

# 2012-2013 STUDENT HANDBOOK



Westchester  
Community College

State University of New York

[www.sunywcc.edu](http://www.sunywcc.edu)

## THIS HANDBOOK/PLANNER BELONGS TO:

NAME

TO RETURN IT, CONTACT

CONTACT TELEPHONE

EMAIL

CURRICULUM CHAIRPERSON

TELEPHONE

ACADEMIC COUNSELOR

TELEPHONE

### OR TURN IT IN TO:

Campus Security Office, Student Center, Room 113

Access this Handbook online at [www.sunywcc.edu/handbook](http://www.sunywcc.edu/handbook),  
or by scanning the QR code below.



## letter from the **PRESIDENT**

Make the most of your college experience! Get involved in campus activities outside the classroom by participating in clubs, sports, or student government. They are all great ways to meet new friends and to broaden your mind. Join the thousands who have preceded you — become active and reap the benefits for the rest of your life. I know of what I write — this is how I met my wife and also developed lifelong interests.

Connect with the institution and other fellow students through Facebook. Also, be sure to familiarize yourself with MyWCC, through which you can register for courses and plot out your Westchester Community College academic career.

Come join in the fun!

A handwritten signature in black ink, reading "Joseph N. Hankin".

Joseph N. Hankin  
Westchester Community College President

## tips for using this HANDBOOK

The Student Handbook is a valuable tool to students. In addition to providing helpful information about college policies and procedures, the Handbook contains a glossary of scholastic terms that all students should know. The Handbook also contains a student calendar with spaces large enough to write your assignments, due dates, exam dates, appointments with counselors, club meetings, work schedule, etc. We suggest you carry your Student Handbook with you every time you come to campus. You'll have the library hours, important phone numbers, campus service locations, and a place to write notes at your fingertips! Can't find something you're looking for in the Handbook? Visit us online at [www.sunywcc.edu](http://www.sunywcc.edu), where the most up-to-date information can be easily found.



## SCHOLASTIC TERMS Every Student Should Know

### ACADEMIC ADVISOR

A counselor or faculty member who helps you select your classes.

### ASSOCIATE DEGREE

A degree program requiring a minimum of 64 credits that prepares students for transfer and/or immediate employment. An associate degree can typically be completed in two years of full-time study. Part-time students will require longer.

### AUDITING

Taking a credit course for personal enrichment, with no intention of receiving academic credit. *See pg. 13 for more information.*

### BLACKBOARD

Blackboard is a web interface where instructors and students interact much like they would in a physical classroom. Class lectures, exercises, tests, and papers are completed within the secure Blackboard system. Blackboard is accessible from the homepage of the college website, or by visiting [www.sunywcc.edu/blackboard](http://www.sunywcc.edu/blackboard).

### CAMPUS

A location where college courses are offered, virtual or physical. The college currently offers classes at more than ten campuses.

### CERTIFICATE

Earning a certificate prepares students for immediate employment in a variety of skilled occupations and requires no more than 30 credits. A certificate may be completed in one year of full-time study. Part-time students will require longer.

### CLASS NUMBER

Within MyWCC classes are primarily organized using 5-digit numbers called Class Numbers (though you may still search for classes using a Course Subject/Number such as ENG 101). Use the additional search criteria feature within MyWCC to easily find the classes that best fit your schedule and program of study.

### CLOSED COURSE

During registration, a course becomes closed when the maximum number of student registrants is reached. The class is then closed from further registration.

### COMMON HOURS

A period of time during which, by design, only a limited number of classes are in session. Common Hours are Wednesdays from 11:00 am to 1:00 pm, and Thursdays from 4:00 to 6:00 pm. *See pg. 18 for more information.*

COREQUISITES

Courses which must be taken during the same semester. Corequisite requirements can be found within a course's official course description.

CREDIT

A measurement of work, usually equal to one hour of lecture or two to three hours of laboratory per week throughout a term. Within the MyWCC online environment, credits are referred to as units.

CURRICULUM

A program of study (with specified course requirements) leading to an associate degree or certificate.

DEGREE REQUIREMENTS AUDIT

An official review of a student's progress toward his or her degree. Degree Audits can be performed by logging in to the Academic Requirements section of MyWCC.

DEVELOPMENTAL COURSES

Zero-credit courses designed to upgrade a student's skills and enable him/her to register for certain credit courses and succeed at college-level work.

DROPPING A COURSE

The official removal of oneself from a class within 3 weeks of the start of a class (after 3 weeks, this is considered a *Withdrawal*). *See pg. 27 for more information, including the conditions under which you may receive a full or partial refund for dropped courses.*

ELECTIVES

Courses that students may choose to take, but that are not specific degree requirements.

ESL

English as a Second Language. *See pg. 27 for more information.*

EXTENSION SITES/CENTERS

Locations where courses are offered other than the main Valhalla campus. *See pg. 28 for a list of these locations.*

FAFSA

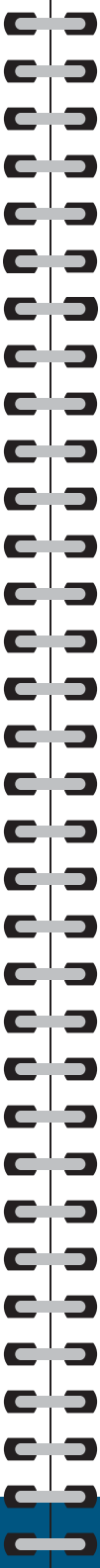
Free Application for Federal Student Aid.

FULL-TIME STUDENT

A student enrolled in 12 or more credit hours per semester.

GOOD ACADEMIC STANDING

Students having a cumulative GPA of 2.0 or better are considered to be in good academic standing.



GPA

Grade point average; the ratio of quality points earned to credit hours attempted. *See pg. 33 for more information.*

HYBRID COURSES

Offering the best of both worlds, these courses are delivered using a combination of traditional and virtual classrooms. *See pg. 36 for more information.*

MATRICULATION

A matriculated student is one who has been formally admitted to the institution, has registered in a course curriculum, and is pursuing a degree or certificate from the college.

MYWCC

Located at [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC), is a self-service portal which students can use to register for courses, pay tuition, view transcripts and more. *See pg. 41 for more information.*

ONLINE EDUCATION

Providing an alternative to traditional, face-to-face classes, this method of course delivery is Web-based and utilizes the Blackboard learning environment. *See pg. 42 for more information.*

PART-TIME STUDENT

A student enrolled in fewer than 12 credits per semester.

PLACEMENT TESTING

Placement tests will assess your current skill levels in reading, writing, and mathematics. The college's mandatory assessment and placement policy requires students to register for courses as determined by the placement exams scores. *See pg. 43 for more information.*

PLAGIARISM

The act of presenting another person's ideas, research or writing as your own work. Students who plagiarize will be penalized. Details about the college's plagiarism policy can be found online at: [www.sunywcc.edu/plagiarism](http://www.sunywcc.edu/plagiarism).

PREREQUISITES

Courses that must be taken first in a sequence, as preparation for other courses. Prerequisite requirements can be found within a course's official course description.

SYLLABUS

A document that outlines a course's learning objectives, topics of discussion, assignments, exam dates, and class policies as set by the professor.



## TRANSCRIPTS

A record of a student's academic performance which includes the courses taken and grades received. An *Official Transcript* (certified) may be obtained at the Registrar's Office. An *Unofficial Transcript* may be accessed and printed out online using MyWCC.

## WITHDRAWAL FROM A CLASS

Dropping a class after the official Schedule Adjustment Period has ended. Students who withdraw from a class will receive a grade of "W" and are not eligible for a refund. *See pg. 53 for more information.*

## WITHDRAWAL FROM THE COLLEGE

Dropping out of all registered classes after the official Schedule Adjustment Period has ended. Special procedures are required. *See pg. 53 for more information.*



## ways to INTERACT WITH US ONLINE

### Website

The college's website is the place to go for information on just about everything college related. Visit us at [www.sunywcc.edu](http://www.sunywcc.edu) to access: academic calendars, course availability, counselor contact information, student services, information on weather closings and more.

### Catalog

This robust resource for students is where the college provides official information about current program requirements; course descriptions; and college standards, procedures, and policies. An updated edition of the catalog is published prior to the start of each semester. As new editions are released, older ones are archived but remain available to students for reference. The Digital College Catalog is accessible from the college website or by visiting [www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog).

### MyWCC

Sometimes referred to as the Student Portal, MyWCC is a student self-service access point through which students: view course offerings, register for classes, pay tuition, view transcripts, check financial aid status and more. See page 41 for more details about this resource. Access MyWCC from the college website, by visiting [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) or <https://mywcc.sunywcc.edu>.

### Student Email

To assist in student communication and provide a way to reach all students with important college information, Westchester Community College now provides email accounts to credit and noncredit students alike. Visit MyWCC for more details and to access your account.

### Blackboard

Blackboard is a web interface where instructors and students interact much like they would in a physical classroom. Class lectures, exercises, tests, and papers are completed within the secure Blackboard system. Blackboard is accessible from the homepage of the college website, or by visiting <http://www.sunywcc.edu/blackboard>.

### Facebook

Wondering what's happening right now at the college—right this very minute? Log on to our Facebook page—see what students are saying and join in the discussion. This is a great place to find out about upcoming events and changes to important dates and deadlines. Our Facebook page is accessible at [www.sunywcc.edu/facebook](http://www.sunywcc.edu/facebook).

Did you know  
**47%** of  
 Westchester  
 Community College  
 credit students  
 attend part-time?



## ABSENCE FROM CLASS

[www.sunywcc.edu/absencefromclass](http://www.sunywcc.edu/absencefromclass)

It is strongly recommended that you not “cut” a class without a legitimate reason. If you have to miss a class, take note of the number of absences you are allowed. Every absence has a negative impact on what you learn and what grade you will earn. Be sure you know your professors’ specific attendance policies.

Being ill doesn’t allow you more absences. If being ill causes you to miss multiple class sessions, inform the Student Health Center, 914-606-6610. (See **HEALTH SERVICES**).

You will not be penalized for being absent on religious holidays. (See Attendance under Academic Standards, Procedures and Regulations in the College Catalog for full details.)

It’s important to remember that you may be at risk of losing financial aid if you cut class excessively. If you have a problem, talk to the professor or an academic counselor. College is a big investment, so don’t throw your money away by cutting class!

## ACADEMIC CALENDAR

[www.sunywcc.edu/academiccalendar](http://www.sunywcc.edu/academiccalendar)

Important dates associated with each semester such as holidays, final dates to withdrawal from classes without penalty, final assessment week (final exams), etc., are all included in the Academic Calendar which can be found on the college website.

## ACADEMIC DISHONESTY

[www.sunywcc.edu/policies](http://www.sunywcc.edu/policies)

Academic dishonesty means cheating and plagiarizing.

Plagiarizing means copying someone else’s words or ideas and presenting them as your own work. Don’t do it! Always cite your sources and give credit where credit is due. You can get help citing sources correctly from the librarians on campus.

If you cheat or plagiarize, not only might disciplinary action be taken by the college, but you will be closing doors for yourself instead of opening them. Cheating will not get you far at Westchester Community College or in life. (See the **STUDENTS RIGHTS & RESPONSIBILITIES** section for the college’s Academic Honesty Policy.)

## ACADEMIC RESTRICTION

[www.sunywcc.edu/academicdismissal](http://www.sunywcc.edu/academicdismissal)

A student, either matriculated or non-matriculated, whose academic record does not meet college standards (see chart below) shall be Academically Restricted and may subsequently register for a maximum of eight charged credits per semester, after meeting with the designated counselor.

### ACADEMIC STANDARDS for RESTRICTION

CUMULATIVE CREDITS ATTEMPTED	CUMULATIVE GPA PER CREDIT HOUR
12-31	below 1.0
32-47	below 1.50
48 or more	below 1.75

For information on Academic Reinstatement, see the College Catalog online at [www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog).

## ACADEMIC PLAN CHANGES - See CHANGING YOUR MAJOR

## ACADEMIC SUPPORT

[www.sunywcc.edu/asc](http://www.sunywcc.edu/asc)

If you are experiencing difficulties in class, begin by talking to your professor(s). Most professors post their office hours on their office doors and are available at those times for your convenience.

The Library and Learning Resource Center offers expert help doing research, locating print and electronic resources, preparing documentation for a research paper, logging into library databases from home, and more! See pg. 38 for details, or call the Reference Desk at 914-606-6960.

*Free tutorial assistance is also available.*

## ACADEMIC SUPPORT CENTER

[www.sunywcc.edu/asc](http://www.sunywcc.edu/asc)

The Academic Support Center offers tutoring in select math courses as well as reading, ESL (credit and some non-credit), study skills, science, and writing across the curriculum. The Center offers test-taking and topic-specific workshops in addition to Question & Answer review sessions prior to final exams (in certain content areas). In addition, senior tutors (many of whom are also adjunct professors), volunteers from the community, and peer tutors, are available to answer questions. In conjunction with this person-to-person tutorial support, a wide variety of audio-visual and computer software is also available.

*Did you know that the Gateway Center is the first county owned LEED certified building in Westchester?*



**Did you know 53.2% of Westchester Community College credit students are female?**

#### **Math, Reading, and ESL Tutorial: Library Ground Floor, G-31**

Tutorial assistance is available in math courses, such as Prealgebra, Beginning Algebra, College Algebra: Functions and Models, and College Algebra with Trigonometry as well as reading courses such as Foundations of College Reading and Analytical Reading. We also support the following ESL classes: Introduction to Academic Writing 1 & 2, English for Academic Purposes, Writing Intensive and all non-credit ESL classes level 6 and above. Videotapes are available to reduce problem speech sounds for native and non-native speakers. Weekday and evening hours are available. For more information call 914-606-6470 or visit us online at [www.sunywcc.edu/asc](http://www.sunywcc.edu/asc).

#### **Science Tutorial: Science Building, Room 219**

Tutorial assistance is available in biology, chemistry, Biological Science 1 & 2, Organic/Inorganic Chemistry, Anatomy and Physiology 1 & 2, Non-major Physical Sciences, Respiratory Care, Foods/Nutrition, EMS and Microbiology (all labs are supported as well). Access to computer terminals, websites, videotapes, microscopes and slides, and textbooks to support these courses are available for use in the tutorial. Weekday and evening hours are available. For more information call 914-606-6906 or visit us online at [www.sunywcc.edu/asc](http://www.sunywcc.edu/asc).

#### **Writing Tutorial: Library Ground Floor, G-13**

Writing assistance is available to all students, irrespective of their curriculum. Weekday and evening hours are available. For more information call 914-606-7853 or visit us online at [www.sunywcc.edu/asc](http://www.sunywcc.edu/asc).

#### **THE FOLLOWING SERVICES ARE ALSO AVAILABLE to STUDENTS:**

##### **Accounting Tutorial: Classroom Building, Room 9**

Student tutors are available at various times. A schedule is posted outside the tutorial and in the Academic Support Center. Drop in or call for hours, 914-606-6876 or 6945.

##### **Computer Information Systems Tutorial: Technologies Building, Room 25B**

Tutoring is offered in word processing, spreadsheet and database programs, programming languages, and CIS courses. The CIS Tutorial has student tutors that are selected by a faculty advisor and offers day, evening, and weekend hours. Drop in or call for hours, 914-606-6945.

##### **Computer Science Tutorial Center: Technologies Building, Room 37**

The Computer Science Tutorial Center offers tutoring for Computer Science courses taught at the college's main campus in Valhalla. The tutors are peer tutors who are enrolled in a Computer Science degree curriculum and are selected by a faculty advisor. The hours of the Computer Science Tutorial Center are dependent on tutor availability each semester. Call 914-606-7890 for more information.

*For job and transfer assistance, visit the Career and Transfer Center in the Student Center.*

#### **Extension Center Tutoring:**

The Mount Vernon Extension Center, located at 175 Gramatan Avenue, has its own Academic Support Center open to all Westchester Community College students. Senior tutors are available to assist students in Prealgebra, Beginning Algebra and College Algebra, as well as reading, writing, ESL, Spanish, Accounting, and Computer Information Systems. Pre-Nursing students preparing for entrance exams are welcome. Workshops are offered to assist students in subject specific areas, as well as in developing skills essential for success in college. Computers are available with full Internet access. The Center is open six days a week. Please call 914-606-7220 for further information including hours and subject coverage, or visit [www.sunywcc.edu/mountvernon](http://www.sunywcc.edu/mountvernon) and click on Mount Vernon Academic Support Center.

The Yonkers and Peekskill Extension Center offer tutoring in Prealgebra, Beginning Algebra, and College Algebra, as well as reading, writing and ESL. The Ossining Extension Center offers tutoring in the Biological Sciences, including Anatomy and Physiology 1 & 2. Please call 914-606-7220 for hours or visit [www.sunywcc.edu/asc](http://www.sunywcc.edu/asc).

#### **Modern Languages Tutorial Lab:**

Located in the Gateway Center, this is a digital audio, video and computer tutorial center for Modern Languages. Hours are: Monday and Tuesday, 9:00 am to 6:00 pm, Wednesday and Thursday 9:00 am to 9:00 pm, Friday 9:00 am to 4:00 pm, closed weekends. Hours vary each semester and are posted on Lab door. Students interested in taking a Spanish course are strongly advised to take the free online placement exam before registering for a class. Simply visit [www.sunywcc.edu/spanishplacement](http://www.sunywcc.edu/spanishplacement) and enter the password: *vikings1*. Call 914-606-6790 for more information.

#### **Mathematics/Physics Tutorial Center:**

*Technology Building, Lower Level, Room 11.* Tutorial assistance is available every weekday from 9:00 am until 6:00 pm (except Fridays, when we close at 3:00 pm). Evening and Saturday hours are also available. Please call the Tutorial Hotline at 914-606-8556 for details. Additional information can also be found on the bulletin board in front of the Tutorial Center or by calling the Division Office at 914-606-6787.

#### **ACCIDENT INSURANCE**

Included among student fees is personal accident insurance coverage. Full-time students are provided 24-hour, 7-days-a-week coverage for campus and non-campus related accidents. Part-time students are provided coverage going to and from classes, on campus, and at campus-related activities. Go to [www.ajfusa.com](http://www.ajfusa.com) or call 1-800-734-9326 for details about coverage. You may also call the Health Services Office at 914-606-6610 for related questions.



Take advantage of  
**common hour**—  
use this free time to  
attend club meetings,  
go to the gym, or  
attend an event.



## ALCOHOL AND DRUG POLICY

[www.sunywcc.edu/security](http://www.sunywcc.edu/security)

Alcohol and drug abuse are devastating to both the user and to the college community. Substance abuse is a major cause of accidents and can seriously affect academic performance and campus morale. Therefore, possession, use, or distribution of illegal drugs or alcohol on college property or at college-sponsored events is forbidden. Infractions will result in serious disciplinary action. You could be expelled.

In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities.

Further information on the legal consequences of alcohol and drug abuse can be found in the Library's Reference Section under Public Law 101-226. Additional information is available from the Associate Dean of Student Personnel Services Office, Room 219 or the Security Department, Room 113, all in the Student Center building.

## ALUMNI ASSOCIATION

[www.sunywcc.edu/alumni](http://www.sunywcc.edu/alumni)

All graduates of Westchester Community College automatically become members of the college's Alumni Association. In order to receive information on college events, it's important for alumni to notify the Alumni Office of changes to mailing and email addresses. Members receive a newsletter twice a year and information on alumni-related events as they occur. Stay connected to the college through our online alumni community at [www.mysunywcc.org](http://www.mysunywcc.org). This interactive site features personal profile pages, a searchable directory, career and volunteer opportunities, event information, and much more. For more information, please contact the Alumni Office at 914-606-6559, or email [wcc.alumni@sunywcc.edu](mailto:wcc.alumni@sunywcc.edu). Alumni volunteers are always welcome.

## AMBASSADOR PROGRAM

The Admissions Ambassador program is a volunteer group of Westchester Community College students who assist the Admissions Office in the recruitment of prospective students. Ambassadors conduct campus tours, visit area high schools with admissions counselors, participate in Open House and registration programs and correspond with incoming students. This is a selective program. Interested students should contact the Office of Admissions at 914-606-6735.

## ATM

An automated teller machine is located on the main floor of the Student Center building.

## ATTENDANCE POLICY - See ABSENCE FROM CLASS

## AUDITING A COURSE

Taking a credit course for no academic credit. To audit a course, students must formally register for the course after receiving permission to do so from the instructor. Students who are permitted to audit a credit course must pay all tuition and fees. The audit grade is designated as AU (No Credit). For students over 60 years of age see **SENIOR CITIZEN AUDITING**.

## AUTOMOBILE REGULATIONS - See CARS ON CAMPUS

## BLACKBOARD

[www.sunywcc.edu/blackboard](http://www.sunywcc.edu/blackboard)

Blackboard is a web interface where instructors and students interact much like they would in a physical classroom. Class lectures, exercises, tests, and papers are completed within the secure Blackboard system. Class assignments and lectures are asynchronous, meaning you do not need to be on Blackboard at a specific time of day. The semester or session adheres to the same timetables as on-campus semesters and sessions.

## BOOKSTORE

[www.sunywcc.edu/bookstore](http://www.sunywcc.edu/bookstore)

The Campus Bookstore, a Faculty Student Association service, is located next to the Student Center. The Bookstore supplies textbooks, study aids, bestsellers, bargain books, software, school supplies, Westchester County bus passes, and campus wear. Purchases may be made by cash, check, money order, Discover, VISA or MasterCard. Hours are: Monday and Thursday, 9:00 am to 7:00 pm; Tuesday and Wednesday, 9:00 am to 4:00 pm; and Friday, 9:00 am to 12:00 noon. Hours are extended during the first five weeks of the fall and spring semesters, as well as the beginning of each summer semester.

*Need to find your way around campus?  
See the campus map on p. 122*





*Looking for child care? The Virginia Marx Children's Center provides care for children of full- and part-time students.*

There are also extended hours during book buyback times at the end of each semester. For complete hours, events, sales and promotional items see the monthly hours calendar. Stop by the bookstore for your complimentary Westchester Community College car decal. For more information please call 914-347-3858.

**BOOK REFUND POLICY** [www.sunywcc.edu/bookstore](http://www.sunywcc.edu/bookstore)

Textbooks may be returned to the Campus Bookstore for a full refund if you have the original receipt and the book is in its original condition. The book refund date is clearly indicated on your receipt. After the official book refund date on your receipt, books may still be refunded if you present copies of your course withdrawal slip and original book receipt. The book must be in its original condition. Electronics, software, computers, E-books / access codes are not refundable or exchangeable. Shipping charges are not refundable.

**BURSAR'S OFFICE**

The Bursar's Office is located in the Administration Building. You can pay your bill online through MyWCC or in-person at the Bursar's Office. Cash, personal checks, MasterCard, and VISA and Discover Card are accepted for in-person payments. Call 914-606-6870, or 914-606-6992 for more information.

**BUS SERVICE** [www.sunywcc.edu/bus](http://www.sunywcc.edu/bus)

The County's Bee-Line Bus System provides service to and from the campus. Routes #1C, 1X, 15, 40 and 41 stop at the Valhalla campus. Schedules are available in the Student Affairs Office, Student Center, Room 109. For daily commuters, purchasing a monthly bus pass will save you money. Bus passes can be purchased (cash only) in the College Bookstore and at off-campus locations. Call Bee-Line at 914-813-7777 for more information.

**CAREER AND TRANSFER CENTER** [www.sunywcc.edu/ctcenter](http://www.sunywcc.edu/ctcenter)

The Career and Transfer Center is located in Student Center, Room 201 (temporarily located in AAB 133 while the Student Center is under construction) and provides career assessment and planning, assistance with a job search and transfer services for all current and former students. Co-op/Internships and Work/Study job placements are available for current students. During the regular school year the Center is open Monday through Friday from 9:00 am to 5:00 pm (Thursdays until 7:30 pm). During the summer the office is open Monday through Thursday 9:00 am to 5:00 pm and Fridays 9:00 am to 12:00 noon. Choosing a major, career, or college is an important and sometimes overwhelming task. Let us help you develop a plan for success! For further information, call 914-606-6760 or visit our website for career and transfer services. For inquiries regarding Work Study, call 914-606-6763; inquiries regarding Co-op/Internships call 914-606-6760.

*Support Westchester Community College sports! Call the Physical Education department, 914-606-6950, for game dates and times.*

**CARS ON CAMPUS**

Westchester Community College is pleased to offer free parking to students, faculty, staff and members of the general public attending events on campus. We encourage all to carpool whenever possible. The college assumes no liability for theft, loss or damage to vehicles on college property. We encourage you to keep your vehicle locked and to remove attractive articles from view. For a parking decal, go to the Security Office in the Student Center. Be sure that you have your license plate number and your Student ID with you.

*For further information about rules, ticketing, towing, or fines please see the Automobile Regulations brochure available through the Security Office, Student Center, Room 113, or call 914-606-6730.*

**CHANGE MACHINES**

These can be found near most vending machines and some copy machines around campus. Most change machines will accept one-dollar and five-dollar bills.

**CHANGING PERSONAL INFORMATION** [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC)

Have you been married or divorced recently? Have you moved? The Registrar's Office needs to know! Any change of name needs to be accompanied by proof (documentation). The Registrar is located in the Administration Building, Room 107. Call 914-606-6810 for more information. You can update your email contact information online, by visiting: [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC).

**CHANGING YOUR MAJOR**

- To change your major (also referred to as Program of Study):
1. Begin the change request process before the selection of courses for the next semester.
  2. Consult with your Curriculum Chair, who will email your change of major request to the Registrar's Office. The Registrar's Office will process the change and notify your new Curriculum Chairperson.
  3. Make an appointment to meet with the Curriculum Chairperson for your new major.

**CHILDREN IN THE CLASSROOM AND ON CAMPUS**

Children are not permitted in the classroom, lecture room, or laboratory at any time that instruction is taking place. A child's presence in the classroom can be a distraction to the professor, to other class members, and even to the parent and could expose the child to injury. Children are not permitted on campus except during college-sponsored events. When children are on campus, they must be supervised at all times.

POLICIES &  
GENERAL INFO

POLICIES &  
GENERAL INFO

*Did you know  
52.2% of  
Westchester  
Community College  
credit students are  
African-American,  
Hispanic, Asian,  
American Indian/  
Alaskan Native or  
Native Hawaiian/  
Pacific Islander*



## CHILDREN'S CENTER

[www.sunywcc.edu/childrens\\_center](http://www.sunywcc.edu/childrens_center)

The Virginia Marx Children's Center provides care for the children of students, faculty and working parents from the community. The Center accommodates children ranging in age from 6 weeks through 5 years 9 months and is open 51 weeks out of the year. Financial assistance is available to student parents. The Children's Center is licensed, nationally accredited and professionally staffed. The facility has bright, well-equipped classrooms. Contact the Children's Center at 914-606-6644 for more information.

## CLASS SUPPLEMENT

[www.sunywcc.edu/online](http://www.sunywcc.edu/online)

A class supplement is an online tool used to support a traditional on-campus course. The syllabus, bibliography of resources, and course requirements for a specific course can be found (when available) online through a link on the college website's Online Education page. Inquire through your professor to find out if an online class supplement is available for your on-campus class.

## CLUBS AND ORGANIZATIONS

[www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs)

There are more than 65 clubs and organizations active at Westchester Community College. There is a variety of opportunities for student involvement, including: honors societies, cultural organizations, fine and performing arts, student publications, curriculum based clubs, and special interest groups. Whether you are a spectator, planner, participant or president, your college experience will be greatly enhanced through your involvement on campus. Clubs usually meet during Common Hour (See COMMON HOURS). For a complete listing of existing clubs, visit [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs) or stop by the Student Involvement Office in the Student Center, Room 109.

## CLUB DAY

Early in the fall and spring semesters, a club fair is held during Common Hour. Clubs and organizations set up displays in the Student Center Lounge so you can learn more about them. With music, food and fun – these are events you won't want to miss!

## CODE OF CONDUCT

[www.sunywcc.edu/policies](http://www.sunywcc.edu/policies)

All students are expected to conduct themselves in an appropriate manner. The Students' Rights and Responsibilities document can be found on pg. 109 of this handbook, online and in the Student Involvement Office (Student Center, Room 109).

## COOPERATIVE EDUCATION & INTERNSHIP PROGRAM

Put your education to work! This program provides an opportunity to gain career-related experience, develop professional work skills and self confidence and build a career-oriented work history, all while completing your degree. Paid and unpaid positions are available with firms throughout the Westchester metro area. Academic credit is available in some curricula. For further information contact the Program Coordinator at 914-606-6760.

## COLLEGE CATALOG

[www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog)

A section of our website which contains course descriptions, program requirements, policies and procedures, admissions and financial information, academic standards, and support services. Historically a printed publication, the College Catalog now resides exclusively online at [www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog).

## COLLEGE CLOSINGS

Visit our website ([sunywcc.edu](http://sunywcc.edu)), Facebook ([sunywcc.edu/Facebook](http://sunywcc.edu/Facebook)) or Twitter ([sunywcc.edu/Twitter](http://sunywcc.edu/Twitter)) at any time to check if the college has been unexpectedly closed due to the weather — or any other reason. No mention of a delay or closure means that all classes will meet as scheduled. You also have the option of tuning into the radio or TV stations below for information on college weather closings. Or you can call our information line at 914-606-6900. If the weather gets worse as the day progresses, the decision whether or not to cancel evening classes will be made by 3:00 pm.

Information about college closings will be given on Cablevision's News Channel 12, WCBS (880 AM), WFAS (103.9 FM/1230 AM/[wfasfm.com](http://wfasfm.com)), and WHUD (100.7 FM).

For weather-related closings at Peekskill, Ossining, White Plains, Yonkers (Cross County), Mount Vernon extensions, refer to our website. For our school-based extension locations (Roosevelt High, Port Chester Middle School, Blessed Sacrament High, Lakeland High, Mahopac High), call 914-606-6421.

## COLLEGE SUCCESS

[www.sunywcc.edu/collegesuccess](http://www.sunywcc.edu/collegesuccess)

This three-credit elective course is specifically designed to help first-year students make a successful transition to Westchester Community College as well as to help these students learn the attitude, skills, and strategies that promote both academic and personal success. Successful outcomes include demonstrating knowledge of appropriate

*Did you know the largest age group of  
Westchester Community College credit students is 18-19 years old?*

collegiate behaviors, evaluating short, medium, and long-term goals, enhancing study skills, applying various learning and memory techniques, and developing effective communication skills. For further information contact Professor Meralee Silverman, Reading and Study Skills Department Chair, at 914-606-6678 or email to Meralee.Silverman@sunywcc.edu.

## COMMENCEMENT

[www.sunywcc.edu/commencement](http://www.sunywcc.edu/commencement)

Commencement is the formal name for the Graduation Ceremony, a day when we celebrate all of our graduates from the past academic year. Thousands of friends and family members come to watch our graduates be recognized for their achievement! The upcoming Commencement Ceremony will take place on May 23. Check the college website for updates.

Only students who are graduating from the college in August 2012, December 2012 and May 2013 will be eligible to participate in the 2013 Commencement Ceremony. August 2013 graduates will be eligible to participate in the 2014 Commencement Ceremony. (See Graduation for more information on how to apply for graduation and receive your certificate/diploma).

Students who want to participate in the Commencement Ceremony need to order a cap and gown to wear. Caps and gowns are free for all graduates and can be ordered by visiting [www.sunywcc.edu/capgown](http://www.sunywcc.edu/capgown). The deadline to order your cap and gown is April 5, 2013.

## COMMON HOURS

Each semester, no classes are held on Wednesdays from 11:00 am to 1:00 pm and Thursdays from 4:00 to 6:00 pm. Take advantage of these Common Hours to attend a club meeting, go to the gym, or be on the lookout for events like first-run movie showings, comedians, giveaways, guest speakers, or special student events. (See **WESTCHESTER EVENTS BOARD** for additional information). Visit [www.sunywcc.edu/web](http://www.sunywcc.edu/web) to learn what is happening on campus!

## COMPUTER COPYRIGHT POLICY

[www.sunywcc.edu/copyright](http://www.sunywcc.edu/copyright)

The duplication of copyrighted material is a violation of the federal copyright law and may result in civil and criminal penalties, and disciplinary action by the college. Under federal copyright law, software may not be duplicated for any reason except those stated in the software license agreement. The college prohibits the duplication and sharing of any copyrighted material (software, video, audio) using any electronic means, including peer-to-peer applications.

*Visit the Student Involvement Office for discounts on tickets, bus schedules, voter registration forms, and information about clubs and activities.*

When enrolling at Westchester Community College, students are granted use of the college's computer facilities for educational purposes only. Students are not permitted to use peer-to-peer applications or perform any activities using college computer equipment that would violate any federal or state laws, including but not limited to, the duplication and/or distribution of copyrighted material.

Because of federal and state laws and the penalties they impose, Westchester Community College students making, acquiring or using unauthorized copies of copyrighted material are in violation of federal and state copyright laws and could be subject to disciplinary actions, including academic dismissal from the college in addition to possible penalties under the law. Possible penalties for copyright infringement include fines and imprisonment.

For your information, particularly with regard to penalties, violators of the Digital Millennium Copyright Act who illegally shared copyrighted files are subject to civil penalties of between \$750 and \$150,000 per song. In the past, pre-litigation settlements offered by copyright owners have ranged from \$3,000 to \$4,000 and up. Additionally, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although prosecution of students for this type of file sharing is extremely rare, 17 USC § 506 lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

For more information regarding acceptable uses of copyrighted material, please visit [www.sunywcc.edu/copyright](http://www.sunywcc.edu/copyright).

## COMPUTER LABS - See STUDENT ID CARDS

There are seven open Computer Labs offering word processing and Internet access. Locations and hours are as follows:

### Classroom Building, Room 302

Open: Monday through Thursday, 8:00 am to 9:30 pm; Friday 8:00 am to 4:00 pm; and Saturday 9:00 am to 4:00 pm.

### Library, Ground Floor

Open: Monday through Thursday, 8:00 am to 4:00 pm; Friday, 8:00 am to 4:00 pm; Saturday and Sunday closed. Call 914-606-6251 for more information or semester break and summer hours.

### Technologies Building, Room 25B

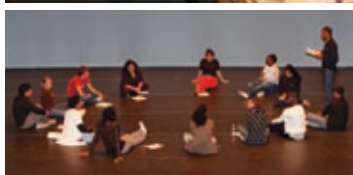
Open: Monday through Thursday, 8:00 am to 10:45 pm; Friday and Saturday 8:00 am to 3:45 pm; and Sunday, closed.

### Center for the Digital Arts, Peekskill

Apple Computer Labs are accessible to students enrolled in any Digital Arts course at Westchester Community College with a Student ID. The PC lab is available to any enrolled Westchester Community College student with a Student ID. Please call 914-606-7304 for availability.



Did you know  
that you can  
get **free legal**  
information and  
referrals from  
the Legal  
Services Office?



#### Mount Vernon Extension Center, Room 215

Open: Monday through Thursday, 9:00 am to 9:00 pm; Friday and Saturday, 9:00 am to 4:00 pm.

#### Yonkers Extension Center, Room 215

Open: Monday through Thursday, 9:00 am to 8:30 pm; Friday and Saturday, 9:00 am to 3:00 pm

#### Center for the Arts, White Plains:

Mac Computer Labs are accessible to students enrolled in the computer courses at Westchester Community College Center for the Arts and all other students with a Student ID. Please call 914-606-7500 for availability.

See **ACADEMIC SUPPORT** for Computer Info Systems and Computer Science Tutorial information.

### COMPUTER USE POLICY

[www.sunywcc.edu/computeruse](http://www.sunywcc.edu/computeruse)

Westchester Community College owns and operates a variety of computing systems for student use. These computers are provided to support the college's programs in education, research, and academic development, and may not be used for any other purposes. Students, faculty, and staff at the college are responsible for using the computing facilities in an ethical and lawful manner. In addition, the college provides Internet connection through wired ports in the Harold L. Drimmer Library and Learning Resource Center and wireless access throughout the Valhalla campus and extension centers. Students, faculty and staff are welcome to connect personal devices through these access points at their own risk. For more information please visit [www.sunywcc.edu/it](http://www.sunywcc.edu/it).

### CONTINUING EDUCATION

[www.sunywcc.edu/ce](http://www.sunywcc.edu/ce)

Westchester Community College has the largest Continuing Education unit in the SUNY system, offering hundreds of affordable, non-credit learning opportunities in a wide variety of subjects. For a brochure of classes, call 914-606-6830, visit us in the Administration Building, Room 207, or visit us online at [www.sunywcc.edu/ce](http://www.sunywcc.edu/ce).

### COPY MACHINES

Copy machines can be found in the Science Lounge, the first floor of the Technologies building, the Library, the first floor of the Administration building, the Health Science building, the second floor of the Gateway Center and the lobby of the Classroom building.

### COPYRIGHT

[www.sunywcc.edu/copyright](http://www.sunywcc.edu/copyright)

Many students think that copyrighting material is something that other people do. When someone writes a book or a song, they put a copyright symbol on it. Yet there is more to copyrighting a work. A copyright is something that affects you every time you step into the classroom, the library, or the school newspaper office.

A copyright is something that you own, too. Each time you express a new idea in a paper, an art project, or a multimedia presentation, you are copyrighting that work. It happens automatically, without a government stamp or a fee. For more information and recommended resources visit the library's website: <http://researchguides.sunywcc.edu/copyright>.

The Digital Copyright Committee makes information about copyrights available to students, faculty, staff and administrators. You are welcome to contact the committee by email at [copyright@sunywcc.edu](mailto:copyright@sunywcc.edu).

### COUNSELING OFFICE

[www.sunywcc.edu/counseling](http://www.sunywcc.edu/counseling)

Make an appointment with your counselor in the Student Center, or call 914-606-6572/6381. If you do not have a counselor, or if you don't know who your counselor is, the Counseling Office can refer you to one. You can also find out who your assigned counselor is through MyWCC. Login to the Self Service section for more information. A counselor can help you choose courses you need to fulfill your degree or certificate requirements, find a suitable transfer college, and ensure that the maximum number of credits will transfer.

Your counselor can also help you with personal problems, a troubling emotional situation, a crisis, or a decision you may be contemplating, such as withdrawal from school or a course. He or she can help you connect with community resources or other assistance you may need. All discussions are kept confidential.

*The Counseling Office is located on the second floor of the Student Center, Room 217A.*

*Did you know? John Hartford, son of the founder of  
The Great Atlantic and Pacific Tea Company (A&P),  
once lived in the Tudor-style mansion now known as Hartford Hall?*





## COUNSELORS

Professor Ruben Barato  
Acting Director of Counseling  
Student Center, Rm 217A  
914-606-6777  
Ruben.Barato@sunywcc.edu

Professor Gelaine Williams  
Student Center, Rm 218  
914-606-6727  
Gelaine.Williams@sunywcc.edu

Professor Robin Graff (*Transfer Counselor*)  
Student Center, Rm 201  
914-606-7756  
Robin.Graff@sunywcc.edu

Professor Ronald Brown  
Classroom Building, Rm 2  
914-606-6591  
Ronald.Brown@sunywcc.edu

Professor John Bucci  
Science Building, Rm 334  
914-606-7862  
John.Bucci@sunywcc.edu

Professor Rita Glaser  
Student Center, Rm 204  
914-606-6761  
Rita.Glaser@sunywcc.edu

Professor Jay Paisley  
Technology Building, Rm 138B  
914-606-6784  
Jay.Paisley@sunywcc.edu

Professor Rafael Rodriguez (*Online Education*)  
Student Center, Rm 206  
914-606-6904  
Rafael.Rodriguez@sunywcc.edu

Professor Ellen Zendman  
Acting Director of Student Development  
Student Center, Rm 219  
914-606-6733  
Ellen.Zendman@sunywcc.edu

Professor Iskra Hernandez  
Student Center, Rm 217B  
914-606-7947  
Iskra.Hernandez@sunywcc.edu

Professor Carol Tillman  
Student Center, Rm 218  
914-606-6727  
Carol.Tillman@sunywcc.edu

Professor Sarah Rabinowitz  
Student Center, Rm 218  
914-606-6727  
Sarah.Rabinowitz@sunywcc.edu

Professor Gwen Roundtree Evans  
Classroom Building, Rm 3  
914-606-6727  
Gwen.Roundtree@sunywcc.edu

Professor Serena Stingone  
Student Center, Rm 218  
914-606-7985  
Serena.Stingone@sunywcc.edu

Professor Christine Thomas  
Student Center, Rm 218  
914-606-7985  
Christine.Thomas@sunywcc.edu

Professor Anne Marie Verini  
Gateway Building, Rm 134  
914-606-8567  
Anne.Verini@sunywcc.edu

Professor Serena Stingone  
STC Building, Rm 216  
914-606-6457  
Serena.Stingone@sunywcc.edu

Professor Kevin Slavin  
Student Center, Rm 218  
914-606-7985  
Kevin.Slavin@sunywcc.edu

**Remember to bring your student ID with you  
every time you come to campus.**

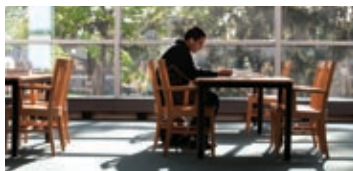
<b>Career</b>	Susan Hacker Marilyn Merker	STC-201 STC-201	914-606-6590 914-606-8574
<b>Cooperative Education/Internships</b>		STC-201	914-606-6760
<b>Dissabilities Services</b>	Marcia Kalkut Sharon Massey Barbara Begnal Scovotti Angeliki Parashis Theresa Revans-McMenimon	CLA 4 LIB G51 LIB G51 LIB G51 LIB G51	914-606-6552 914-606-6626 914-606-8585 914-606-6236 914-606-6336
<b>Educational Opportunity Program (EOP)</b>	Rita Glaser Alfred Quiñones Rafael Rodriguez	STC-204 STC-201 STC-206	914-606-6761 914-606-6688 914-606-6904
<b>International</b>	Ruben Barato Anne Marie Verini	GTW-132 GTW-134	914-606-6725 914-606-8567
<b>JobSTAR</b>	JoAnne Conway	Greenhouse	914-606-6446
<b>Transfer</b>	Robin Graff	STC-201	914-606-7756
<b>Trio/Student Support Services</b>	Rita Slavin Noelle Bucci Tracy Adams	SCI-335 SCI-336 SCI-329	914-606-8523 914-606-8916 914-606-8525
<b>Work Study Program</b>	Student Financial Assistance Office	Room 120 Admin Bldg	914-606-6773

## COURSE AVAILABILITY

[www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC)

Find out which courses are being offered and whether or not they are still open by using the Class Search service on MyWCC. Visit [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) for course availability and much more.

Did you know  
that Westchester  
Community College has  
**10 off-campus**  
centers located  
throughout  
Westchester County?



## CREDIT FOR PRIOR LEARNING

A maximum of 32 credits can be transferred to Westchester Community College.

### AP/CLEP

[www.sunywcc.edu/apexamcredit](http://www.sunywcc.edu/apexamcredit)

You can earn college credit by completing examinations such as CLEP (College Level Examination Program) or AP (Advanced Placement). The exams, although not administered at Westchester Community College, can be taken elsewhere and earn you a maximum of 32 credits through the exams or a combination of exam and transfer credits. You cannot earn credit by taking an exam whose content is similar to a course or courses you have already taken. Please note that you cannot earn college credit for English Composition 1 or 2 by CLEP Exam.

For an evaluation of test scores for tests you have already completed, bring your scores to the Admissions Office. Visit the Admissions Office in Room 210 of the Administration building for information about testing, or call 914-606-6735. Advanced placement equivalencies can be found online at: [www.sunywcc.edu/apexamcredit](http://www.sunywcc.edu/apexamcredit).

### Transfer Credit

[www.sunywcc.edu/transfercredits](http://www.sunywcc.edu/transfercredits)

Credit for coursework successfully completed with a grade of "C" or better at another accredited college or university may be awarded for courses deemed equivalent at Westchester Community College. Students are encouraged to submit official transcripts to the Office of Admission for a Transfer Credit Evaluation. If applicable, a maximum of 32 college credits may be transferred to Westchester Community College. You cannot earn credit for a course that is similar in content to a course or courses you have already taken at Westchester Community College.

## CULTURAL ARTS

[www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts)

Concerts and performances are given by world class professional artists and artistic groups. For descriptions and specific listings of dance, music, theatre and other types of cultural events on campus, call the Office of Cultural Affairs at 914-606-6262 or visit [www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts).

## CULTURAL DIVERSITY

[www.sunywcc.edu/culturaldiversity](http://www.sunywcc.edu/culturaldiversity)

Westchester Community College has established and maintains an environment in which individuals of various groups and backgrounds learn to live together in an atmosphere of mutual respect. Furthermore, the college asserts that a student's education is inadequate unless he or she has acquired a knowledge and appreciation of human diversity and has established a set of values with which to function positively in a pluralistic society.

Respect for, and understanding of, cultural diversity in all its forms is a strong antidote for prejudice, racism, and discrimination based on religion, national origin, ethnic grouping, color, or other socially derived attempts to deny a person his or her human rights. Accordingly, the college shall strive to find the common elements that unite us, and the positive differences that strengthen us.

### The goals are as follows:

1. To provide every student with experiences, in and out of the classroom, which enhance his or her understanding of, and respect for, differences in race, national origin, religion, ethnic identity, gender, sexual orientation, physical ability, age, and socio-economic background.
2. To sensitize the staff and faculty to regard cultural differences as the norm, not the exception, while recognizing our common needs and aspirations.
3. To encourage diverse groups to participate in cooperative endeavors and interactions.

If the situation arises, however, in which you wish to make a complaint about a faculty member, employee, or another student regarding alleged discrimination, the complaint should be taken to the Acting Director of Student Development, or you may call 914-606-6733 for guidance. In all cases, the discrimination complaint will be dealt with in a timely fashion by each compliance officer.

## CURRICULUM CHANGES - See CHANGING YOUR MAJOR

### DANCE

[www.sunywcc.edu/dance](http://www.sunywcc.edu/dance)

The Dance Program sponsors a resident dance troupe named Danceworks. College students and alumni give two types of concert performances during the academic year. One is Danceworks for Children (suitable for children 3 years and up) which is an "interactive" experience where children are invited up on stage to perform, and Danceworks In Performance whereby the troupe gives five full-length performances of original choreographic works.

In addition to Danceworks, the college also has a Dance Club. The club meets on Wednesdays during Common Hour in AAB-218. Dance Club sessions are an opportunity for students to create their own dances and to explore diverse forms of movement.

For more information on either Danceworks or the Dance Club contact the Performing Arts Curriculum Chair at 914-606-7878 or [steven.riedel@sunywcc.edu](mailto:steven.riedel@sunywcc.edu).

*Did you know more than 93 companies in  
Westchester employ Westchester Community College graduates?*



**Did you know that of the students who attend full-time,  
46.8% are men and 53.2% are women?**

## DEAN'S LIST

The Dean's List is an honor earned by full-time students who have obtained a 3.5 to 3.74 grade point average after completing a minimum number of courses. Those who achieve a 3.75 or higher qualify for the Presidents List. (See pg 42). Keep up the good work! Make the Dean's List and the honor societies will be looking for you next.

## DEVELOPMENTAL COURSES

Developmental courses (credit and zero-credit) are given in reading, writing, and mathematics through the Reading and Study Skills Department, the English Department, and the Mathematics Department respectively. Students are placed into these courses on the basis of their performance on a placement exam administered by the Testing and Assessment Center. The courses are intended to help students improve the skills they need to succeed in other college courses. A letter grade is given for performance in the course and is recorded on the student's transcript. Students may receive supplementary help for these courses through tutoring in the Academic Support Center and the Writing Tutorial Center in the library, as well as tutoring at the Extension Centers.

## DISABILITIES SERVICES

[www.sunywcc.edu/disabilities](http://www.sunywcc.edu/disabilities)

Services for students with disabilities parallels the college's mission to be accessible, community centered, comprehensive, adaptable, and dedicated to lifelong learning for all students. Full participation of students with disabilities is encouraged. Students with a documented disability must request and register for services every semester. Services available include general counseling, academic assistance, advocacy, and specialized equipment. For more in-depth information please, visit the college website.

## DISCOVER SMART ARTS®

[www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts)

*Discover Smart Arts®* presents unique and intimate artistic performances by exciting, world-class performers in a stimulating college environment. In addition, the cultural programming supports and enhances extracurricular programs in the creative arts. The areas include the performing arts; such as music, theatre, and dance; the visual arts, such as painting, sculpture, photography and film; and the literary arts. *Discover Smart Arts®* is a Faculty Student Association service.

## DISTANCE LEARNING - See ONLINE EDUCATION

## DRAMA CLUB - See THEATRE

*Did you know that Westchester Community College offers more than  
64 programs leading to either associates or certificate degrees?*

## DROPPING A COURSE

[www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC)

During the first three weeks of the fall or spring semester, you may drop courses online using MyWCC or in-person at the Registrar's Office. There is a \$5 fee for dropping a course. Dropped courses will not show up on your academic record, and dropping a course may entitle you to receive a partial tuition refund. It's a good idea to speak to the instructor or a counselor first. Dropping a course after the third week is referred to as a withdrawal, see **WITHDRAWAL FROM A CLASS** and **WITHDRAWAL FROM COLLEGE**.

## EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

[www.sunywcc.edu/eop](http://www.sunywcc.edu/eop)

The State University of New York's Educational Opportunity Program (EOP) provides academic support and financial assistance to students who show promise for mastering college-level work but who may otherwise find the college transition difficult. Offered primarily to first-semester, full-time students who are New York State residents, the EOP accepts students who qualify, academically and financially, for the program. Eligible students receive one-on-one tutoring, and academic, career, and personal counseling. In addition, qualifying students receive a stipend to help with the cost of personal expenses. For more information about this program, call 914-606-6688 or visit the EOP offices located in the Student Center, Rooms 201, 204, and 206.

## EMERGENCIES ON CAMPUS - See CAMPUS SECURITY & SAFETY (pg. 104)

## ENGLISH LANGUAGE INSTITUTE

[www.sunywcc.edu/esl](http://www.sunywcc.edu/esl)

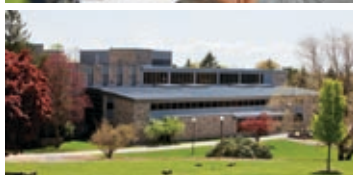
Westchester Community College services over 4,000 English as a Second Language students, more than any other educational institution in the county. Eight levels of ESL instruction are offered at Westchester Community College. Each level provides balanced instruction and active practice in all English language skills: listening, speaking and pronunciation, standard grammar, reading, and writing. New students take an exam to determine the level at which they begin study. Most ESL students use a multimedia computer laboratory with their class, or on their own, for additional practice. The English-only environment during all activities promotes maximum learning. These courses serve the needs of the general learner and learners preparing for college/university study. Instructors are professionals in TESOL (Teaching English to Speakers of Other Languages). Our courses are offered in Spring (January-April), Summer (May-August) and Fall (September-December). The I-20 form is available for full-time Intensive ESL students who are applying for the F-1 student visa or status. Come visit us in the new Gateway Center, call us at 914-606-6656, or email [ESL@sunywcc.edu](mailto:ESL@sunywcc.edu) for information.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Westchester Community College is home to one of the largest ESL programs in New York State: the English Language Institute. If you, or someone you know, would like to take noncredit ESL classes, the Institute offers intensive and non-intensive courses at



*Be fit,  
stay fit!  
Get involved  
in intercollegiate  
and intramural  
sports!*



11 locations in Westchester on a variety of schedules, including evenings, Saturdays, and Sundays. ESL students who need more practice speaking English have access to the free Conversation Partners Program offered by the college's Volunteer Center. This program provides volunteers for weekly one-on-one, informal conversations. For more information about Conversation Partners, call 914-606-6506. If you would like to learn a language as well as help someone else learn your language, consider the Language Exchange Program offered by the Welcome Center located in the Gateway Center. Call 914-606-5646 for information and an application.

## EXTENSION CENTERS

[www.sunywcc.edu/extensions](http://www.sunywcc.edu/extensions)

Looking for a class close to where you live or work? Closed out of sections on the main campus? A wide selection of courses is offered every fall and spring semester at our nearby extension centers, and in the summer in Peekskill, Ossining, Mt. Vernon, White Plains and Yonkers:



- Mahopac, Mahopac High School
- Mount Vernon, 175 Gramatan Avenue
- New Rochelle, Blessed Sacrament High School
- Ossining, Arcadian Shopping Center, 22 Rockledge Avenue
- Peekskill, Center for the Digital Arts, 27 North Division Street
- Port Chester, Port Chester Middle School
- Shrub Oak, Lakeland High School
- White Plains, Westchester Community College Center for the Arts, 196 Central Avenue
- Yonkers, Yonkers Extension Center, and Roosevelt High School

## For more information contact:

Center for the Arts, White Plains	914-606-7500	<a href="mailto:arts@sunywcc.edu">arts@sunywcc.edu</a>
Center for the Digital Arts, Peekskill	914-606-7300	<a href="mailto:peekskill@sunywcc.edu">peekskill@sunywcc.edu</a>
Mount Vernon Extension Center	914-606-7200	<a href="mailto:mountvernon@sunywcc.edu">mountvernon@sunywcc.edu</a>
Ossining Extension Center	914-606-7400	<a href="mailto:ossining@sunywcc.edu">ossining@sunywcc.edu</a>
Yonkers Extension Center	914-606-7100	<a href="mailto:crosscounty@sunywcc.edu">crosscounty@sunywcc.edu</a>
All High School-Based Sites	914-606-6839	<a href="mailto:extensions@sunywcc.edu">extensions@sunywcc.edu</a>

*If you're on campus, stop by the Extension Center Office located in the Administration Building, Room 207.*

## FACEBOOK - See SOCIAL NETWORKING

## FINANCIAL AID

[www.sunywcc.edu/finaid](http://www.sunywcc.edu/finaid)

Assistance is provided by Federal, State, local, or private sources to help students meet college costs. Financial Aid consists of grants, loans, scholarships, and/or work-study opportunities.

A detailed packet of information about Financial Aid, including student responsibilities, is available from the Student Financial Assistance Office in the Administration Building, or by logging into MyWCC at [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC).

If you want to talk to someone about your eligibility for financial aid, or if you need more information about scholarships and other options, call 914-606-6773 for an appointment.

## FINE ARTS GALLERY

[www.sunywcc.edu/gallery](http://www.sunywcc.edu/gallery)

The Fine Arts Gallery is located in the Academic Arts Building across from the Theatre. The Gallery is open Monday through Saturday from 10:00 am to 3:00 pm and Thursdays, 4:00 to 6:00 pm. Exhibitions and receptions are free and open to the public. Professional art exhibitions are scheduled throughout the year. Student shows featuring works by students enrolled in studio art classes are held at the close of fall and spring semesters. For more information call 914-606-7867.

## FITNESS FACILITIES

[www.sunywcc.edu/fitnesscenter](http://www.sunywcc.edu/fitnesscenter)

The Fitness Center, located in the Physical Education Building, offers free access to the gym, pool, weight room, and tennis courts. The facility's hours change each semester. For current information on fees and hours, call 914-606-6950.

*Did you know that 1,328 students graduated in 2010?  
Of those graduates who responded to the graduate survey,  
65.6% transferred to other colleges and universities.*





## FOOD

When you're hungry, there are several food sources on campus.

### Cafeteria

The Cafeteria is operated as a Faculty Student Association service and is located in the Student Center. Hours are: Monday through Thursday, 7:30 am to 6:30 pm; Friday, 7:30 am to 1:45 pm; and Saturday, 9:30 am to 12:30 pm. Hours vary in the summer. Hot and cold food, "Grab and Go" sandwiches, fresh salads, and a full deli featuring Boar's Head meats and cheeses for made-to-order sandwiches are available as well as a catering menu. Call 914-606-6617 for more information.

### Siegel Café

Located on the first floor of the Gateway Center, the Siegel Café offers students and visitors to campus a light breakfast, lunch or dinner. The café's menu reflects the diversity of our student body and provides the option for taking a break between classes in its indoor seating area or beautiful outdoor terrace.

### Instructional Dining Room

A practical experience for students in the Restaurant Management Program affords all students the opportunity to dine in this student-staffed restaurant. Each day that the Dining Room is open a different class prepares fresh delicious food. Complete luncheons are \$5.00 per person and the dining room is open to everyone from 11:30 am to 12:15 pm. During the fall semester, the Dining Room is open only Tuesdays with waiter/waitress service and during the spring semester it is open two or three days a week with scrumptious buffets and cafeteria style meals. Takeout is available on certain days.

Please join us for a pleasurable lunch that provides the students an opportunity to gain skills in food production. The students are well on their way to becoming professionals in the food service industry.

### Vending Machines

Vending machines are located in the Administration Building, Knollwood Center, Science Building, Classroom Building, Health Science Building, Technologies Building, Physical Education Building, the Library Student Lounge, and the Student Center. The machines carry cold soda, snacks, ice cream and coffee. If you should lose money in a vending machine, go to the FSA Office located in the Campus Bookstore building during normal business hours.

*Visit us on Facebook and Twitter  
for up-to-date information and news.*

## FOUNDATION

[www.sunywcc.edu/foundation](http://www.sunywcc.edu/foundation)

The Westchester Community College Foundation was established in 1969 as an independent not-for-profit organization to raise funds for college and student needs. The Foundation's primary objective is to provide student scholarships but it also provides resources for new initiatives and projects, faculty development, and other programs that enrich campus life. The Foundation sponsors Westchester Community College's Alumni Association, Native Plant Center, Volunteer Corps, and Government Grants program. For more information on how to get involved with the events and activities of the Foundation, call 914-606-6670.

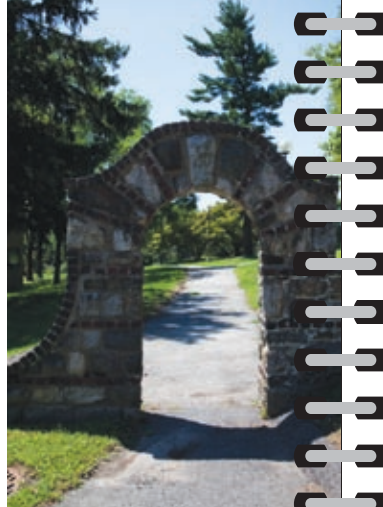
## FRESH START

This program is designed for students re-entering Westchester Community College after being out of the school for 3 years and 6 consecutive semesters. Upon re-entry, and once 12 academic credits have been earned (with grades of "C" or better), Westchester Community College will delete records of all previously earned grades.

## FSA

The Faculty Student Association of Westchester Community College, Inc. (FSA) was established in 1953 to operate, manage, and promote educationally related services for the benefit of the students and the college community of Westchester Community College. The SA provides accounting and bookkeeping services, in addition to a variety of management services, to two of the major retailing operations on campus (The Bookstore and Dining Services). It also manages the College Athletics programs, Cultural Arts, Student Government Association and the fund accounting operations which provide for student services and student activities at the college. The Association acts in a fiduciary capacity for various facilities utilization funds (FUFs) and administers the Student Activity Fund. Located in the Bookstore building, the FSA Office hours are Monday through Friday 9:00 am to 5:00 pm. Summer hours are Monday through Thursday 8:30 am to 5:00 pm and Friday, 9:00 am to 12:00 noon. The FSA can be reached at 914-347-3910.

Did you know that over **4,000** students from 103 countries speaking 50 different languages take courses through the college's English Language Institute?



## GRADES

Westchester Community College uses a letter grading system based on a 4-point scale:

GRADES	NUMERICAL EQUIVALENT	QUALITY POINTS PER CREDIT HOUR
A	90 – 100	4.0
B+	85 – 89	3.5
B	80 – 84	3.0
C+	75 – 79	2.5
C	70 – 74	2.0
D	60 – 69	1.0
F	Below 60	0

IF Incomplete that became a failure

**The following grades do not affect grade point averages:**

I	Incomplete (must be made up within one regular semester or converts to "IF" at the end of the following semester)
W	Student Initiated Withdrawal
WP	Faculty Assigned Withdrawal Passing (Student is passing at the time of withdrawal)
WF	Faculty Assigned Withdrawal Failing (Student is failing at the time of withdrawal)
RC	Required Continuation Grade may be given to students in zero-credit classes who have persisted through the course with great effort, completed all required assignments and satisfied course attendance requirements, but did not achieve a passing grade for the course. In addition, this grade may be given to students who have academically performed very well and satisfied course attendance

requirements, but did not pass the department exit exam. In both cases, the student is required to retake the course during the following fall/spring semester. Not a passing grade for financial aid.

AU Audit (No Credit)

P or F In a course which is graded only "P" (Pass) or "F" (Fail)

J Student did not satisfy attendance requirements.

## GRADE POINT AVERAGE

Also called the cumulative index, the GPA is the average of your completed courses at Westchester Community College.

How do you figure a GPA? Divide the total number of credits attempted into the total number of Quality Points (see pg. 45) received. For example, a student who has completed the following courses with the grades listed has a GPA of 2.46:

	GRADE	CREDITS	QUALITY PTS.
Comp. & Lit. I	A(4)	3	12
Speech Communication	B(3)	3	9
Accounting I	C(2)	4	8
General Psychology	D(1)	3	3
<b>Total</b>		<b>13</b>	<b>32</b>

*Semester Grade Point Average is 2.46 (or 32 divided by 13).*

## GRADUATION

Students entering their final semester need to start thinking about graduation early. Graduation from the college signifies that a student has completed all the necessary degree/certificate requirements and is issued a diploma/certificate.

Students can graduate at three separate times each year: August, December and May. Graduation does not happen automatically. Students must apply in the Registrar's Office (Administration Building, Room 107). The application deadlines for graduation:

December 2012 Graduates:	December 15, 2012
May 2013 Graduates:	March 8, 2013
August 2013 Graduates:	August 15, 2013

Please note: No exceptions will be made to the above deadlines.

For details about participating in the Graduation Ceremony held in May of each year, called Commencement, please see **COMMENCEMENT**.

*Did you know that 61.6% of graduates who responded to the graduate survey were employed after six months?*



## GRIEVANCES

If you feel that your academic rights have been violated, you may exercise the academic appeals procedure. This procedure is detailed in **STUDENTS' RIGHTS AND RESPONSIBILITIES** on pg. 109. Call 914-606-6733 for more information or visit the Acting Director of Student Development in the Student Center, Room 219.

## HEALTH INSURANCE

Full-time students are automatically covered for Basic Accident Medical Expense Benefits. Part-time students are covered while participating in activities required of them by the college on or off campus. Full-time students (12 credits or more) or part-time students (with at least 6 credits) presently not covered under any health plan, may enroll in the Voluntary Student Sicknes insurance plan. Go to [www.ajfusa.com](http://www.ajfusa.com) or call 1-800-734-9326 for more information.

## HEALTH SERVICES

Health services are available at no additional cost at the Student Health Center (SHC), in the Student Center Building, Room 112. Services include minor first aid, over-the-counter medications, blood pressure testing, accurate height and weight measuring, and feminine hygiene needs. Wellness and health counseling are offered, as well as health educational programs throughout the school year. Private resting areas with cots are available if you do not feel well while on campus. College health personnel also assist with acute illness and injuries that occur on campus.

**REPORT ANY CAMPUS EMERGENCY IMMEDIATELY TO THE CAMPUS EMERGENCY NUMBER AT 6-911. THEY WILL CONTACT THE STUDENT HEALTH CENTER.**

Notify the SHC if you are absent three or more days due to illness, injury, or a death in the family. If possible, make the call yourself. SHC personnel will ask for information that only you may know, such as your professors' names.

The SHC also validates immunization data that you are required to provide before attending classes (see **IMMUNIZATION REQUIREMENTS**). Students enrolled in any Health Sciences curricula must submit annual health reports and physical exams to the SHC, before August 1/December 1 for the fall and spring semesters respectively.

While on campus, you may need to be contacted if one of your dependents (child, elderly parent) is sick or injured. If you are concerned about this, you may leave your class schedule for each semester at the SHC, and use 914-606-6610 as the number where you can be contacted in case of emergency.

*Want to know if a course is still open?*

*Visit our website at [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) to check course availability.*

*Did you know that more than 400 community volunteers help with college projects including mentoring programs?*

The SHC is open 8:30 am to 8:30 pm, Monday through Thursday; 9:00 am to 5:00 pm on Friday; and Saturday 9:00 am to 4:00 pm during the fall and spring semesters.

## HONORS PROGRAM

[www.sunywcc.edu/honors](http://www.sunywcc.edu/honors)

The Honors Program welcomes highly motivated students with strong academic records and a love of learning. The benefits of the program include merit scholarships special recognition at commencement, enhanced transfer opportunities, and the excitement and intensity of special seminars with talented professors. Through Philosophia, the student organization of the program, Honors students attend off-campus excursions and attend cultural events; they also plan and lead the Abeles Dialogues in the spring. For more information about the program, go to the Honors Corner, Rooms 318 and 319, in the Library.

## HONOR SOCIETIES

[www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs)

There are three honor societies on campus: Alpha Beta Gamma, Mu Alpha Theta, and Phi Theta Kappa. Interested students are encouraged to contact these groups, but don't worry — if your grades are good enough, they'll be contacting you.

### Alpha Beta Gamma

In 1970, Alpha Beta Gamma became the first honors society on the Westchester Community College campus. It is the most prestigious business honor society for students at community colleges. The Delta Chapter at the college was one of the founding chapters. All business majors who have completed 12 credits (including transfer credits) with a 3.0 cumulative grade point average will be invited to join the society. Alpha Beta Gamma is a member of the Association of College Honor Societies. The ABG office is located in GTW 313, full- and part-time business majors are encouraged to help manage the society. For more information about Alpha Beta Gamma and the Delta Chapter, call 914-606-6554.

### Mu Alpha Theta

Mu Alpha Theta is the national mathematics honors society for high schools and community colleges. Students who meet the criteria for this national honor society are entitled to the many benefits of membership. To learn more, visit us online at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).

### Phi Theta Kappa

If your grades are good, and you're interested in scholarship money (and who isn't?), you may qualify for Phi Theta Kappa (PTK), the premier honor society for two-year colleges. Those who have completed twelve credits and have a college grade point average of 3.5 or above should contact PTK at 914-606-7835. You can search [www.ptk.org](http://www.ptk.org) for scholarship and benefit information or stop by the PTK office in the Classroom Building, Room 218. PTK welcomes membership by full- and part-time students from all majors.



## Financial Aid

information is  
available at the  
Financial Aid office  
or on MyWCC.



## HYBRID COURSES

[www.sunywcc.edu/online](http://www.sunywcc.edu/online)

Hybrid courses offer the value of in-person, on-campus meeting times, but also rely heavily on an online education component. Weekly on-campus hours for hybrid courses are about half of what they are in traditional in-person classes.

## IMMUNIZATION REQUIREMENTS

All students enrolling for more than 5 credits must sign a Meningitis Response form acknowledging the receipt of meningitis information. Students must also indicate whether they have had the meningococcal vaccine within the past ten years. The vaccine is not required, but a signature is required.

All students born after January 1, 1957 who are enrolling for more than 5 credits must present one of the following before registration:

1. Physician proof of two measles immunizations, one mumps immunization and one rubella immunization, administered on or after their first birthday and after 1968.
2. Physician-documented history of having measles and mumps disease. Documentation of the contraction of the rubella disease is not acceptable.
3. Documented laboratory blood tests that prove existing immunity to any or all of these diseases.

*Check with the Health Center at 914-606-6610 if you have any questions. Then bring two copies of this information, with your name and social security number on each document, to the Student Center, Room 112.*

## INCOMPLETE

A grade of "I" signifies that a course was never completed. It indicates some course work, usually occurring toward the end of the course, was not done and the professor is giving you a chance to make it up. One example of the awarding of an *Incomplete* occurs when a student misses the final exam. An "I" grade must be made up within one regular semester or it automatically converts to "IF". Note that receiving a grade of "I" is NOT a student's right. You must ask the professor if he/she is willing to award the "I" grade, and if awarded, make arrangements with the professor to make up the missed work.

## INFOLINE

Call 914-606-6900 for information on campus events and school closings and/or delays. Call after 4:00 pm for evening class information.

## INTERCOLLEGIATE SPORTS

[www.sunywcc.edu/athletics](http://www.sunywcc.edu/athletics)

Westchester Community College currently offers intercollegiate athletic competition in five sports for men and five sports for women. The college competes in the Mid-Hudson Conference and in Region XV of the National Junior College Athletic Association (NJCAA). The men's program includes baseball, basketball, bowling, soccer, and golf. Women's teams are fielded in softball, basketball, golf, bowling, and volleyball. All athletes must be full-time students in good academic standing. A completed health report and physical form must be on file with the Student Health Center before an athlete may participate in either practice or an official game. Speak to a coach before the season starts. Call 914-606-6180, or stop by the Physical Education Office in the Physical Education Building.

## INTRAMURAL SPORTS

[www.sunywcc.edu/athletics](http://www.sunywcc.edu/athletics)

Keep yourself healthy; release frustrations, pressures, and aggressions through active play. Get involved in intramural sports! We have an active intramural program on Wednesdays during Common Hour. Depending on the time of year, you may choose from basketball, softball or floor hockey. Call 914-606-6950 for more information.

## JOBSTAR

[www.sunywcc.edu/jobstar](http://www.sunywcc.edu/jobstar)

JobSTAR is a supportive service for low income and public assistance recipients. This collaboration between Westchester Community College and Westchester County Department of Social Services began in 1990. The program provides both academic advising and counseling. In addition to credit classes, educational training courses are available for those who meet the eligibility qualifications. For more information, call JoAnne Conway at 914-606-6446 or visit the office in the Health Science Greenhouse Building.

*Did you know there are 30 acres  
of parking at Westchester Community College?*





## LEGAL SERVICES

[www.sunywcc.edu/legalservices](http://www.sunywcc.edu/legalservices)

Free legal information and referral is available by contacting Prof. Russell Ippolito in the Classroom Building, Room 20, or by calling 914-606-6219. Office hours will be posted on the door.

## LIBRARY

[www.sunywcc.edu/library](http://www.sunywcc.edu/library)

At the Harold L. Drimmer Library and Learning Resource Center, a dedicated staff of librarians will help you learn how to locate, evaluate, and cite materials for your assignments. Students can access materials from off-campus at [www.sunywcc.edu/library](http://www.sunywcc.edu/library). Instant Message a Librarian using the widget on the Library homepage during regular library hours. Please ask for help!

You will need your Student ID to check out books, periodicals, media or reserve materials, so be sure to have it with you.

The library features computers, reference and circulating books, reserve materials (some textbooks are available for a 2-hour, in-library use only), periodicals, and multi-media. In addition, there are group study rooms, a second floor quiet study area, a lounge with vending machines, a multimedia theatre, and many study tables and carrels. The Honors Program, Online Education, Testing and Assessment Center, Academic Support and Writing Center, and an open computer lab are also located in the library building.

Wireless Internet access and wireless printing are now available for both PC and Mac computers. (see **COMPUTER USE POLICY** for more information).

Please talk quietly when studying together, or use one of the group study rooms. Eating, drinking and cell phone use is restricted to the Library Lounge. Cooperation will be appreciated by everyone.

Library materials are expensive and sometimes irreplaceable. Theft or mutilation of library materials will result in suspension and/or probation.

The Library is open seven days a week:

MONDAY-THURSDAY	8:00 am – 9:30 pm
FRIDAY	8:00 am – 5:00 pm
SATURDAY	9:00 am – 5:00 pm
SUNDAY	1:00 pm – 5:00 pm

Changes for holidays and summer sessions will be posted.

For more information, call 914-606-6965.

*Did you know that more than 90% of our Honors Program graduates go on to their first choice of a 4-year college or university?*

## LIBRARY & SERVICES LOCATIONS

### GROUND FLOOR

Academic Support Center	Room G31
Disabilities Services/Accommodations Office	Room G51
Computer Classrooms	Room G16 A/B
Open Computer Lab	Room G14
Testing and Assessment Center	Room G17
Writing Center	Room G13

### FIRST FLOOR

Circulation Desk	
Periodicals	Closed Stacks
Reserves	Closed Stacks
Textbooks on Reserve	Closed Stacks
Classroom	Room 101
Division Office	Room 149
DVD Collection	Open Area
Library / Vending Machines	Lounge
Library Department Chair Office	L 132
Library Media Theatre	L 146
Paralegal Collection	Open Area
Popular Reading (paperbacks and audio books)	Open Area
Reference Collection	Open Area
Reference Information Service	Open Area
VHS Collection	Closed Stacks

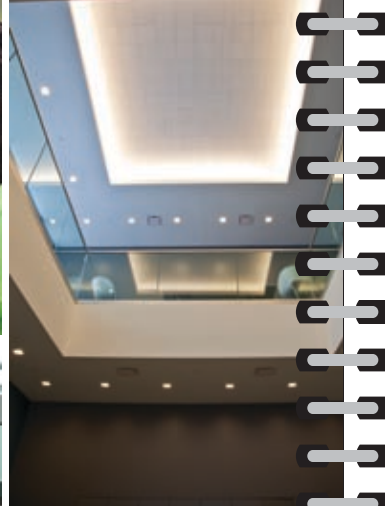
### SECOND FLOOR

Circulating Books	Open Area
Developmental Education	Rooms 248, 249
Foundation Board Room	Room 235
Group Study Rooms	Rooms 243, 246, 247
Interlibrary Loan	Room 207
Quiet Study	Designated Area
Scholarship Office	Room 242, 244
Technical Services	Room 213–217
User Education Classroom	Room 220

### THIRD FLOOR

Circulating Books	Open Area
Honors Program Classroom	Room 320
Honors Program Offices	Rooms 318, 319
Online Education Department	Room 300
Online Education Training Room	Room 321

Need a book?  
**School  
 supplies?**  
 Snacks?  
 Bus pass?  
 College apparel?  
 Stop by the  
 campus bookstore.



## LOCKERS

Lockers can be found in most academic buildings on campus. You may use any of the lockers on campus to temporarily store your books and personal belongings. Just bring a lock and pick out a convenient locker. At the end of each semester, you must remove the lock and your personal items.

## LOST & FOUND

If you've lost something, check the Security Office in the Student Center, Room 113, or call 914-606-6730. You should also check the Associate Dean's Office in any building where you have lost an item. Property may be claimed Monday through Friday during normal business hours.

## MAILBOX

You may deposit on-campus or off-campus mail in the mailbox located in the lobby of the Student Center.

## MAJOR CHANGES

To change your major (also referred to as Academic Plan):

1. Make the request to change your major is submitted well before selection of courses begin for the next semester.
2. Consult with your counselor, who will forward email your change of major request to the Registrar's Office. The Registrar's Office will process the change and notify both your former and new Curriculum Chairperson.
3. Make an appointment to meet with the Curriculum Chairperson for your new major.

## MEDICAL CURRICULA

All students in the Health Science curricula must submit an annual Health Report and Physical Examination Form, completed by a physician, to the Student Health Center in the Student Center, Room 112. For more information call 914-606-6610.

Completed forms must be on file in the Student Health Center before you are allowed into any clinical area. Keep duplicates for your own records.

## MENTORING

### Connections – The Faculty/Student Mentoring Program

[www.sunywcc.edu/connectionsmentor](http://www.sunywcc.edu/connectionsmentor)

Connections: The Faculty/Student Mentoring program, offers Westchester Community College students the opportunity to develop a working relationship with an experienced faculty or staff member. Faculty/staff members volunteer their time to assist students with their academic needs, discuss student goals, and share any concerns a student may have. By becoming an advocate for that student, offering support and counsel, and by becoming a role model, mentors benefit from this program as much as the students themselves. For more information, please visit [www.sunywcc.edu](http://www.sunywcc.edu), and look under *About Student Services*, where you can fill out an online application. Applications are also available around campus and in the Volunteer Office. For more information, contact the Connections program at 914-606-6506.

### Workplace Culture Coaching

[www.sunywcc.edu/workplaceculture](http://www.sunywcc.edu/workplaceculture)

Workplace Culture Coaching is a mentoring program designed for business students which enables them to explore the corporate environment through a mentoring relationship with a successful business person. Training takes place on campus prior to individual corporate visits.

For more information, contact the Workplace Culture Coaching Program in the Volunteer Office at 914-606-6805 or stop by the office in GTW-231.

## MUSIC

[www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts)

Concerts are performed by college musical organizations and by professional guest artists. For specific listings of musical and other types of cultural events on campus, contact the Office of Cultural Affairs at 914-606-6262 or [www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts).

To participate in the Music Club, contact the club at [musicclubwcc@gmail.com](mailto:musicclubwcc@gmail.com), or connect with the Music Club advisor at 914-606-7707 or via email at [rosemarie.serrano@sunywcc.edu](mailto:rosemarie.serrano@sunywcc.edu).

## MyWCC

[www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC)

Westchester Community College has a student self-service Web tool called MyWCC. To log in, visit [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC). Follow the on-screen instructions to activate your account and receive your User ID. Once you are logged in, look for How-To guides which are available to help students navigate through the different features of MyWCC. Using



MyWCC, you can access and update your personal information, see course offerings, register for classes, pay tuition, check on financial aid status, view academic transcripts, and access your college email account.

Blackboard and the Library are accessible here too. You will also receive important reminders about dates, deadlines, student service announcements and campus activities. Course listings are now accessible through MyWCC, and online registration has become the preferred method for students. Get a head start and log in today.

### NATIVE PLANT CENTER

The Native Plant Center is a program of the Westchester Community College Foundation and welcomes student volunteers. Established in 1998, the Center maintains demonstration gardens and educates the public about the environmental necessity, economic value, and natural beauty of native plants through conferences, lectures, field trips, and classes. The Lady Bird Johnson Demonstration Garden is located across from the Gateway Center at the end of parking lot 1. The Stone Cottage and Rain Garden Demonstration Gardens are located near the Administration Building. A Certificate in sustainable gardening with native plants is offered through Go Native U as part of the college's Continuing Education division. The Native Plant Center hosts a native plant sale each April in the field across from the Gateway Center. Visit [www.nativeplantcenter.org](http://www.nativeplantcenter.org) or call 914-606-7870 for more information.

### ONLINE EDUCATION

[www.sunywcc.edu/online](http://www.sunywcc.edu/online)

Online Education at Westchester Community College provides students with an alternative to traditional on-campus classes. Online education courses are Web based and utilize the Blackboard environment. Please note that some online courses may require students to come to campus for exams. For more information, visit the online education website at: [www.sunywcc.edu/online](http://www.sunywcc.edu/online) or contact the Online Education Office (LIB-300) via email at [OnlineEducation@sunywcc.edu](mailto:OnlineEducation@sunywcc.edu) or simply call 914-606-6827.

### ORIENTATION

[www.sunywcc.edu/orientation](http://www.sunywcc.edu/orientation)

Each summer and winter, before the start of the fall and spring semesters, all incoming Westchester Community College students are invited to Orientation. There, students will work with returning students, known as Orientation Leaders, who will serve as their host and guide. At this day-long event, new students will have an opportunity to: interact with college personnel, get to know other students, be made aware of academic resources, learn how to get involved in campus life, and tour the campus.

*Did you know that our campus spans 218 acres?*

### ORIENTATION LEADER/PEER ADVISOR

[www.sunywcc.edu/olpa](http://www.sunywcc.edu/olpa)

Each spring semester, there will be a call for outstanding students to serve as Orientation Leaders/Peer Advisors. If selected, you will be a part of a team of thirty student leaders. You will make new friends; have a learning experience unlike any other and help welcome and transition new students to the college. The position is divided into two stages; the first of which is serving as an Orientation Leader. In this role, students will serve as the host and guide for new students during the college's Orientation facilitate or co-facilitate various workshops to help welcome new students to the community. From this role, students will transition to serve as Peer Advisors. Peer Advisors will stay in contact with their student groups from Orientation and help facilitate workshops for first-year students during their first semester. This program is a wonderful way to learn mentoring skills, practice communication skills, make a difference in the lives of your peers, and have a lot of fun doing it! If you are interested in becoming an Orientation Leader and Peer Advisor, visit the Office of Student Involvement in the Student Center, Room 109 or visit [www.sunywcc.edu/olpa](http://www.sunywcc.edu/olpa).

### PHYSICAL EXAMINATION FORM - See MEDICAL CURRICULA

### PLACEMENT TESTING

[www.sunywcc.edu/testingcenter](http://www.sunywcc.edu/testingcenter)

Westchester Community College has a mandatory assessment and placement policy. The placement examination is an important first step in your plan for success. The results of the exam determine if you will be eligible to enroll in regular, honors, credit or zero-credit developmental courses. The exam consists of an essay for English course placement and computer-administered subtests for reading and math course placement.

#### Who is eligible for a retest?

Retests may be permitted to students who:

1. have records that indicate their scores do not reflect past performance (previous courses taken and grades received) or who were ill at the time of testing  
and
2. have not previously enrolled in the course in the area being tested.

Ex: A student may be permitted to retest in math prior to enrolling in a mathematics course. Once enrolled in a math course, a retest is not permitted.

For more information, call 914-606-6969 or visit the Testing Center website at [www.sunywcc.edu/testingcenter](http://www.sunywcc.edu/testingcenter).

### POSTING INFORMATION ON CAMPUS

Posting information on campus is not permitted by non-Westchester County or non-Westchester Community College affiliates. The bulletin boards are cleaned weekly of unauthorized postings.



Tired of carrying  
your books all over  
campus? Use the  
**lockers** on campus.  
Just bring a lock  
and pick out a  
locker wherever  
you like.



## PRESIDENT'S LIST

You've made it in the collegiate world if you've made the President's List. Any student who has maintained a 3.75-4.0 grade point average (GPA) after completing a minimum number of courses is eligible for the President's List. (Looks great on a transcript or resume!)

## PROBATION

If you have passed fewer than 32 cumulative credits and have a semester grade point average (GPA) based on nine or more credits below 1.75, you will be placed on academic probation and may take no more than 14 credits per semester. Consult your counselor or advisor right away; many college services are available to help you improve your academic achievement. To be taken off probation, you must receive a subsequent semester grade point average of 2.0 or higher.

## PUBLICATIONS

Student publications include:

### Verdandi

*Verdandi* is a scholarly magazine that is published every two years by the Honors Program. Contact Professor James Werner at 914-606-6840 or Professor Dwight Goodyear at 914-606-6915 for more information.

### The Viking News

The student newspaper comes out every two weeks during the academic year. *The Viking News* office is located in the lower level of the Student Center. Not only does the paper need people who want to write, but also staff photographers, artists, computer experts, literary writers, columnists, and anyone who is enthusiastic and will follow through on a job. Call 914-606-6768 or 914-606-6223 for more information.

## International Voices

A collection of writing and artwork by Westchester Community College students with diverse international backgrounds and centered on an international/multicultural theme. The deadline for submissions occurs yearly in January or February, and the magazine is published in late spring. For more information or to submit your work, contact Professor Kent Trickel, Gateway Center, Room 233D, or 914-606-8509 or Kent.Trickel@sunywcc.edu

## Voyages

Selected works written by students. Contact Professor Liz Gaffney, 914-606-6194.

The Student Media Association creates electronic publications and broadcasts of interest to students in a converging media environment. They have produced online magazines of writing, art, photography and commentary created by and for people of Westchester Community College, as well as a digital yearbook. SMA also produces Internet broadcasts. SMA offers students opportunities to meet and interact with media professionals through workshops, conferences and seminars. All students are welcome. Contact Professor Carol Passariello at 914-606-6119 for additional information.

## QUALITY POINTS

Quality points are used to help calculate one's GPA, and can be established using a simple formula.

To calculate quality points for each course, multiply the value of your grade by the number of credits given for the course. See **GRADE POINT AVERAGE** for more information.

The concept is really very simple:

A	has a value of 4
B+	has a value of 3.5
B	has a value of 3
C+	has a value of 2.5
C	has a value of 2
D	has a value of 1
F	has no value

## RADIO STATION (WARY)

[www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs)

FM 88.1 is a student-run station broadcasting to listeners within a ten-mile radius of the campus. You do not have to be a Communications and Media Arts major to be active at WARY, but you do have to attend one of the training sessions offered at the beginning of each semester. Call 914-606-6753 for information or to make requests.

*Did you know that 11.6% of Westchester's high school graduates  
attend Westchester Community College the following fall?  
That's more than any other institution.*



## RECYCLING ON CAMPUS

Have you noticed the large green bins around campus? There are 400 of them to be used for recycling bottles, cans, paper, and to deposit trash. The campus also now has gray "Plastic Bag Recycle" receptacles that have been placed in all of the buildings. Your help will go a long way in keeping the campus clean and improving the environment.

## REGISTRAR'S OFFICE

[www.sunywcc.edu/registrar](http://www.sunywcc.edu/registrar)

The Registrar is the official record keeper of the college. The Registrar's Office handles curriculum changes after enrollment, registrations, address changes, withdrawals from the college, course changes, graduation applications, and transcript requests. The office is located in the Administration Building, Room 107. Call 914-606-6810 for more information.

## RIDESHARE PROGRAM

[www.sunywcc.edu/zimride](http://www.sunywcc.edu/zimride)

Reduce the cost of your commute by sharing rides with fellow students to and from school. Don't have a car? Find a ride to any of our eleven campus locations. Save money, reduce your eco-footprint, and have more fun while you ride. Membership is easy. This program is currently restricted to registered students.

## SCHOLARSHIPS

[www.sunywcc.edu/scholarships](http://www.sunywcc.edu/scholarships)

Many scholarships are provided to students beginning or continuing their education at the college, as well as those graduating from the college. For more information, drop by the Foundation's Scholarship Office located on the second floor of the Library, Room 242. The number there is 914-606-6442. Please read the "Student Guide to Scholarships & Awards" brochure for more information on deadlines and the application process.

## SECURITY - See CAMPUS SECURITY & SAFETY (pg. 104)

## SENIOR CITIZEN AUDITING

College credit courses may be audited during fall and spring semesters by Westchester County residents over 60 years of age on a space available basis. Senior auditors pay an \$8.00 registration fee each semester. Proof of age and residency is required. For more information, contact the Mainstream office at 914-606-6793 or [mainstream@sunywcc.edu](mailto:mainstream@sunywcc.edu).

*Did you know that more students attend Westchester Community College than any other educational institution in the county?*

*Did you know that former students include the publisher of Parade Magazine, and a Broadway choreographer, just to name a few.*

## SMOKING (AND OTHER TOBACCO USE) ON CAMPUS

As of September 1, 2012, the college's no tobacco use policy will be strictly enforced:

### STUDENTS

Repeat violations by students should be reported to Security or the administrator in charge of the nearest building. Security or the administrator will refer the student to the Student Development Office where the individual will be required to discuss this Code of Conduct violation and possible sanctions. These sanctions could range from community service to disciplinary probation or suspension.

### EMPLOYEES

In the case of employees using tobacco a full range of disciplinary sanctions will be available; up to and including dismissal from the college.

## SOCIAL NETWORKING

More and more, we're communicating via social networking. Over 9,000 students already "like" our Facebook page, where we share information, post important dates, publicize events, share videos, and take feedback. Besides the college website and MyWCC, these outlets are the best way to keep in touch with us, whether you have a question or you want to find out about weather-related delays or closings.

[www.sunywcc.edu/Facebook](http://www.sunywcc.edu/Facebook) • [www.sunywcc.edu/Twitter](http://www.sunywcc.edu/Twitter) • [www.sunywcc.edu/Youtube](http://www.sunywcc.edu/Youtube)

## STUDENT ADVOCACY

Westchester Community College has a number of advocacy services whose purpose is to assist students in resolving complaints related to their campus community. You can seek assistance if you find yourself involved in a situation which requires the services of one or more of the following:

### Counselor, Students with Disabilities (Section 504)

Marcia Kalkut, Classroom Building, Room 4, 914-606-6552

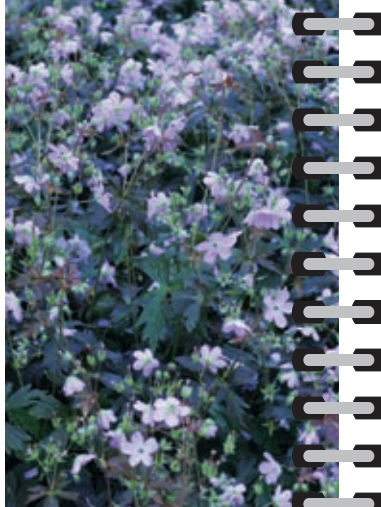
### Title IX/Affirmative Action Coordinator

Rose Cooper, Academic Arts Building, Room 219, 914-606-6977

### Sexual Harassment Officers

Ellen Zendman, Acting Director of Student Development, Student Center, Room 219, 914-606-6733 and/or Ruben Barato, Acting Director of Counseling, Student Center, Room 217, 914-606-6777

Did you know  
that our **Peekskill**  
Extension Center is the  
Hudson Valley's leading  
facility for digital arts  
and music education?



## STUDENT INVOLVEMENT

One of the busiest offices on campus year-round, Student Involvement has a variety of opportunities for students to get active in the community. Student Involvement coordinates New Student Orientation and the Commencement Ceremony. They recruit, select and train student leaders to participate in these traditional campus events. For more information about this leadership opportunity, see Orientation Leaders & Peer Advisors. This Office also advises many of the major student organizations on campus, including the Student Government Association and the Westchester Events Board. Most of this office's attention is in providing support and guidance for the recognized clubs and organizations on campus. For more information about these opportunities, see **CLUBS AND ORGANIZATIONS**.

Your college experience will be richer and more beneficial if you become an active student, so visit Student Involvement in the Student Center, Room 109, or call 914-606-6731.

## STUDENT GOVERNMENT ASSOCIATION

[www.sunywcc.edu/sga](http://www.sunywcc.edu/sga)

The Student Government Association (SGA) is the voice through which the student body speaks to the college administration, faculty, and staff. Through partnering with the Office of Student Involvement and with an allocation of the student activity fee, the SGA recognizes a variety of clubs, honor societies, media organizations, and fine and performing art groups to help make your college experience a rich one. For more information on these areas, see **CLUBS AND ORGANIZATIONS**.

The Student Government Association is run by elected student officers and appointed chairpersons. Each officer has a one-year term. Elections are held in the spring semester of each year. The Student Government Association meets biweekly during the fall and spring semesters. Be sure to visit their offices in the Student Center, Room 106, for the latest meeting schedule.

## STUDENT ID CARDS

Don't leave home without your Student ID card! Carry it with you at all times while on campus. You'll need it to use the pool, take out library books, view videotapes, use campus computers, or to enter special events held at the college. You may be asked to show your card to an administrator or to security.

To obtain your student ID visit the Security Office, located in Room 113 of the Student Center. Just bring your paid tuition receipt and photo identification. They'll take your picture, so look nice! Your first ID card is free. If you should lose your ID card, a new one will cost you ten dollars. Call 914-606-6730 for more information.

## STUDENT ID NUMBER

Not to be confused with a User ID (see pg. 51), the Student ID Number is a unique nine- or ten-digit number assigned to each student. Located on your Student ID Card, this number is used by administrative offices to help identify individual students.

## STUDENT PORTAL - See MyWCC

## SUMMER STUDY ABROAD

[www.sunywcc.edu/summerabroad](http://www.sunywcc.edu/summerabroad)

Every summer, students at Westchester Community College have the opportunity to participate in the Summer Study & Travel Program in Rome, Italy. For four weeks in July, classes on Italian language, arts, and culture are held from Monday through Friday in Rome with tours and cultural trips to Florence, Venice, and Rome on weekends. Six college credits will be granted upon completion of the program.

Students also have the opportunity to participate in our Spanish Summer Study Program in Costa Rica. For four weeks in July, classes on Spanish language and culture are held from Monday through Thursday in Heredia, with tours and cultural trips to Monteverde Biological Reserve, Manuel Antonio National Park, Arenal Volcano National Park, Tortuguero Biological Reserve and San José on weekends. Six college credits will be granted upon completion of the program.

*For more information on these programs, please call 914-606-6790.*

## TELEPHONES

Public telephones can be found in all campus buildings used by students, usually in or near lounge or vending machine areas. Telephones are also located outside the entrances of these buildings: Health Science, Classroom, Library, and Physical Education.

*Did you know that 97.5% of Westchester Community College's  
faculty hold a master's degree or higher?*



## THEATRE

[www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs)

Six theatrical productions are staged each year by the college's Drama Club. The club also sponsors specialized workshops, such as Comedy Improv Training, and trips to see local and Broadway productions. For information about how you can be a part of the dynamic Drama Club, or to find out when productions are presented, contact the Drama Club advisor at 914-606-7878, or [steven.riedel@sunywcc.edu](mailto:steven.riedel@sunywcc.edu).

## TRAINS

[www.sunywcc.edu/trains](http://www.sunywcc.edu/trains)

Metro North's Harlem Line provides transportation between New York City and Dover Plains, New York (Putnam County). To get to Westchester Community College, get off the train at the White Plains Station, then take the #40, 41 or 15 bus to the campus (about a 20-minute ride). Train schedules are available outside of the Student Involvement Office located in the Student Center, Room 109.

## TRANSFER SERVICES

[www.sunywcc.edu/transfer](http://www.sunywcc.edu/transfer)

We make it easy to transfer to other colleges; just stop by the Career and Transfer Center in Room 201 of the Student Center, or call 914-606-6760 to find out how. The Office of Transfer Services provides information and counseling services for any student who is considering transferring to a four-year institution. The Center is open Monday through Friday, 9:00 am to 5:00 pm. The Center is also open Thursday evenings, 5:30 to 7:30 pm. Stop by and learn how easy it is to transfer!

## TRIO/STUDENT SUPPORT SERVICES

This program provides support services to individuals identified as having academic need who are low-income, first-generation college students, and/or disabled. Enrollment in this program could provide a student with a financial grant, one-on-one tutoring, counseling and mentoring, academic advisement, or access to cultural programs and study skills workshops. The goals of this program are to enable students to remain in college, become academically successful and graduate or transfer to a four-year institution. For further information about this federally funded program, call 914-606-8525, or visit the offices in the Science Building, Rooms 335, 336, and 329.

## TUTORING - See ACADEMIC SUPPORT

*Did you know that the college's president, Dr. Hankin, has been leading the institution since 1971?*

*Did you know that a recent graduate survey gave the college a 99% satisfaction rating?*

## TV MONITORS

A campus-wide network of monitors, maintained by the Media Services Department, provides you the latest student life information on upcoming events and other information of interest to the college community. Monitors are located in either the lobby or lounge of almost every campus building. TVs located in most classrooms also receive this information on Channel 2.

To place an announcement, contact Margie Giglio at [Margie.Giglio@sunywcc.edu](mailto:Margie.Giglio@sunywcc.edu)

## TWITTER - See SOCIAL NETWORKING

## USER ID (MyWCC)

Students use their unique User ID's when logging into their MyWCC accounts online. To receive your own User ID, visit [sunywcc.edu/MyWCC](http://sunywcc.edu/MyWCC) and activate your account by following the instructions for *MyWCC Account Activation*. Note that your User ID is different from your Student ID (see pg. 49)

## VETERANS

[www.sunywcc.edu/veterans](http://www.sunywcc.edu/veterans)

Westchester Community College is fully approved by the Veterans Administration and other agencies to conduct college-level education programs under federal and state laws. Students who qualify for benefits should confer with the Veterans Counselor in the Financial Aid Office (Administration Building, Room 121). For information regarding benefits to which you may be entitled under these programs, call 914-606-6773.

## VISITORS TO CAMPUS

All campus visitors must register in the Security Office, Student Center, Room 113. Questions? Call 914-606-6730.

## VOLUNTEERING

[www.sunywcc.edu/volunteer](http://www.sunywcc.edu/volunteer)

More than 500 individuals share their time and talents in support of the college. Volunteers include members of the community, faculty and staff, as well as students. They help with academic programs as tutors, assist at special events, become Conversation Partners for students learning English, and help to keep the campus beautiful. For information about how you can join, call the Foundation Volunteer Office at 914-606-6805/6506.

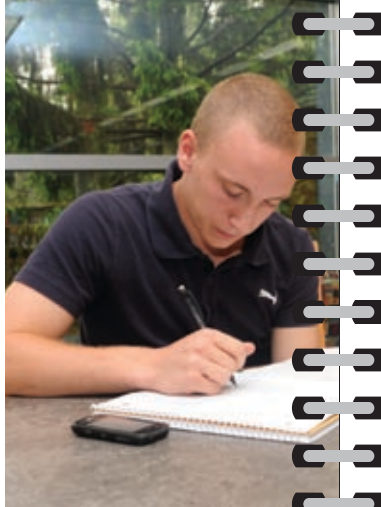
## VOTER REGISTRATION

[www.sunywcc.edu/studentaffairs](http://www.sunywcc.edu/studentaffairs)

Forms are available in the Disabilities Office in LIB-G51 (914-606-6626), and in the Student Involvement Office, Student Center, Room 109 (914-606-6731).



Did you know  
that **52.3** of  
our students  
attend school  
full time?



## WEBSITE

Visit our website at [www.sunywcc.edu](http://www.sunywcc.edu) to access all kinds of campus information, including semester schedules, programs of study, course descriptions, the library pages, the college's Facebook page, and Discover Smart Arts®, the cultural events pages and links to MyWCC and the College Catalog.

## WELCOME CENTER

The College's Welcome Center is located in the atrium of the Gateway Center, and provides a first point of entry to the campus as well as a general campus information hub. The Welcome Center runs the MyWCC Helpdesk – students can contact the Helpdesk at [MyWCCHelpdesk@sunywcc.edu](mailto:MyWCCHelpdesk@sunywcc.edu) with questions related to their MyWCC account. In addition, the Welcome Center does community outreach and offers programming on topics of interest to the immigrant community. If you have any questions about the college or upcoming Welcome Center offerings, please stop by the Welcome Center or call us at 914-606-5600. We'll answer your question or refer you to the appropriate individual or department.

## WESTCHESTER EVENTS BOARD (WEB)

[www.sunywcc.edu/web](http://www.sunywcc.edu/web)

This is a student run organization that plans, executes, promotes and assess major student events on campus. These events range in variety, but include areas such as: trips (Broadway, Skiing, Sports Events, etc), films, lectures, special events (carnivals, hypnotists, fairs, etc), evening and family programs (Coffeehouses, Children's events), and more! This group receives an allocation of the student activity fee to plan these major campus events for their fellow student. Any student can join the Board and help bring some life onto the campus of Westchester Community College! For more information on how to become a member of this student organization, visit the Office of Student Involvement in Student Center 109 or [www.sunywcc.edu/web](http://www.sunywcc.edu/web).

## WITHDRAWAL FROM A CLASS

[www.sunywcc.edu/withdraw](http://www.sunywcc.edu/withdraw)

The deadline to withdraw from a class and receive a grade of "W" is the last day of the ninth week of a semester. For non-standard semesters, an equivalent date will be established.

A grade of "W" does not affect a student's GPA. However, it is important to use withdrawals wisely. If unsure, it is best to consult with your instructor or academic counselor. Before deciding to withdraw from a class, financial aid recipients are urged to consult with a financial aid counselor to determine if current or future financial aid may be negatively affected.

While it is the right of a student to withdraw from a course, withdrawal without following the procedure listed below may result in the student's failure of the course.

Once logged in, students can find instructions for how to drop a course on MyWCC. Note that in order to drop a zero-credit course you must consult with a counselor, chair or dean.

## WITHDRAWAL FROM COLLEGE

The last day to withdraw from college (all courses) is the last day of classes before final exam week. To withdraw, ask a counselor for a withdrawal form, get the signatures required, and submit the form to the Registrar's Office before the deadline. It is important to withdraw officially; don't simply stop attending classes. That will result in failures. If you ever decide to enroll in this or any other college at any time in the future, or to apply for financial aid, it will be much easier if you have officially withdrawn rather than having it look as if you failed out. Call 914-606-6810 for more information.

## WORK STUDY

[www.sunywcc.edu/workstudy](http://www.sunywcc.edu/workstudy)

Students receiving Financial Aid are eligible to apply for Work/Study funds. Students awarded Federal Work/Study may work around their class schedule and get paid! Students with Federal Work/Study funds should see Maria Clarizio, Student Center, Room 201, Monday through Friday 9:00 am to 3:00 pm, or call 914-606-6763.

*Did you know there is an estimated 2.8 million alumni  
that have graduated from the SUNY system?*

## Fall 2012 ACADEMIC SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY
8:00			
9:00			
10:00			
11:00			Common Hour
			Common Hour
12:00			Common Hour
			Common Hour
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			

## Fall 2012 ACADEMIC SCHEDULE

	THURSDAY	FRIDAY	SATURDAY
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00	Common Hour		
	Common Hour		
5:00	Common Hour		
	Common Hour		
6:00			
7:00			
8:00			
9:00			

## Spring 2013 ACADEMIC SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY
8:00			
9:00			
10:00			
11:00			Common Hour
			Common Hour
12:00			Common Hour
			Common Hour
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			

## Spring 2013 ACADEMIC SCHEDULE

	THURSDAY	FRIDAY	SATURDAY
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00	Common Hour		
	Common Hour		
5:00	Common Hour		
	Common Hour		
6:00			
7:00			
8:00			
9:00			



## 2012 ACADEMIC AND REGISTRATION DATES

### AUGUST 2012

August 30 . . . . . Late Registration, Fall 2012, 9:00 am - 7:30 pm

### SEPTEMBER 2012

September 3 . . . . . Labor Day

September 4 . . . . . Fall Classes Begin on Valhalla Campus

September 4-7 . . . . . Last Dates to Add an On-Campus Class

September 7 . . . . . Fall Classes Begin at Extension Sites

September 24 . . . . . Last Day to Receive a Refund for Dropping  
a Class an On-Campus Class

### OCTOBER 2012

October 22 . . . . . Academic Advisement Begins for Spring 2012

October 27 . . . . . Fall Mid-Term Grade Notification

### NOVEMBER 2012

November 2 . . . . . Last Day to Withdraw From a Saturday Class with a "W"

November 5, 2012–

January 25, 2013 . . . . . Online Registration for Spring 2013

November 22-25 . . . . . Thanksgiving Holiday – No Classes

November 27 –

December 20 . . . . . In-Person Registration for Spring 2013

### DECEMBER 2012

December 14 . . . . . Last Day of Fall 2012 Classes

December 15-20 . . . . . Final Course Assessment Week (Exams)

December 23 . . . . . Snow Emergency Test Makeup Day  
(for Classes Held on Weekdays)

## 2013 ACADEMIC AND REGISTRATION DATES

### JANUARY 2013

January 17 . . . . . Late Registration and Schedule Changes

January 22 . . . . . Spring Classes Begin on Valhalla Campus

January 22-25 . . . . . Last Dates to Add an On-Campus Class

### FEBRUARY 2013

February 1 . . . . . Deadline to Apply for a Diploma/Certificate for  
May 2011 Graduation

February 11 . . . . . Last Day to Receive a Refund for Dropping a Class

### MARCH 2013

March 9 . . . . . Spring Mid-Term Grade Notification

March 18-24 . . . . . Spring Recess – No Classes

March 22 . . . . . Last Day to Withdraw From a Class with a "W"

March 23 . . . . . Last Day to Withdraw From a Saturday Class with a "W"

March 25 . . . . . Academic Advisement Begins for Fall 2013

### APRIL 2013

April 1 . . . . . Online Registration Begins for Summer Session I

April 8 – September 6 . . . . Online Registration for Fall 2013

April 29 . . . . . In-Person Registration Begins for Summer Session I

### MAY 2013

May 6 – September 6 . . . . In-Person Registration for Fall 2013

May 10 . . . . . Recognition Day–No Classes after 12:00 Noon

May 12 . . . . . Last Day of Spring 2013 Classes

May 13-19 . . . . . Final Course Assessment Week (Exams)

May 23 . . . . . Commencement

May 23 . . . . . Late Registration for Summer Session I

May 27 . . . . . Memorial Day – All Campus Offices Closed

May 28 . . . . . Instruction Begins for Summer Session I

May 31 . . . . . Last Day to Receive a Refund for Summer Session I

## 2013 ACADEMIC AND REGISTRATION DATES

### JUNE 2013

June 14 . . . . . Mid-Term Grade Notification for Summer Session I  
June 17 . . . . . Final Date to Withdraw with a "W" for Summer Session I  
June 26 . . . . . Instruction Ends for Summer Session I  
June 27 . . . . . Final Course Assessment (Exams) for Summer Session I  
June 27 . . . . . Late Registration for Summer Session II

### JULY 2013

July 1 . . . . . Instruction Begins for Summer Session II  
July 4 . . . . . Independence Day – College Closed  
July 5 . . . . . Last Day to Receive a Refund for Summer Session II  
July 19 . . . . . Mid-Term Grade Notification for Summer Session II  
July 22 . . . . . Final Date to Withdraw with a "W" for Summer Session II  
July 31 . . . . . Instruction Ends for Summer Session II

### AUGUST 2013

August 1 . . . . . Final Course Assessment (Exams) for Summer Session II  
August 30 . . . . . Late Registration for Fall 2013

### SEPTEMBER 2013

September 4 . . . . . Fall 2013 Classes Begin

## ONLINE EDUCATION ACADEMIC AND REGISTRATION SUMMER CALENDAR

Fall and Spring Online Education academic and registration dates coincide with the credit class calendar. See page 58 for fall and spring dates.

First Session  
May 28 – June 26

Second Session  
July 1 – July 31

Third Session  
August 5 – August 28

10-Week Session  
(spans first and second sessions)

### MAY

May 23 . . . . . Late Registration for the First Session and 10-Week Session  
May 28 . . . . . First Session and 10-Week Session Classes Begin  
May 31 . . . . . Last Day to Receive a Refund for First Session

### JUNE

June 14 . . . . . Mid-Term Grade Notification for First Session  
June 17 . . . . . Final Date to Withdraw with a "W" for First Session  
June 26 . . . . . First Session Instruction Ends  
June 27 . . . . . Final Course Assessment (Exams) for First Session  
June 27 . . . . . Late Registration for Second Session

### JULY

July 1 . . . . . Instruction Begins for Second Session  
July 5 . . . . . Last Day to Receive a Refund for Second Session  
and 10-Week Session  
July 19 . . . . . Mid-Term Grade Notification for 10-Week Session  
July 22 . . . . . Final Date to Withdraw with a "W" for Second Session  
and 10-Week Session  
July 31 . . . . . Instruction Ends for Second Session and 10-Week Session

### AUGUST

August 1 . . . . . Final Course Assessment (Exams) for Second Session  
and 10-Week Session  
August 1 . . . . . Late Registration for Third Session  
August 5 . . . . . Instruction Begins for Third Session  
August 28 . . . . . Instruction Ends for Third Session  
August 29 . . . . . Final Course Assessment (Exams) for Third Session

MONDAY, 27

TUESDAY, 28

WEDNESDAY, 29

THURSDAY, 30

FRIDAY, 31

SATURDAY, 1

SUNDAY, 2

MONDAY, 3

TUESDAY, 4

WEDNESDAY, 5

THURSDAY, 6

FRIDAY, 7

SATURDAY, 8

SUNDAY, 9

PLANNER

PLANNER



MONDAY, 10

TUESDAY, 11

WEDNESDAY, 12

THURSDAY, 13

FRIDAY, 14

SATURDAY, 15

SUNDAY, 16

MONDAY, 17

TUESDAY, 18

WEDNESDAY, 19

THURSDAY, 20

FRIDAY, 21

SATURDAY, 22

SUNDAY, 23

MONDAY, 24

TUESDAY, 25

WEDNESDAY, 26

THURSDAY, 27

FRIDAY, 28

SATURDAY, 29

SUNDAY, 30

MONDAY, 1

TUESDAY, 2

WEDNESDAY, 3

THURSDAY, 4

FRIDAY, 5

SATURDAY, 6

SUNDAY, 7

MONDAY, 8

TUESDAY, 9

WEDNESDAY, 10

THURSDAY, 11

FRIDAY, 12

SATURDAY, 13

SUNDAY, 14

MONDAY, 15

TUESDAY, 16

WEDNESDAY, 17

THURSDAY, 18

FRIDAY, 19

SATURDAY, 20

SUNDAY, 21



MONDAY, 22

TUESDAY, 23

WEDNESDAY, 24

THURSDAY, 25

FRIDAY, 26

SATURDAY, 27

SUNDAY, 28

MONDAY, 29

TUESDAY, 30

WEDNESDAY, 31

THURSDAY, 1

FRIDAY, 2

SATURDAY, 3

SUNDAY, 4

MONDAY, 5

TUESDAY, 6

WEDNESDAY, 7

THURSDAY, 8

FRIDAY, 9

SATURDAY, 10

SUNDAY, 11

MONDAY, 12

TUESDAY, 13

WEDNESDAY, 14

THURSDAY, 15

FRIDAY, 16

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## CAMPUS PHONE DIRECTORY

<b>General Information</b>		914-606-6600
<b>Academic Counseling</b>	(STC-217A)	914-606-6778/6381/6572
<b>Academic Support Center</b>	(LIB-GF)	914-606-6470
<b>Admissions Office</b>	(ADM-210)	914-606-6735
<b>Alumni Office</b>	(HH-202A)	914-606-6559
<b>Bookstore</b>		914-347-3858
<b>Bursar's Office</b>	(ADM-125)	914-606-6870
<b>Cafeteria</b>		914-592-5281
<b>Career &amp; Transfer Center</b>	(STC-201)	914-606-6760
<b>Center for the Arts</b>		914-606-7500
<b>College Administration</b> ( <i>President's Office</i> )	(HH)	914-606-6706/6708
<b>College Events</b>		914-606-6700
<b>Continuing Education</b>		
Non-Credit, On-Campus Courses	(ADM-207)	914-606-6830
Credit, Extension Site Courses	(ADM-207)	914-606-6832
Professional Development Center	(GTW-333)	914-606-6669
<b>Cultural Events on Campus</b>	(STC-100)	914-606-6567
<b>Disabilities Services Office</b>	(LIB-G51)	914-606-6287
<b>Educational Opportunity Program</b>	(STC 201)	914-606-6904/6761/6688
<b>Emergencies</b>		
County Police		911
Campus Security	(STC-113)	914-606-6911
<b>English Language Institute or</b> <b>English as a Second Language</b>	(GTW-243)	914-606-6656
<b>Extension Services Office</b>	(AAB-121)	914-606-6839
<b>Extension Centers</b>		
Mt Vernon		914-606-7200
Ossining		914-606-7400
Peekskill		914-606-7300
Yonkers		914-606-7100
<b>Faculty Student Association</b>	(BOOKSTORE)	914-347-3910
<b>JobSTAR</b>	(HSG-2G)	914-606-6437
<b>Library/Learning Resource Center</b>		914-606-6965
<b>Online Education Office</b>	(LIB-300)	914-606-6827
<b>Personal Counseling and Referrals</b>	(CLA-2)	914-606-6903
<b>Registrar</b>	(ADM-107)	914-606-6810
<b>Student Financial Assistance Office</b>	(ADM-120)	914-606-6773
<b>Testing Center</b>	(LIB-G17)	914-606-6969
<b>Transcripts</b>	(Registrar's Office)	914-606-6810
<b>TRIO/Student Support Services</b>	(SCI-335,336,329)	914-606-8525
<b>Veterans Services</b>	(ADM-120)	914-606-6774
<b>Virginia Marx Children's Center</b>		914-606-6644
<b>Westchester Community College Foundation</b>	(HH-202)	914-606-6670
<b>Work Study</b>	(STC-201)	914-606-6763

## CAMPUS SECURITY & SAFETY

### CAMPUS SECURITY OBJECTIVE

The objective of Campus Security is to provide a safe environment for teaching, research and social endeavors and to protect the lives and property of the students, employees of, and visitors to Westchester Community College. This objective is pursued within the framework of Westchester Community College's rules and regulations and all local, state, and federal laws. The investigation of crimes committed on campus falls under the jurisdiction of the Westchester County Department of Public Safety with assistance from the Director of Campus Security and his assistants. Campus Security administrators maintain an excellent relationship with the local police, and they work together closely to maintain a safe campus.

The College upholds the rights of students, faculty, and staff to be informed of incidents which occur on campus, measures taken to promote precautions, and swift effective responses to crises. The responsibility for maintaining personal and campus safety is shared by all students, faculty, and staff of the College.

The College recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

More information about security and safety policies can be found online at [www.sunywcc.edu/security](http://www.sunywcc.edu/security).

### SECURITY AND ACCESS TO CAMPUS FACILITIES

In order to gain access to campus facilities outside of normal college hours (Monday-Friday 7:00 am to 10:30 pm), persons must arrange with the Facilities Coordinator for the use of the facilities. After permission has been obtained, the Director of Security must be contacted for arrangements to gain access to the building(s).

### REPORTING OF ON-CAMPUS CRIMES AND INCIDENTS

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 concerning reported crimes that occurred on campus for the previous three years; 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](http://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 Building (914-606-6730) or access the following website: [www.sunywcc.edu/security](http://www.sunywcc.edu/security)*

### DAILY CRIME LOG

Campus Security maintains a daily log of crimes and incidents occurring on campus that is available for the public to view. This information is recorded by date, time, general location, and disposition of the complaint. The daily log is available at the Security Office, Student Center, Room 113 Monday through Friday from 9:00 am to 5:00 pm. Entries or updates are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible. While most events are logged, the Director of Campus Security may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or not to release the identity of a victim.

### The following security measures are in place for your safety:

- Campus Security, in conjunction with other departments, holds educational programs each semester on a variety of topics including personal safety awareness, rape awareness, sexual assault training, and anti-theft programs.
- Information on safety and security is provided to students and employees, upon request, via seminars, crime alerts, campus-wide email, posters, and the College's student newspaper.
- During orientation, students are informed of upcoming safety programs and the safety services available on campus.
- The campus is well lighted in parking areas and pathways frequently traveled by students.
- There are Emergency Blue Light phones strategically located throughout the campus that connect directly with the County Police without having to dial. These phones are for emergencies requiring immediate police assistance. Directions for proper use are printed on the inside of the call box in English and Spanish.
- There is a "Campus Emergency phone" in the lobby of each building. This phone will automatically dial the college Emergency Number (ext. 6-911) when activated.
- By calling extension 6984, or 914-606-6984 from an outside phone, a person may request an escort to his/her automobile.
- To contact the Security Department for an emergency dial 6-911 from any college phone. If calling from a pay phone or other outside phone, dial 914-606-6911.
- In addition to the above security suggestions, the College makes free cell phones available for any student in need of a 911 emergency connection. Please contact our Security Office in the Student Center.
- The Security Department will assist students and staff in obtaining and enforcing orders of protection when necessary.

## SEXUAL HARASSMENT

Allegations of sexual harassment should be reported to the college's Sexual Harassment Officers, Ellen Zendman (914-606-6733) or Ruben Barato (914-606-6777), The Women's Forum (914-606-6901), your faculty advisor, or your counselor. They will investigate sexual harassment complaints and institute the formal procedures for resolving them. These procedures are in accordance with collective bargaining agreements and established college policies and guidelines.

Students may also feel comfortable approaching a counselor or a faculty advisor to get advice and support, or to make an initial complaint.

## LOITERING

All visitors to the College not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

## SELLING, PEDDLING, SOLICITING, ETC. ON CAMPUS

Selling merchandise or services, soliciting funds, advertising or distributing leaflets or flyers is strictly prohibited without prior consent from the Office of Student Involvement. In addition, it is a violation of Westchester County Law and may result in arrest. The Blackboard Learning Management System is considered part of the campus, hence solicitation and sales are prohibited.

## POLICY ON THE MARKETING OF CREDIT CARDS

Westchester Community College prohibits the advertising, marketing, or merchandising of credit cards on any college property; including the Valhalla campus or at any Extension Centers.

## WEAPONS ON CAMPUS

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden and is a violation of state and federal law.

## POLICY ON ALCOHOL AND DRUGS

The college policy prohibits alcohol and illegal substances on campus. Violators of this policy will be subject to appropriate disciplinary action. Only by special permission from the President might wine or beer be served at special ceremonial occasions.

## TIMELY WARNING POLICY

It is the policy of Westchester Community College to issue timely warnings to the campus community for certain crimes that are reported to campus security authorities or local police agencies and are considered to represent a threat to students and employees. Warnings may be issued by any of the following means: campus-wide email, notices placed on external doors on all buildings, voice mail, college website, electronic signs, and *The Viking News*.

In addition to the above, Westchester Community College uses an emergency alert system that can send text messages, emails, voice messages, and faxes. You may sign up for the emergency alert system at: [www.suny.edu/sunyalert](http://www.suny.edu/sunyalert).

You will be required to provide your name and an email address, as well as information for any additional notification media you would like to register (i.e., cell phone, text message, fax, etc.).

Your information will be kept confidential and used ONLY in a major emergency.

## FIRE INSTRUCTIONS

In case of fire, pull the nearest alarm. This will activate an audible and visual alarm within the building that rings directly at the Security Information Gatehouse and in Westchester Community College's Department of Building and Grounds. The Security Officer on duty will call the local fire department, telling them the fire location and giving them other relevant information.

When a fire alarm sounds, evacuate the building immediately. Walk, do not run. Do not use elevators. Close doors to classrooms and offices, leaving lights on, and exit from the nearest enclosed stairwell. Take your belongings with you. Do not try to fight the fire.

If you are wheelchair-bound, exit the building. If above or below ground level, ask someone to escort you to the nearest enclosed stairwell landing and close the door. The escort will tell firefighters the location of the stairwell in which you are located. Fire department professionals will then evacuate you.

Everyone who has exited the building should stay at least 100 feet away from building entrances until the fire department has announced an "all clear."

## INJURIES AND OTHER MEDICAL EMERGENCIES

**Report all classroom accidents to the professor immediately.**

Report all campus emergencies (accident and medical) by dialing extension 6911 from campus phones or 914-606-6911 from any non-college phone to activate the campus emergency response system. 911 can be called directly as well.

If you should witness a medical emergency, call for assistance and then stay with the victim until professional help arrives. Do not move the victim unless there is immediate danger to yourself or the victim. When calling to report an emergency, speak clearly and calmly. Give your name, phone number and location of the victim. Stay on the line until you are told to hang up.

The Westchester Medical Center is the closest hospital, located one mile west of Westchester Community College on Grasslands Road. Its main switchboard is 914-493-7000; emergency room is 914-493-7307.

Report any injuries sustained on campus or at the extension sites to the Health Services Office (Student Center, Room 112) and provide information so that the proper insurance forms can be filed.

## CAMPUS AND COMMUNITY RESOURCES

The following programs and services are available in Westchester County to provide assistance to you in an emergency situation or for ongoing support in dealing with and recovering from a sex offense.

WESTCHESTER COMMUNITY COLLEGE

Student Development	914-606-6733	Room 219, Student Center
Security Office	914-606-6730	Room 113, Student Center
Student Health Services	914-606-6610	Room 112, Student Center
Counseling	914-606-6778	Room 217A, Student Center
Dean of Student Affairs	914-606-6709	Hartford Hall

COMMUNITY RESOURCES

Domestic Violence & Special Prosecution Bureau	914-995-3000	
Westchester Medical Center:		
Main Number	914-493-7000	
Crisis Intervention	914-493-7075	
Westchester County Police	914-864-7600	
Westchester Jewish Community Services	914-761-0600	845 N. Broadway, Suite 2, White Plains
Victims Assistance Services	914-345-3113	2269 Saw Mill River Road, Bldg. #3, Elmsford
24-hour Rape Crisis Hot Line	914-345-9111	

STUDENTS' RIGHTS AND RESPONSIBILITIES

I. INTRODUCTION

The faculty, students, and administration of Westchester Community College will work to secure an environment in which the pursuit of knowledge and wisdom is best fostered through the College's unique objectives and programs. The College will provide each student maximum freedom for self-development. Each student is obliged to conduct his or her affairs in a responsible manner without infringement upon the rights of other members of the college community.

Under the auspices of the County of Westchester and the State of New York, the College will provide those privileges, opportunities and protections that enhance the learning process. It will also strive to follow the intent of statutory and judicial changes that affect student rights. The college will provide channels for constructive recommendations by students regarding academic instruction, course offerings, student-administration relations, extracurricular activities, and other matters. Students will be expected to participate according to rules and guidelines set forth in this document.

II. STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

A. PHILOSOPHY

Westchester Community College believes that education is a continuing process of self-discovery and self-realization involving a search for truth, the pursuit of knowledge and the search for a rational approach to life. The college believes in providing an atmosphere in which students have freedom to learn and to engage in this search for truth, knowledge, and reason.

B. RIGHTS

1. A faculty member should encourage free discussions, inquiry, and expression. Student performance should be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
2. A student has the right to be informed at the first or second class meeting about the content of the course and criteria (with their relative weighing) for evaluation of his/her academic performance. After the second class meeting, it becomes the student's obligation to request this information. The grading and attendance system described in the college's catalog will be followed.
3. A student is responsible for learning the content of any course of study. Along with the responsibility is the right to take reasoned exception to the data or views offered.
4. A student has the right to receive a grade based upon a fair and just academic evaluation of his/her performance in a course, as measured by the standards established by his/her instructor at the first or second class meeting. Criteria such as race, religion, color, national origin, sex, handicap, appearance (except where a course requires special dress), political affiliation or activities are irrelevant to grading. At the same time, the student is responsible for maintaining high academic standards (plagiarism and cheating will not be tolerated), and for following the Student Code of Conduct.

5. Information about a student's views, beliefs and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

6. A student should be treated with courtesy and respect.

### C. PROCEDURE FOR APPEALING A FINAL GRADE

Any student who wishes to appeal his or her final grade is required to follow the procedures outlined below. The student has the right to ask the college to conduct these procedures, only after a final grade for a course has been awarded. Prior to that, students are expected to discuss their academic progress, first with the faculty member involved and, if necessary, with the chairperson of the faculty member's department.

#### Step 1. Meeting with the Faculty Member

The student must request an informal, direct meeting with the faculty member within the first three weeks of the fall or spring semester after the grade was earned. Failure to do so will result in a forfeit of the appeal. The faculty member is expected to grant this request for a meeting. The faculty member and student shall earnestly strive to resolve the problem themselves.

#### Step 2. Meeting with the Department Chair

The student shall request a meeting with the Department Chair if:

- The faculty member is unavailable or fails to meet with the student within ten (10) business days of the student's request, or
- The meeting with the faculty members does not resolve the problem.

The student can request a meeting by completing a Grade Appeal form (obtained from the Division Office) and giving it to the Department Chair. The request to meet with the Department Chair must be made within ten (10) business days of the Step 1 meeting and must be made within five (5) weeks of the beginning of the fall or spring semester after the grade was earned. The Chairperson will have the faculty member complete his or her portion of the form (if available), and then schedule within a timely manner a meeting with the student and faculty member.

The Department Chairperson, faculty member, and student shall meet and act in a determined manner to resolve all differences. If the problem is not settled to the student's satisfaction and the student indicates an intention to continue to pursue the issue, the Department Chair will complete the section of the form and forward it to the Division Office.

#### Step 3. Meeting with the Associate Dean

The student must request a meeting with the Associate Dean within ten (10) business days of the conclusion of Step 2. The Associate Dean will investigate the matter, meet with the appropriate parties and upon resolution, and respond to the student in writing.

#### Step 4. Appeal to the Vice-president and Dean of Academic Affairs

If the problem is not concluded to the satisfaction of the student in Step 3, the student can choose to make a request for an appeal to the Vice-president and Dean of Academic Affairs. This request must be made within ten (10) business days of the conclusion of Step 3. The student will present the Vice-president with:

- the grade appeal form previously submitted to the Associate Dean
- a written summary of what occurred during Steps 1-3, and
- a statement of the reason why the student wishes to continue the appeals process.

The Vice-president will provide the student with a copy of the Procedures for Conducting a Step 4 Grade Appeal.

The Vice-president will investigate and make a determination as to whether steps 1-3 have been properly executed. The Vice-president for Academic Affairs may confer with the Vice-president for Student Involvement. If they agree that steps 1-3 have been properly executed and that no basis exists for further review, the matter may be dismissed. If further investigation and/or hearing are warranted, the Vice-president of Academic Affairs will decide if the matter should be referred to the Departmental Committee, and/or the Tripartite Committee. These bodies will report the results of their findings to the Vice-president who will review the determinations, make a decision, and report the decision to the student. The decision by the Vice-president and Dean of Academic Affairs is the final step in the appeals process.

The Tripartite Committee will be composed of three (3) students elected from the Student Senate, two (2) administrators selected by the College President and three (3) faculty members. The faculty representation will include one (1) member from the Departmental Committee of the faculty member involved in the Tripartite, one (1) faculty member from the Division and one (1) faculty member elected from the faculty at large.

### D. RELIGIOUS BELIEFS

According to State Education Law 224-a: "Students unable because of religious beliefs to attend classes on certain days..."

1. No person shall be expelled from, or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of his/her religious beliefs, to attend classes or to participate in any examinations, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes is responsible for all work covered during the time in question.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements, which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after 4:00 pm or on Saturday, similar make-up classes, examinations, study or work requirements



shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charge to the student for these classes, examinations, study or work requirements held on other days.

- 5. If effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing himself or herself to the provisions of this section.
- 6. Any student who may be aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall not be barred from seeking such legal redress as may be available to him.
- 7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York, or of the Board of Higher Education of the City of New York, or any community college.

E. Students have a responsibility to fulfill all academic course requirements, which may include regular attendance, prompt arrival, note taking and class participation. In addition, they are responsible for observing all college rules, regulations, and procedures.

III. ACTIVITIES

A. Government

The Board of Trustees and the administration of Westchester Community College recognize the benefits to students and their right to create and maintain viable student governments.

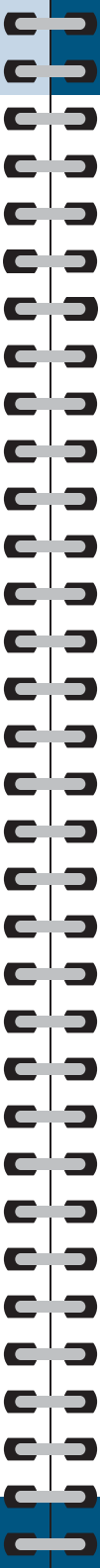
It is the right of every academically qualified student to compete for office or to participate in the democratic process of the college. The student government will receive funds from their designated portion of the Student Activity fees and be able to allocate their funds, within designated areas, as approved by the President and the Faculty Student Association. In addition, these governments act as recommending bodies to the President and are involved in the decisions on policies that affect students. The authority for establishing college policy and for the governance of the college is the responsibility of the President and the Board of Trustees of Westchester Community College.

B. Organizations

Students are free to organize and join associations to promote their common interests. Organizations must meet criteria that are established by the Student Government and the Office of Student Involvement. The Office of Student Involvement shall serve as the advisors to the Student Government Association Executive Board and the Westchester Events Board. All other approved organization shall be free to choose its own faculty/staff advisor and shall be open to students without respect to sex, sexual preference, race, creed, handicap, or national origin. All Advisors are to be confirmed by and kept on record with the Office of Student Involvement. All clubs/organizations are required to keep an accurate and updated copy of their club charters/constitutions with the Office of Student Involvement.

C. Press

Freedom of expression and debate by means of a free and vigorous student press is essential to the effectiveness of an educational community in a democratic society. It is the role of the student press to report the news and provide an outlet for campus opinion and creative effort.



- 1. The student press must be free of all forms of external interference designed to regulate its content. No one outside the student staff shall delete, dictate, or revise the content of a publication. The editor must accept final responsibility for the contents of the publication.
- 2. The student press must insure the highest degree of accuracy and must not misrepresent the opinions or actions of individuals or groups. A correction must be promptly issued and fairly placed where there has been a factual inaccuracy. Where an individual or group has been damaged by the error, an apology is necessary.
- 3. The student press must provide an open forum for unfettered expression of opinion, including those opinions differing from editorial policy. Such expressions must not be edited so as to distort, alter, or disparage the opinion.
- 4. It is the responsibility of the student press to maintain the highest standards of truthfulness, accuracy, fairness and to maintain respect for the privacy and rights of the individual. The student press must not impugn the character or motives of the individual without substantial evidence, nor shall it ever violate a confidence.
- 5. The freedom of the student press must not be abridged by confiscation of issues or facilities, suspension of publication, academic, personal or financial sanctions, arbitrary removal of staff members, or threats of these actions.
- 6. The current editor (or co-editors) and advisor will appoint the editor (or co-editors) for the following semester. If an editor violates the ethics of the student press as outlined in this code, he/she will be removed only by the authority, which appointed him or her.
- 7. The faculty advisor for the student newspaper will be appointed by the Associate Dean of Student Development and Support Services after consultation with the Department of Communications and Media Arts and student leaders.

IV. STUDENT CODE of CONDUCT

What follows is an abridged version of the full Student Code of Conduct. Please visit [www.sunywcc.edu/codeofconduct](http://www.sunywcc.edu/codeofconduct) for the official and complete code.

A. Policy

Students enrolling at the college assume an obligation to conduct themselves in a manner compatible with the functions of the college as an educational institution. Conduct that adversely affects the student's responsible membership in the academic community shall result in appropriate disciplinary action. The Rules and Regulations of Conduct cover the use of college property, the means of enforcing the rules, and penalties for any violation of the rules.

As an institution of higher learning, Westchester Community College seeks to provide and guarantee the best educational environment for its students, faculty, and staff. It is mindful that academic freedom is an essential element of college life. To carry out this goal, the college requires each member of the community to obey the rules and regulations established by the college and all local, state and federal laws. The constitutions of the State of New York and of the United States of America preserve our freedom of speech and protect our right to assemble and petition peaceably. Such right can only be exercised by peaceable means.



The college will not tolerate deliberate disruptive tactics, violence, or physical interference with the rights of any member of our college community or with any of the facilities of the college or with any authorized functions being carried out on the college campus.

Therefore, in furthering the educational aims of the college and in compliance with the provisions of Article 129-A of the education law of the State of New York, the following rules and regulations concerning conduct on the college campus, the use of college property, the means of enforcement, and the penalties and violations are established.

**B. Regulations**

The Student Code of Conduct applies specifically to student behavior and shall be in effect when the requirements of Section IV. F. of this document has been violated.

Students' rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Westchester Community College, he/she agrees to abide by all college regulations. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action.

Infractions of the Code include, but are not limited to, the following:

1. Falsification of information to the college through forgery, alteration, or intentional misuse of college documents, records, or identification.
2. Theft of or damage to property.
3. Disorderly, lewd, indecent, or obscene conduct or expression.
4. Failure to comply with directions of college employees acting in the performance of their duties.
5. Failure to show proper I.D. to a requesting college employee acting in the performance of his/her duties.
6. Gambling in any form or games in an unauthorized college location.
7. Attendance in class or at any college function under the influence of alcoholic beverages, narcotics, or drugs or the unauthorized possession, and/or sale of alcoholic beverages, narcotics or drugs on the college campus.
8. Use of any unauthorized vehicle on campus.
9. Failure to adhere to traffic regulations.
10. Infringement upon the rights of other members of the college community by physical or verbal assault or abuse.
11. Disruptive conduct in or near the classroom, which precludes the instructor or any other college employee from performing his/her function.
12. Any act that interferes with normal operation of the college, or which adversely affects the student's suitability as a member of the college community.
13. Abuses of library privileges and procedures.
14. Defacing college buildings or property through graffiti.
15. Misuse of college computers.

16. Sexual harassment of fellow student or employee of the college.
17. Bias act toward fellow student or employee of the college.
18. Falsification of financial aid forms.

**C. Rights**

Each infraction of college rules must be accorded individual treatment, and each student must be accorded due process. The following statements are designed to protect the student and the college and are not perceived as punitive actions. The initial disciplinary hearing will be conducted by the Associate Dean of Student Development and Support Services.

1. Statement of charges in writing.
2. Prompt, impartial hearing.
3. The right to appear in person.
4. The right to submit a written response in addition to a personal appearance.
5. The right to appeal the final decision.

**D. Procedures**

Any charge, accusation, or allegation against a student, which may subject him/her to disciplinary action, must be submitted in writing in complete detail to the Office Associate Dean of Student Development and Support Services within 48 hours, by the individual, organization, or department making the charge.

The student shall be informed by:

1. Statement of the rule(s) and/or regulation(s) he/she is charged with violating.
2. Penalties for such violation(s).
3. Time, date (which shall be as soon as practicable) and place of the meeting with the Dean or his or her designee. Notice of at least ten teaching days shall be given to the student in advance of the meeting, unless the student consents to an earlier meeting.
4. A copy of Section IV. C. on students' rights.

The meeting will be held in either the Vice President of Student Development and Support Services or the Associate Dean's Office. The student will be advised of his/her rights in the proceeding and possible consequences. An effort will be made to resolve the charges by mutual agreement between the parties, and an attempt will be made to determine the nature of disciplinary action, if any. If an agreement is reached, a written report shall be filed in the Disciplinary File in the Office of the Associate Dean of Student Development and Support Services.

The decision and determination of the Associate Dean may be appealed to the Vice President of Student Development and Support Services.

If the student contests any of the actions taken by the Vice President of Student Development and Support Services, he/she has the right to a hearing with the President of the college, whose decision is final.

## E. Consequences

The Associate Dean and Vice President of Student Development and Support Services are responsible for taking disciplinary action toward students who pose a clear or potential threat to themselves or others, or who appear unable to benefit from the college experience because of a demonstrated emotional disorder.

They may be suspended from the college on oral or written notification from the Associate Dean or Vice President of Student Development and Support Services, pending further evaluation. At the conclusion of this evaluation, a meeting would be scheduled to determine the student's future enrollment status and possible restrictions. The steps that would be taken in regard to a student displaying unacceptable behavior would be:

1. **ADMONITION** – an oral statement to the offender pointing out the violation of college rules.
2. **WARNING** – a written notice to the offender.
3. **CENSURE** – a written reprimand for violation of a specified regulation; it would include the possibility of more severe sanctions if the student is found to have violated any college regulations within a stated time period.
4. **RESTITUTION** – reimbursement for damage to or misappropriation of property.
5. **SUSPENSION** – exclusion from classes and other activities for a definite period of time, as set forth in the notice of suspension.
6. **EXPULSION** – termination of a student's status for an indefinite period. The conditions of readmission, if to be permitted, would be stated in the Order of Expulsion.
7. **COMPLAINT** – to civil authorities.

## F. Immediate Suspension or Dismissal/Expulsion Regulations and Penalties - New York State Education Law, Article 129A.

The president of the college or his/her representative shall have the authority and responsibility to take whatever steps are necessary to carry out the mandate of the rules and regulations in the interest and welfare of the college community.

Violations of the following regulations, whether such violations are carried out individually or in concert by any members of the college community, are extremely serious and will constitute cause for immediate suspension and/or ejection from the campus and may also subject the violator(s) to whatever penalties may be imposed by appropriate college or civil authorities.

1. Unauthorized occupation of college facilities or interference with its lawful use.
2. Any act or threat which endangers any individual or which results in terrorizing or committing bodily harm or injury to any member of the college community or authorized invitees.
3. Any act resulting in destruction of or damage to college property, facilities or property of students or staff.

4. Any act which may result in disruption of college activities or inciting others to riot, or interference with the right of any member of the college community from performing his/her assigned duties or attending any class.
5. The possession or use of firearms, dangerous weapons, fireworks, or explosives on the campus.
6. The illegal possession, sale, use, or exchange of any drugs, narcotic, hallucinogen, or similar chemical agent.
7. The refusal to obey directives or orders of proper college authority to cease and desist from any of the above acts.
8. Other acts of student misconduct that are not specifically set forth above shall be dealt with in accordance with the provisions of Section IV.B.

The Board of Trustees reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of the college in the use of its facilities or the achievement of its purpose as an educational institution.

## G. General Rules

Any persons not members of the college community participating in any of the foregoing acts shall be considered trespassers and shall be subject to immediate arrest in accordance with the law. In this situation, any person refusing to identify himself/herself shall be deemed to be an unauthorized person and trespasser.

These rules and regulations governing the conduct of students, faculty and other staff members of Westchester Community College, as well as the conduct of visitors and other licensees or invitees on the college campus, are in compliance with the mandate of Article 119-A of the Education Law as enacted by the Legislature of the State of New York on April 21, 1969.

## VI. ONLINE CODE OF CONDUCT

A student has the right to express themselves and to participate freely in an online class. However, they are expected to treat each other and the instructor with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication, e.g., emails, discussion postings, group projects, submitted assignments. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

The discussion area of the course is reserved for postings related to course work only. Postings of a personal or nonacademic nature are not permitted and may be removed by the instructor should they appear. Grades and personal issues should be handled by private email to the instructor.

Emails to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If the emails continue to be unacceptable, the student will be referred to the Associate Dean of Students and denied access to the course until the Dean contacts the student. If students receive inappropriate emails from others in the class, they should notify the instructor and appropriate action will be taken.

Students are expected to submit work which is their own. Plagiarism or cheating will not be tolerated. If either is the case, the student may have his/her grade for the assignment/quiz lowered or may fail the course. See the College's Academic Honesty Policy that follows.

**VII. RIGHTS AS CONSUMERS**

Federal and state agencies mandate that all colleges provide prospective and currently enrolled students with written information concerning college policies, programs, activities, and services. Specific written information required for distribution to students include policies on admissions, financial aid, notices on student rights to inspect their records, and college retention standards.

Failure to comply with these regulations may result in the College's loss of eligibility to participate in certain federal and state programs.

Copies of all necessary documents can be obtained from the Student Involvement Office located in the Student Center Building, Room 109 and/or the Office of Student Development located in the Student Center Building, Room 219.

**VIII. ACADEMIC HONESTY POLICY**

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the College's educational mission and the students' personal and intellectual growth. Westchester Community College students are expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Cheating harms the college community in many ways. Honest students are frustrated by the unfairness of cheating that goes undetected and therefore unpunished. Students who cheat will skew the grading curve in a class, resulting in lower grades for students who have worked hard and did their own work.

**DEFINITION OF ACADEMIC DISHONESTY:**

**Plagiarism**

Plagiarism is the act of presenting another person's ideas, research, or writing as your own work. Examples include:

1. Copying another person's actual words without both the use of quotations and documentation.
2. Presenting another person's ideas or theories in your own words without documentation.
3. Using information that is not considered common knowledge without acknowledging the source.
4. Using a paper-writing "service" or having a friend write the paper for you.

Note: The guidelines that define plagiarism also apply to information secured on Internet websites. Internet references must specify precisely where the information was obtained and where it can be found.

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, for instance, if your instructor has indicated that you must write

your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins.

For more information on the topic of plagiarism please visit our library's website at: [www.sunywcc.edu/plagiarism](http://www.sunywcc.edu/plagiarism).

**Cheating**

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.

Examples include:

**TESTS AND EXAMS:**

1. Copying from another student during an examination or allowing another to copy your work.
2. Using unauthorized notes during a closed book examination.
3. Using unauthorized devices during an examination.
4. Asking or allowing another student, or anyone else, to take an examination for you.
5. Changing a corrected exam and returning it for more credit.
6. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
7. Taking an examination for another student.
8. Taking an examination or any examination material out of an examination room at any time without the expressed permission of the instructor who created that examination.

**TAKE-HOME TESTS AND INDIVIDUAL ASSIGNMENTS:**

1. If tutors or others aid the student in the preparation of an assignment, the submitted assignment should represent the student's current level of ability.
2. Unauthorized collaborating on a take-home assignment or examination.
3. Submitting substantial portions of the same paper to two classes without consulting the second instructor.
4. Using a paper-writing "service" or having someone else write the paper for you.
5. Preparing an essay or assignment, or allowing one's essay or assignment to be copied by someone else.
6. Borrowing all or part of another student's paper or using someone else's outline to write your own paper.
7. Intentionally citing inaccurate or nonexistent source materials.

## COLLABORATIVE (GROUP) ASSIGNMENTS:

1. Failure to acknowledge group members on homework and lab assignment.
2. Turning in another group members work as an example of your individual work.

Notes: Group projects require careful division of responsibility and careful coordination to control the quality of the final product. Group work calls for a different kind of effort, not less of it. When group projects are assigned, the instructor is usually interested in the mastery of group process, as well as the subject. Ask the instructor to clarify individual responsibilities and suggest a method of proceeding.

## LABS:

1. In computer programming classes, borrowing computer code from another student and presenting it as your own.
2. Copying a lab report, or allowing someone else to copy one's report.
3. Using another student's data unless specifically allowed by the instructor.
4. Allowing someone else to do the lab report.
5. Faking laboratory data.

## Abuse of Library Privileges

Any attempt to deprive others of equal access to library resources constitutes a violation of academic integrity. This includes the hiding or deliberately misplacing of library books to hinder their use by an individual or group, a repeated failure to respond to recall notices, and the removal or attempt to remove library materials from the college library without authorization. Defacing, stealing or destroying books, articles or other library materials meant to serve the entire college community also constitutes a violation of academic integrity.

## Consequences of Academic Dishonesty:

If a student is found guilty of academic dishonesty, faculty members have the right to either:

1. Fail the student for the assignment/test.
2. Fail the student for the course.
3. File a letter of complaint, describing the infraction, with the Associate Dean of Student Development and Support Services. or any combination of the above.

*A second reported infraction may result in suspension. A third reported infraction may result in expulsion at the discretion of the Vice-president and Dean, Student Development and Support Services.*

## embrace the CHANGE

With its listing of campus offices, glossary of academic terms, Web shortcuts, academic and personal calendars, and space for handwritten notes, the Student Handbook remains a great resource for students to carry with them on- and off-campus. Its compact size and durable coating help make this student reference guide the perfect scheduling companion throughout the academic year.

More and more, informational resources that have traditionally been made available to students in print are being relocated to the Web. The world around us is changing and will continue to change, whether we embrace the changes or not.

Embrace the change. Be sure to utilize the following online resources:

College Catalog . . . . . [www.sunywcc.edu / catalog](http://www.sunywcc.edu/catalog)

Facebook . . . . . [www.sunywcc.edu / facebook](http://www.sunywcc.edu/facebook)

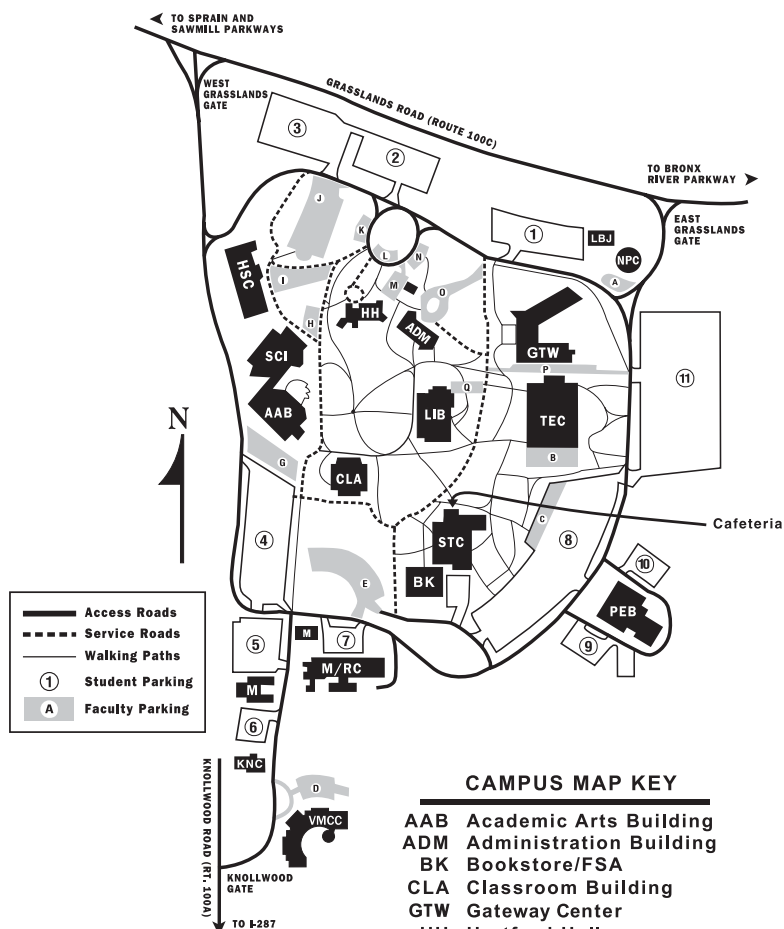
Twitter . . . . . [www.sunywcc.edu / twitter](http://www.sunywcc.edu/twitter)

MyWCC Student Portal . . . . . [www.sunywcc.edu / MyWCC](http://www.sunywcc.edu/MyWCC)

Student Handbook . . . . . [www.sunywcc.edu / handbook](http://www.sunywcc.edu/handbook)



## VALHALLA CAMPUS MAP



### CAMPUS MAP KEY

AAB	Academic Arts Building
ADM	Administration Building
BK	Bookstore/FSA
CLA	Classroom Building
GTW	Gateway Center
HH	Hartford Hall
HSC	Health Science Building
KNC	Knollwood Center
LBJ	Lady Bird Johnson Garden
LIB	Library
M	Maintenance
M/RC	Maintenance/Receiving
NPC	Native Plant Center
PEB	Physical Education Bldg.
SCI	Science Building
STC	Student Center
TEC	Technologies Building
VMCC	Virginia Marx Children's Center
LOT 1	Visitor/Student Parking
LOTS 2-11	Student Parking
LOTS A-Q	Faculty/Staff Parking
LOTS B&H	Handicapped Parking*

\*Additional handicapped spaces are provided in each student lot.

## INDEX

Absence from Class	8
Academic Advisor	3
Academic Calendar	8
Academic Dishonesty	8, 118-120
Academic Restriction	9
Academic Schedule Worksheets	54-57
Academic Standards for Dismissal	9
Academic Support	9
Academic Support Center	9
Math, Reading, and ESL Tutorial	10
Science Tutorial	10
Writing Tutorial	10
Accounting Tutorial	10
Computer Info Systems Tutorial	10
Computer Science Tutorial	10
Extension Center Tutoring	11
Modern Languages Tutorial Lab	11
Mathematics/Physics Tutorial	11
Accident Insurance	11
Alcohol and Drug Policy	12
Alumni Association	12
Ambassador Program	13
Associate Degree	3
ATM	13
Attendance Policy	13
Auditing	13, 45
Automobile Regulations	13
Blackboard	13
Bookstore	13-14
Book Refund Policy	14
Bursar's Office	14



Bus Service . . . . .	14
Calendar . . . . .	62-102
Campus Map (Valhalla) . . . . .	122
Campus Phone Directory . . . . .	103
Campus Security and Safety . . . . .	104
Career and Transfer Center . . . . .	14
Cars on Campus . . . . .	15
Certificate . . . . .	3
Change Machines . . . . .	15
Changing Personal Information . . . . .	15
Changing Your Major . . . . .	15
Children in the Classroom and on Campus . . . . .	15
Children's Center . . . . .	16
Class Number . . . . .	3
Class Supplement . . . . .	16
Closed Course . . . . .	3
Clubs and Organizations . . . . .	16
Club Day . . . . .	16
Code of Conduct . . . . .	17
Cooperative Education & Internship Program . . . . .	17
College Catalog . . . . .	17
College Closings . . . . .	17
College Success . . . . .	17
Commencement . . . . .	18
Common Hours . . . . .	18
Computer Copyright Policy . . . . .	18
Computer Labs . . . . .	19
Computer Use Policy . . . . .	20
Continuing Education . . . . .	20
Copy Machines . . . . .	21
Copyright . . . . .	21

Corequisites . . . . .	4
Counseling Office . . . . .	21
Counselors . . . . .	22
Course Availability . . . . .	23
Credit for Prior Learning . . . . .	24
Credit/Credit Hour . . . . .	4
Cultural Diversity . . . . .	25
Curriculum . . . . .	4
Curriculum Changes . . . . .	25
Dance . . . . .	25
Danceworks . . . . .	25
Dean's List . . . . .	25
Degree Audit . . . . .	4
Developmental Courses . . . . .	4, 26
Disabilities Services . . . . .	26
Discover Smart Arts . . . . .	26
Distance Learning . . . . .	<b>See Online Education</b>
Dropping a Course . . . . .	26
Educational Opportunity Program (EOP) . . . . .	27
Electives . . . . .	4
Emergencies on Campus . . . . .	27
English Language Institute . . . . .	27
ESL . . . . .	4, 27
Extension Sites/Centers . . . . .	4, 28
FAFSA . . . . .	4
Financial Aid . . . . .	29
Fine Arts Gallery . . . . .	29
Fitness Facilities . . . . .	29



Food . . . . .	30
Cafeteria . . . . .	30
Instructional Dining Room. . . . .	30
Vending Machines . . . . .	30
Foundation . . . . .	31
Fresh Start . . . . .	31
FSA. . . . .	31
Full-Time Student . . . . .	4
Good Academic Standing . . . . .	5
Grades . . . . .	32
Grade Point Average (GPA) . . . . .	33
Graduation . . . . .	33
Grievances . . . . .	34
Handicapped Parking . . . . .	34
Health Insurance. . . . .	34
Health Services. . . . .	34
Honors Program . . . . .	35
Honor Societies. . . . .	35
Hybrid Courses . . . . .	4, 36
Immunization Requirements . . . . .	36
Incomplete . . . . .	37
Infoline . . . . .	37
Intercollegiate Sports . . . . .	37
Intramural Sports . . . . .	37
JobSTAR. . . . .	37
Legal Services . . . . .	37
Library . . . . .	38
Library & Services Locations. . . . .	39
Lockers . . . . .	40
Lost & Found . . . . .	40
Mailbox. . . . .	40

Major Changes . . . . .	40
Matriculation . . . . .	5
Medical Curricula . . . . .	41
Mentoring. . . . .	41
Music . . . . .	41
MyWCC. . . . .	41
Native Plant Center. . . . .	42
Online Education. . . . .	5, 42, 61
Orientation . . . . .	42
Part-Time Student. . . . .	5
Phone Directory . . . . .	103
Physical Examination Form . . . . .	43
Placement Testing. . . . .	5, 43
Plagiarism . . . . .	5
Posting Information on Campus . . . . .	43
Prerequisites . . . . .	5
President's List. . . . .	44
Probation . . . . .	44
Program of Study Changes . . . . .	<b>See Major Changes</b>
Publications . . . . .	44
Quality Points . . . . .	45
Radio Station (WARY) . . . . .	45
Recycling on Campus . . . . .	45
Registrar's Office . . . . .	46
Registration Dates . . . . .	58-61
Scholarships. . . . .	46
Security . . . . .	<b>See Campus Security &amp; Safety</b>
Senior Citizen Auditing . . . . .	46
Smoking on Campus. . . . .	47
Specialized Services (Counseling). . . . .	23
Student Advocacy . . . . .	47



***The information in this handbook was accurate as of June 2012.  
Visit [www.sunywcc.edu](http://www.sunywcc.edu) for updated information.***

DESIGN: Karen Spencer Design, Inc.



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