

Services and Good Stuff to Know

Academic Support Center

The Academic Support Center (ASC) provides instructional support services to C-GCC students and faculty.

Tutoring

- Free tutoring services in most areas.
- Walk-In schedules posted weekly.
- Organized Study Groups.

Student Study Areas

Designated areas for group and individual study.

Computer Labs

Internet-connected computers loaded with college-coursework software, scanners, TV/VCR/DVD players.

Supplemental Instructional Material

Catalogued supplemental library of A/V and text material to enrich coursework.

Testing

Placement testing, DANTES, and other distance learning exams.

Make-up testing with instructor's permission.

Workshops/Intervention and Retention Assistance (also available on Blackboard)

- College Success Workshops (Time Management, Organizational Skills, Note-Taking/Memorization Strategies, Critical Thinking, Textbook Reading)
- Test-Taking Workshops (Coping with Exam Stress, Test-Taking Skills)
- Graphing Calculator Workshops, Leadership Strategies.

Individual Technical Help

Help with computer questions and problems (Microsoft '07, Blackboard Access)

Director: Mary-Teresa Heath

Phone: (518) 828-4181 Ext. 3235

Main Desk Phone: (518) 828-4181 Ext 3242

Tutoring Coordinator: Gail Stuart

Phone: (518) 828-4181 Ext. 3429

Hours:

Monday-Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 4:30 pm

Saturday 9:00 am – 1:00 pm

Sunday 1:00 pm – 5:00 pm

Summer and holiday hours may vary (posted on website and in ASC)

Alumni Association

The C-GCC Alumni Association, formed in 1999, and currently under the direction of the Alumni Association Board of Directors, has the following objectives: to encourage prospective students to apply to the College; to award scholarships to help C-GCC students achieve their goals; to recognize the achievements of C-GCC graduates; to provide alumni with networking opportunities within their professions; and to promote the continued involvement of alumni in campus life. Anyone who holds a certificate or degree from C-GCC is a member of the Alumni Association. For further information on membership, volunteering time, workshops, or the annual awards program call the Alumni Office.

Director: Joan Koweeck

Phone: (518) 828-4181 Ext. 3727

E-mail: alumni@sunycgcc.edu

Bookstore

The Bookstore is located in Room 300, adjacent to the Athletics Office. In addition to stocking textbooks required for classes, the bookstore stocks postage stamps, notebooks, pens, clothing, and supplies. Checks made payable to the C-GCC Bookstore, Visa, MasterCard and Discover are all welcome. A full refund on textbooks will be given within the first 10 days of a semester (first week of a summer session, first 3 days of Winter intercession) provided the book is in its original condition and the receipt is presented. If the purchase was paid by check, a wait of seven business days will be necessary before a cash refund can be provided. Full refund policy is available in the Bookstore and on the Bookstore website.

Manager: Ashling Kelly

Phone: (518) 828-4181 Ext. 3385

Bulletin Boards

Posters and notices may be placed only on bulletin boards with prior approval of the Student Activities Office and the Vice President and Dean of Students and Enrollment Management Office. Notices for non-college sponsored or related community activities may be posted with the approval of the Vice President and Dean of Students and Enrollment Management Office. Generally, approvals will not be issued for advertisement of commercial enterprises unrelated to college business. Notices should be posted only on designated bulletin boards. Please do not post on walls or doors.

Contact Person: David Cucinotta

Phone: (518) 828-4181 Ext. 3382

Bursar

The Bursar's Office is located in the Student Services Court. The Bursar's Office receives tuition and college fee payments. Payment can be made with MasterCard, Discover, Visa, American Express, money orders, cash and personal checks. FACTS: payment plan is available at our website, www.mycommunitycollege.com. (Fall and Spring Semesters only) Financial aid assistance will be applied to student accounts in the order in which it is received. For example: if a student loan check is the first financial aid received, it will be applied toward the student's tuition. Later, if TAP and Pell awards are received, and a credit balance occurs, a refund will be issued at that time. Because financial aid and other refund checks are processed and mailed to the student, it is necessary to provide an up-to-date address to the Office of Records and Registration. Students expecting loan or financial aid refunds should check the Bursar's Office for a list of available checks. Refund checks are available every Thursday. Students must present their student ID or other photo identification in order to conduct this business.

To qualify for in-state tuition, a student must submit a Certificate of Residence annually. Failure to submit a Certificate of Residence will result in the student being billed out-of-state tuition charges. Residents of Columbia and Greene Counties can show proof of residency at the Bursar's Office to complete the process for a Certificate of Residence, but in some instances may be required to go to their County Treasurer's Office. Residents of all other NYS counties must obtain a certificate of residence from the county in which they reside. To qualify as a New York State resident, a student must currently live in New York State and have lived within the state continuously for a period of at least one year. A student must also be a U.S. citizen, a permanent resident or have valid immigrant status. New York State residents who have lived in more than one county during the past six months must submit a Certificate of Residence for each county in which they have resided. The county of legal residence for a NEW YORK STATE resident attending a community college contributes to the College a portion of the College's cost for providing services to the student. The basis for assessing counties for this funding is the Certificate of Residence.

C-GCC Refund Policy for Courses 15 Weeks in Duration

Tuition is refundable according to the following schedule for both full- and part-time students.

Each student is responsible for completing the appropriate paperwork to be eligible for a refund. Only tuition is refundable.

Before the first day of classes 100%
 During the first week of classes 75%
 During the second week of classes 50%
 During the third week of classes 25%
 After the third week of classes 0%

With respect to tuition and fees, the College may refer all amounts in arrears to a collection agency or litigate to insure payment. The student will be responsible for payment of all attorneys' fees, reasonable collections costs and other charges necessary for information forwarded to credit reporting agencies.

Bursar: Kathleen Dallas

Office: 207

Phone: (518) 828-4181 Ext. 3338

Cafeteria/Dining Hall & Catering

The cafeteria is open from 7:30 a.m. to 4:30 pm Monday through Thursday, and 7:30 a.m. to 2:00 p.m. on Fridays, while the College is in regular session. Hours are subject to change. Vending machines are available outside the cafeteria, near the east entrance of the main building, in the Technology Center and in the Arts Center. Catering services are available for staff and student functions held at the College. See the cafeteria manager to arrange for food service for special events.

Manager: Sean O'Connor

Phone: (518) 828-4181 Ext. 3378

CampusConnect

With CampusConnect you can access your grades, your schedule, unofficial transcripts and estimated financial aid. To access CampusConnect, visit the C-GCC website at: www.mycommunitycollege.com/mycgcc, click on CampusConnect and follow the login instructions. If you have any problems, contact the Office of Records and Registration at (518) 828-4181 Ext. 5514.

Children on Campus

Children may not be brought to classes by any employee or students. If children are brought to campus, they must be supervised by the parents at all times. Safety concerns preclude the use of college facilities by children, including lounges, the gymnasium, library and the Academic Support Center.

Community Services Office

Noncredit Courses

The Noncredit Program at Columbia-Greene Community College provides a wide variety of courses and workshops intended to meet personal enrichment and lifelong learning needs of the general public. Areas of instruction include arts and crafts, computer literacy and software application skills, personal finance, health and personal development, professional development and special interest topics such as music and dance, defensive driving, foreign languages, motorcycle and boating safety, and outdoor activities. Courses are offered throughout the year.

Director: Robert Bodratti

Office: 107

Phone: (518) 828-4181 Ext. 3342

Concert/Lecture Series

Fall 2011

Concerts and lectures are also sponsored through the Community Services Office. These events are open to the public with discounted admission prices for Columbia-Greene students with a valid student ID. Tickets for all events are available in the Community Services Office, Room 107.

SEPTEMBER

The Catskill Mountain House and the World Around.” An 80 minute film by Tobe Carey followed by a discussion with the author and Greene County Historian Ted Hilscher. Sunday, September 18, 2011. 2:00pm. Arts Center Theater. Admission: Free.

OCTOBER

The 19th Annual Columbia County Golden Gathering sponsored by Columbia-Greene Community College and Senator Steve Saland. Saturday, October 22, 2011. 9:30am-12:30pm. Gymnasium. Free Admission.

“Hairspray” performed by Upstage Productions, Inc. Friday, Saturday, Sunday, October 21, 22, 23, 2011. Arts Center Theater. Times: Friday, Saturday, 7:30PM. Sunday, 2:00pm. Admission: \$10.00 General, \$7.00 Students, Sr. Cits. Tickets avail at Satellite Sites.

NOVEMBER

The National Marionette Series Continues with “Pinocchio”. Sunday, November 20, 2011. 2:00pm. Arts Center Theater. Admission: \$6.00 General, \$4.00 Students, Sr. Cits.

Tickets available at Satellite Sites.

DECEMBER

“Winter Wonderland”. A Series of Winter Poetry Readings by C-GCC Professor Emeritus Diane Koenig that celebrate the wonderful world of winter. Sunday, December 4, 2011. 2:00pm. Professional Academic Center. Admission: Free.

Spring 2012 Concert/Lecture Series to be announced.

Contact Person: Guy Apicella

Phone: (518) 828-4181 Ext. 3344

Copying Services

A photocopy machine is available in the library. The cost is 10 cents per page (dimes required).

Office: Library

Counseling, Career and Transfer Services

Counseling, Career and Transfer Services is devoted to providing the information and advice necessary for students to make decisions relating to their educational, career, and life plans. The counseling staff is prepared to assist full and part-time students in the following areas:

- Academic advisement regarding program offerings, course selections, and degree/certificate requirements. (Please see the Advising Syllabus attached as Appendix D for details regarding the advising system and student responsibilities)
- Career planning, involving a process of self assessment, decision-making, goal-setting, and career implementation.
- Transfer counseling, involving the selection of appropriate four-year colleges, academic preparation for transfer, and the application process.
- Job search assistance, including instruction on resume writing, job search correspondence, interviewing and networking.
- Workshops designed to assist decision making and enhance personal skills.
- CareerLink is an online system available to C-GCC students and alumni. Registration allows access to full and part-time job listings and internships, primarily from local employers. Students/alumni may also post resumes, apply for jobs, view upcoming events, and browse academic, career, and transfer resources and links.
- FOCUS – An internet-based career guidance system that helps individuals systematically explore goals, interests, values, and skills. Once individual preferences are entered, the program provides in-depth information about careers that most closely match those preferences. FOCUS covers all major aspects of career decision making with a carefully structured system designed to help students choose a path most appropriate for them. FOCUS is best utilized in conjunction with counseling and other career development services offered at the college.

Chair of Academic Advising: William Mathews

Counselor: Diane Johnson

Counselor: Marcia Sullivan

Location: Room 112

Phone: (518)828-4181 Ext. 3396

Hours:

Mon - Fri, 8:00 am - 5:00 pm

Evenings by appointment

Day Care Center

The College Day Care Center offers a program designed to stimulate cognitive development, as well as social/emotional growth of children three to five years of age. While the Center is available to the public and children of college employees, first priority will be given to children of students. The Center accommodates the children while their parents are attending classes, pursuing a college-related activity, or working. Children are required to remain at the Center for at least three consecutive hours each time they are brought to school. If the child is brought to school for only two hours per day, it is strongly recommended that he/she come to the Center at least twice a week. Children who attend only in the afternoon must be in the Center by 12:30 p.m. Lunch is provided for children who attend full-time; morning and afternoon snacks are also provided.

Registration for the Day Care Center should be completed at the time of college course registration. Child care paperwork must be submitted to the Day Care Center. Immunization records and medical forms are required. Contact the Director of the Day Care Center for an information packet, including appropriate forms, hours of operation, and the schedule. During the summer months, contact the Vice President and Dean of Students and Enrollment Management Office.

The Day Care Center is licensed by the State of New York.

Director: Priscilla Tice

Assistant Director: Jessica Miller

Telephone: (518) 828-4664

Escort Services

Students requesting an escort to and from buildings and parking lots may contact the Security Office in Room 200 of the Main Building, by stopping at the Switchboard or calling extension 0.

Director: Ray Trowbridge

Phone: (518) 828-4181 Ext. 3208

Financial Aid/Scholarship/Work-Study Information

Scholarships and Awards for C-GCC students are listed on pages 109-112, as well as on the website. Students may search the World Wide Web for scholarship and financial aid information. For students who do not have access to computers at home, assistance is available in the Academic Support Center.

The address is:

<http://www.studentservices.com/fastweb/>

Click on: New Users: Start Here

Work-Study Jobs for Students

The purpose of the Work-Study Program is to provide on/off-campus part-time employment for students, enabling them to gain educationally related experience and financial assistance while in school.

Student Eligibility:

- Be determined eligible by the Financial Aid Office through the student financial aid process.
- Be currently enrolled or registered to attend C-GCC.
- Be in good academic standing for Federal College Work Study.
- Be a U.S. citizen, a U.S. national or a U.S. permanent resident.

Forms to be completed:

- FAFSA
- C-GCC Financial Aid Application
- Work-Study contract
- 2010 W-4
- 2010 IT2104 or IT2104E
- I-9 (Employment Verification Form)
- Copy of Driver's License
- Copy of Social Security Card
- C-GCC Retirement System Election Form
- C-GCC Grievance Procedure Form

Hiring Process:

- College personnel select student aides.
- The student files all necessary financial aid paperwork as stated above.
- The student is interviewed by the potential supervisor and a work schedule is created.
- No sooner than the first week of classes, the student completes all necessary payroll and personnel paperwork.
- Timesheets will not be processed and paychecks will not be issued until all paperwork has been properly filed.
- A student employment contract must be signed by the supervisor and returned to the Financial Aid Office.

Payroll Process:

- On the last work day of the payroll period, the student must submit a signed time sheet to the supervisor. The student name must be printed and the date of the pay period must be indicated at the top of the time sheet. The hours must be totaled correctly and the time sheet must be signed.
- The time sheet must be signed by the student, the supervisor and the appropriate Dean.
- All time sheets must be submitted by the supervisor to the Payroll Office.

General Payroll Information:

- Students are paid every two weeks and checks are distributed to supervisors.
- Wages paid to student employees are subject to Federal and State taxes and must be reported. Questions on exemptions of the withholding taxes may be answered by calling the following toll-free numbers:
- W-4 (800) 829-1040 and IT-2104 (800) 225-5829
- Each student receives a Wage and Tax Statement (W-2) at the end of the calendar year. If the form has not been received by the end of January, contact the Payroll Office.

Monitoring Student Earnings:

- The amount of a student's employment award has been determined by financial need. According to Federal regulations, the amount of money a student earns must be monitored to ensure the student does not exceed his/her need.
- All work-study awards are \$1700 per year. In most cases it is beneficial for the student to earn the money in equal portions each semester.
- Students and supervisors should review the hours worked and hours remaining on a regular basis.

Lack of Earnings:

If the student is not earning the monies allotted to him/her, the student and supervisor should discuss the reasons. If the supervisor is not able to provide enough hours for the student to earn his/her maximum award, the student may contact the Financial Aid Office for an additional work assignment.

Forfeiture of Funds:

Any work award money that has not been earned by the end of the period for which it was awarded will be forfeited.

General Policies:

- Absences. The policy will be established by each supervisor. Violation of the supervisor's policy could lead to dismissal from the student's job.
- Conflict between work and class schedules. Federal regulations stipulate that a student cannot work during a period of time when he/she is scheduled to be attending a class.
- Work hours. Student employees will be limited to a maximum of eight hours per week when classes are in session.
- Breaks. A student working a consecutive four-hour work period may take one fifteen minute break with pay. A student working a full eight-hour day may take two fifteen minute breaks with pay and one thirty minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The supervisor determines when a break may be taken.
- Employment Benefits. A student employee is not eligible to receive other employment benefits such as paid holidays, vacation leave, sick leave, retirement benefits, unemployment insurance, or permanent status.
- Duration of Award: All student employment awards are calculated to run the full academic year (fall and spring semesters).
- Separate awards are made for summer.
- Please see the Director of Financial Aid regarding summer employment.
- Resignations. Student employees who voluntarily elect to terminate their employment due to illness, serious handicap, or other serious emergencies are requested to give two weeks' notice, if possible. Academic requirements may dictate a reduction in a student employee's availability. The Office of Financial Aid should be notified immediately of any student employee desiring to work only one semester.

Termination:

A student's job can be terminated for the following reasons:

1. The student has earned the maximum amount awarded. The student will be notified by the Financial Aid Office when he/she has earned the maximum award or if there is a change in the student's need calculation.
2. The student's performance may be unsatisfactory and efforts to correct this have failed. The student will be warned before he/she is dismissed. The supervisor will first give a verbal warning. The supervisor will then give a written warning, a copy of which will be sent to the Financial Aid Office. If there is no improvement in work performance after the written warning, the student will be terminated from the job.

Disciplinary Suspension:

A student may be suspended from the College for the following reasons:

1. Damage or theft of equipment or personal property.
2. Deliberate falsification of a time sheet or other work study records. This is a federal offense. Breach of confidentiality concerning College records, other student records, and all information that comes to the employee by virtue of his/her employment.
3. Any act of dishonesty.
4. Gross insubordination, or any other acts of extreme misconduct, deemed detrimental to the operations of the employing department.

Appeal:

If a student is terminated or suspended for any reason, he/she may appeal the decision to the Vice President and Dean of Students and Enrollment Management.

Student Responsibilities to the Financial Aid Office:

It is the student's responsibility to find a job once he/she has received a work award and completed all necessary paperwork. The student is expected to:

1. Contact the Financial Aid Office and follow the prescribed procedures for obtaining employment on campus.
2. Be in good academic standing for Federal College Work Study.
3. Earn no more than the predetermined work award.
4. Acknowledge any "Warning of over Earning" letters sent by the Financial Aid Office.
5. Keep the Financial Aid Office up to date with any changes in resources or budget.
6. Re-apply for financial aid each year according to deadlines.
7. Submit all requested documents to the Financial Aid Office in a timely manner.
8. Notify the Financial Aid Office about problems with the supervisor or work situation that cannot be resolved between the student and the supervisor.

Student Responsibilities to the Supervisor:

A student employee should consider the job a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore the student is expected to:

1. Conduct him/herself in a professional manner.
2. Report to work at the agreed upon time, ready to work.
3. Attend to assigned duties on the job.
4. Do not conduct personal business while at work.
5. Work with a cooperative and positive attitude.
6. Get the supervisor's approval as soon as possible, if the work schedule must change.
7. Keep an accurate record of hours worked.
8. Sign and submit the time sheet to the supervisor on the last working day of the payroll period.
9. Notify the supervisor in a timely manner in the event of a change in work award.
10. Notify the supervisor of any job-related accident.
11. Students who have been found to have falsified a time sheet will be subject to college disciplinary action and loss of eligibility for the work study program.

Supervisor Responsibility:

1. Complete the job description as accurately and thoroughly as possible.
2. Interview and hire work study students.
3. Provide a job description, appropriate training, and work space for each student employee.
4. Call and notify the Financial Aid Office when a student employee position becomes available or altered in any way.
5. Notify the Financial Aid Office if there is a problem that cannot be resolved.
6. Notify the Financial Aid Office in writing when a student's employment has been terminated.
7. Report payroll information accurately and in a timely manner. Be certain that time sheets are signed and completed.
8. Monitor the student's hours as compared to the number of hours awarded.

Financial Aid Office Responsibilities:

1. Review student financial aid applications and determine eligibility for aid.
2. Monitor student earnings and notify students and supervisors with warning notices of over-earning.
3. Keep supervisors up to date with any regulations and processes that may affect them.

Director: Earl Tretheway

Phone: (518) 828-4181 Ext. 3362

Fire Drills

The College conducts fire drills in accordance with Section 807 of the New York State Education Law. These drills instruct students how to exit buildings in the shortest possible time without confusion or panic. Students and employees are requested to acquaint themselves with the proper procedures when an alarm sounds. The following procedures must be followed:

1. Every drill must be regarded as a real emergency.
2. All doors should be closed.
3. All electrical equipment should be shut off.
4. Assist handicapped persons where possible.
5. Everyone must move at least 100 feet from the building.
6. Wait for instructions from officials before returning to the building.

Graduation

The College has one graduation ceremony per year. It is held in May. Previous December, current May, and potential August graduates are eligible to attend. Eligibility must be verified by a graduation application and graduation check conducted in the Office of Records and Registration. All who are eligible for graduation are encouraged to attend. Everyone who chooses to attend must be measured for a cap and gown in the Office of Student Activities. Any student who applies for graduation and then makes changes to his/her schedule should notify the Office of Records and Registration.

Application for Graduation

To qualify for graduation, a student must complete the following:

1. Apply for graduation in the Office of Records and Registration.
2. Be a currently enrolled matriculated student or student who has readmitted for the purpose of graduation.
3. Complete at least 30 semester hours of in class room coursework (for a degree) or 15 semester hours (for a certificate).
4. Have a minimum of a 2.00 grade point average.
5. Complete a minimum of 60 semester hours (for a degree) and 30 semester hours (for a certificate). Physical education courses are not considered part of the minimum number of semester hours.
6. Students who enter the College without a high school diploma or equivalent GED must obtain these credentials before a college degree may be granted. Exceptions to this regulation may be made for certain homeschooled students, as well as those not receiving TAP.
7. Have no outstanding obligations (financial or otherwise) to the College.

Information: Liz Howe

Office: 203

Phone: (518) 828-4181 Ext. 3374

Off-Campus Housing

The College does not have residence halls. Housing choices include renting an apartment or arranging to rent a room in a nearby family home. The Office of Admissions is available to students to answer questions and provide a listing of possible housing situations. However, the responsibility and liability for renting is that of the student, not the College. Access to off-campus housing listed by the College is not restricted on the basis of race, creed, color, sexual orientation, disability, sex, or national origin.

Admissions Office: Room 205

Fitness Center

The fitness center is open to C-GCC students from 7:00 a.m. until 6:00 p.m. during the academic year. During semester breaks or summer months, adjusted hours will be posted. Students are free to use the training facilities in a safe and reasonable manner, with the supervision of a trained employee.

Contact the Fitness Center at extension 3799 for more information.

ID Cards

Student ID cards are issued in the Office of Student Activities, Room 302. There is no cost for this service. All full and part-time matriculated students are required to have a college-issued ID. The Student ID will be valid for the current academic year. Student IDs are required for use in the College Bookstore, the Office of Athletics, Athletic facilities, College library, the Office of the Bursar, the College Cafeteria, as well as at college sponsored events. Discounts are often available off-campus by presenting a college ID card.

Contact Person: David Cucinotta

Phone: (518) 828-4181 Ext.3382

Immunization Requirements

New York State Public Health Law 2165 requires that all post-secondary students, who were born on or after January 1, 1957 and are enrolled for six or more credits, document immunity against measles, mumps, and rubella before registering for classes.

Proof of immunity consists of:

- Measles – TWO doses of measles vaccine administered no more than four days prior to the first birthday and at least 28 days apart, physician documented history of disease or serologic evidence of immunity.
- Mumps – ONE dose of mumps vaccine administered no more than four days prior to the first birthday, physician-documented history of disease or serologic evidence of immunity.
- Rubella – ONE dose of rubella vaccine administered no more than four days prior to the first birthday or serologic evidence of immunity.

Proof of immunity must be established with documentation such as an immunization certificate from a physician or authorized person who administered the vaccine, an official copy of immunization records from a prior school, a military immunization record or laboratory evidence of immunity and must be submitted to the Health Services Office. Appeals may be made to the Director of Health Services/College Nurse if immunization is medically contraindicated or contrary to genuine and sincere religious beliefs.

- **Meningococcal Meningitis** – All students who are enrolled for at least six semester hours must also return the meningitis information response form certifying that they have had an immunization against meningococcal meningitis within the preceding ten years OR that they have received and reviewed the information about meningococcal meningitis provided by Columbia-Greene Community College and understand the risk of the disease and the benefits of immunization and have decided NOT to obtain the immunization. Students enrolled in the Nursing and Massage Therapy programs must comply with additional immunization requirements as indicated on the health assessment form. Massage Therapy students must return this form to the Director of Health services prior to the start of classes. Nursing students will be notified of the due date for submission of the health assessment form during their registration appointment. Nursing students who do not submit the COMPLETED health assessment form by this date will be deregistered from the nursing class.

New York State law mandates that a student be excluded from all classes 30 days after the semester begins if his/her immunization requirements have not been met.

Director: Susan Leicht Curran, R.N.

Phone: (518) 828-4181 Ext. 3202

Health Services/College Nurse

The Director of Health Services is located in Room 200B. Services provided include emergency first aid, disease prevention education, assistance with referrals to medical/healthcare providers and strategies to manage illnesses while on campus. In addition, a limited number of over-the-counter oral medications are available. Immunization records are reviewed and filed in the Health Services Office. Student athletes' physical evaluations, as well as nursing and massage therapy students' health assessments, are also reviewed and maintained in the Health Services Office. Immunization transcripts for students transferring to other colleges can be provided upon receipt of written authorization. The Health Services Office may be reached at extension 3202. In the event of a medical emergency in the Nurse's absence, contact Security by calling the switchboard operator.

Director: Susan Leicht Curran, R.N.

Phone: (518) 828-4181 Ext. 3202

Library Services

- The library has over 60,000 books.
- The library maintains over 200 subscriptions to magazines, newspapers, and journals in microfilm and in paper.
- Reference librarians can assist students, faculty, staff, and the general public in researching information.
- Students can request materials that the C-GCC Library does not own through the Interlibrary Loan Department.
- The C-GCC Student ID may be activated for library use at the Circulation Desk. Residents of Columbia and Greene Counties (sixteen years of age or older) may receive a Community Borrower Library Card.
- The library provides computers for public access to the Internet.
- The library provides facilities to support research and study.
- The library has subscriptions to on-line journals, magazines, and newspapers, most of which are full text.
- The library collections can be accessed via the college website at:

<http://www.mycommunitycollege.com>

Go to “Quick Links” and click on “Library and Media Services”. Students will need a username and password to access the library subscription databases from off campus.

- Reserve items are placed at the circulation desk area by faculty.
- Information is available to assist students with bibliographies, footnotes, and sample research paper formats.
- The library provides free, non-credit classes which instruct students how to conduct college-level research. The Columbia-Greene Community College Library supports and complies with New York State Law (New York Civil Practice Law & Rules 4509, Chapter 112, Laws of 1998) with respect to the confidentiality of library records, including, but not limited to the circulation of materials, database searches, interlibrary loan transactions, reference queries, and course reserve requests.

All library records relating to an individual patron’s use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

Hours:

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday and Sunday	1:00 p.m. – 5:00 p.m.

Hours may vary during semester breaks, holidays and summer semesters.

Library Director: Geralynn Demarest

Phone: (518) 828-4181 Ext. 3290

Media Services

Media services available include: distribution of equipment used in classrooms. Equipment requests are required at least one day in advance to guarantee delivery. The Media Services Equipment Request Form can be accessed via the college Website at <http://www.sunycgcc.edu/avrequest>

Staff Assistant: Carl Nabozny

Location: Room 102

Phone: (518) 828-4181 Ext. 3295

Lockers

Lockers are available for student use in order to store books and personal belongings temporarily. There is a \$5.00 fee per semester for use of a locker. Lockers are reserved on a first-come, first-served basis, in the Athletic Distribution Room.

Contact Person: Walter Rickard

Phone: (518) 828-4181 extension 3210

Lost and Found

The Office of Safety and Security receives reports of property reported lost. Property that has been found and is turned in to the Security Office remains in same until claimed by owner(s).

Director: Ray Trowbridge

Location: 200

Phone: (518) 828-4181 Ext. 3208

REACH Center, Inc.

On campus support and advocacy services for victims of sexual abuse or other violence are available from the REACH Center College Advocate. The advocate can provide referrals and assist victims, or friends of victims, sort out their many feelings regarding a sexual assault or abuse no matter how recently or long ago it occurred. The office also serves as an educational resource and as a referral center for victims of domestic violence.

Location: 316

Advocate: Amanda Thomas

Phone: (518) 828-4181 Ext. 3179

Or

371 Main Street, Catskill, NY 12414

(518) 828-5556

Or

(888) 943-2472 toll free

Note: All services are free and confidential.

Records and Registration

The Office of Records and Registration provides the following services:

- Registration for credit classes
- Drop, add, and withdrawal from credit classes
- Calculation of Presidential and Dean's list
- Calculation of probation and dismissal
- Changes of curriculum
- Distribution of diplomas
- Certification of academic eligibility for TAP
- Processing and mailing of transcripts
- Certification of athletic eligibility
- Distribution of mid-semester letters
- Distribution of final grades

Important facts:

- A student who has been reported by the instructor as never attending a class may be dropped from the class. Since several types of financial aid are based on class attendance, it is important that a student be aware that financial aid may be cancelled due to poor attendance.
- A student's grade may also be negatively impacted by poor attendance.
- Final grades are available online through CampusConnect. Grades are not provided by telephone. Grades and/or transcripts are withheld if specific obligations have not been met (overdue library books, unpaid tuition, athletic uniforms not returned, etc.)
- Transcripts of a student's academic record may be sent to another college, an employer or agency at the written request of the student and upon payment of the required \$5.00 fee. Please allow 7 days for processing.

Registrar: Catherine M. Tretheway

Location: Student Courtyard

Phone: (518) 828-4181 Ext.5514

Recruiters

College, military and employment recruiters must sign up in the Counseling, Career and Transfer Services Office for a table in the Student Center. Office space is available in the Counseling, Career and Transfer Service area for recruiters who would like to meet with students individually. Recruitment and/or individual meetings are not allowed except in the designated areas.

Safety and Security

Students are urged to be mindful of personal safety and personal property at all times. Cars should be locked and books, pocketbooks, calculators, etc. should be kept under close supervision. Under no circumstances should books and other personal belongings be left in the Student Activities Office, the cafeteria, lounges, or any other public area. Lockers are available from the Athletic Department. There is no cost for this service.

Director: Ray Trowbridge

Location: 200

Phone: (518) 828-4181 Ext. 3208

Title II — Crime Awareness and Campus Security Act (PL 101-52)

At Columbia-Greene Community College, the safety and wellbeing of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following information is part of our effort to ensure that this collaborative endeavor is effective. We hope that you use the information to help foster a safe environment for yourself and others.

Reporting Criminal Incidents and Other Emergencies

Emergency calls to report a crime or serious incident can be made by calling the switchboard (dial "0"). Additionally, reports of crime incidents can be made to Security at extension 3208, Room 200, or to a Dean. Upon receipt of a report, appropriate security or administrative personnel will be sent to the location. Criminal offenses will be reported to appropriate police agencies and investigated for future prosecution. The campus community is notified of situations that pose a threat to the safety and wellbeing of our community through use of E-mail, interoffice memoranda, student message board, bulletin boards, and announcements in classes, if warranted.

Facility Security Access

Most campus facilities are open to the public during the day and evening hours when classes are in session. At night and during times that the campus is officially closed, College buildings are locked and only faculty, staff, and specific students with proper identification are admitted. There is 24-hour-a-day security coverage.

Enforcement Authority

Although the Security Officers at Columbia- Greene Community College have no law enforcement powers, they help insure personal safety and wellbeing of students, staff, and visitors. In the event a crime is reported, our security staff has been instructed to forward the report to the appropriate police agency. The incident reported will be referred to the President's Staff for evaluation and follow-up.

Deputy Sheriff on Campus

Type and Frequency of Programs that Inform About Campus Security Procedures— Description of Programs Designed to Inform About Crimes

The College makes an extensive effort to make sure posters and information are prominently displayed and distributed at Student Orientation. Sexual Assault Prevention information is published in the Student Handbook and is widely available to all students and employees. Prevention programs are conducted throughout the year. A College-Based Advocate/ Victim Services Coordinator from The REACH Center has regular hours on campus. Parking areas are patrolled by security in moving vehicles at night. Escorts to parking areas are available on request. Security, safety, and emergency procedures are published in The Student Handbook. The maintenance department inspects campus facilities with a concern for safety and security and makes repairs as needed. Safety or security hazards can be reported to the Security Office or the Director of Buildings and Grounds. The cooperation and involvement of all members of the campus community are essential for a safe campus. Everyone must assume responsibility for his/her own personal safety and the security of personal belongings by taking common sense precautions. Students, faculty, and staff should report any suspicious persons or any unusual incidents that are observed to security.

The Jeanne Clery Security Policy and Crime Statistics Act

A copy of the State University of New York at Columbia-Greene Community College Campus Crime Statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus Safety and Security Committee. Please direct all such requests to the Office of the Vice President and Dean of Students and Enrollment Management at (518-828-4181 ext. 3364). Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

Campus Crime Statistics

Offense	2008	2009	2010
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	4	0
Motor Vehicle	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0

Statistics on Arrests for Liquor Law Drug Abuse and Weapons Possession

Offense	2008	2009	2010
Liquor Law	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	1	1
Larceny	2	0	2

Contact Person:

Dr. Joseph Watson, VP and Dean of Students and Enrollment Management

Location: 205A

Phone: (518) 828-4181 Ext. 3364

School Closings/Late Openings/Class Cancellations

Students will not be contacted individually if classes are cancelled. Notices will be placed on the classroom door should a class be cancelled.

In the event that inclement weather or other emergency conditions cause the closing or delayed opening of the College cancellations or times of late-openings will be announced on designated radio and television stations.

TV

WRGB-CBS Ch 6
 WTEN-ABC Ch 10
 WNYT-NBC Ch 13
 WXXA-FOX Ch 23

RADIO

WGY 810 AM
 WHUC 1230 AM
 WFLY 92.3 FM
 WZCR 93.5 FM
 WYJB 95.5 FM
 WCTW 98.5 FM
 WRVE 99.5 FM
 WRIP 97.9 FM

WEB - www.mycommunitycollege.com

Smoking

Smoking is not permitted anywhere on campus except in parking areas.

The Office of Special Services (OSS)

Mission

The mission of the OSS is to ensure that students with disabilities have equal access to all college programs and activities.

Student's Rights and Responsibilities

A student with a disability is entitled to reasonable accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973 if:

- he or she has disclosed that disability to the OSS
- provided appropriate documentation to the OSS
- requested accommodations in a timely manner

and

- is “otherwise qualified” to participate in the college’s programs and activities.

A “student with a disability” is defined as one “who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, has a record of such impairment or is regarded as having such impairment”. A “qualified” student is one who meets the requisite academic and technical standards required for admission to the college.

Reasonable accommodations may include:

- physical accessibility arrangements;
- sign language interpretation for deaf students;
- assistive technology devices;
- audio taped lectures;
- peer note takers/scribes;
- alternatives to print materials, e.g. books on tape, electronic text;
- reduced course load/full time status;
- course substitutions or waivers;
- test accommodations such as extra test time, distraction-reduced environment, alternative formats.

Reasonable accommodations **DO NOT include:**

- personal assistants, individual personal tutors or personal assistive technology,
- accommodations that are unduly expensive, substantially disruptive, pose a hazard to others or would fundamentally alter the nature of a program, or
- waivers or modifications to the Code of Conduct.

Requesting Accommodations

To receive accommodations, students with disabilities are required to:

- Identify themselves to the OSS.
- Request accommodations at least six weeks prior to the beginning of each semester.
- Provide documentation prior to any provision of services. Accommodations cannot be retroactive and begin only after appropriate documentation has been provided and it is determined that the requested accommodations are reasonable.
- Obtain assessments, test results and additional information, if needed.
- Meet all college qualifications including the essential technical, academic and instructional standards.
- Meet with each faculty member during the first week of classes to discuss the accommodation plan, preferably during the faculty member's posted office hours.
- Keep the Director of the OSS informed of academic progress and any concerns.
- Use other campus services where appropriate (such as counseling, tutoring).
- Appeal any decision regarding reasonable accommodations as described below.

Faculty Members' Rights and Responsibilities

When a request for an accommodation is received, the faculty member has the right to ask the OSS for verification of eligibility for the requested accommodation. Faculty members, however, do not have the right to ask a student if she or he has a disability, request information concerning the nature of a student's disability or view the student's documentation without the student's written consent. Faculty members are not expected to provide accommodations that compromise the content or the essential requirements of the course. Faculty members have the right to expect students to understand academic policies, course standards and requirements, and policies and requirements for graduation. Faculty members have the right to expect students to request accommodations in a timely manner. It is likewise the faculty member's responsibility to provide reasonable accommodations in a timely manner, as well as to respect the student's right to privacy and to maintain confidentiality.

Confidentiality

Information contained in the student's OSS file is considered part of his or her education record and is protected under the Family Educational Rights and Privacy Act (FERPA). Please refer to the Academic Standards and Regulations section of the College Catalog for information concerning students' rights with respect to their education records.

Documentation

The OSS will not arrange for accommodations for a student with a disability unless the student requests them and provides verifying documentation of his or her disability. Students with physical disabilities, visual impairments or hearing impairments must submit documentation from a physician that verifies the disability. Students with learning disabilities must submit a full psycho-educational report by a licensed psychologist or appropriate professional. Students with psychological disabilities must submit documentation from a licensed psychologist or psychiatrist. All documentation should include:

- A diagnostic statement including date of most recent evaluation.
- The current impact of (or limitations imposed by) the condition.
- Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition.
- The expected duration, stability, or progressing of the condition
- Recommended accommodations.

Test Accommodations

Documentation of disability must be on file with the OSS in order for students to receive test accommodations through this office. Students are eligible for test accommodations based on the documentation that clearly indicates that test accommodation is an appropriate accommodation due to his or her disability related functional limitations.

Test Accommodations Procedure

1. The student is responsible for completing and submitting a Test Accommodation Request form to the OSS at least two business days prior to the scheduled test date. This form is available outside room 101A.
2. When completing the form, the student should take into account that if he or she needs extended time, but has another class immediately following the test, the test may need to be taken on a date or time other than that scheduled by the faculty member. In this case, it is the student's responsibility to discuss the reason for the scheduling change with the faculty member.
3. It is the student's responsibility to remind the faculty member of the test arrangement at least one class prior to the test date.
4. On test day, the students will report to the OSS to take the test. The completed test will be returned to the faculty member by the OSS.

Test Scheduling Policies

- **Rescheduling Tests:** If a test cannot be taken at the OSS on the date and time scheduled due to illness or other emergency, it is the student's responsibility to notify the OSS and to seek the faculty member's permission to take the test on an alternate date or time. Failure to obtain the faculty member's approval will result in the student not being permitted to take the test in the OSS.
- **Evening Tests:** Students with evening tests (after 5 p.m.) are advised to speak with faculty members about taking the test earlier in the day, if possible. If a test must be administered after 5 p.m., the student should complete the Test Accommodation Request form as early as possible so arrangements can be made for after-hours staffing.
- **Extended Time:** Extended time generally means time and a half (1.5x) for tests. Based on disability need, some students may be permitted double time (2x) for tests. All decisions regarding the extent of extended time are made on a case-by-case, course-by-course basis. The extended time policy for tests will be strictly enforced.

If the student is late for a test, the time missed cannot be made up.

Procedures for Students Eligible for Scribe, Interpreter or Note Taking Assistance

Students with disabilities who find it difficult to translate spoken or visual information, write quickly and/or legibly or have difficulty with multitask attention may receive interpreter, scribe or note taker services for classes, academic meetings and appointments and college-sponsored activities and programs. Eligibility for these services is determined on an individualized basis and students must be able to demonstrate a substantial sensory, mobility, learning or attention-related disability. Students and service providers will adhere to the following guidelines regarding tardiness and absences:

- The service provider will wait ten minutes after the start of a scheduled class or event. If the student requesting services is not in attendance at the end of this waiting period, the service provider may leave.
- Students who have advance notification of class absences should notify the OSS at least 24 hours before the planned absence. In the case of an emergency or illness, the student should notify the OSS as soon as possible so adjustments in the service provider's schedule can be made as needed.
- In the case of student absence without notification, the service provider will wait the required time during the first two classes or events scheduled that day. If the student has not notified the OSS after this time and does not attend the second scheduled class or event for the day, it is assumed that all services requested for that day have been cancelled.
- Frequent absences or tardiness from the same class without advance notification to the OSS is cause for temporary discontinuation of services for that class. The student will be notified of the discontinuation of service prior to terminating the service. The student must meet with the OSS Director to arrange reinstatement of services.

Assistive Technology

The OSS has specialized software and technology for use in accessing course materials:

- Kurzweil 3000 and Premier E-text Reader screen reading software and scanner
- Inspiration Visual Learning software
- JAWS for Windows and Premier Universal Reader, screen reading software for the visually impaired and blind
- Computers - the OSS has two computers with large-screen monitors located in room 101A for the typing of tests and assignments.
- two portable digital recorders
- an ergonomic computer keyboard
- two computer keyboards with large print keys
- a variety of text and screen magnifiers;
- a raised line drawing kit;
- a Hearing Helper Personal FM Amplifying System;
- Dragon Naturally Speaking, a voice activated word processing program;
- track ball mice;
- adjustable computer tables and chairs;
- AlphaSmart 2000, a lightweight standard keyboard word processing device.

Use of all equipment is subject to availability.

Alternative Format Materials

Students with disabilities who have difficulty with printed material may receive their textbooks and other classroom materials in an alternative format. Eligibility for this accommodation is determined on an individualized basis, and students must be able to demonstrate a substantial visual, mobility or learning disability. In order to assure textbook availability, all relevant textbook information must be submitted to the OSS at least 4-6 weeks before the start of each semester.

Procedures for Reduced Course Loads and Full Time Status

Requests for reduced course loads (less than 12 credits for consideration as full time status) must be submitted to the Director of the OSS along with supporting documentation. Documentation must include a diagnostic evaluation from an appropriate professional and be sufficiently recent to allow evaluation of the current functional impact of the disability. The documentation and the request will be evaluated in terms of the functional impact of the disability and the demands of the student's current or proposed schedule. A reduced course load will be granted only when supportable as a reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA.

If the request is approved, the student is responsible for understanding the potential consequences of the reduced course load on progress towards graduation, financial aid, billing, health insurance, athletic eligibility, etc. The approved reduced course credit load will be considered as the student's minimum credit load for full time status for the semester in question. Dropping below that load will place full time status in jeopardy. Status will be reevaluated each semester and continuation may require additional, updated documentation. At the agreed upon credit load, the student will be considered as full time and entitled to all of the services, benefits, rights, and privileges of full time status.

Attendance

The college attendance policy is found in the Academic Standards and Regulations section of the College Catalog. Faculty members are not required to modify the attendance policy to accommodate students with disabilities. At the student's request, however, the OSS can provide written verification of the student's disabilities based on appropriate documentation. This verification can address the legitimacy of absences and be used to initiate discussions with faculty members regarding attendance and make-up policies. Students with chronic health conditions are encouraged to discuss attendance concerns with their faculty members no later than the first week of classes so that appropriate adjustments can be made to the student's schedule if necessary.

Course Substitutions and Waivers

On occasion, students may need to seek course substitutions or waivers on the basis of a documented disability that inhibits the ability to learn certain subjects. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of these services. In such situations, students may want to consider requesting a substitution or waiver of the course in question. Students should note that if the course in question is considered to be an essential part of the student's program or a requirement for certification or licensure, a substitution or waiver cannot be granted. Students are also advised that course substitutions or waivers may limit enrollment in certain programs and/or acceptance of transfer credits by other institutions of higher education. The process for requesting a course substitution or waiver is found in the Academic Standards and Regulations section of the College Catalog.

Grievance Procedure

A student who believes he or she has not received reasonable accommodations should attempt to resolve the dispute informally beginning with the Director of the OSS. Every effort will be made to resolve the situation as expeditiously as possible. If a remedy is not reached after consultation with the faculty or other staff as appropriate, the student should submit a complaint in writing to the Vice President and Dean of Students and Enrollment Management and follow the College's Grievance Procedure as outlined in this Student Handbook.

NVRA

The Office of Special Services is a National Voter Registration Act (NVRA) voter registration site.

<http://www.elections.state.ny.us/NVRA.html>

Director of Special Services: Catherine A. Carlson

Location: Room 113J

Phone: (518) 828-4181 Ext. 3437

(518) 828-1399 (TTY)

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Solicitation

Advertising and selling of any kind of merchandise on campus is generally prohibited, unless prior approval has been received from the College. All non-college advertising that has not received prior approval of the Vice President and Dean of Students and Enrollment Management will be removed.

Student Accident Insurance

Students injured on campus must submit any claim to his/her primary insurance company. Any portion of the bill(s) left unpaid by that policy should be submitted to the Office of Human Resources in Room 207A. A claim form must be completed before any bills are processed through the College accident insurance. Claim forms are available in the Office of Human Resources only. In order to ensure that claims are paid in a timely manner, the claim should be submitted within 24 hours of the injury.

Human Resources: Melissa Fandozzi

Phone: (518) 828-4181 Ext. 3337

Student Center

- The Student Center is located in the Main Building and consists of the Student Dining Hall and TV Lounge. In these areas students can gather to take a break, have lunch, watch TV, socialize, and relax. Students are asked to be considerate of others by keeping the area clean.
- The Student Information Desk is located in the lobby in front of the gym and Student Dining Hall and is staffed daily.

Contact Person: David Cucinotta

Phone: (518) 828-4181 Ext. 3382

Student Leadership Award Ceremony

Columbia-Greene annually hosts a Student Leadership Awards Ceremony during which students are recognized for excellence in the classroom, participation in extra-curricular and co-curricular activities and athletics, and for service to the community. This ceremony is typically held in early May prior to the graduation ceremony and organized by the Office of the Vice President and Dean of Students and Enrollment Management.

Contact Person: Beverly Burka
Phone: (518) 828-4181 Ext. 3364

Study Areas

- There are designated student areas in Room 327, in the library and near the Academic Support Center.
- Room 217 study area is used by appointment only.

Contact Person: Karen Fiducia
Phone: (518) 828-4181 Ext. 3380

Supported Education

In partnership with the Mental Health Association of Columbia-Greene Counties, Inc.

Supported Education is a program for students with mental health impairments who are receiving mental health treatment and need extra support on campus to reach their academic goals. Available services include academic coaching, assistance negotiating the admissions and financial aid process, linkage to community agencies, and a support group. The Supported Education Director also participates in national mental health screening days at the college and provides consultation and education to the college community.

Director: Gretchen Brown, BSW
Location: Room 101C
Office hours: Tuesday, Wednesday, Thursday 9:00 AM to 2:00 PM
Phone: (518) 828-4181 Ext. 3323

Note: All services are free and confidential.

Transitional Studies Department

The Transitional Studies Department provides instruction in developmental/basic skills coursework. This coursework offers students the opportunity to advance to college-level study. Academic advisors are also provided for students needing assistance in appropriate courses.

Department Chairperson: Terry Valentine
Office: 113P
Phone: (518) 828-4181 Ext. 3233

Use of College Facilities

The Office of Community Services acts as the clearinghouse for the use of college facilities; however, college-sponsored clubs and organizations should begin the process in the Student Activities Office (Room 302). When the College is officially closed, only those individuals who are engaged in administrative assignments or involved in supervised activities or classes will be allowed access.

Contact person: David Cucinotta

Phone: (518) 828-4181 Ext. 3382

Use of College Vehicles

Use of college vehicles shall be requested from the maintenance department at the earliest practicable time, by calling extension 3200 to check availability first. The College reserves the right to refuse any group or individual the use of College vehicles. The actual Vehicle Request Form is available electronically. All forms must come to the Maintenance Office through the appropriate dean's office.

1. Use of such vehicles shall be assigned on a priority basis as follows:
 - a) Athletic teams, approved instructional field trips, approved student clubs and organizations;
 - b) Student groups or individuals representing Columbia-Greene Community College or an approved organization;
 - c) Faculty, administration, staff groups, or individuals.
2. All drivers must submit a complete Vehicle Use Roster and emergency contact information to the Vice President and Dean of Students and Enrollment Management, to be maintained in case of emergency.
3. Use of college vehicles shall be requested from the maintenance department at the earliest practicable time, by calling extension 3200 to check availability first. The College reserves the right to refuse any group or individual the use of College vehicles. The actual Vehicle Request Form is available electronically. All forms must come to the Maintenance Office through the appropriate dean's office.
4. Drivers of college vehicles must be employees of the College or enrolled students in good standing and must be over 21 years of age.
5. Drivers must possess a valid, unrestricted New York State driver's or chauffeur's license.
6. Student drivers must be accompanied by a faculty or staff member at all times when the vehicle is in motion. (In cases where two vehicles are used for the same trip, the presence of a staff member in at least one of the vehicles will satisfy this requirement.)
7. Drivers shall obey all existing motor vehicle codes, laws, and statutes. Seat belts must be worn.
8. Drivers of college vehicles must recognize the magnitude of the responsibilities they have accepted by acting as the driver. It is, therefore, expected and understood that all drivers will act in a mature and responsible fashion while in this capacity. Any deviations of this responsibility may result in loss of the future use of college vehicles and/or college disciplinary sanctions.

9. Any driver of a college vehicle who receives any motor vehicle violation while using said vehicle will be suspended from further use of the vehicle for an amount of time to be determined by the Vice President and Dean of Students and Enrollment Management, which determination may also include rescission of future use of college vehicles.
10. All penalties connected with an operator's violations of motor vehicle laws must be borne by the driver. Vehicle violations shall be assumed by the College. All parking violations shall be the responsibility of the driver assigned to the vehicle at the time the violation occurred.
11. The payment of expenses connected with the used College vehicles (gas, oil, etc.) may be made with college credit cards issued with the vehicle keys. Cash reimbursements will be made by the College only on the presentation of receipts. Only college employees may sign gasoline credit card slips.
12. Responsibility for keeping the vehicle clean and in reasonable order rests with the group or individual assigned use of the vehicle. Routine maintenance, state inspections, etc. are the responsibility of the Maintenance Department.
13. Any accident or damages incurred through the use of college vehicles must be reported to the Business Office immediately upon return to the College. This initial report must be followed by a written accident report. (Accidents involving students shall also be reported to the Dean of Students.)
14. Any problems or malfunctions of college vehicles should be reported immediately to the Maintenance Department.

Veterans' Information

Veterans should refer to the official website of the U.S. Department of Veterans Affairs at www.gibill.va.gov to apply for education benefits. Once a veteran has enrolled at the College, he/ she should contact the Veterans Certifying Official concerning enrollment certification.

Veterans Certifying Official: Liz Howe

Phone: (518) 828-4181 Ext. 3374

Who's Who Among Students in American Junior Colleges

This annual publication lists those students who have been nominated by members of the campus community and selected by a committee comprised of faculty, students and staff members. Criteria include academic achievement, service to the campus and community, as well as leadership potential.

Contact persons:

Joseph Watson

Room: 205

Phone: (518) 828-4181 Ext. 3364

David Cucinotta

Room: 302C

Phone: (518) 828-4181 Ext. 3382