

STUDENT SUCCESS GUIDE

SPRING 2026



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.

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 generally provided by the school	Students are left to organize themselves. Depending on the major and or class, additional equipment may be needed.

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

Upon registering for courses, you will be automatically enrolled in the program, and the bookstore will begin preparing you 35-50% on the cost of course materials!

2. Verify your order

Starting 30 days before the first day of classes, you will receive an email to verify your order and select how you would like to receive your course materials. You will also be able to verify your order through the bookstore website and through QR codes available at the bookstore.

3. Receive your textbooks

An email notification will be sent when your order is ready for pickup or when it ships. Your digital materials will be delivered for your courses(s) within Brightspace.



Academic
Advantage Pack



Learn More

To learn more visit

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

It's super convenient and affordable and doesn't require hundreds of dollars out-of-pocket

GET AND EDGE ON ACADEMIC SUCCESS

82% of students said with the program they felt better prepared for the term.

SAVE MONEY

80% of students reported the program provided them more affordable course materials.

REDUCE STRESS

80% of students found it convenient to have their course materials bundled and delivered through the program.

TECH TALK w/ MO HAWK



Does MVCC have any apps I should know about?



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



MVCC Hawk Life is a social media app for all MVCC students. You can find out what's happening on campus & connect with other students!



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

HELPFUL APPS FOR STUDENTS



Pulse for Brightspace



Microsoft Outlook

MyMV

Emergency Alert System



Emergency Alert System

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

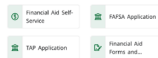
Degree Works



Degree Works

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

Financial Aid



Financial Aid

View & accept your financial aid award.

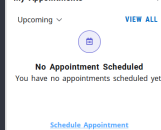
My Bill



My Bill

View, pay, and/or secure your charges each semester.

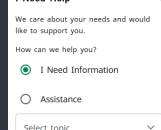
My Appointments



My Appointments

Quickly schedule an appointment with your SSA.

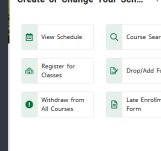
I Need Help



I Need Help

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

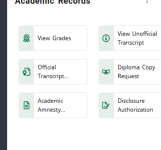
Create or Change Your Schedule



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!

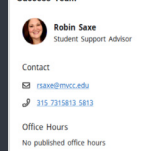
Academic Records



Academic Records

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

Success Team



Success Team

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

ADVISEMENT AT MVCC

MVCC has a dual advisement system. Students receive the best of both worlds by being connected to the college with their Student Support Advisor and their Faculty Advisor. Each role is explained in more detail below.

Student Support Advisors (SSAs) (College Generalist) Assigned based upon your selected major, associated school, and last name.

- Serves as your one point of contact with the college regarding your needs as a student.
- Provides academic guidance, support, and registration assistance.
- Communicates important information to you via text and email throughout each semester.
- Assists with academic planning to meet your educational goals including discussions about transferring or entering the workforce. Provides appropriate referrals to offices based on your needs.

Faculty Advisors (Specialist for your major)

- Assigned based upon your selected major.
- Provides guidance regarding academic electives, internship opportunities, career paths, and transfer schools.
- Provides appropriate referrals to offices based on your needs.

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: Grace Costello (L-Z)

315-792-5325 | gcostello@mvcc.edu

SCHOOL OF HEALTH SCIENCES (HLTH)

Dean: Melissa Copperwheat

CSA: Georgia Burrows
Office Location: Academic Building 113D, Utica Campus
Phone: 315-792-5499

SSA: Jenny Lewis

315-792-5590 | jlewis@mvcc.edu

- Liberal Arts & Sciences: Mathematics & Science AS (Sports Medicine Transfer Advising Guide)
- Health Sciences AS (A-J)

SSA: Dan Eddy

315-792-5380 | deddy@mvcc.edu

- Health Sciences AS (H-M)

SSA: Samantha Johnston

315-792-5667 | sjohnston@mvcc.edu

- Nutrition and Dietetics AS
- Health Sciences AS (K-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: Jesse Zavaro
Office Location: Payne Hall 346, Utica Campus
Phone: 315-792-5363

SSA: Rachel Simonds (A-Q)

315-792-5539 | rsimonds@mvcc.edu

SSA: Dan Eddy (R-Z)

315-792-5380 | deddy@mvcc.edu

SCHOOL OF PUBLIC & HUMAN SERVICES (PAHS)

Dean: Laura Goff

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) Interim Dean: Dr. Shahida Dar

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

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

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 on-campus work study and student assistant positions, as well as off-campus 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

Inspo/Agile Brain



Want to know more about your emotional well being? Do this quick exercise to help pinpoint your emotional motivations.

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 WITH TECH
SUPPORT
www.mvcc.edu

Utica Campus

Academic Building

- Public Safety

Alumni College Center

- Bookstore
- Career Development Center
- Health and Wellness Center
- Residence Life
- Resident Dining

Francis A. Wilcox Hall

- Accessibility Resources
- C3
- Learning Commons
- Theater

Payne Hall

- Administrative Offices
- Admissions
- Financial Aid
- Holistic Student Support
- Library

Jorgensen Athletic & Events Center

- Field House
- Fitness Center
- Pool

Residence Halls

- Bellamy
- Butterfield
- Daugherty
- Huntington
- Penfield

Science & Technology Building

- FABLab

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

Plumley Complex



SPRING 2026 CALENDARS

FULL TERM CLASSES

January 15-May 13, 2026

January 15	Payment Due & Schedule Cancellation
January 19	Martin Luther King Day- College open, no classes
January 20	Last day for 100% Tuition Refund
January 21	First Day of Instruction
January 27	Last day for 75% Tuition Refund
February 3	Last day for 50% Tuition Refund
February 9	Last day for 25% Tuition Refund
March 10	Midterm of the semester
March 16-20	Spring Break
April 8	Last day to Withdraw
April 22	Advising Day - No Classes - Events by School
May 6	Last day of Instruction
May 7-8	Study days
May 11-13	Final Exams
May 15	Spring Commencement

TERM A CLASSES

January 20-March 10, 2026

January 20	Last day for 100% Tuition Refund
January 21	First Day of Instruction
January 27	Last day for 25% Tuition Refund
February 25	Last day to Withdraw
March 10	Last day of Instruction

TERM B CLASSES

March 10-May 6, 2026

March 10	Last day for 100% Tuition Refund
March 12	First Day of Instruction
March 24	Last day for 25% Tuition Refund
April 23	Last day to Withdraw
May 6	Last day of Instruction

SUMMER CLASSES

May 26-August 18, 2026

May 26	First Day of Instruction
June 19	Juneteenth Classes in Session
July 3	Independence Day Observed- College Closed
August 18	Last day of Instruction



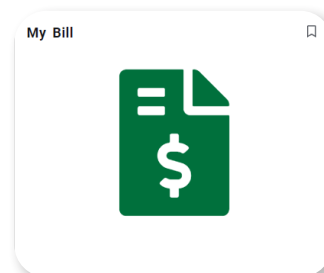
IMPORTANT INFORMATION

- 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.

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 tile and click on it (icon shown to the right)
3. Select the term for the semester you are enrolled in (ex: Fall 2025 or Spring 2026)
4. Follow steps below based on your circumstances:



NO AMOUNT DUE

1. This means that you have enough money on your account to pay your bill. You may also see an amount in parentheses. This information is found at the very bottom of your bill.
2. Complete the Financial Responsibility form to secure your classes (confirm charges).
 - a. Select the second "[CLICK HERE](#)" link; this will take you to complete the Financial Responsibility form.

To SAVE your schedule:

- If you have a balance, begin a payment plan, or pay in full: [CLICK HERE](#)
- If you have a zero or negative balance: [CLICK HERE](#)

Memo Balance	\$0.00
Current Due net of Authorized Financial Aid and Memos	\$0.00
Account Balance net of Authorized Financial Aid and Memos	\$0.00

- b. Once you have completed the Financial Responsibility form, your classes are secure.

AMOUNT DUE

1. This means that you do not have enough money on your account to pay your bill in its entirety. This information is found at the very bottom of your bill.
2. You will need to make payment through our payment portal AND complete the Financial Responsibility form.
 - a. Select the first "[CLICK HERE](#)" link; this will take you to our Payment Portal.

To SAVE your schedule:

- If you have a balance, begin a payment plan, or pay in full: [CLICK HERE](#)
- If you have a zero or negative balance: [CLICK HERE](#)

Memo Balance	\$0.00
Current Due net of Authorized Financial Aid and Memos	\$500.00
Account Balance net of Authorized Financial Aid and Memos	\$500.00

3. You will be prompted to create an account with our payment partner, Nelnet.
 - a. Select a Nelnet option for either payment in full or one of the payment plans
 - b. Once you have made a payment, revisit the My Bill page.
4. Follow steps for **NO AMOUNT DUE** in order to secure your classes.

ITEMS TO COMPLETE

INSPO/AGILE



How ya feeling?
About starting
MVCC?

- ☐ **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 2025-2026 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.
- ☐ **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 2026 semester is January 15, 2026**
 - **YOUR SCHEDULE WILL BE CANCELED after 4 p.m. 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.