STUDENT SUCCESS GUIDE

SPRING 2027



MVCC

MOHAWK VALLEY COMMUNITY COLLEGE

WELCOME TO YOUR NEW SCHOOL

SCHOOL OF ART

Dean: Todd Behrendt
CSA: Donna Smith
Office Location:Academic Building 203, Utica Campus
Phone: 315-792-5409

SSA: Rachel Golden
315-792-5514 | rgolden@mvcc.edu

SCHOOL OF BUSINESS & HOSPITALITY (HOBS)

Dean: Vincent Petronio
CSA: Lisa Tripoli
Office Location: Payne Hall 344A, Utica Campus
Phone: 315-792-5497

SSA: Patti Antanavige (A-K)
315-792-5583 | pantanavige@mvcc.edu

SSA: Samantha Johnston (L-Z)
315-792-5667 | sjohnston@mvcc.edu
- Culinary Arts

SCHOOL OF HEALTH SCIENCES (HLTH)

Dean: **TBD**

CSA: Georgia Burrows
Office Location:Academic Building 113D, Utica Campus
Phone: 315.792-549

SSA: Jenny Lewis
315-792-5590 | jlewis@mvcc.edu
- Nutrition & Dietetics AS
- Health Sciences AS (A-L)

SSA: Dan Eddy
315-792-5380 | deddy@mvcc.edu
- Health Sciences AS (M-Z)

SSA: Justin Rahn
315-731-5810 | jrahn@mvcc.edu
- Health Information Technology AAS
- Nursing AAS
- Radiologic Technology AAS
- Respiratory Care AAS
- Surgical Technology AAS

SCHOOL OF HUMANITIES (HUMT)

Dean: Jessica Wilkie
CSA: Jason Zongrone
Office Location: Payne Hall 346, Utica Campus
Phone: 315-792-5363

SSA: Rachel Simonds
315-792-5539 | rsimonds@mvcc.edu

SCHOOL OF PUBLIC & HUMAN SERVICES (PAHS)

Dean: **TBD**
CSA: Shonda Cruz
Office Location: Payne Hall 351
Utica Campus
Phone: 315-792-5629

SSA: Robin Saxe (A-H)
315-731-5813 | rsaxe@mvcc.edu
- Criminal Justice: Law Enforcement Degree & Certificate
- EMS/Paramedic AAS
- Fire Protection Technology AAS

SSA: Monica Brown-Hodkinson
Last names: I-Z
315-731-5751
mbrown-hodkinson@mvcc.edu

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)

TRANSFER (STTR) Dean: Dr. Melissa Barlett

Assistant Dean: Ibrahim Rosic
CSA: Kathy Kresa
Office Location: Academic Building 165A
Phone: 315-792-5653

SSA: Patrick Gosier
315-792-5556 | pgosier@mvcc.edu

CAREER (STCR) Dean: Dr. Joe Woodrow

CSA: Laura Nassar
Office Location: Academic Building 165
Phone: 315-792-5367

SSA: Justin Johnson
315-792-5464 | jjohnson@mvcc.edu

TIPS FOR SUCCESS

Take control of your own education.

- Think of yourself as an independent learner.

Be assertive.

- Ask for help when you need it.
- Speak up in class & ask questions.

Attending classes regularly matters!

- Not attending classes could cost you more than just your grades.
- Even Online! Just logging in to your course may not be enough.

Find a routine early and stick to it!

- Plan ahead.
- Make your school work a priority.
- Keep track of your deadlines and DON'T miss them.

Read and refer back to your course Syllabus often.

- This is your road map for each course.
- It tells you critical information like due dates, class policies, and how you will be graded.
- Keep your syllabus! It could help you later in life prove the things you learned.

Be resilient!

- Don't drop any course too quickly.
- Talk over any potential schedule changes with your SSA so you understand how it could impact you.
- Think beyond the moment that's frustrating you.

Stay connected!

- Talk to your instructors outside of class.
- Get to know your SSA and other support services on campus
- Join a club/other campus organization.
- Check your MVCC email daily.

Set goals for yourself.

- Set a goal for a test, class, semester, GPA, to join a club, no matter what it is, set one and achieve it!

Find a mentor/coach/cheerleader.

- Having a "go-to" person on campus who you can trust and talk with is critical to your success.
- We think your SSA is a good place to start!

Use campus support services.

- There are lots of offices to help you in so many ways, not just with your academics.

SET UP YOUR ACCOMMODATIONS EARLY

Your IEP or 504 plan does NOT carry over from High School. Make an appointment with our Office of Accessibility Resources.

Online **Utica** **Rome**

COLLEGE vs. HIGH SCHOOL

	High School	College
Books	Provided	Must purchase on your own
Computers	Provided	Students are expected to use a computer to complete work but the college does not give you one. Students do have access to on-campus computer labs.
Supplies	A comprehensive list is provided by the school	Students are left to organize themselves. Depending on the major and or class, additional equipment may be needed.

BOOKS & SUPPLIES

THE ACADEMIC ADVANTAGE PACK

The Academic Advantage Pack was developed to provide a more affordable and convenient way for students to get their course materials each term.

HOW IT WORKS

1. **Register for classes**
   When registering for courses, you will be enrolled automatically in the program.
2. **Verify your order**
   You will receive an email to your student email 30 days prior to the start of classes, allowing you to verify your order and choose your preferred method of fulfillment.
3. **Receive your textbooks**
   You will receive an email to your student email when your order is ready for pick up or when it ships. Your digital materials will be delivered for your course(s) within Brightspace.

Learn More
mvcc.edu/packs

SUPPLIES

Majors within the schools of Art, Business & Hospitality, Health Sciences, Public & Human Services, and STEM may have additional required supplies that **ARE NOT** covered by the Academic Advantage Pack.

ELECTRONIC TEXTBOOKS

- Electronic textbooks are delivered straight to your course site within Brightspace.
- Many e-texts also have software tied to the course you are enrolled in, be certain to sign up for these as many instructors use this additional software for homework, quizzes, and tests.

DON'T WAIT

Pick up your textbooks ASAP

OPT OUT

- Students have the choice to opt out of the Academic Advantage pack during a specified time period before the start of the semester and into the first few weeks of the semester.
- You can still use your financial aid in the bookstore to rent or purchase your materials needed for your classes if you opt out.
- More information can be found in the FAQ section of the mvcc.edu/pack website.

SCHEDULE CHANGE?

- Your bill may be adjusted based on the new number of credits.
- Return physical materials no longer needed
- Pick up new physical materials.

TECH TALK w/ MO HAWK

Does MVCC use any apps I should know about?

MyMV is your one stop shop for almost EVERYTHING you need as a student!

Pulse for Brightspace helps students view grades and deadlines for assignment in Brightspace, out on-line learning system

Checking your email frequently is critical to your success

What kind of device(s) do I need to complete my classes?

MVCC recommends students have the following devices to successfully complete your classes:

Active cell phone:

- The College will call and text students to share important information.
- MVCC uses two-factor authentication to verify it's you every time you log into a college system.MyMV, Brightspace, your email, etc.
- NOT recommended for online classes.

A computer of your choice:

- Some majors have recommendations on what type of computer to have.
- A general guideline is a Windows based PC (laptop or desktop).
  - Talk with your SSA to find out more.
- There are computer labs on campus for students to use!

Is there anything else I should know about tech to help me be successful?

Here's a few tips for success:

- Microsoft offers free Office 365 access to students!
  - https:://www.microsoft.com/en-us/education/products/office
- Some of your courses may use electronic books and outside software.
- What if I can't afford my own computer, don't have Internet access, or a cell phone.
  - Talk with your SSA, we may have options for you!
- Connect your MVCC email to your phone via Microsoft Outlook or other Mail app.
  - This will help remind you to check your account more often.

Need help?

Information Technology Help Desk:
Office: Academic Building room 155
Phone: 315-731-5711
Email: helpdesk@mvcc.edu

BRIGHTSPACE

Brightspace is MVCC's on line learning management system (LMS). Students have access to their on line courses and/or additional information for on campus courses through this system.

TIPS & TRICKS

- Online classes can have a participation component in the form of discussion boards. Make sure you complete these as assigned.
- Not ALL assignments will be in the "Work To Do" Section. Be sure to check your e-textbook or MyLab portion of the course site for additional work required.
- Check the "Announcements" sections of each course daily! Your on campus class could announce a class cancellation here.
- E-textbooks often require you to enable pop-ups in order to access the content/material.

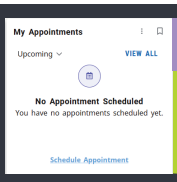
NEED HELP?

Educational Technologies
online@mvcc.edu
online chat: mvcc.edu

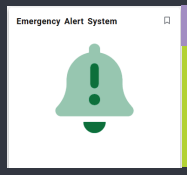
Learning Commons
Provides individual appointments for foundational technology skills including Brightspace!
mvcc.edu/learning-commons

Brightspace Orientation
Within Brightspace, there is an orientation for students! In the main navigation bar, click on the waffle, and select MVC Brightspace Orientation.

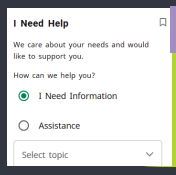
MyMV



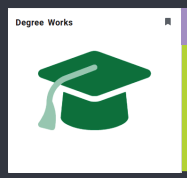
My Appointments
Quickly schedule an appointment with your SSA.



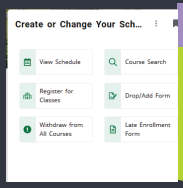
Emergency Alert System
Sign up to be notified of emergencies & campus closures via email, text, and/or phone call.



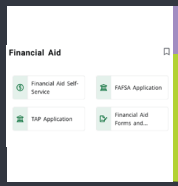
I Need Help
Find information easily or alert an office that you want help with a specific situation.



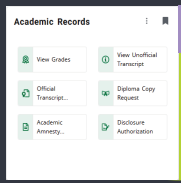
Degree Works
Keep track of your credits earned, what classes you have left to complete and view your academic plan.



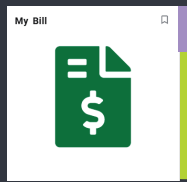
Create or Change Your Schedule
Check your schedule just before classes start. Classrooms often change! Want to make a change? Speak with your SSA first!



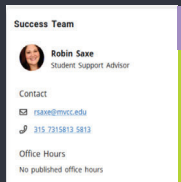
Financial Aid
View & accept your financial aid award.



Academic Records
View your midterm and final grades. Unofficial transcripts can be accessed. Make an official transcript request too!



My Bill
View, pay, and/or save your schedule each semester.



Success Team
Your success team is here to help you! It can include your SSA, Faculty Advisor, Special Program Support Person, Resident Director & more!

STUDENT SUPPORT

Academic Support

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

mvcc.edu/bookstore
Utica: ACC112 | 315-735-2945
Rome: PC122 | 315-339-1437

Career Development Center
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.

mvcc.edu/career
Utica: ACC102 | 315-731-5847
Rome: PC130 | 315-731-5847

Career Transition Program
Provides pre-Employment Transition Services to empower individuals with disabilities,offering guidance on career exploration, job readiness skills, and access to resources for successful employment. Participants are paid to attend monthly workshops and are given the opportunity to participate in paid work experiences that align with their areas of interest.

mvcc.edu/ctp
Utica: PH104F | 315-731-5818

Educational Opportunity Program
Provides access, academic support, and supplemental financial assistance to students through academic advising, collaborative learning workshops, and mentoring and networking opportunities.

mvcc.edu/eop
Utica: WH129 | 315-792-5438

Holistic Student Support Center
Student Support Advisors (SSAs) provide expert planning, accurate guidance, and stable support for you as you create, work toward, modify, and attain your educational goals. You and your SSA work together as a team to best understand the direction and purpose of a college education for you.

mvcc.edu/advisement
Utica: PH104B | 315-731-5710
Rome: PC130 | 315-334-7709

Learning Commons
Offers academic tutoring services where professional and peer tutors help students in many subject areas, including reading, writing, math, chemistry, and biology.

mvcc.edu/learning-commons
Utica: WH129 | 315-792-5517
Rome: PC102 | 315-334-7733

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.

mvcc.edu/library
Utica: PH200 | 315-792-5561
Rome: PC101 | 315-334-7728

Office of Accessibility Resources

Provides assistance campus-wide for students with physical, chronic, temporary, mental health, and/or learning disabilities.

mvcc.edu/accessibility-resources
Utica: WH129E | 315-792-5644
Rome: PC130 | 315-334-7744

Schedule an appointment:

Online **Utica** **Rome**



Financial Support

Auxiliary Services
Students can purchase local bus passes, cash checks, get 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.

Utica: ACC206 | 315-792-5457

Business Office
Generates bills, collects payments including deferrals, Certificate of Residence forms, and issues financial aid refund checks.

mvcc.edu/business-office
Utica: PH108 | 315-792-5475
Rome: PC130 | 315-334-7709

Financial Aid
Assists students in securing adequate funding to meet educational expenses by processing FAFSA applications and offering grants and loans.

mvcc.edu/financial-aid
Utica: PH120 | 315-792-5415 Rome: PC130 | 315-334-7709

Scholarships
Provides more than 250 scholarships for current and prospective students from the Institutional Advancement Office.

mvcc.edu/scholarships
Utica: PH220 | 315-792-5555
Rome: PC130 | 315-792-5555

Student Employment
The Career Development Center provides assistance with finding oncampus work study and student assistant positions, as well as offcampus part-time positions.

mvcc.edu/career/student-employment
Utica: ACC102 315-731-5847
Rome: PC130 315-731-5847

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

mvcc.edu/veterans-education-services
Utica: PH104D | 315-731-5710
Rome: PC130 | 315-731-5710

Student Wellness

College-Community-Connection (C3)
Connects students to community resources for wraparound services such as healthcare, child and elder care, transportation, family counseling, employment counseling,fiscal support through tax prep, FAFSA prep, and financial counseling, and other support services through an array of public and not-for-profit partners.

mvcc.edu/c3
Utica: WH141 | 315-792-5342

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

mvcc.edu/counseling
Utica: ACC104 | 315-792-5326
Rome: PC130 | 315-334-7709

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

mvcc.edu/dining
Utica: ACC105 | 315-792-5419

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

mvcc.edu/health-center
Utica: ACC104 | 315-792-5452

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

mvcc.edu/lgbtq

Public Safety
Responsible for the welfare of the college community through crime prevention and control, parking control, and hazard prevention. Also provides students with IDs and parking passes.

mvcc.edu/public-safety
Non-Emergency:
Utica: AB106 | 315-792-5566 Rome: PC118 | 315-334-7718

Emergency:
Utica: 315-731-5777
Rome: 315-334-3559

Residence Life and Housing
Offers a traditional on-campus living program for 500 students on the Utica Campus.

mvcc.edu/housing
Utica: ACC208 | 315-792-5657

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

mvcc.edu/activities
Utica: ACC208 | 315-792-5391
Rome: PC102 | 315-334-7709

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

gomvhawks.com/information/intramurals
Utica: JC221 | 315-792-5352 Rome: PCL05

Technology Support

Educational Technologies
Provides support to Brightspace and online learners.

mvcc.edu/academics/online/tech-support.php
Utica: WH139 | 315-792-5551

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

mvcc.edu/information-technology
Utica: AB155 | 315-731-5711
Rome: PC128G | 315-334-7715


LIVE CHAT W/ TECH SUPPORT
www.mvcc.edu



Carpentry and Masonry:

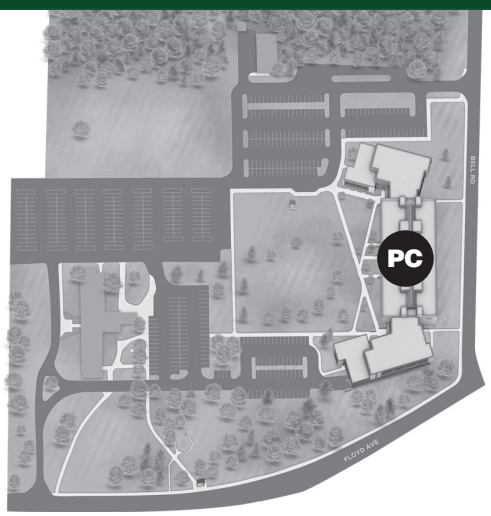
335 Catherine St., Utica, NY 13501

Rome Campus:
1101 Floyd Ave., Rome, NY 13440

Utica Campus:
1101 Sherman Drive, Utica, NY 13501

Rome Campus

- Dental Hygiene Labs
- Hospitality Programs
- RPAS Program
- Bookstore
- Library
- Surgical Tech.



SPRING 2027 CALENDAR

FULL TERM CLASSES	
January 25, 2027 - May 14, 2027	
January 19th	Payment due & Schedule Cancellation
January 22nd	Last day for 100% refund
Janauary 29th	Last day for 75% refund
February 3rd	Last day for 50% refund
February 7th	Last day for 25% refund
February 17th	Summer 2027 registration begins
March 12th	Midterms
March 15th - 19th	**NO CLASSES** - Spring Break
March 22nd	Registration for Fall 2027 & Spring 2028 begins
March 24th	Midterm Grades due
April 12th	Last day to withdraw
May 7th	Last day of classes
May 11 - 13	Final exam days
May 14th	Commencement
May 19th	Grades due at noon

IMPORTANT INFORMATION

- All fees are nonrefundable once classes begin.
- Refunds for courses not part of Term A, B or Full term are pro-rated.
- Students who drop courses during the withdrawal period are assigned "W" as final grades.

FINANCIAL AID

FEDERAL AID

FAFSA APPLICATION: studentaid.gov

PELL: Grant money given to college students based on FAFSA application

LOANS: There are three (3) types of loans students & parents can be offered.

- **Subsidized Loan:** Offered to student. The government pays the interest on the loan until the student graduates or stops attending college after a six (6) month period.
- **Unsubsidized Loan:** Offered to student. Interest accrues while the student is in school and is added to the total loan owed.
- **Parent PLUS Loan:** Offered to parent of student. Parents must apply for the loan through FAFSA website if they wish to receive.

Students who wish to use their loans must:

- Accept loans through MyMV
- Complete Loan Entrance Counseling on the FAFSA Website
- Sign Master Promissory Note (MPN) on the FAFSA website

NEW YORK STATE AID

NY STATE GRANTS & SCHOLARSHIP APPLICATIONS: hesc.ny.gov

TAP: Tuition Assistance Program is available to New York State residents who attend college full-time, part-time, and in non-degree programs.

EXCELSIOR: Available to students whose families earn $125,000 or less per year to attend SUNY or CUNY colleges tuition-free. (separate application from TAP)

SUNY RECONNECT

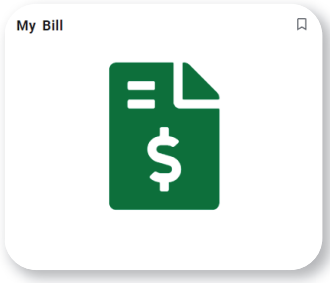
suny.edu/reconnect

Covers the cost of tuition, fees, books, and supplies AFTER other forms of tuition assistance such as NYS TAP. To qualify you must be:

- A NYS Resident
- 25-55 Years Old
- Planning to study full-time or part-time in an eligible degree program.

PAYING YOUR BILL

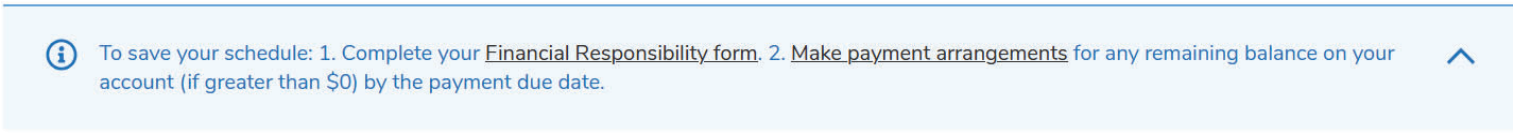
Whether you are using Financial Aid or paying the bill on your own, you will need to complete the following steps by the due date to ensure that you do not lose your schedule:



1. **Log into MyMV (using your MVCC student email credentials)**
2. **Find the My Bill card and click on it (icon shown to the right)**
3. **Select the term for the semester you are enrolled in (ex: Fall 2026**
4. **Follow steps below:**

ALL STUDENTS:

1. Must complete the Financial Responsibility Form **before NOON (12:00pm EST) January 19th, 2027** (payment due date)
2. Click on the linked text "Financial Responsibility form" in the blue box to complete the form



STUDENTS WITH A BALANCE DUE

Complete the steps above for all students first.

In Person or By Mail

- Payment must be made in FULL (payment plans are available through on-line payment)
- Cash, credit, or checks made out to Mohawk Valley Community College accepted.
  - Mailing address: 1101 Sherman Drive, Utica, NY 13501
  - Check payments should include student name and M# (student ID#) on memo line
- International wire transfer is available

Pay by phone

- Payment must be made in FULL (payment plans are available through on-line payment)
- Business Office: 315-792-5475
- Recommended students/payers do not wait until last minute for this method

Pay Online

- Log into MyMV, click the MyBill card
- $35 enrollment fee is charged each semester for on-line payment.
- $30 returned payment fee if funds are unavailable.
- Payment plans
  - Automatic payments accepted from checking, saving, credit, or debit cards
  - Students must create their account first and then they can add an authorized payer

ITEMS TO COMPLETE

Books & Required Materials:

- Wait for your email from the bookstore regarding the Academic Advantage Pack.
- Students are automatically opted into this program.
- Required supplies are NOT a part of the fees charged. (book bundle fee on your bill)

Financial Aid:

- Submit the 2026-2027 Free Application for Student Aid (FAFSA).
- Complete the New York State Tuition Assistance Program (TAP).
- Speak with Financial Aid if you have any additional questions**.**
    - finaid@mvcc.edu | 315-792-5415

Certificate of Residency:

- This is required for students who live **OUTSIDE** of Oneida County.
- Completed Certificate of Residence paperwork must be submitted to the Business office.
    - cor@mvcc.edu

Health Form & Immunization Records

- Submit your Health Form and Immunization (MMR) records. (if registered for 6 or more credits in person)

Living on Campus:

- If on-campus housing was not selected on your application, connect with the Admissions to update your application for on-campus housing.
- Complete the Housing Information & Preference Form and submit the $100 damage/security deposit.
- Secure payment prior to scheduled check-in date.

Payment due date for the Spring 2027 semester is January 19th, 2027 at Noon (12:00pm EST)

- **YOUR SCHEDULE WILL BE CANCELED after 12:00pm EST on this day if your bill is not paid.**
- Bills should be available to you through your MyMV account. Look for the MyBill tile.

If using financial aid:

1. It may take a day or two for your aid to be placed on your account.
2. Even if financial aid is covering your entire bill, you still need to complete the Financial Responsibility Form found in MyBill in your MyMV account.

Clifton Strengths:

- Check your MVCC email 3 to 4 days before the start of classes for an email from support@mail.gallup.com with the subject line “Complete your Clifton Strengths Survey for CF 100”
- If you have a reading disability and need to take the Clifton Strengths assessment without a response timer follow the directions on screen to connect with Gallup’s support team.

Student ID and Parking Permit:

- To receive your parking permit, please bring a valid Driver’s License and current vehicle registration.
- Visit Public Safety on the Utica Campus, AB 106, or visit Student Services on the Rome campus, PC 130.

Transcripts:

- Submit Official Transcripts (sent directly to MVCC by the institution) for any college/university you have attended to the Admissions Office.
- Advanced Placement (AP) scores are released in early July and must be requested from CollegeBoard.
- Evaluation of transcripts takes time once they are submitted.
  It’s important to let your SSA know if you are expecting any credit you haven’t previously discussed.