Log In to Your Student Email

The college has begun sending all official communications (including this RegGuide) to your MyWCC email address. This email address is rapidly becoming the college's primary method of corresponding with students, so be sure to activate your MyWCC email account now and check it often. To activate and access your MyWCC email address, log in to MyWCC at www.sunywcc.edu/MyWCC and follow the directions in the lower right of the page. For assistance activating or accessing your MyWCC email, please contact the Student Helpdesk at mywcchelpdesk@sunywcc.edu or call 914-606-5600.

Apply Online

Check out our new online Admissions application! Before registering for courses, all students need to have completed and submitted an application for admission. There's no faster, more convenient way to get started than applying online. Visit www.sunywcc.edu/apply.

Reminder: Register for regular Fall Semester courses before August 29, 2013 to avoid the Late Registration Fee.

Find us on:

Find Course Listings ONLINE
www.sunywcc.edu/MyWCC
How to Register

Online Using MyWCC
Visit www.sunywcc.edu/MyWCC and follow the How To Register instructions found on the login screen. It’s easy! Note that incoming students need to apply and be accepted to the college before they are issued a User ID and password, both of which are required for registration.

In-person
Full-service, in-person registration is available during regular business hours at the Valhalla campus or any of our large extension locations. See page 8 for locations and visit www.sunywcc.edu/ hours for registration office hours.

When and Where to Register
Registration (both online and in-person) will begin April 8, 2013 for the Fall 2013 term. Note that students registering on or after August 29 will be charged a $25 late registration fee. In-person registration at the Valhalla campus takes place in the Registrar’s Office (Room 107 in the Administration Building), Monday through Thursday from 9:00 am-7:30 pm, and Fridays from 9:00 am-4:00 pm. In-person registration is available at our Ossining, Mt. Vernon, Peekskill, White Plains and Yonkers (Cross County) locations during regular business hours.

Note that during the summer months, Friday hours are from 9:00 am-12:00 noon.

The last day to add a course held on the Valhalla campus is September 6. Registration for classes held off-campus will continue through September 13. See page 8 of this publication for Extension Center contact information.

Registration Checklist
Requirements before you can register

- **College Application**
  All students need to have submitted an application and to have been officially accepted to the college before they can register. If you have not submitted an application for admission and would like to do so, please visit www.sunywcc.edu/ apply. If you have questions regarding the application process, contact the Admissions Office at admissions@ sunywcc.edu.

- **Financial Aid**
  Do not wait until you’re registered for classes at Westchester Community College to begin the Financial Aid Process. Apply early! You can begin filing the Free Application for Federal Student Aid (FAFSA) as early as January 1 each year. If you have questions email the Office of Student Financial Assistance at finaid@sunywcc.edu. Your application for aid and all supporting documentation must be received by the Office of Student Financial Assistance by June 30 (for the Fall) or October 30 (for the Spring) if you want your aid to be applied to your tuition bill.

- **Placement Testing**
  Placement tests are used to establish which courses incoming students are prepared to take. Most students are required to take placement exams, though there are situations where they may be waived (for example, transfer students who meet certain criteria). Everything you need to know about placement exams, including who must take the tests, testing schedules, and testing locations can be found online at www.sunywcc.edu/testingcenter.

- **Immunization Requirements**
  State regulations require students taking 6 credits or more to be immunized or show proof of previous exposure to certain diseases; mumps, measles, rubella, etc. You cannot register for courses until your form has been submitted to the Health Office. Find out more and download an Immunization Form at www.sunywcc.edu/ regforms.

- **Counseling and Advisement**
  Incoming students are required to register with the help of a counselor. Counselors assist first-time registrants and will show them how to register for themselves in the future using the MyWCC student portal. The Counseling Office is located in the Student Center on the Valhalla campus. Call 914-606-6572 for help or to schedule a meeting with a counselor. Counseling is also available at some Extension Centers. Please call the Centers directly for details.

- **Proof of Residency**
  While anyone can attend our classes, students who are not residents of Westchester County will be charged non-resident tuition and fee rates. In order for non-Westchester County residents to qualify for the resident rates (which are significantly lower), an Application for Certificate of Residency form must be completed, notarized, authorized by your New York State county of residence and then submitted to the college’s Bursar’s Office. This form must be completed on an annual basis. Additional requirements pertaining to the length of one’s residency also apply. To download the application form and obtain full residency requirements, visit www.sunywcc.edu/ regforms.

- **Tuition Payment**
  Payment in full for Fall 2013 courses is due by August 1, 2013 or your registration will be cancelled. Students who register on or after this date are expected to pay at the time of registration; if payment is not received your course schedule is subject to deletion. Please be aware that once classes begin students will be charged for all tuition and fees according to the college’s Refund Schedule. See more about tuition on page 4.
New Students

- All incoming credit students MUST complete an application for admission and be accepted before registering; even if taking only one course. If you have not submitted an application and would like to do so, please visit www.sunywcc.edu/apply. If you have questions regarding the application process, visit the main campus or any of our extension centers or email your questions to admissions@sunywcc.edu.

- Find the current Student Handbook online at www.sunywcc.edu/handbook. Find the College Catalog online at www.sunywcc.edu/catalog.

- Before you can register, you will need to have addressed everything on the Registration Checklist found on page 2.

As an incoming student, be sure you are in direct contact with the Admissions Office to ensure all requirements have been met. Also, we recommend that you check out the Future Students section of the college website.

Contact Us

Admissions .................. 606-6735 ......... admissions@sunywcc.edu
Bursar ......................... 606-6870 ......... bursar@sunywcc.edu
Counseling ................... 606-6572 ......... counseling@sunywcc.edu
Extension Centers .......... 606-6839 ......... extensions@sunywcc.edu
Financial Aid ................. 606-6773 ......... finaid@sunywcc.edu
Registrar ..................... 606-6810 ......... registrar@sunywcc.edu

Matriculated students are advised to keep in contact with their Curriculum Chair throughout their time at the college. For complete office and division contact listings, visit www.sunywcc.edu/contact. For office hours, please visit the specific office pages on the college website.

Online Education

Online education is a fast-growing means of course delivery. With no set meeting time, online students log in at their convenience to submit work by established deadlines. The college now offers more than 85 course subjects (and three entire programs!) in this way.

Admission to the Online Education program may require a few additional steps. If you plan to register only for online courses, there are a few things you’ll want to know—for example, the immunization requirements are waived. Students new to online education are advised to visit www.sunywcc.edu/online before attempting to register for online classes. Questions? Call the office of Online Education at 914-606-6827.

To find online courses, visit www.sunywcc.edu/MyWCC and use the Search for Courses function in the right column. Expand the search using “Additional Search Criteria” then select “Mode of Instruction” followed by “Online.”

There is an additional $30 fee for each online course taken.

Services

Academic Support Center

Need a little help with your classes? The Academic Support Center offers free tutoring. Located on the ground floor of the library, our spacious, welcoming location features helpful tutors, a variety of audiovisual and computer tutorial programs, and workshops on various subjects. We offer help in Mathematics, English, ESL, Reading, the Sciences and more. Our services are also available at the Mt. Vernon extension center. Visit www.sunywcc.edu/asc for more information or call 914-606-6470.

Students with Disabilities

Westchester Community College strives to be accessible to all students. Accommodations can often be made for students with special needs. Please visit www.sunywcc.edu/disabilities for details or call the Disabilities Office directly at 914-606-6552.

Bookstore

Sure, our college bookstore offers hundreds of textbooks at reasonable prices. But we also have school supplies, electronics, magazines, clothing, backpacks and snacks. Stop by. It’s located right next to the Student Center.

Dining Options

After a yearlong renovation and facelift the Student Center’s Viking Café has reopened for business. Additionally, the Student Center now houses Café Crema—serving coffee, soup, sushi, Paninis and a whole lot more. The Gateway Center’s Siegel Café is open at convenient hours for students on the north end of campus.
Financial Aid

The Office of Student Financial Assistance is committed to ensuring that the ability to pay is not a barrier to achieving a college education. We help students and families apply for, and receive, the aid to which they may be entitled, including: federal grants, loans, work study and scholarships. We also partner with the Registrar and Bursar's Offices to administer the TAP Program. Although we are one of the busiest offices on campus, we invite you to ask for help if you ever need it. We continue to embrace new technologies and encourage students to email us at finaid@sunywcc.edu, which is the best way to reach us.

Students can check their financial aid status online via MyWCC.

Students Receiving Title IV Federal Financial Aid

If a student receiving Federal financial aid does not attend at least 60% of the semester for which he or she is registered, the college is not eligible to receive the full Federal aid benefit. Consequently, the student might be required to repay these unearned funds out of pocket.

This policy does not apply to students who:

- Either withdraw, drop out, or are expelled before the first day of class.
- Withdraw from some classes but continue to be enrolled in other classes (partial withdrawal).
- Do not receive Title IV funds. (ex. Pell, Loans)

Tuition & Fees

<table>
<thead>
<tr>
<th></th>
<th>Full-time (per semester)</th>
<th>Part-time (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$2,140</td>
<td>$179</td>
</tr>
<tr>
<td>Non-resident</td>
<td>$5,885</td>
<td>$493</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$30</td>
<td>$15</td>
</tr>
</tbody>
</table>

Fees: Along with the cost of tuition, students pay a variety of fees each semester. Applicable fees are based on the full- or part-time status of the student and the campus and course delivery method utilized. Base rates for Fall semester fees range from $55-$212. Additional fees may apply based on the requirements of particular programs of study. For a complete list and explanation of fees visit www.sunywcc.edu/tuition.

Refund Policy

When courses are dropped before specific dates, students are entitled to a full or partial refund. Refund policies can differ based on the campus and course subject matter. Visit www.sunywcc.edu/refundpolicy for details about refunds.

Payment Information & Deadlines

Payment in full for early registrations is required by August 1, 2013. For students who register after this date, payment is required at the time of registration. Registrations not paid for by the payment deadline are cancelled and those reserved seats are once again made available to other registering students. Students will be responsible for all tuition charges and fees according to the college’s Refund Policy.

Accepted forms of payment:

- Online (MyWCC): VISA, MasterCard, and Discover
- In-person: Cash, personal check, VISA, MasterCard, Discover

If your financial aid does not cover your entire bill, payment of the remainder may be made online or in-person. Visit www.sunywcc.edu/bursar for more information about payments.

Reminders to All Students

Adding/Dropping Classes

Students can add courses to their schedules for about one week into a fall/spring semester. After that, courses may only be dropped. Note that the add/drop dates for courses taken off-campus may differ from those taken in Valhalla. Check the Academic Calendar on page 5 for details.

Withdrawal from Class

The cutoff date to withdraw from a class with a “W” grade is about halfway through any given semester. The dates for courses taken off-campus may differ. Check the Academic Calendar on page 5 for details.

Parking Regulations

All cars parked on campus grounds are required to have a parking decal. Get yours at the Security Office in the Student Center. Visitor parking is available in Lot 1.
FastTrack 7-Week Courses
Intensive 7-week sessions of select General Education courses. This fall FastTrack courses are offered at locations in Shrub Oak, and Yonkers. Visit www.sunywcc.edu/fasttrack for more information including refund policies and withdrawal dates for these classes.

First 7-week Session: September 9–October 24, 2013
Second 7-week Session: October 28–December 17, 2013

Late Start 11-Week Courses
Our New Late-Start 11-week Session begins Monday, September 30 at Port Chester Middle School.

Wintersession 2014
An intensive 3-week session for select General Education courses. Wintersession 2014 courses are offered in Ossining, Yonkers Cross County, and online.

Applications Accepted Beginning: October 1, 2013
Session Start/End Dates: January 2–January 23, 2014
Final Date to Add a Class: January 2, 2014
Instruction Ends: January 22, 2014
Final Course Assessment: January 23, 2014

Winter 2014 (Center for the Arts)
1-credit art courses offered at the County Center in White Plains.
Registration Begins: October 28, 2013
Visit www.sunywcc.edu/academiccalendar for details.

Spring 2014
Registration Begins for the Spring Semester: October 28, 2013
Session Start/End Dates: January 21–May 18, 2014
Final Course Assessment Dates: May 12-18, 2014
Student Self-Service

MyWCC is the college’s self-service, web-accessible portal. Available 24/7 and easy to use!

Using MyWCC students can:
- View course offerings
- Register for classes
- Pay tuition
- Check financial aid status
- Track degree progress
- View transcripts
- And more!

Forgot your password? Need help registering online? No problem. Help is available. There are numerous How-To guides available on the MyWCC login page and throughout the MyWCC site. If you’re stuck and can’t find what you’re looking for, try these other helpful resources: Visit www.sunywcc.edu/MyWCChelp, email the MyWCC Helpdesk at MyWCCHelpdesk@sunywcc.edu or call 914-606-5600.
Campus Security

In compliance with the Federal Crime Awareness and Campus Security Act, Westchester Community College publishes an annual “Campus Security & Safety Report.” This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies related to campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias crimes and other crimes. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To obtain these crime statistics, access the U.S. Department of Education website at: www.ope.ed.gov/security/Search.asp. To get a copy of the full report and crime statistics, contact the Security Office, Room 113 in the Student Center (914-606-6730) or visit: www.sunywcc.edu/security.

Emergency Alert System

Sign up now for the SUNY Emergency Alert system at: www.suny.edu/sunyalert. In the event of an emergency the college will contact you via text, email, phone, etc. Any information you provide us will be kept confidential and used only in the case of an emergency.
Valhalla (Main Campus)
The Valhalla campus is built on an impressive 218 acres. Our grounds consist of five educational buildings, a gymnasium, library, three baseball fields, four tennis courts, a full-time childcare facility, and more than 2,500 student parking spaces. Parking for handicapped persons is available. For information, call the Student Health Office at 914-606-6610.

Beeline buses regularly frequent the campus (#1C, 1X, 15, 40 & 41) and the Valhalla train station (Metro North) is less than a quarter mile away. For a virtual tour visit our custom Google Map (above for PDF viewers) or visit www.sunywcc.edu/map1.

75 Grasslands Road • Valhalla, NY 10595
914-606-6600

Ossining
This extension center features state-of-the art science and health skills labs. Ossining offers healthcare classes leading to non-credit short-term certificates, and professional development opportunities. In addition, there are courses in the Life Sciences, Liberal Arts, and English as a Second Language.

Arcadian Shopping Center
22 Rockledge Avenue • Ossining, NY 10562
914-606-7400 • www.sunywcc.edu/ossining
ossining@sunywcc.edu

Peekskill
The Hudson Valley's largest and most advanced electronic media arts center is our Peekskill Center for the Digital Arts. Courses in Web design, animation, digital filmmaking, and digital imaging post-production and studio arts courses are taught. The site also offers Liberal Arts, Non-credit Quickstart Software Training, Community Arts, and ESL classes. In addition, the Center offers a renown pre-college digital arts program for youth ages 7-17 which includes multimedia storytelling, game design and more. See website for details.

27 North Division Street • Peekskill, NY 10566
914-606-7300 • www.sunywcc.edu/peekskill
peekskill@sunywcc.edu

Mt. Vernon
This location is one of our largest. The 16,000 square-foot building includes cutting-edge lab facilities, modern classrooms and academic support. Select from dozens of classes in Business, Accounting, Nutrition, Math, English, History, English as a Second Language and more.

175 Gramatan Avenue • Munt Vernon, NY 10550
914-606-7200 • www.sunywcc.edu/mountvernon
mountvernon@sunywcc.edu

Yonkers
Conveniently located in the heart of the Cross County Shopping Center, this extension offers ten new classroom and computer lab facilities and instruction in a wide variety of areas including, but not limited to: Mathematics, Business, English and Human Services. ESL courses are also offered.

Cross County Center
8510 Mall Walk • Yonkers, NY 10704
914-606-7100 • www.sunywcc.edu/crosscounty
crosscounty@sunywcc.edu

White Plains
Since opening in 1930, the Center for the Arts has been the county's leading resource for arts education. This huge extension features spacious facilities for hands-on art classes, gallery exhibitions, lectures and other events. Liberal Arts courses are also offered.

196 Central Avenue • White Plains, NY 10606
914-606-7500 • www.sunywcc.edu/arts
arts@sunywcc.edu

Mahopac, Shrub Oak,
New Rochelle, Yonkers & Port Chester
The college offers Liberal Arts classes in schools right in your community. Mahopac High School, Roosevelt High School (in Yonkers), and a new location in New Rochelle (TBD) will offer a traditional 15-week semester. Lakeland High School (in Shrub Oak) offers both 15-week and 7-week FastTrack sessions and the college now offers a Late Start 11-week session beginning on September 30 at Port Chester Middle School.

For more information about these locations please contact us at:
914-606-6839 • extensions@sunywcc.edu

Upcoming Events
Academic advisors and staff will be on hand to answer your questions.
Registration will be open. See locations for addresses. Event dates marked with (am) run from 10:00 am-12:00 noon. Unless otherwise noted, all others run from 5:30-7:30 pm

Valhalla Campus
Open House
Please visit www.sunywcc.edu/openhouse for date, time and to RSVP.

Peekskill
Monday, June 24
Thursday, July 11
Tuesday, July 23
Thursday, August 8
Monday, August 19
Tuesday, August 27

Ossining
Tuesday, July 30 (am)
Wednesday, July 31
Monday, August 5 (am)
Wednesday, August 7
Wednesday, August 14
Wednesday, August 21 (am)

Mount Vernon
Tuesday, August 27
Wednesday, August 21

Yonkers/Cross County
Tuesday, June 4 (6:00 pm)
(RSVP for this event to 914-606-7100).

Locations
In addition to the main campus in Valhalla, NY, we offer classes online and at 10 extension locations spread throughout Westchester and Putnam Counties. With this many locations, we’re probably just minutes from where you live.