

# **Student Success Guide for Fall 2020**

**Mohawk Valley Community College**

Updated 4/5/20

# New Student Convocation

Plan to join us for Fall 2020 Convocation on Friday, Aug. 28 From 8:30 a.m. to noon. This year's event will be held virtually. For updated information, visit [www.mvcc.edu/convocation](http://www.mvcc.edu/convocation).

Please have your M Number and PIN with you, and download the Hawks Life app to your phone!

## **As a new student, you will:**

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

# Welcome to MVCC!

All of us in the Holistic Student Support Office are committed to supporting you as you embark upon your educational journey.

Starting college is a big step, involving lots of questions, paperwork, and details. We have designed this New Student Success Guide to answer those questions, help you organize the paperwork, and manage the details. We're excited that you have decided to join us here and anticipate that this guide will aid in your smooth transition to life at MVCC.

We hope that you will use this guide, along with the staff and several other resources available for you, to make the most of your first semester. Being an MVCC Hawk can be a great way to learn more about yourself, your fellow students and community, and your future career!

Please stop in if we can help in any way as you adjust to your new role as a college student. You can find us in Payne Hall room 104B at the Utica Campus, and in Plumley Complex room 130 at the Rome Campus.

Congratulations and welcome,

The Holistic Student Support Team

## **Holistic Student Support Team members**

Patti Antanavige

Monica Brown-Hodkinson

Grace Costello

Dan Eddy

Rachel Golden

Justin Johnson

Jenny Lewis

Rosemarie Pastorella

Justin Rahn

Robin Saxe

Rachel Simonds

# Am I in the right major?

## What are your goals?

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 then 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 having a career goal first can help you make sure the major you choose helps you get there.

Career Coach offers a 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.

**[mvcc.edu/careercoach](http://mvcc.edu/careercoach)**

**Questions?** Contact the Office of Career Services,  
located in Alumni College Center room 102, Utica, by calling 315-731-5847.

## What type of degree program is best for me?

Transfer Degrees		Career/Technical Degrees & Certificates	
AA	Associate in Arts	AAS	Associate in Applied Science
AS	Associate in Science	AOS	Associate in Occupational Studies
			Certificate programs

Generally, students who wish to transfer to a four-year institution should enroll in either an AA or an AS degree program. Those who are interested in working after earning their associate degree should be enrolled in an AAS, AOS, or Certificate program. This is not to say that students enrolled in these types of programs cannot transfer to a four-year institution. It is important to clearly communicate your educational goals to your Student Support Advisor or Faculty Advisor to ensure you are on the right path.

# Student Support

## Academic Support

UTICA | ROME

### BOOKSTORE.....ACC112 | PC122

Provides tools for education, including new and used textbooks, art supplies, health science uniforms, pens, backpacks, and more.  
[www.mvcc.edu/bookstore](http://www.mvcc.edu/bookstore) (U) 315-735-2945 (R) 315-339-1437

### CAREER SERVICES.....ACC102 | PC130

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](http://www.mvcc.edu/career) (U & R) 315-731-5847

### HOLISTIC STUDENT SUPPORT

#### CENTER.....PH104B | PC130

Student Support Advisors provide expert planning, accurate guidance, and stable support for you as you create, work toward, modify, and attain your educational goals. You and your Student Support Advisor work together as a team to best understand the direction and purpose of a college education for you.  
[www.mvcc.edu/advisement](http://www.mvcc.edu/advisement) (U) 315-731-5710 (R) 315-334-7709

UTICA | ROME

### LEARNING COMMONS.....WH129 | PC102

Free academic tutoring services where professional and peer tutors help students in many subject areas, including reading, writing, math, chemistry, and biology.  
[www.mvcc.edu/learning-commons](http://www.mvcc.edu/learning-commons) (U) 315-792-5517 (R) 315-334-7733

### LIBRARY.....PH200 | PC101

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](http://www.mvcc.edu/library) (U) 315-792-5561 (R) 315-334-7728

### OFFICE OF ACCESSIBILITY

#### RESOURCES.....WH129E | PC102G

Provides assistance campus-wide for students with physical, emotional, and/or learning disabilities.  
[www.mvcc.edu/accessibility-resources](http://www.mvcc.edu/accessibility-resources) (U) 315-792-5644 (R) 315-334-7744

## Financial Support

UTICA | ROME

### AUXILIARY SERVICES .....ACC206 | NA

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 Government, Athletics, Cultural Events, and other activities that use the Student Activity Fee.  
(U) 315-792-5457

### BUSINESS OFFICE.....PH108 | PC130

Generates bills, collects payment including deferrals, certificate of residence forms, and issues financial aid refund checks.  
[www.mvcc.edu/business-office](http://www.mvcc.edu/business-office) (U) 315-792-5475 (R) 315-334-7709

### FINANCIAL AID..... PH120 | PC130

Assists students in securing adequate funding to meet educational expenses by processing FAFSA applications, and offering grants and loans.  
[www.mvcc.edu/financial-aid](http://www.mvcc.edu/financial-aid) (U) 315-792-5415 (R) 315-334-7709

UTICA | ROME

### SCHOLARSHIPS.....PH220 | PC130

Provides more than 250 scholarships for current students and prospective students from the Institutional Advancement Office.  
[www.mvcc.edu/scholarships](http://www.mvcc.edu/scholarships) (U&R) 315-792-5555

### STUDENT EMPLOYMENT.....ACC102 | PC130

The Career Services Office provides assistance with finding on-campus work study and student assistant positions, as well as off-campus part-time positions.  
[www.mvcc.edu/studentjobs](http://www.mvcc.edu/studentjobs)

### VETERANS EDUCATION SERVICES .....PH113 | PC130

Assists students in obtaining entitled educational benefits, in achieving their goals, and making a smooth transition to academic life.  
[www.mvcc.edu/veterans-education-services](http://www.mvcc.edu/veterans-education-services) (U&R) 315-731-5710 or 315-731-5719

## Technology Support

UTICA | ROME

### EDUCATIONAL TECHNOLOGIES.....WH139 | PC102I

Provides support to Blackboard and online learners.  
[www.mvcc.edu/academics/online/tech-support.php](http://www.mvcc.edu/academics/online/tech-support.php) (U) 315-792-5315 (R) 315-334-7715

UTICA | ROME

### IT HELP DESK .....AB155 | PC102I

Responsible for all college-owned computer hardware, software, printers, toner, servers, and network connections. Provides students with academic lab, Wi-Fi, and email support.  
[www.mvcc.edu/information-technology](http://www.mvcc.edu/information-technology) (U) 315-731-5711 (R) 315-334-7715

# Student Support

## Student Wellness

UTICA | ROME

### COLLEGE COMMUNITY

#### CONNECTION (C3).....WH141 | NA

Connects students to community resources for wraparound services such as health care, 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.

[www.mvcc.edu/c3](http://www.mvcc.edu/c3) (U) 315-792-5342

#### COUNSELING.....ACC104 | PC130

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

[www.mvcc.edu/counseling](http://www.mvcc.edu/counseling) (U) 315-792-5326 (R) 315-334-7709

#### DINING SERVICES.....ACC105 | NA

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

[www.mvcc.edu/dining](http://www.mvcc.edu/dining) (U) 315-792-5419

#### HEALTH CENTER.....ACC104 | NA

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

[www.mvcc.edu/health-center](http://www.mvcc.edu/health-center) (U) 315-792-5452

UTICA | ROME

### LGBTQ+ RESOURCES

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

[www.mvcc.edu/lgbtq](http://www.mvcc.edu/lgbtq)

#### PUBLIC SAFETY.....AB106 | PC118

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.

[www.mvcc.edu/public-safety](http://www.mvcc.edu/public-safety) (U) 315-731-5777 (R) 315-334-7718

#### RESIDENTIAL LIFE & HOUSING.....ACC208 | NA

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

[www.mvcc.edu/housing](http://www.mvcc.edu/housing) (U) 315-792-5657

#### STUDENT ACTIVITIES.....ACC208 | PC130A

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

[www.mvcc.edu/activities](http://www.mvcc.edu/activities) (U) 315-792-5391 (R) 315-334-7750

#### WELLNESS & INTRAMURALS..... JC221 | PCL05

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

[www.gomvhawks.com/information/intramurals](http://www.gomvhawks.com/information/intramurals) (U) 315-792-5352

# Advisement

## Student Support Advisors (SSAs):

- 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 decisions about schedule changes, and provide general information about college policies and procedures.
- Provide assistance with the transfer process, including school exploration, appropriate timelines, and application completion.

## 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 their first semester (or when they change their major).

# Academic Schools

## School of Art

**Dean Todd Behrendt**

**SSA: Rachel Golden**  
315-792-5514

Digital Animation AAS  
Digital Media  
and Marketing AS  
Fine Arts AS  
Graphic Design AAS  
Illustration AAS  
Photography AAS

[mvcc.edu/academics/art](http://mvcc.edu/academics/art)

## School of Health Sciences

**Dean Melissa Copperwheat**

**SSA: Justin Rahn**  
315-731-5810

EMS/Paramedic AAS  
Health Information Technology AAS  
Radiologic Technology AAS  
LA&S: Mathematics & Science AS  
(Sports Medicine)  
Nursing AAS  
Nutrition and Dietetics AS  
Respiratory Care AAS  
Surgical Technician Certificate

[mvcc.edu/academics/health-sciences](http://mvcc.edu/academics/health-sciences)

## School of Humanities

**Dean Jim Roberts**

**SSA: Jenny Lewis (A-G)**  
315-792-5590

**SSA: Rachel Simonds (H-O)**  
315-792-5539

**SSA: Rosemarie Pastorella (P-Z)**  
315-731-5806

English as a Second Language Certificate  
Interpreter Education AAS  
LA&S: General Studies AS  
LA&S: Humanities & Social Sciences AA  
LA&S: International Studies AA  
LA&S: Theater AA

[mvcc.edu/academics/humanities](http://mvcc.edu/academics/humanities)

## School of STEM

### TRANSFER PROGRAMS

**Dean Jake Mihevc**

**SSA: Monica Brown-Hodkinson**  
315-731-5751

Computer Applications Programming AAS  
Computer Information Systems AAS  
Computer Science AS  
Computer Science: Cybersecurity AS  
Cybersecurity Certificate  
Engineering Science AS  
Liberal Arts & Sciences:  
Mathematics & Science AS  
(Biology, Chemistry,  
Environmental Studies, General Science,  
Geology, Mathematics, Physics)

### CAREER PROGRAMS

**Dean Dr. Joe Woodrow**

**SSA: Justin Johnson**  
315-792-5464

Air Conditioning Technology:  
Refrigeration AOS  
Airframe & Powerplant  
Technology Certificate  
Carpentry & Masonry Certificate  
Chemical Technology AAS  
Civil Engineering Technology AAS  
CNC Machinist Technology Certificate  
Computer Aided Drafting  
AAS and Certificate  
Electrical Engineering Technology AAS  
Electrical Service Technician AOS  
Geospatial Technology AAS  
Heating & Air Conditioning Certificate  
Mechanical Engineering Technology AAS  
Mechanical Technology:  
Aircraft Maintenance AAS  
Mechatronics Certificate  
Remotely Piloted Aircraft Systems AAS  
School Facilities Management  
AAS and Certificate  
Semiconductor Manufacturing  
Technology AAS  
Welding Technology AOS and Certificate

[mvcc.edu/academics/stem](http://mvcc.edu/academics/stem)

## School of Business & Hospitality

**Dean Christine VanNamee**

**SSA: Patti Antanavige (A-K)**  
315-792-5583

**SSA: Grace Costello (L-Z)**  
315-792-5325

Accounting AAS  
Administrative Assistant  
AAS and Certificate  
Business Administration AAS and AS  
Chef Training Certificate  
Culinary Arts Management AOS  
Entrepreneurship Certificate  
Food Service Administration:  
Restaurant Management AAS  
Hotel Technology: Meeting Services  
Management AAS  
Small Business Management Certificate  
Sports Management AS  
[mvcc.edu/academics/  
business-hospitality](http://mvcc.edu/academics/business-hospitality)

## School of Public & Human Services

**Interim Dean Tim Thomas**

**SSA: Robin Saxe (A-K)**  
315-731-5813

**SSA: Dan Eddy (L-Z)**  
315-792-5380

Chemical Dependency Practitioner AAS  
Coaching Certificate  
Criminal Justice AAS and AS Criminal  
Justice: Law Enforcement AAS and  
Certificate  
Fire Protection Technology AAS Human  
Services AAS  
LA&S: Adolescent Education AS  
LA&S: Childhood Education AS  
LA&S: Childhood Education AS  
- Oneonta  
LA&S: Childhood Education AS  
- Utica College  
LA&S: Mathematics & Science: AS  
(Physical Education)  
LA&S: Psychology AS  
LA&S: Public Policy AS  
Recreation and Leisure Services AAS

[mvcc.edu/academics/ public-  
human-services](http://mvcc.edu/academics/public-human-services)

# Computer Accounts

## 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, Course Search and Student Handbook.

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 digits of your Social Security Number

## Student Information and Registration 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

## Mobile app: Ellucian GO

This app 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).

**ASSWORD:** 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:** mvcclabs.edu

**EXCHANGE SERVER:** studentmail.mvcc.edu

## Need help?

Contact the Information Technology Help Desk:

**OFFICE:** Academic Building 155

**PHONE:** 315-731-5711

## Follow MVCC on social media

**FACEBOOK:** WeAreMVCC

**YOUTUBE:** WeAreMVCC

**INSTAGRAM:** MVCC\_UticaRome

**TWITTER:** MVCC\_UticaRome



# 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 (or a 2.0 on a 4.0 scale) 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 Experiential Learning

It is best to discuss your options with your faculty advisor and/or with the Academic School from which you wish to receive the credits. There is a cost associated with both Credit By Exam and Credit For Experiential 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 (CF100). 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 DD214, CCAF, or JST transcript to be evaluated by their academic department.

Most commonly, veterans are given transfer credit for 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/>
- **Community College of the Air Force (CCAF):** [www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247](http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247)
- **DD214:** [www.va.gov/records/get-military-service-records](http://www.va.gov/records/get-military-service-records)

## 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, for example, College Now or SUPA, you will need to submit an official transcript just as you would with any other transfer credit.

# Tips for Success

## How to make a successful transition to college

1. Take control of your own education. Think of yourself as an independent learner.
2. Understand the level of commitment you show in your work and behavior in class matters.
3. Get to know your Professors, Faculty Advisor, and your Student Support Advisor. They can all assist you in your journey here.
4. Be assertive. Ask for help when you need it.
5. Take control of your time. Plan ahead to satisfy academic obligations and be realistic about your other responsibilities (family, work, student activities).
6. Have a system to record important deadlines and test dates from your syllabi. This could be on your phone or in a planner.
7. Make thoughtful decisions; discuss course choices with your Student Support Advisor or Faculty Advisor. Don't drop any course too quickly as it could impact your ability to move forward.
8. Think beyond the moment. Set goals for the semester, the year, your college experience as a whole, and work career.
9. Ensure that you have a group of individuals/family/friends who support you in your educational goals.
10. Get involved on campus. Participate in clubs and campus activities. Meet new people and experience new things!
11. Stay connected to campus. Check your Student Email regularly and update your contact information when necessary.

## Treat college like it's your job!

1. Professors are like your supervisors.
2. Group work and collaboration with others is expected.
3. Your grades are like performance reviews or feedback from your supervisor. It's important to know where you stand.
4. There are policies and procedures you are expected to know and follow. You can find them in the Student Handbook online: [mvcc.edu/student-handbook](http://mvcc.edu/student-handbook).
5. Although absences may be excused, you are required to communicate them to your Professors and you are still expected to complete your work.

# Academic Calendar Fall 2020

- Aug. 18: Payment Due
- Aug. 24: Faculty return
- Aug. 28: Last day 100% refund
- Aug. 28: New Student Convocation
- Aug. 31: First day of instruction (Monday)
- Sept. 7: Labor Day (College Closed)
- Oct 12: Columbus Day (Classes are in Session)
- Oct 19: Midterm of the semester
- Oct 19: Last day of Instruction (Term A)
- Oct. 20: Instruction begins (Term B)
- Oct. 22: Midterm grades due at noon
- Oct. 23: Final grades due at noon (Term A)
- Nov. 9: Spring 2021 Priority Registration for matriculated students begins
- Nov. 11: Last Day to withdraw for the semester
- Nov. 16: Spring 2021 Open Registration for all students begins
- Nov. 17: Advising Day (No classes)
- Nov. 25: Thanksgiving Recess (No classes)
- Nov. 26-27: College closed
- Dec. 11: Last Day of instruction
- Dec. 14-16: Final Exams
- Dec. 17: Commencement (Thursday)
- Dec. 18: Grades Due at noon (Friday)

All fees are non-refundable once instruction begins.

Refunds for courses not part of Term 1, A, or B are prorated.

Students who drop their courses during the withdrawal period are assigned "W" grades.

# Campus Buildings & Rooms

## UTICA CAMPUS

### Academic Building

Public Safety — AB106  
IT Help Desk — AB155

### Alumni College Center

Auxiliary Services — AC206  
Bookstore — AC112  
Career Services — AC102  
Counseling Services — AC104  
Dining Services — AC105  
Health Center — AC104  
Residential Life — AC208  
Student Activities — AC208

### Francis A. Wilcox Hall

College Community Connection (C3) — WH141  
Educational Technologies — WH139  
Learning Commons — WH129  
Office of Accessibility Resources — WH129E

### Payne Hall

Holistic Student Support Center — PH104B  
Business Office — PH108  
Financial Aid — PH120  
Library — PH200  
Records and Registration — PH159  
Scholarships — PH220  
Veterans Services — PH113

## ROME CAMPUS

### Plumley Complex

Student Services Center — PC130  
Bookstore — PC122  
Office of Accessibility Resources — PC102G  
Library — PC101  
Learning Commons — PC102