
Rome: PC L05

Provides purposeful programs, opportunities, and resources to help the college community make healthy lifestyle choices.

www.gomvhawks.com/information/intramurals

(U) 315-792-5352

University Partners & Transfer Center

Utica: ACC 102
Rome: PC 130

Graduates of MVCC transfer to a broad range of four-year colleges and universities to complete their bachelor's degree. Assists students in the process by working one-on-one early to ensure a successful and seamless transfer.

www.mvcc.edu/transfer

(U&R) 315-792-5326

Veterans Education Services

Utica: PH 104B
Rome: PC 130

Assists students in obtaining entitled educational benefits, in achieving their goals, and making a smooth transition to academic life.

www.mvcc.edu/veterans-services

(U&R) 315-792-5326

Academic Departments

Art Department

Utica: PH 344

Associate Dean Todd Behrendt

Provides support for students in digital animation, fine arts, graphic arts, media marketing and management, and photography programs.

www.mvcc.edu/academics/artd

(U&R) 315-792-5409

Athletics, Physical Education & Recreation Department

Utica: JC 222

Associate Dean Gary Broadhurst

Promotes student success through programs and activities that include health, fitness, wellness, intercollegiate athletics, and leisure.

www.mvcc.edu/academics/aper

(U&R) 315-792-5358

Business, Cybersecurity & Computer Sciences Department

Utica: PH 301

Associate Dean Jake (Michael) Mihevc

Provides support for students in business, computer science, cybersecurity, financial services management, and entrepreneurship programs.

www.mvcc.edu/academics/bccs

(U&R) 315-792-5358

Education & Language Studies Department

Utica: PH 315

Associate Dean Julie Dewan

Provides English as a Second Language and foreign language courses, sign language interpretation, and education programs.

www.mvc.edu/academics/edls

(U&R) 315-792-5348

Health Professions Department

Utica: PH 349

Associate Dean Melissa Copperwheat

Prepares students for entry-level positions in Surgical technology, Nursing, Health Information Technology, Respiratory Care, and Radiologic Technology.

www.mvcc.edu/academics/hltp

(U&R) 315-792-5499

Hospitality Department

Utica: PH 395A

Associate Dean James Lynch

Provides support for students in Hospitality programs, including Culinary Arts and Meeting Services Management.

www.mvcc.edu/academics/hospitality

(U&R) 315-792-5316

Humanities Department

Utica: PH 346

Associate Dean James Roberts

Provides support for students in Liberal Arts & Sciences programs including General Studies, Humanities, International Studies, and Theater.

www.mvcc.edu/academics/huen

(U&R) 315-792-5649

Mathematics & Natural Science4s Department

Utica: PH 379

Associate Dean Joe Woodrow

Provides support for students in Chemical Technology, Nutrition & Dietics, and Liberal Arts, Mathematics and Science programs.

www.mvcc.edu/academics/mnsc

(U&R) 315-792-5367

Physical Sciences, Engineering & Applied Technologies Department

Utica: PH 380

Associate Dean Tim Thomas

Provides support for students in physical sciences, engineering, and applied technologies programs.

www.mvcc.edu/academics/psat

(U&R) 315-792-5446

Social Sciences & Public Services Department

Utica: PH 345

Associate Dean Mark Montgomery

Provides support for students in including Psychology, Criminal Justice, Law Enforcement, Fire Protection Technology, and Public Policy.

www.mvcc.edu/academics/ssps

Am I In The Right Major?

Knowing career goals first can help you select the right major and classes, plan extracurricular activities (joining a student club or job shadowing), and stay motivated throughout your time in school.

Think about

- What do you know about this career? What education and skills will you need? Are there jobs available? What salary can you expect to earn?
- Is it a good fit for you? Does it match your interests, skills, personality, and values?
- What major will help you get to this career?

Finding the right major will follow finding the right career. If you wanted to remodel your house yourself, you would first look at the projects you needed and learn the necessary skills. If you select the skill you want to learn first, you may end up learning how to build a porch when you actually need to update some plumbing. Choosing a major and career can be similar in that a career goal first can help you make sure the major you choose helps you get there.

Career Coach offers free career assessment and the most current data on wages, employment, job postings, and associated education and training to help you make informed decisions about careers and majors.

<https://mvcc.emsicc.com/?radius=®ion=Utica-Rome%2C%20NY>

Be a Hawk!

Getting involved and making connections on campus is crucial to your success in your first semester of college.

Participate: Find something you love on campus and join (or start your own club or organization)! Participations in student activities and athletics will not only look good on your resume (and student development record that accompanies your transcript), but can also help you meet new people with similar interests.

Make Connections: Form a study group or at least make it a goal to meet one new person in all of your classes in case you miss a class and need to catch up on work. Get to know your advisor, your professors, and the tutors in the Learning Commons and help them get to know you.

Seize Opportunities: Attend events, seek out assistance from student support offices, and go to your professors' office hours.

Degree Plans

DegreeWorks is a degree audit system that allows you to monitor the progress you're making toward completion of your academic program. It also tracks the DGV activities you've completed and shows your assigned academic advisor, current and completed coursework, descriptions of your remaining courses, your GPA, and more.

You can access DegreeWorks through your SIRS account.

- Click on "Academic Records Menu"-click on "Degree Progress."
- Click on "Check Degree Progress."

Student Handbook provides students with information, guidelines, and policies that will enhance their adjustment as citizens of the MVCC community. All students are urged to read it carefully in order to ensure compliance with the rules and regulations set forth in it. You can access the Student Handbook from the College website: www.mvcc.edu/student-handbook.

College Catalog is the official record of college policies and procedures, including the requirements for graduation from each certificate and degree program. Students are held to the standards from the catalog that is current for their starting semester. You can access the College Catalog from the College website: www.mvcc.edu/admissions/college-catalog. It is updated once a year and past versions are also viewable.

Course Planning Worksheet

Find this electronically in your DegreeWorks Planner!

Image: Eight blank tables require input for the following information:

Fall:

Spring:

Summer:

20__

Course Title and Number:

Credits:

Grade:

Total Credits:

Transfer Credit & Advanced Standing

Transfer Credit

MVCC accepts credit from a variety of sources, including regionally and nationally accredited institutions. Only official transcripts sent to us from the host institution or organization will be accepted for evaluation of credit.

In order to be eligible to receive transfer credit from other colleges and universities, courses must be completed with a minimum of a “C” or better as a final grade.

Transcripts can be submitted to the Admissions Office. It will take two to three weeks for the credit to be evaluated and appear on your account.

Credit By Exam and Credit for Experimental Learning

It is best to discuss your options with your faculty advisor and/or with the Academic Department from which you wish to receive the credits. There is a cost associated with both Credit By Exam and Credit For Experimental Learning.

Exemption from College Foundations Seminar

Students who transfer 30 or more credits into MVCC from regionally accredited institutions will be exempted from College Foundations Seminar (CF 100). The college advisor who helps a student with his/her initial schedule can make this note.

Advanced Placement

Students who earn a minimum of a “3” or better on the test may receive credit that counts toward their chosen program. Additional information about how each score translates to particular MVCC courses can be found in the college catalog.

Military Credit

Veterans may be able to receive academic credit for their military training and/or service experience. Students must submit an official copy of their DD 214, CCAF, or JST transcript to be evaluated by their academic department.

Most commonly, veterans are given transfer credit to physical education due to their basic training. Other credits may be awarded toward a degree/certificate based on the transcripts supplied.

Military Transcript Request Websites:

- **Joint Services Transcript (JST):**
<https://jst.doded.mil/smart/welcome.do>
- **Community College of the Air Force (CCAF):**
www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247
- **DD 214:** www.ebenefits.va.gov/ebenefits/homepage

Dual Credit

College courses taken while in high school or dual credit courses can be counted toward your degree. If the courses were offered through MVCC, they appear on your account. If the courses were offered through another institution, you will need to submit an official transcript just as you would with any other transfer credit.

Scheduling

Course Scheduling

- Consider your responsibilities outside of class. Be sure to leave ample time for transportation, attending class, studying, family responsibilities, and sleep.
- Most students find that breaks between classes give them the opportunity to be a more productive student.
- Full-time study is 12 or more billing hours/credit equivalences, and is a requirement for on-campus housing, athletics, and some forms of financial aid. (Part-time financial aid is available. See Financial Aid for details).
- Students should be committed to successfully completing all courses they enroll in for each semester.

Developmental Courses

Students with lower placement test scores in reading, writing, and/or math may be required to take developmental classes prior to taking general education classes. Developmental classes serve as a foundation to help students develop the skills necessary for academic success in college. All developmental classes begin with a zero (for example MA 090), which means they do not earn college credit toward graduation but they do have credit equivalents that count as billing hours. The number of billing hours a student has (and not credit hours) determines full-time status in a given semester.

Course Recommendations

CF 100: All degree-seeking students, except those in the Honors Program, must take CF 100: College Foundations Seminar in their first semester. Although it is not required of certificate students, CF 100 teaches college transition and academic success skills that will benefit all students.

Introductory Class In Your Major: Many majors have introductory classes that serve as a prerequisite for numerous classes in that major (i.e. HS 101 for Human Services). It is suggested that students take these classes in their first semester to avoid delays in completion of their academic goals.

Campus Maps

**Please refer to the Office of Accessibility Resources for a tactile map of either campus and ticket locations on each campus.

Utica

JC: Jorgensen Athletic/Events Center
IT: Information Technology Building/Theater
AC: Alumni College Center
RH: Residence Halls
ST: Science and Technology Building
AB: Academic Building
PH: Payne Hall

Rome

PC: Plumley Complex
SB: Support Building

Plan Ahead

ASAP

Advice

Advisement begins March 25th

Schedule

Registration begins April 15th

And

Pay

Payment begins July 9th

MVCC

