Welcome to Onondaga!

The Student Handbook & Academic Planner
is provided with compliments from Onondaga Community College’s
Student Association as an important tool for you to achieve...

Student Success

This book belongs to:

4585 WEST SENECA TURNPIKE  |  SYRACUSE, NY 13215

Main Campus (315) 498-2622  |  Student Central (315) 498-2000
Student Development (315) 498-2990  |  Student Association (315) 498-7210

STUDENTS.SUNYOC.CEDU

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

CPSIA: Premier Agendas Inc., Bellingham, WA, PY2012-13
Principles of Community

Respecting the *dignity* and *diversity* of others is fundamental to the educational process, as well as the hallmark of citizen participation and interpersonal relationships. *Respect* knows no bounds whatever our differences in socioeconomic status, race, age, gender, sexual orientation, ability, ethnic heritage or religious conviction.

*Therefore,* I will respect the dignity and diversity of all people.

Personal *integrity* is a highly held value to be consciously chosen by an individual both in the classroom and throughout the campus community.

*Therefore,* I will sincerely pursue knowledge with honesty.

We are all in this life and community together.
And each of us is 100% *responsible* for our own actions.

*Therefore,* I will learn to work as a member of the community as well as independently.

We each affect one another; we are *interdependent.*
We are role models for each other. What happens to one affects us all.
A community characterized by *civility* and decency brings out the best in each of us.

*Therefore,* I am committed to act with the greatest compassion and deepest wisdom.

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**Constitution Day – September 17, 2012**

The Constitution, signed by our founding fathers on September 17, 1787 in Philadelphia, PA, changed the course of human events forever. President George W. Bush signed the “Constitution Day” celebration bill into law on December 8, 2004. Constitution Day is a day of remembering the freedoms that America has and those who fought for such freedoms. On this and every day we give gratitude.

› **PREAMBLE TO THE CONSTITUTION**

“We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.”

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Information herein was deemed correct as of May 4, 2012. Onondaga Community College reserves the right to make changes at any time without notice. For the most current information, go to: sunyocc.edu.

### WELCOME FROM THE STUDENT ASSOCIATION

Dear Onondaga Student,

On behalf of all of us in the Student Association we would like to welcome you to our community.

One of the best things about Onondaga is that the faculty, staff and administration are here to help you, especially here in our office. By paying your student activity fee, you are already a member of the Student Association and we hope you will choose to become active with us!

One of the many ways to get involved is by attending the general assembly meeting and staying informed of what we are doing for you as a student. You can voice your opinion about the topics being discussed and find ways to make a difference here on campus. At these meetings you will also hear from representatives of our active clubs and find ways to become connected to all that is happening on our campus.

The seven elected student officers, who make up the Executive Committee, are a unique group of students who are here to represent you. If you ever have any suggestions, concerns, or ideas please feel free to contact us or stop down to visit!

Best of luck to you in all your endeavors at Onondaga Community College.

Sincerely,

The Student Association Executive Committee

Gordon 104, (315) 498-7210
Congratulations upon your decision to attend Onondaga Community College, a recipient of the 2011 President’s Higher Education Community Service Honor Roll, and recently recognized by the Aspen Institute as one of the top 10 percent of community colleges in the nation. Onondaga is distinguished by its vibrant campus community and dedicated faculty and staff who are enthusiastically committed to your success. You will be encouraged to transform your natural talents and interests into new knowledge and skills through programs and activities that inspire exploration and discovery.

Here at Onondaga, you are encouraged to engage in learning both inside and outside of the classroom. We offer a diverse learning community that is comprised of individuals of all ages, backgrounds and cultures, so take the time to get to know your professors, your classmates, and college staff—and to learn from their unique perspectives and experiences. Stay active by joining a club, participating in intramural sports, or by checking out campus exhibits, performances, lectures and events. Take advantage of the multitude of enrichment opportunities, and you will greatly expand and enrich your educational experience. Onondaga Community College delivers on its promise to prepare graduates for transfer to a four-year college or university, or for direct entry into a wide variety of careers in health care, business, radio/television, engineering technologies and much more.

With nearly 13,000 students, beautiful facilities, fifteen intercollegiate men’s and women’s sports teams—including a men’s tennis team and men’s and women’s lacrosse teams that have earned NJCAA National Championship titles—the College is a dynamic leader in higher education.

As you become a part of the Onondaga tradition, know that your experience here will be life-changing. Welcome to Onondaga Community College!

Sincerely,

Cathleen C. McColgin, Ph.D.
Provost and Senior Vice President
Stay On Top Of Things

- Get to Class – Every Time, On Time!
- Arrive prepared
- Get to know your syllabus for each class
- Write your assignment due dates in the calendar provided
- Know who your instructors are
- Get WOWed! – Participate in Week of Welcome activities
- Learn how to use Blackboard, Angel and WebAccess
- Check out Coulter Library
- Meet with your advisor at least twice a semester
- Monitor your own progress (grades and degree completion)

Explore.Discover.Transform

› GET CONNECTED WITH YOUR FIELD OF STUDY AND YOUR FUTURE
Are you sure your major is right for you? Find out how your unique talents can be developed into strengths and serve you well throughout your life. Helpful tools are StrengthQuest™ and FOCUS inventories. To help you determine what’s best for you, pursue related part-time or summer employment, volunteer, internship or research experience (CAL Center, CSTEP or LSAMP may help).

Faculty members can be wonderful sources of information and networking; set up a time to share your career goals and dreams for your future with your advisor or instructor.

› BRUSH UP ON YOUR SKILLS
Note-taking, study strategies, and writing skills are essential to optimal success in college and beyond. If yours need beefing up, visit the Study and Writing Skills Center in Mawhinney, M350.

› EMBRACE THE DIVERSITY THAT’S ALL AROUND YOU
Attend campus celebrations of cultural/ethnic heritage and other events that recognize diversity of students and employees. Check out an NCBI diversity workshop.

› SHARE AND STRENGTHEN YOUR TALENTS
S-t-r-e-t-c-h yourself. Look for opportunities in and out of the classroom that build on your talents. Perhaps exhibit your work or perform for an audience at an open-mic activity. Volunteer to work for the Overview student newspaper, submit an article for the campus literary magazine or a video for the monthly Student Health 101 e-magazine.
CONSIDER TAKING ON A STUDENT LEADERSHIP ROLE
Student clubs, organizations, and Student Association need capable and dedicated students who have what it takes to be leaders on campus. There's even an elected Board of Trustees student representative!

LEARN AS MUCH AS YOU CAN ABOUT YOUR PROSPECTIVE CAREER FIELD
Attend the CAL Center's workshops and employer panels. Know what employers are looking for while you have time and the chance to improve your skills and enhance your knowledge. Get prepared for each semester's Transfer Day, make an appointment to speak with 4-year college reps on campus, check out SUNY Delhi, Keuka College's, and other bachelor degree programs at Onondaga.

TAP INTO YOUR SPIRITUAL SIDE
SpiritALIVE! campus-community group works year-round on your behalf. Through programs such as the fall Faith Fair, the interfaith chaplaincy support, and the annual Season for Nonviolence (January 30 - April 4), you can explore different faith traditions, contemplate your own spiritual nature, and discover new ways to positively contribute to our world.

Spiritual development is a part of every human's development. As you explore this element of your personal growth, you may wish to check out SpiritALIVE! programs, the fall Season for Interfaith Celebration, Season for Nonviolence and/or the interfaith chaplain's office hours, conversations and meditation sessions. Check out the Sustainability & Spirituality Resource Center in C140F.

STRENGTHSQUEST TM (SQ)
The strengths development program embraced by the College is used in many classrooms and encouraged in academic and student support services. SQ provides the opportunity to develop strengths by building on your individual talents. Visit one of the SQ "homes" – Counseling Center, Writing and Study Skills Center, Career and Applied Learning (CAL) Center, or the Content Tutoring Center – to learn more. Discover your talents and maximize your potential with SQ!

STAY HEALTHY AND ENJOY LIFE!
How can you strike a balance between all of your responsibilities and your physical and emotional well-being? You may feel pulled in all directions by your studies, family, friends, and work. Yet if you're going to succeed in college, you must find a way.

"ASK THE CHAPLAIN" AT SUNYOCC.EDU (INTERFAITH CHAPLAIN)
Onondaga provides interfaith support to assist you with your spiritual, ethical and personal concerns. The goal of this support is to provide opportunities for students to pursue their full spiritual growth and development and to assist in fostering a campus atmosphere in which members of the College community may freely express their religion and faith.

Chaplain services are available on campus 4 hours each week when fall and spring classes are in session. To "Ask the Chaplain" a question online and anonymously, go to students.sunyocc.edu/support.aspx, click on Chaplain. The interfaith chaplain also helps to coordinate programs (such as meditation sessions) throughout the academic year based on expressed student interests. The interfaith chaplain also helps to coordinate programs (such as meditation sessions) throughout the academic year based on expressed student interests. To make an appointment call 498-2675 or stop by the Counseling Department.

Student Health 101 (SH101) monthly e-magazine, loaded with student-composed and expert-approved articles and advice, is accessible through your student email, the college website, or accessed directly at http://readsh101.com/sunyocc.html. To become involved with the monthly e-magazine please call 498-2644.
FRIENDS OF BILL W
“Friends of Bill W” 12 step support group is set up on a semester by semester basis by the Counseling Department, (315) 498-2675.

THE TREVOR PROJECT - http://www.thetrevorproject.org
The Trevor Project is the leading national organization focused on crisis and suicide prevention efforts among lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth.

ULIFELINE - http://www.ulifeline.org/schools/sunyocc
The College has partnered with ULifeline, developed by Duke University, to offer useful information and resources regarding mental health. By visiting the above link students can take a quick mental health test using a self-evaluator, which identifies common mental health concerns. Students can also learn more about mental health issues and the warning signs of emotional distress.

This is an online community where friends of those living with mental health problems can get support.

Achieve Your Goals

SPECIALIZED PROGRAMS THAT MAY HELP YOU SUCCEED
CSTEP, DSO, EOP, Evening Program, ISSO, LSAMP, and Vets offices offer individualized support services and special opportunities for their students to connect with staff and peers. Our interfaith chaplain offers spiritual support and programming throughout the fall and spring.

- CSTEP (Collegiate Science and Technology Entry Program)
- DSO (Disability Services Office)
- EOP (Educational Opportunity Program)
- ISSO (International Student Services Office)
- LSAMP (Louis Stokes Alliance for Minority Participation)

GET TO KNOW YOUR INSTRUCTORS BEFORE ASKING FOR A RECOMMENDATION
Recommendations from faculty members are often needed – to become a peer tutor; to be considered for numerous scholarships and awards, for membership in Phi Theta Kappa or the National Society of Leadership and Success, employment or transfer to 4-year colleges and universities.

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS
The Society is an organization that helps people discover and achieve their goals. The core belief upon which the Society was founded is that one can achieve his/her dreams with proper support and dedicated action, and that we accomplish more together than we would achieve alone. The Society offers life-changing lectures from the nation’s leading presenters, and a community where like-minded success-oriented individuals come together and help one another succeed. For more information contact the local chapter at NSLS@sunyocc.edu.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY (PTK)
Onondaga Community College sponsors the Alpha Sigma Zeta chapter of Phi Theta Kappa, the International Honor Society for two-year colleges focused on scholarship, service and leadership development. Formal induction into Phi Theta Kappa takes place each semester. Membership is by invitation. Eligible students receive a letter in the fall and spring from the Provost of the College inviting them to complete an application. Members of Phi Theta Kappa are eligible for numerous special scholarships offered by transfer institutions.
In order to be eligible for induction into Phi Theta Kappa, a student must meet the following requirements at the end of each semester:

1. A minimum cumulative GPA of 3.5
2. Completed 12 or more credits at Onondaga and matriculated in a degree program
3. Must be an enrolled student at the time of induction
4. Completed the application process by the deadline date.

For full information on PTK eligibility and related questions, direct your questions to Professor Laine Lubar, lubarh@sunyocc.edu, (315) 498-2628.

› GRADUATION (COMMENCEMENT/GRAD CENTRAL)
Commencement is the actual ceremony held in May honoring Onondaga graduates from the current academic year. It is an opportunity for you, your family, friends, and the Onondaga community to celebrate your accomplishment. Commencement should not be confused with “graduation,” a term that refers to the actual fulfillment of degree requirements and credits resulting in a diploma being processed.

The 50th Commencement Ceremony will be held Saturday, May 18, 2013 for August 2012, December 2012 and May 2013 graduate nominees. Information regarding commencement will be available at Graduation Central in the Gordon Student Center and posted on campus monitors. In April 2013 graduate applicants will receive additional information, which will be mailed to the address on file with the College. If you have relocated, be sure to update the College with your current mailing address by contacting Student Central, (315) 498-2000 or make changes online on WebAccess.

Review this graduation checklist to see if you are ready:
- Have we received your final high school transcript?
- Are you matriculated in your degree program (previously applied and accepted)?
- Have you had any transfer credits evaluated?
- Have you met with your advisor?
- Are you within 15 credits of completing your academic program?
- Have you registered for your final semester of coursework?
- Have you fulfilled all program requirements?

If you have answered “no” to any of these questions or are unsure, please see your advisor before applying for graduation.

To apply for graduation you must first meet with your advisor and then submit an application card at Student Central or apply online through WebAccess. You can also visit Grad Central at Student Central in November, December, April and May of each year to obtain information regarding your degree progress and Commencement. After registering for your final semester, submit the application for Graduation Review, BEFORE your final semester begins. Check online for more information regarding Grad Central.

› CHILDREN’S LEARNING CENTER (CLC)
The Children’s Learning Center provides high-quality, affordable and accessible child care to the children of Onondaga Community College students, employees and community members. The CLC operates on a year-round schedule and is open from 7:30 a.m. to 5:30 p.m. Children from six weeks of age to pre-kindergarten are served. A summer program is offered each year for five to 7 year olds.

A nutritious breakfast, lunch and afternoon snack are prepared onsite by the CLC’s Cook. Fees for child care services are charged and vary depending upon age of child. Students who meet eligibility requirements may apply for child care subsidies.
The CLC is staffed by a team of professional early childhood educators. Students in the Human Services and Teacher Education department complete student teaching experiences in the children’s classrooms. The Center is licensed by the NYS Office of Children and Family Services and accredited by the National Association for the Education of Young Children.

Please direct questions regarding the program, tuition fees and openings for children to the CLC’s main office at 498-2346 or by stopping by the center in Ferrante Hall.

**Tips & Places to Study on Campus**

› **STUDY OPTIONS**

To get the most out of your classes, plan to spend at least two hours studying for every hour spent in class. Review material often each week. Minimize distractions – turn off your music, TV, and phone. Find a quiet place where friends or family members won’t interrupt you.

**LOOKING FOR A QUIET PLACE TO STUDY?**

Individual Study Desks:
- 100 or so in and around Coulter Library but mostly in the “Stacks” area (C140)

Small-group study rooms:
- Coulter Library 1st floor (3 rooms) and 2nd floor (4 rooms). Some rooms may require reservations.
- Some department or academic programs in Ferrante, Mawhinney, and Whitney have conference rooms available for students in those programs; check with the department secretary or your instructor.

**LOOKING FOR A SEMI-QUIET AREA TO STUDY?**

- Individual Study Desks: Coulter Library 2nd floor

**REACH OUT TO OTHERS IN YOUR CLASS**

Ask someone in class to join you for lunch or a cup of coffee, or to be a study partner. Ask more than one person and create your own study group. Develop natural friendships – attend events and activities that really interest you and see who else shows up.

› **COMPUTER LAB AVAILABILITY**

The Academic Computing Center (ACC Lab), C214, C210, C346

› **INTERNET CAFÉS**

Onondaga has Internet Cafés available in various locations on campus. Internet Cafés are for short-term use and may not have printing capabilities. Students using any Internet Café are required to adhere to Onondaga’s Computer Systems and Communications Networks Usage Policy. Current café locations are:
- Whitney Applied Technology Center – 2nd and 3rd floors (in the “Shark fins”)
- “The Bridge” – between Coulter Library and Mawhinney Hall
- Gordon Student Center – Gordon Great Room and Student Association, G104

**Get Connected – Get Involved**

Your time spent as a student at Onondaga will be what you make it. You’ll be surprised by the quantity and quality of campus events, performances, and presentations. Read below the numerous ways to get involved and engaged on campus.
STUDENT ASSOCIATION

The Onondaga Community College Student Association is the official representative of the student body as designated by the Onondaga Community College Board of Trustees. All students who pay an activity fee are considered members of the Student Association.

You can stop by the Student Association in the Gordon Student Center, Room G104, or you can call (315) 498-7210 or fax: (315) 498-7263.

WHAT IS STUDENT ASSOCIATION’S PURPOSE?

- to broaden the educational, cultural and social experiences of Onondaga Community College students.
- to provide a central organization common to all other Onondaga Community College student organizations.
- to support all campus-wide activities sponsored by the Student Association.
- to provide all students of Onondaga Community College with a means of access to the functions and affairs of the College.
- to integrate student activities into the larger mission of the College.

Student Association provides many opportunities for students to get involved on and off campus. It helps to make your college experience more enjoyable and fulfilling, as well as helping you, the student, develop transferable skills including leadership.

CLUBS AND ORGANIZATIONS

Most clubs and organizations are funded in part by the student activity fee; however, students are encouraged to fund-raise extra money for activities. Students looking for a complete list of active organizations or clubs, or who are interested in forming a new club, should contact the Student Association office, (315) 498-7210. All student-sponsored events must be registered with and approved by the Student Association. This approval ensures that sufficient planning and preparation for the event has taken place. Before approval is granted, an application for the event must be submitted to the Student Association, G104.

2012-2013 Active Clubs & Organizations:

- Architecture & Interior Design Club
- Art Club
- B.A.S.I.C. (Brothers and Sisters in Christ)Business Club
- Chemistry Club
- Culinary and Hospitality Club
- Dramatique
- Finding Faith Club
- Gay Straight Alliance
- Geology
- Health Information Technology Club
- History Club
- Human Services
- International Students Club
- Math Club
- Music Club
- Muslim American Society
- Non-Traditional Students Club
- Psychology Club
- Residence Hall Association
- Ski Club
- Spanish Club
- Veterans’ Association
- Whole Earth Club

Attend a club meeting; talk with members to see if you want to join. Don’t see one that interests you? Consider starting up your own with your friends (ask in Student Association office).

Like sports? Support Onondaga’s NJCAA teams, join an Intramurals team, visit the Rec & Fitness Centers (just do it when you don’t have class)!

ATHLETICS

Student Association funds fifteen intercollegiate teams and several intramural sports.

INTERCOLLEGIATE ATHLETIC TEAMS 2012-2013

MEN’S SPORTS:

- BASEBALL
- BASKETBALL
- CROSS COUNTRY
- GOLF
- LACROSSE
- SOCCER
- TENNIS

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WOMEN’S SPORTS:
BASKETBALL, CROSS COUNTRY, GOLF, LACROSSE, SOCCER, SOFTBALL, TENNIS, VOLLEYBALL

Students who plan to try out for an intercollegiate team must comply with requirements pertaining to health records and health insurance as well as academic and NJCAA eligibility.

INTRAMURAL SPORTS

Intramural sports are funded by the Student Association and are available for all full-time and part-time students, faculty, and staff. A list of intramural and recreation offerings is below as well as on the student website. For more information about specific dates and teams, contact the Intramural Coordinator, at 498-2842.

FALL 2012 INTRAMURAL SPORTS: SPRING 2013 INTRAMURAL SPORTS:
3 on 3 Basketball Tournament 5 on 5 Basketball
Flag Football Indoor Soccer
Texas Hold ‘Em Poker Night Flicker ball (football)
Dodge Ball Ultimate Frisbee
Volleyball Texas Hold ‘Em Poker Night
Fantasy Football Billiards
Golf Tournament Ping Pong
3 on 3 Basketball Tournament

OPEN RECREATION

Open hours for the gym, fitness center (Allyn Hall) and Recreation Room (W170, with ping-pong and pool tables, TV, and video games) are available for any student presenting a valid SMART Card. For information, contact the Program Coordinator, Recreation and Athletics at 498-2710.

› SOUTHWEST YMCA AT ONONDAGA COMMUNITY COLLEGE

The Southwest YMCA is located inside the SRC Arena & Events Center and Allyn Hall. The state-of-the-art facility features a 4,000-square-foot fitness center, access to the Allyn Hall Gymnasium, specialty fitness/wellness program rooms, a wide variety of wellness programming, and a 200 meter indoor track. Full and part-time students that pay the health & recreation fee may register for membership at the Southwest YMCA without additional cost by presenting a valid SMART Card. To learn more, contact the Southwest YMCA at 498-2699.

› SUPERMIX: YOUR ALTERNATIVE CONNECTION

This 24-hour internet radio station is run by students enrolled in the Radio/Audio option of the Electronic Media Communications (EMC) degree program. Go to www.supermix.us or DormTV Channel 15 for live broadcasts of alternative rock, independent music, special programs and Lazer sports.

Have A Positive Impact On Your Community

Volunteering is another way to make a positive impact. Offer to become an orientation leader, a peer mentor, or tour guide. Get involved in a community betterment campaign. Planning groups are always looking for new ideas and participation from students. College committees often need student members; ask in Student Association how you can help represent student interests.
Onondaga embraces annual programs such as Red Ribbon Week, Sexual Assault Awareness Month (including Clothesline Project and Take Back the Night), Season for Nonviolence, and Alcohol Awareness. Programs are held to provide in-depth information and personally meaningful experiences. These events and your involvement can promote positive change that affects us all.

VOLOUNTEERING: CAMPUS AND COMMUNITY

There are always opportunities to become involved with the campus and community through volunteering. Plan on visiting the Volunteer Fair held each semester in September and February, to connect to community agencies in the Syracuse area. Contact the Service-Learning and Volunteer Coordinator in the CAL Center (F262) to learn more about the one-time events and ongoing volunteer opportunities available. Be sure to stop in during National Volunteer Week in April!

Community Service
Volunteering is a great way to give back to your community while meeting new people, trying out a career field, and building your resume! Meet with the Volunteer Coordinator to discuss your interests, special skills, and experience, and we will work with you to find your ideal match. Stop by the Career and Applied Learning (CAL) Center, Ferrante Hall, Room 262, call (315) 498-7207 or email volunteer@sunyocc.edu.

Service Learning
Service learning integrates community service with academic learning. Need a placement site for your service-learning class requirement? Stop by and speak with the Service Learning/Volunteer Coordinator, located in the Career and Applied Learning (CAL) Center in Ferrante Hall, Room 262, or call (315) 498-7207 for assistance in finding the right place to fulfill your service hours.

CREATE CHANGE!
We can't be forced to change. We must be inspired to change. Real change isn't achieved through a set of rules or code of conduct. That's why this program is anything but. Instead, it outlines issues here on campus that could be approached with a different attitude. Once a new attitude is created, change will come naturally.

Think about it for a second. This is our college – we spend a lot of time here, and we will always have a connection to it. Why wouldn't everyone want to take pride in it, respect it and make it the best place it can be?

Let's create a better Onondaga. Let's Create [Change] by:
- Smoking in designated areas
- Tossing out your trash
- Using respectful language
- Not spitting on campus
- Parking courteously

RECYCLE MANIA
You can help Onondaga Community College recycle by placing all of your paper, bottles, cans, and other recyclable items into the recycling containers throughout campus. By recycling we conserve our natural resources, save energy, reduce water and air pollution, and create jobs. Onondaga recycles paper; cardboard; newspapers & inserts; magazines & catalogs; junk mail & envelopes; cereal, pasta & other food boxes; pizza boxes; all bottles & jars; milk & juice cartons; metal cans & foils; #5 plastic containers; and batteries. For more information on what to recycle visit http://www.ocrca.org/recycling_bluebins.asp.
RED CROSS BLOOD DRIVE/BONE MARROW SCREENINGS
Blood drive and bone marrow screenings are held periodically throughout the year. Be sure to watch for announcements.

VAN DUYN OUTREACH DINNERS
Dinners in October and April are a wonderful way to honor a large number of Van Duyn Home & Hospital residents transported to the Onondaga campus for an evening of food and fun. If interested in helping, contact the Counseling Department.

VOTER REGISTRATION
Onondaga Community College seeks to ensure that the College community understands the importance of voting and that eligible community members have the opportunity to vote. Onondaga Community College in accordance with the National Voter Registration Act, encourages students who have a disability that hinders their ability to complete the voter registration form to contact the Disability Services Office or the Office of Student Life and Development for assistance. The Disability Services Office and the Office of Student Life and Development are located in the Gordon Student Center. The hours of operation are weekdays from 8:30 a.m. – 4:30 p.m. or by appointment.

TO REGISTER IN NEW YORK, YOU MUST:
• Be a U. S. citizen
• Be 18 years old by date of the primary, general or other election
• Live at your present address at least 30 days before an election
• Not be in jail or on parole for a felony conviction and
• Not claim the right to vote elsewhere.

New York State voter registration forms are available from Student Central, most state agency offices, post offices, Onondaga County Board of Elections or at: http://www.ongov.net/elections/images/voteform_english.pdf. Some students may be able to register to vote online at http://www.registertovote.org.

You may also register at your local Board of Elections or any state agency participating in the National Voter Registration Act, on any business day throughout the year.

ELIGIBILITY TO VOTE
Primary Elections: To be eligible to vote in the 2012 Presidential primary on April 24, 2012, your mailed application must be postmarked no later than March 30, 2012 or your application must be received by the Board of Elections by March 30, 2012.

General Elections: To be eligible to vote in the November general election on November 6, 2012, your application must be postmarked no later than October 12, 2012 or received by the Board of Elections by October 12, 2012, except if you have been honorably discharged from the military or have become a naturalized citizen or a registered voter who has moved within the county since October 12, 2012 you may register in person at the Board of Elections up until October 26, 2012.

ALL FORMS AND APPLICATIONS MUST BE MAILED OR HAND DELIVERED TO THE BOARD OF ELECTIONS.
Career and Applied Learning (CAL) Center

The CAL Center assists students in obtaining applied learning experiences: shadowing, informational interviews, internships, service-learning placements, and volunteer opportunities. The Center provides students and graduates information and assistance with resumes, cover letters, and job search and interview techniques. The Center also maintains an on-line career information system, CALink (www.myinterface.com/sunyocc/student), which allows students and alumni to build and upload their resume and other job search documents, search for local jobs, internships and volunteer opportunities, browse online career resources, research local employers, check out upcoming CAL Center events and more. The Center is located in Ferrante Hall, Room 262, and may be reached by phone at (315) 498-2585 or by email at calccenter@sunyocc.edu.

Internships

Gain practical experience and make yourself more marketable to employers by participating in an internship in your field of study. Depending upon your curriculum, credit may be awarded for the internship. To be eligible, you must have completed at least 24 credit hours and have a minimum 2.5 G.P.A. Contact the Internship Coordinator, located in the Career and Applied Learning Center, Ferrante Hall, Room 262, (315) 498-2494 or email calccenter@sunyocc.edu.

Employment Services

Need a job while going to school? Graduating and looking for professional employment? Need help writing or perfecting your resume and cover letter? Have an upcoming interview and need help preparing? Contact the Career and Applied Learning (CAL) Center for assistance and for access to CALink (an on-line virtual career center) to find current job listings and to browse career related resources. Register for CALink (www.myinterface.com/sunyocc/student) or stop by Ferrante Hall, Room 262, call (315) 498-2585, or email calccenter@sunyocc.edu.

CALink

The Career & Applied Learning Center hosts CALink, an on-line virtual career center, for Onondaga students and alumni. With CALink, Onondaga students and alumni can: build and upload their resume and other job search documents, search for local jobs, internships and volunteer opportunities, browse online career resources, research local employers, check out upcoming CAL Center events and more! Register for CALink at www.myinterface.com/sunyocc/student

Collegiate Science and Technology Entry Program (CSTEP)

Collegiate Science and Technology Entry Program (CSTEP) is a comprehensive support program dedicated to increasing the number of college graduates from traditionally under-represented groups in technical-related fields as well as individuals from economically disadvantaged families. Students interested in pursuing careers in Science, Technology, Engineering, Math, and other licensed professions are encouraged to apply. Some services are:

- One-on-one and small-group counseling
- Individual and small-group subject-related tutoring
- Faculty mentoring and peer outreach
- Campus visits and corporate field trips
- Professional development
- Apple notebook/iPad lending program

CSTEP is sponsored by the New York State Education Department. For more information, visit online at http://students.sunyocc.edu/support.aspx?menu=416&id=2753 or call (315) 498-2352.

Computer and Network Information

› STUDENT COMPUTING RESPONSIBILITIES

Students are expected to behave in a responsible, ethical and legal manner when using the College network and its resources. Improper actions include but are not limited to: attempts to breach security or privacy rights; illegal duplication, downloading, file sharing, distribution, or destruction of copyrighted material; disruption or damage to computer/network services, software, or hardware, use of facilities for commercial purposes; use of computing resources to libel, slander or harass any other person; or violation of federal, state and local laws. More information is available in the OCC Student Conduct and Disciplinary Procedures online at http://students.sunyocc.edu and the Computer Systems and Communications Networks Usage Policy available at http://students.sunyocc.edu/support.aspx, under the Technology Guides link.

› ACADEMIC COMPUTING CENTER (ACC) - Open-Access Computer Lab

The Academic Computing Center (ACC Lab), on the second and third floors of Coulter Library (C214, C210, C346), provides open-access labs available for walk-in use. A current Onondaga Student ID (SMART card) is required to utilize the ACC Labs. During the spring and fall semesters when classes are in session, the ACC Lab is open:

- Monday through Thursday 7:45 am - 9 pm
- Friday 7:45 am - 4 pm
- Sunday 12 pm - 4 pm
- Other hours as posted.

The software available for use in the Academic Computing Center includes Microsoft Office 2007 Professional Suite (MS Word, Excel, Access, and PowerPoint). Specialized adaptive software and curriculum-specific software such as AutoCAD are also installed on a number of PCs in the ACC Labs. Scanners are available for student use. Student needs are constantly reviewed to make the best options available for their use.

BE SURE TO MANAGE YOUR FREE PRINTS AND RECYCLE. Visit the Student website for more information on your free prints quota as well as the fee structure for any additional printing needs.

› E-MAIL

Each student is given a free Onondaga e-mail account – available from anywhere there is an Internet connection. You must check your student e-mail account regularly; it is used by the College as an important means of communicating college business with you.

- Using your web browser go to http://students.sunyocc.edu
- Click on the e-mail link
- Your user name and password are the same as your Onondaga network user name and password (See Network Accounts for details)
- Your student e-mail address is username@clasnet.sunyocc.edu (Example: John J. Smith = j.j.smith@classnet.sunyocc.edu)

Have a home e-mail account that you would like your college email forwarded to? The Helpdesk can help you forward your college e-mail to your personal e-mail account. Call 498-2999 or e-mail helpdesk@sunyocc.edu.
HELPDESK (INFORMATION TECHNOLOGY - IT)
The IT Helpdesk offers telephone assistance with general computing issues and questions regarding Onondaga’s computing environment. The Helpdesk can be reached by calling 498-2999, or e-mail helpdesk@sunyocc.edu

NETWORK ACCOUNT
A user name and password are created for every student to access the College network. This account will allow you to access your e-mail, files stored on the network and to use a computer located on campus. Your user name is made up of the first initial of your first name followed by a period + your middle initial (if you provided one to us in the past) followed by a period + your full last name. Example: John J. Smith = j.j.smith (lower case). Please Note: If your user name is not unique based on this rule, a random number will be added to the end of your last name (for example, j.j.smith398). To help you find your user name and password, go to http://students.sunyocc.edu. Click on the “Support Services” tab, then click on the “Guide to Accessing the College Network” link.

NETWORK STORAGE (H:DRIVE) / MY FILES
Each Onondaga student is given space on the College network for saving documents and files (up to 150 MB). You can access this storage from on and off campus. Using your NsNetwork Storage on campus is easy. Once you're logged on to the college network, your file space appears as your H: drive. Just store your files there and they'll be available to you any time you're connected to the network - whether you're on campus or away from campus. We recommend that you use Internet Explorer as your web browser to link to My Files from off campus. To access your files from off campus all you need is an Internet connection.

OFF-CAMPUS USE OF H:DRIVE / MY FILES
Logging In: Simply type ftp://username@studenthome.sunyocc.edu into your web browser's address bar, changing the word username to your actual username. This is the username that you use to log into the College network. You will be prompted to log in with your OCC username and password. The browser should then display a list of items in your H: drive. You can click on folders to open them and click on files to open or save them.

For Internet Explorer Users: You can open your files in Windows Explorer so that you can easily drag and drop items to and from your H: drive/Network Storage. Once logged in, you will see the message “To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer.” First you need to look at the right hand side of the IE browser window and find Page. You then can click on Page, and then click Open FTP Site in Windows Explorer. You will be prompted to log in again, and once logged in a window will open up showing icons for the items in your H: drive/Network Storage. You can now drag and drop files to and from your computer and this window.

WEBACCESS
Online student registration and access to your student record is available from anywhere you have an Internet connection. Through WebAccess, you can check for course listings, register, add and drop classes, make payments, check the status of your financial aid, view your class schedule and access grades – and more. WebAccess is available at http://students.sunyocc.edu. Click on the “WebAccess” link. There is no need to login to search for classes. However, for any other service you will be prompted to login using your user name and password (see Network Account above for details). A comprehensive Help page is available from each WebAccess page.
WISELSS ACCESS

Onondaga is glad to provide students with wireless networking opportunity. However, it is impossible to provide a single set of instructions to connect a laptop to the OCC wireless network, and successful connection is not guaranteed. The Helpdesk is unable to provide connection assistance due to the variability among PCs and high call volumes. Learn more about connecting to the OCC wireless network by going to the student web page at http://students.sunyocc.edu/support.aspx, under the Technology Guides link.

Counseling - Gordon Student Center

In an effort to help students explore, discover, and transform, professionally trained counselors are available to facilitate current and prospective students; personal, social, and educational growth and adjustment.

For more information, contact the Counseling Department (315) 498-2675/2436.

Disability Services Office (DSO) = Advocate

Accommodations
Diversity
Voices
Of
Caring
Allies
Teach
Educate

Students do you have a disability? This can be a physical, mental, or emotional condition that effects one or more major life functions. Register with the Disability Services Office to receive a variety of services including accommodations. The DSO office offers a quiet study area, a technology lab and state of the art assistive technology to help you succeed. Workshops and other campus events are held and we encourage students to be involved as well. Issues can be discussed in a confidential setting to focus on goals, self-confidence and advocacy. DSO is located in the Gordon Student Center, room 130. Phone (315) 498-2245.

Disney Theme Parks and Resorts College Program

Paid Internship

Onondaga Community College and the Walt Disney World® Resort may be able to offer you the opportunity of a lifetime! You could join with thousands of other college students from across the country and around the world to participate in a paid internship at the Walt Disney World Resort in Orlando, Florida. And the best part of all? You can earn Onondaga Community College credit while learning, earning and living the Disney College Program experience!

HOW TO APPLY:

Visit http://students.sunyocc.edu/central.aspx?id=5379 for information and application instructions. Times and locations when Disney College Program recruiters will be on the Onondaga campus can be found at disneycollegeprogram.com. For additional information, contact the Business Administration department.
Diversity Services

Diversity Services serves the College’s international and culturally diverse student body by providing enrollment consultation, educational planning, academic advisement, transfer counseling, socio-cultural guidance, information and referral for community services and coordinating extra academic help. The Ann Felton Multicultural Center, located in Ferrante Hall just below Storer Auditorium, provides students with a wide range of programs and services to benefit students of color, while promoting opportunities for cross-cultural experiences for the entire campus and the community.

Evening Program Coordinator/Lounge

Evening students are encouraged to stop by and visit the Evening Program lounge in M-186. A welcome atmosphere, coffee and microwave, two computers with printers, comfortable chairs, food and clothing pantry, and camaraderie are found here. The lounge is open till 8 p.m. Monday-Thursday. The Evening Program coordinator is on campus Monday-Thursday 10 a.m. - 8 p.m. to specifically address the needs and concerns of the evening student population. Let your voice be heard! Stop by and be a part of campus life.

Learning Centers and Academic Support Services

- **MATH LAB**
  Provides free individualized tutoring for students in all mathematics courses taught at Onondaga. Any student wishing to improve his or her problem-solving abilities may benefit. Individual study space, group study space and computers with math software are also available. Professional and peer tutors are available by appointment and on a walk-in basis. To get started, stop in at M205 or visit the student website at http://www.students.sunyocc.edu/support.aspx?menu=398&id=1079 for more information.

- **STUDY SKILLS CENTER (SSC)**
  Provides individual or group tutoring to students in need of solid strategies for tackling academic reading and studying. Tutoring is provided by carefully selected, professional tutors by appointment. There is space adjacent to the Center for quiet, small-group study sessions, and a “Book Swap” site nearby. Our face-to-face tutoring is available free to current Onondaga students in the Study Skills Center. To get started, stop in at M350 or call us at 498-2260.

  For quick tips on note-taking, test-taking and a variety of other study skills topics, visit the Onondaga student website at http://www.students.sunyocc.edu/support.aspx?id=136.

- **TUTORING (CONTENT TUTORING CENTER, CTC)**
  The Content Tutoring Center provides free individual or group subject-specific tutoring to students in need of academic support. Tutoring is provided by carefully selected, trained, and supervised tutors for a variety of courses, including:

  - Biology • Business • Chemistry • Computer Information Systems • Computer Science
  - Health Sciences • Languages • Mathematics • Music • Physical Science
  - Physics • Social Sciences • Technologies

  The Content Tutoring Center also offers help sessions to all Onondaga students in “Learning Basic Computer Skills” and “Mastering the TI-83/84 calculator”.

  All students who are in receipt of the CTC’s services are responsible for attending the class of interest on a regular basis, arriving on time to meet with their assigned tutor, and completing assignments and preparing for both class and tutoring sessions.
For additional information on tutorial support and help sessions, visit the Content Tutoring Center in Coulter Library, Room 342, call (315) 498-2573 or email us at contenttutoring@sunyocc.edu

WRITING SKILLS CENTER (WSC)

Offers students help with any kind of writing project, for any class, at any point in the writing process—from getting and organizing ideas to help with editing and proofreading. Professional tutors, many of whom also teach English courses, offer two kinds of services, all free to current Onondaga students.

Face-to-Face allows students to schedule appointments with one tutor, usually for one hour per week during the entire semester, in the Writing Skills Center (WSC). Students can also drop in to the Center for short-term help with a writing project. To schedule an appointment, stop in to M350, call 498-2260 and talk with the WSC secretary. Call or check M350 for each week's available hours.

NightWriter combines technology with evening hours to provide nighttime help with writing. Students e-mail their questions (and sometimes their writing-in-progress) to write@sunyocc.edu. NightWriter is open between 9 p.m. and midnight, Sunday through Thursday. Questions e-mailed during hours when NightWriter is closed will be responded to when NightWriter next opens.

Library

Onondaga Community College is part of the State University of New York, the largest public university system in the United States, and Onondaga students have borrowing privileges at all SUNY libraries.

With an exceedingly friendly and able staff standing by and through its extensive print and non-print collection of materials in subject areas of interest to students in all curricula, Sidney B. Coulter Library is a major learning hub for the campus community and a wellspring for self-directed learning.

To help you in your academic journey (or any other journey for that matter) the library has collected more than 100,000 items (in multiple formats), including books, magazines, journals, films, music, digital resources and special collections of local and state history. This entire collection can be accessed from anywhere through the library's website and most of what the library doesn't own can be obtained from other libraries through Interlibrary Loan.

Coulter librarians teach two courses: LIB 100, the Art of Inquiry [1 credit- Honors only], and LIB 210: Real World Research [1 credit- online] as well as individual and group instruction.

Coulter Library is easily accessible to students with disabilities as are Assistive Technology hardware and software. Visit http://library.sunyocc.edu to view the current list.

Coulter Library is where people come to read, work, study, research, meet friends, or just to rest and reflect. It's a place to contemplate the wisdom and the foolishness (and everything in between) of humankind; a place of becoming, of finding your own way or, having it find you. In other words it's the perfect place to “explore, discover, and transform” and we invite you to take full advantage of every opportunity to do so.

To learn more about your library visit the library's web page at http://library.sunyocc.edu.

Louis Stokes Alliance for Minority Participation (LSAMP)

The Louis Stokes Alliance for Minority Participation (LSAMP) was formed to attract and maximize the potential of students from underrepresented populations, specifically African-American, Latino American and Native American (AALANA) in Upstate New York who are enrolled in STEM fields. Supported by a grant from the National Science Foundation, the LSAMP program works as part of a seven-member Upstate New York college and university
alliance that includes, Syracuse University, Cornell University, Rochester Institute of Technology, Rensselaer Polytechnic Institute, Clarkson University, Monroe Community College and Onondaga Community College, called ULSAMP. The purpose of the alliance is to increase recruitment and the subsequent graduation rate of both first-time and transfer students by enhancing academic experiences and opportunities.

The mission of LSAMP is to develop the next generation of innovators and grow a workforce highly qualified for a knowledge-based economy that is representative of our nation’s demographics. This is accomplished by tapping into the rich potential of our targeted students through valuable and engaging experiences, including internships, scholarships, fellowships, mentoring, research, and other activities and events.

For more information about LSAMP, call 498-2817 or 498-2352. Applications for the program are available at the CSTEP office and online at http://www.students.sunyocc.edu/support.aspx.

**Online Learning (Distance Learning)**

- **ANGEL/BLACKBOARD**

  Learning Management System Transition

  During the summer of 2012, Onondaga Community College will begin to transition from the current learning management system (LMS) ANGEL to Blackboard Learn. This will happen in phases throughout the 2012-2013 academic year. At Onondaga, the learning management system is used to enhance traditional classes that meet regularly on campus. Some common uses for the LMS in these classes is to provide classroom documentation, administer quizzes, and maintain an online gradebook. In addition to traditional classroom use, Onondaga also uses the LMS for online classes.

  As the 2012-2013 academic year progresses, an increasing percentage of course sections will be transferred from ANGEL to Blackboard Learn. During this transition, courses will be relocated in such a way that students may have classes that will be using ANGEL while others will have transferred to Blackboard Learn. Faculty will provide guidance for students taking traditional courses and the Office of Curriculum & Instructional Technology will communicate the appropriate virtual classroom location to students who have registered for an online course.

**Student Association**

The Onondaga Community College Student Association is the official representative of the student body as designated by the Onondaga Community College Board of Trustees. All students who pay an activity fee are considered members of the Student Association.

You can stop by the Student Association in the Gordon Student Center, Room G104, or you can call (315) 498-7210 or fax: (315) 498-7263.

- **WHAT IS STUDENT ASSOCIATION’S PURPOSE?**
  - to broaden the educational, cultural and social experiences of Onondaga Community College students.
  - to provide a central organization common to all other Onondaga Community College student organizations.
  - to support all campus-wide activities sponsored by the Student Association.
  - to provide all students of Onondaga Community College with a means of access to the functions and affairs of the College.
  - to integrate student activities into the larger mission of the College.
Student Association provides many opportunities for students to get involved on and off campus. It helps to make your college experience more enjoyable and fulfilling, as well as helping you, the student, develop transferable skills including leadership.

**Student Life and Development**

Student Life and Development (Student Life) provides students with assistance and referral for their non-academic activities and concerns. We listen and help you locate campus resources and solutions that will be beneficial to your personal and academic success. Student Life assists students with processing a medical leave of absence, or a request for tuition reimbursement or waiver. Student Life and Development is located in the Gordon Student Center, room G229, (315) 498-2228.

Your education and personal growth extend beyond the classroom. Student Services Initiatives office strives to offer you meaningful opportunities to consider life's options, to enhance your personal well-being and sense of self. SSI focuses primarily on helping you explore healthy life choices, as well as spirituality and its role in your life.

**Study Abroad**

Interested in studying abroad? Through the College's membership in the SUNY consortium, you can study for a semester or during the summer in countries throughout the world. Do not think that Study Abroad is merely for language or liberal art majors – there is a program for just about everyone! Consult your academic advisor if you think a study abroad experience fits into your overall educational goals at Onondaga and beyond. Financial aid can be used to help pay for some of your expenses.

For more information, please contact Diversity Services at 498-2565 or stop by the office in Whitney 106. Explore other opportunities in the SUNY-wide system by going to http://students.sunyocc.edu/central.aspx?menu=364&id=52.

**Veterans’ Affairs**

Onondaga maintains a full-time Office of Veterans’ Affairs (OVA). The staff offers informal supportive assistance and information to fellow veterans and other interested students. As a direct link between the student veterans and the V.A. regional office, the office handles applications for V.A. benefits and payment inquiries. Veteran tuition deferrals may be requested through the office. Any student currently receiving or interested in applying for V.A. benefits is encouraged to make full use of the service provided by the College's Office of Veterans' Affairs, and to sign up for the Vets Office email distribution list.

Any veteran or eligible person using V.A. educational benefits is responsible for being aware of and fulfilling the Onondaga Community College Standards of Progress as mandated by the U.S. Department of Veterans’ Affairs. Detailed information is available from the Office of Veterans’ Affairs located at C103, or call (315) 498-2200. More information is available online at http://students.sunyocc.edu/support.aspx?menu=420&id=81.

STUDENTS.SUNYCCC.EDU
COLLEGE TERMS

Academic Advisor Each student is assigned an academic advisor who is a faculty member in
the student’s curriculum or a closely related curriculum. Students can find out who their advisor
is by looking under Student Profile in their OCC web account. Advisors aid students in choosing
the courses required for their degree.

Academic Probation A student is placed on probation when his/her grades fall below a certain
minimum average. The minimum allowable index increases with the amount of credits that
have been attempted.

Accommodative Testing Accommodative testing refers to special arrangements made for
tests/quizzes for students with disabilities who are eligible for extended time, alternate testing
locations and other services.

Administrative Withdrawal Administrative withdrawal is also known as “Administrative X.”
An instructor may initiate the administrative withdrawal of a student from a course due to
lack of attendance. A grade of “X” is assigned. Student status and resulting financial aid or VA
benefits may be affected. An administrative withdrawal still obligates a student to incurred
tuition and fees. Students should immediately contact their instructors if an administrative
withdrawal occurs.

Articulation Agreement A formal agreement with a four-year college, which guarantees
that an associate degree graduate may transfer with junior status and without loss of
credit. Students must meet the criteria set by the four-year institution. A list of articulation
agreements is available in the Counseling Center in the Gordon Student Center and on
www.sunyocc.edu.

ATM There is an ATM for your convenience in the Gordon lobby near the cafeteria.

Bursar This is the office on campus responsible for accepting payment of tuition and
dispersing emergency loans, financial aid checks, refunds and other tuition payment and
inquiries. The Bursar’s office is located in Gordon Center Room 114 (Counter #16-18).

CENTRO bus schedules can be found in display racks in Gordon near Student Central’s kiosk,
and in Mawhinney at the west entrance.

Certification and Records Office also known as the Registrar’s office, maintains student
academic records; certifies eligibility for various purposes including graduation.

Class Cancellations Class cancellations are announced daily. Students can check cancellations
on the OCC website at www.sunyocc.edu or by calling 498-2300. Cancellations are also posted
on campus cable monitors.

Closing of College Under normal conditions the campus closes at 11 p.m. Monday–Friday;
on Saturday the College has limited operations, typically closing at 5 p.m.; and on Sunday,
with the exception of the Library and special events, the College is closed. Residential
students have full access to Residence Hall buildings and their rooms. However, resident
students should inquire with the residence hall director or the Residence Life office
for special closing information. In the event of inclement weather or hazardous road
conditions, announcements will be made by means of the College website and TV monitors,
and local radio and TV outlets. To check online go to: students.sunyocc.edu.

Complete Withdrawal Form is used when a student is withdrawing from all courses for the
semester. The form is available from Counseling, Student Central counter 2.

Co-requisite A course that must be taken at the same time as another course. Co-requisites are
listed in the course descriptions.

Credit Hour The value assigned to a course, usually based on the number of hours spent in
the class. For a three-credit hour course, students spend approximately three hours in the
classroom each week.

STUDENTS.SUNYOC.C.EDU
Cumulative Index  The continuing measurement of success in all course work through one or more semesters. At Onondaga Community College, it is based on a quality point index of 4.0.

Curriculum A program of study.

Deferral  Deferral is a postponement of tuition payment based on expected benefits (TAP, VA, VESID, etc.). Tuition is paid at a later date when the funds are received.

Dismissal  Same as suspension. Can be for academic or disciplinary reasons.

Elective  A course of the student's choice; not a required course.

Experiential Learning  Knowledge and skills gained from life experience for which credit may be awarded under certain circumstances.

Extension Sites  Onondaga’s extension sites include: North Site, Liverpool; Driver’s Village, Cicero; OCC Downtown (JOBSplus!), Syracuse; and other conveniently located community sites.

FERPA  The “Buckley Amendment,” also known as The Family Educational Rights and Privacy Act of 1974, as amended.

Full-Time Student  Enrolled for 12 or more credit hours during the fall or spring semester.

Good Academic Standing  A matriculated student is considered in good academic standing when he/she has a satisfactory Cumulative Index.

Grade Point Average (GPA)  A weighted average of a semester’s grades; computed by dividing the sum of the products of quality points associated with the grade earned in each course and the number of credit hours assigned to the corresponding course, by the number of credit hours attempted.

Grant  A monetary award given to a student to help pay college expenses. Grants are not repaid by the student.

Matriculated Student  One who has met all admission requirements, has been formally accepted by the Office of Admission, and is enrolled in an associate degree or credit certificate program.

Part-Time Student  A student who is enrolled for fewer than 12 credit hours in the fall or spring terms.

Prerequisite  A course(s) which must be taken before a student may take a different one.

Reinstatement  A student who has been academically dismissed due to poor academic performance must remain out of the college for at least one semester (summer does not apply) and will then be allowed to apply for reinstatement. Check the Academic Rules on the college website for more information or you may contact the Certification and Records Office for further information.

Syllabus  A syllabus is the basic reference document that guides a student through a course, and provides an outlined "road map” to help students succeed in that course. It provides a timeline for the instructor and students. The syllabus informs students of the instructor’s attendance, participation, behavior, study and examination requirements for the class. A syllabus also includes grading and instructor contact information. Each instructor will provide his/her own syllabus to follow.

Transcript  A copy of a student's academic record, which may be sent to other schools or to employers at the student’s request.

Tuition Waiver Application  An application to the college to request a waiver of the normal tuition refund policy due to a College error or an unfortunate or uncontrollable event. Applications are available from Student Central or on the student webpage; subsequent inquiries should be referred to Student Life and Development.

WebAccess  Through WebAccess, students can check course listings, register for classes, make payments and access grades, correct contact information, and locate other student services. WebAccess is available through Onondaga’s website at www.sunyocc.edu.
# DIRECTORY

PLEASE NOTE: When dialing from an off-campus location, add a 498 prefix to all extensions listed below. Student Central is located on the main floor of the Gordon Student Center, 498-2000. Main Campus Number: (315) 498-2622. If using a TTY system, call 469-3128.

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<td>Credit Transfers</td>
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<td>Bursar, Gordon Student Center, G114 or WebAccess</td>
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* NOTE:
1. Students who want to withdraw from courses are encouraged to speak with their advisor before withdrawing. Students who received financial aid or financial aid refunds should also inquire at the Financial Aid office whether their decision to withdraw will affect their eligibility to receive financial aid for this or a future semester.
2. Students who need to withdraw from the entire semester should speak with the Counseling Department to complete a Complete Withdrawal Form and to plan for the next steps.
ACADEMIC CALENDAR

FALL 2012

NOTE: Deadlines for courses other than 15 weeks in length are adjusted accordingly

› MAIN CAMPUS, OCC NORTH AND EXTENSION SITES
  Faculty On Hand ........................................................................................................ August 22
  Last Day to Register .................................................................................................. August 24
  Classes Begin ............................................................................................................. August 27
  Last day to add a class - in person ........................................................................... August 31
  Last day to add a class - WebAccess ......................................................................... September 2
  Labor Day - NO CLASSES ........................................................................................ September 3
  Last day to apply for December 2012 Graduation ...................................................... September 16
  Last day to drop a class (remove from transcript) in person ...................................... September 14
  Last day to drop a class (remove from transcript) WebAccess .................................. September 16
  Fall Break - NO CLASSES .......................................................................................... October 8 and 9
  Midterm Examinations ............................................................................................... October 10 - 16
  Advisement for Spring & Summer 2013 Begins ......................................................... November 5
  Administrative X Deadline ........................................................................................ November 12
  Registration for Spring & Summer 2013 Begins ......................................................... November 12
  Last day to withdraw from a class with a grade of W ................................................ November 28
  Thanksgiving Recess .................................................................................................. November 21-25
  Classes Resume ........................................................................................................... November 26
  Final Examinations ....................................................................................................... December 11-17
  Grade Deadline (9:00 AM) ......................................................................................... December 28
  Last Day Faculty On Hand .......................................................................................... December 28
  May Degree Nominations Due (for registration review) ........................................... December 28

› FIRST HALF-SEMESTER MAIN CAMPUS CLASSES
  Classes begin .............................................................................................................. August 27
  Last day to add a class .............................................................................................. August 29
  Last day to drop a class (remove from transcript) ..................................................... September 4
  Administrative X Deadline ......................................................................................... October 7
  Last day to withdraw from a class with a grade of W ................................................. October 11
  Last day of regular classes ......................................................................................... October 21
  Grade Deadline (9:00 AM) ......................................................................................... October 24

› SECOND HALF-SEMESTER MAIN CAMPUS CLASSES
  Classes begin .............................................................................................................. October 22
  Last day to add a class .............................................................................................. October 24
  Last day to drop a class (remove from transcript) ..................................................... October 30
  Administrative X Deadline ......................................................................................... December 3
  Last day to withdraw from a class with a grade of W ................................................. December 7
  Last day of regular classes ......................................................................................... December 17
  Grade Deadline (9:00 AM) ......................................................................................... December 28

STUDENTS.SUNYOCC.EDU
WINTER 2013 MAIN CAMPUS

Last Day to Register ......................................................... January 2
Classes Begin ................................................................. January 2
Last day to add a class .................................................. January 2
Last day to drop a class (remove from transcript) ............. January 2
Administrative X Deadline ................................................ January 7
Last day to withdraw from a class with a grade of W (WebAccess) January 10
Last Day of Class/Final Exam .......................................... January 15
Grade Deadline (9 am) .................................................. January 15

SPRING 2013

NOTE: Deadlines for courses other than 15 weeks in length are adjusted accordingly

› MAIN CAMPUS, OCC NORTH AND EXTENSION SITES

Last Day to Register ......................................................... January 18
Faculty On Hand ............................................................. January 16
Martin Luther King Holiday - COLLEGE CLOSED .............. January 21
Classes Begin ................................................................. January 22
Last day to add a class (in person) .................................. January 28
Last day to add a class (WebAccess) ............................... January 28
Last day to drop a class (remove from transcript) - In Person February 11
Last day to drop a class (remove from transcript) - WebAccess February 11
Applications due for May 2013 Graduation ......................... February 8
Midterm Examinations ..................................................... March 11-17
Spring Recess ................................................................. March 18-24
Classes Resume .............................................................. March 25
Advisement for Fall and Winter Begins ......................... April 8
Administrative X Deadline .............................................. April 8
Registration for Fall & Winter begins ............................. April 15
Last day to withdraw from a class with a grade of W - In Person April 24
Last Week of Classes ....................................................... May 7-13
Final Examinations .......................................................... May 14-17
Grade Deadline (9:00 AM) .............................................. May 23
Last Day Faculty On Hand ............................................. May 23
Commencement ............................................................. May 18

› FIRST HALF-SEMESTER MAIN CAMPUS CLASSES

Classes begin ................................................................. January 22
Last day to add a class .................................................. January 24
Last day to drop a class (remove from transcript) ............. January 30
Administrative X Deadline .............................................. March 3
Last day to withdraw from a class with a grade of W .......... March 7
Last day of regular classes .............................................. March 17
Grade Deadline (9:00 AM) .............................................. March 19

› SECOND HALF-SEMESTER MAIN CAMPUS CLASSES

Classes begin ................................................................. March 25
Last day to add a class .................................................. March 27
Last day to drop a class (remove from transcript) ............. April 2
Administrative X Deadline .............................................. April 19
Last day to withdraw from a class with a grade of W ........ May 3
Last day of regular classes .............................................. May 13
Grade Deadline (9:00 AM) .............................................. May 23

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SUMMER 2013 MAIN CAMPUS

* Final examinations may be scheduled beyond the dates listed below at the instructor’s discretion.

› 1ST SUMMER SESSION

Classes Begin ............................................................................................................. June 3
Last day to add a class .......................................................................................... June 5
Last day to drop a class (remove from transcript) In Person ............................ June 7
Last day to drop a class (remove from transcript) WebAccess ....................... June 9
Administrative X Deadline ................................................................................. June 23
Last day to withdraw from a class with a grade of W ..................................... June 28
July 4th Holiday (No classes) ............................................................................. July 4
Last Day of Class/Final Exam ............................................................................. July 7
Grade Deadline 4 p.m. ....................................................................................... July 9

› 2ND SUMMER SESSION

Classes Begin ............................................................................................................. July 8
Last day to add a class .......................................................................................... July 10
Last day to drop a class (remove from transcript) - In Person ......................... July 12
Last day to drop a class (remove from transcript) - WebAccess .................... July 14
Administrative X Deadline ................................................................................. July 28
Last day to withdraw from a class with a grade of W ..................................... August 2
Last Day of Class/Final Exam ............................................................................. August 11
Grade Deadline 4 p.m. ....................................................................................... August 13

› 10 WEEK SUMMER SESSION

Classes Begin ............................................................................................................. June 3
Last day to add a class .......................................................................................... June 6
Last day to drop a class (remove from transcript) - In Person ............................ June 14
Last day to drop a class (remove from transcript) - WebAccess ....................... June 15
July 4th Holiday (No Classes) ............................................................................. July 4
Administrative X Deadline ................................................................................. July 18
Last day to withdraw from a class with a grade of W ..................................... July 28
Last Day of Class/Final Exam ............................................................................. August 11
Grade Deadline 4 p.m. ....................................................................................... August 13
CALENDAR PAGES

The following calendar pages list important academic dates and special events sponsored by Educational Services, Arts Across Campus and your Student Association.

Make a point to attend the many concerts, lectures, performances and gallery exhibits that will enrich your college experience.

September - December: A Season for Interfaith Celebration

September 15 - October 15: Hispanic Heritage Month

October:
- Collegiate Alcohol Awareness Month
- LGBT History Month
- National Disability Employment Awareness Month

November:
- Native American Heritage Month
- Veterans’ Recognition Month

November 15 - 19: International Education Week

December: Universal Human Rights Month

January 30 - April 4: A Season for Nonviolence

February: Black History Month

March: Women’s History Month

April:
- Alcohol Awareness Month
- National Sexual Assault Awareness Month

April 25 - 29: Asian Pacific American Heritage Month Celebration

May: National Mental Health Awareness Month

June: Gay and Lesbian Pride Month

“Inspiring lifelong learning in, about, and through the arts.”

For the current schedule of Arts Across Campus events, go to sunyocc.edu and click on Arts + Culture.

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