



Student Handbook
2003 - 2004

WESTCHESTER COMMUNITY COLLEGE
state university of new york

This Handbook/Planner belongs to:

NAME: _____

TO RETURN IT, CONTACT: _____

HOME TELEPHONE: _____ EMAIL: _____

WCC CURRICULUM CHAIRPERSON: _____

TELEPHONE: _____

WCC ACADEMIC COUNSELOR: _____

TELEPHONE: _____

OR TURN IT IN TO: CAMPUS SECURITY OFFICE, STUDENT CENTER, ROOM 113.

Telephone numbers in this handbook are listed with their prefix (usually 914-785-). However, when calling from a campus line, no prefix is needed; dial only the last four digits.

A Note From the President



Dear Student:

This handbook is full of ideas about how to spend your time outside of class. We have found over the years that those students who make the most of their educational opportunities here get involved in some activity outside the classroom – in an extracurricular club for example. There you will make friends and learn skills that go beyond classroom learning. Join the thousands of students who have preceded you: become active at the College and reap the benefits for the rest of your life!

Dr. Joseph N. Hankin
WCC President

Tips for using this handbook

Just like the Yellow Pages in a phone book, the subjects you need to know about are organized in alphabetical order. If you do not find the subject you need on your first try, think of another way of describing it and look for that term. For example, if you'd like to know more about Student Activities, look in the index (pp.120-122) under Student Activities. If you find no Student Activities listing, try Clubs or Student Affairs. This time, you'll find what you are looking for.

Along with all this vital student info is a Student Calendar with spaces large enough to write your assignments, due dates, exam dates, appointments with counselors, club meetings, work schedule, etc. Carry your WCC Student Handbook with you every time you come to campus. You'll have library hours, important phone numbers, where to go for services you need, as well as space to write notes, at your fingertips!

Absence from Class

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.

Being ill doesn't allow you more absences. If you are legitimately ill for three days or more, inform the Student Health Center, 914-785-6610. (See **Health Services**).

You will not be penalized for being absent on religious holidays. (See Attendance under **Academic Standards, Procedures and Regulations** in the WCC 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. Don't throw away your money by cutting class!

Academic Calendar

Important dates for each semester such as dates of holidays, final withdrawal from classes without penalty, finals week, etc. are all included in the Academic Calendar found in the current Course Schedule. (Schedules are available in the Administration Building, Room 107.)

Academic Dishonesty

Academic dishonesty means cheating and plagiarizing.

Plagiarizing means copying someone else's words or ideas and calling them your own. 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 WCC or in life.

Academic Dismissal

A student, either matriculated or non-matriculated, whose academic record does not meet College standards (see chart below) shall be Academically Dismissed and may subsequently register for a maximum of eight (8) charged credits per semester. A matriculated student's status will be changed to non-matriculated.



Did You Know 57.8% of WCC Credit Students attend Part-time?

Academic Standards for Dismissal

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 WCC Catalog.

Academic Support

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 there at those times for your convenience.

Free tutorial assistance is also available.

The Academic Support Center offers tutoring in Math courses, such as Pre-Algebra, Beginning Algebra and College Algebra, Reading, ESL (credit and non-credit) and Study Skills. The Center offers test taking, math study skills workshops and final exam review sessions. There are five full-time coordinators. In addition, senior tutors, many of whom are adjuncts in the Math, Reading and ESL departments, and peer tutors, are on staff to answer your questions.

The Academic Support Center is located on the ground floor of the Harold L. Drimmer Library and Learning Resource Center. Hours are Monday through Friday, 7:30 am to 5:00 pm for the first four weeks of each semester. For the remainder of the semester, the center is open two evenings, each week, until 7:00 pm. For more information, call 914-785-6470 or check out our website at www.sunywcc.edu.

In addition, as part of Academic Support Services, the Science Tutorial offers tutoring in Biology, Chemistry, Anatomy & Physiology and Microbiology courses. Resources include; tutors, computers, software programs, audio video tapes, models and slides.

The Science Tutorial is located in Room 219 of the Science Building. Hours are Monday through Friday, 9:00 am to 4:00 pm. Evening and Saturday hours begin the third week of the semester. Drop in or call 914-785-6906 for further information.

The Library and Learning Resource Center offers expert help doing research, locating print and electronic sources, preparing documentation for a research paper, logging into Library databases from home, and more! See p. 23 for details, or call the Reference Desk at 914-785-6960.

Need a place to live?
Stop in the Student Affairs Office and ask about
their apartment listings.

The following services are also available to students:

Accounting Tutorial: Classroom Building, Room 302

Student tutors are available at various times. A schedule is posted in the accounting classroom and the Academic Support Center. Drop in or call for hours, 914-785-6945.

Computer Info 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, 914-785-6945.

Computer Lab: Library, Ground Floor

Open computer lab for word processing and Internet access. Hours are: Monday through Thursday, 8:00 am to 9:00 pm; Friday, 8:00 am to 4:00 pm; Saturday, 9:00 am to 4:30 pm; Sunday, 1:00 pm to 4:30 pm. Call 914-785-6251 for more information. Valid WCC ID required.

Computer Science Tutorial Center: Technologies Building, Room 138, 25D & 11

The Computer Science Tutorial Center offers tutoring for CS courses taught at WCC. The tutors are peer tutors who are enrolled in a CS degree curriculum, selected by a faculty advisor and who volunteer their time to this effort. The hours and location of the CS Tutorial Center are dependent on tutor and room availability each semester. Call 914-785-7914 for further information.

Earth Sciences Tutorial: Science Building, Room 104

Get extra help in Earth Science, Astronomy, Physical Geography, Science and Survival, and Oceanography. Hours vary by semester; call 914-785-7822 for more information.

Language Learning Lab and English as a Second Language: Classroom Building, Room 101

An audio, video and computer tutorial center for Modern Languages and English as a Second Language. Hours are: Monday through Friday, 8:00 am to 4:00 pm; Tuesday evenings, 6:00 pm to 10:00 pm; Wednesday and Thursday evenings, 5:30 pm to 9:30 pm; and Saturday, 9:00 am to 3:00 pm. (Tuesday and Saturday hours begin in October.) Call 914-785-6790 for more information.

Learning Disabilities: Library, Ground Floor

Students with learning disabilities are encouraged to call 914-785-6626 or visit Library, G 51.

Individualized services are offered to help you make the most of your potential. Services include supportive counseling and assessment of your academic skills and learning styles; development of learning strategies, coping and organizational skills; and a personal orientation to available support services that may benefit you. Hours are Monday through Friday, 9:00 am to 1:00 pm, and 2:00 pm to 4:00 pm, or by appointment.

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 we close at 3:00 pm on Fridays). Evening and Saturday hours are also available. Please call the Tutorial Hotline (914-785-8556) for details. Additional information can also be found on the bulletin board in front of the Tutorial Center or by calling the Division Office (914-785-6787).

Science Tutorial: Science Building, Room 219

Tapes and computer-assisted instruction for Biology, Chemistry, Anatomy and Physiology courses. Monday through Friday, 9:00 am to 4:00 pm.

Evening and Saturday hours begin after the semester starts. Call 914-785-6909 for details.

Speech: Academic Support Center, Library Ground Floor

Video tapes are available to reduce problem speech sounds for foreign and native speakers. Call 914-785-6470 for more information.

Writing Center: Library Ground Floor

Trained student tutors are available to assist you in developing and editing term papers and other writing projects connected with classes at WCC. The Writing Center is open five days a week and two evenings. There is a schedule posted on the door each semester. If you would like help, you must make an appointment. Call 914-785-6711 for more information.

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. Details about coverage are available at the Health Center or by calling 914-785-6610.



For Job and Transfer Assistance, Visit the Career and Transfer Center in the Student Center.

Did You Know 56.6% of WCC Credit Students are women?

Alcohol and Drug Policy

Alcohol and drug abuse are devastating both to 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, and distribution of illegal drugs or alcohol on college property or at college-sponsored events are 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/Educational Technologies Center under Public Law 101-226 and in the **Students' Right to Know and Campus Security Act** and **Students' Rights and Responsibilities** section in the back of this handbook. Both documents are also available from the Associate Dean of Student Personnel Services Office, Room 219 or the Office of Student Affairs, Room 109 in the Student Center Building.

Ambassador Program

The Admissions Ambassador program is a volunteer group of WCC students that assist the Admissions Office in the recruitment of prospective students to WCC. 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 may contact the Office of Admissions at 914-785-6735.

Apartment Listings

Most students attending WCC live at home, but if you need to find housing in the area, stop in at the Student Affairs Office, Student Center Building or call 914-785-6731. Available apartments are often listed with the Student Affairs Office.

The College acts solely as a clearinghouse; it neither inspects nor approves the apartments for student use, nor does it screen students for landlords.

Also, consult the Journal News newspaper and the Pennysaver weekly for rooms or apartments to rent.



Take advantage of Common Hour - attend club meetings, go to the gym or attend an event.

Attendance Policy – See *Absence from Class*

ATM

An Automated Teller Machine is located on the main floor of the Student Center Building.

Auditing

To take a credit course for no credit, a student 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 NC (No Credit).

Automobile Regulations – See *Cars on Campus*

Bookstore

The FSA Bookstore is located in the Technologies Building, lower level. The Bookstore supplies textbooks, study aides, bestsellers, hurt books, software, school supplies, Westchester County bus passes, and campus wear. Purchases may be made by cash, check, money order, 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 first two weeks of the two summer semesters.

There are extended hours during book buy back times at the end of each semester. For complete hours, events, sales and promotional items see the monthly hours calendar. Please stop by for your complimentary WCC car decal. For more information please call 914-347-3858.

The FSA Bookstore Staff hopes to see you in our new Bookstore Location, which will be located next to the Student Center, and is expected to open during the summer of 2003.

Book Refund Policy

Textbooks may be returned to the FSA Bookstore for a full refund if you have the original receipt and the book is in its original condition. The book refund date, normally the last day for tuition refunds, 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.



Need to find your way around campus?
See the Campus map on p. 119

Bursar's Office

The Bursar's Office is located in the Administration Building. Your tuition bill as well as other college fees can be paid here. Cash, personal checks, MasterCard, and VISA are accepted as payment. Call 914-785-6870, or 914-785-6992 for more information.

Bus Service

The County's Bee Line Bus System provides service to and from the campus. WCC is a stop on Routes #1C, 15, 40 and 41. Schedules are available in the Student Affairs Office, Student Center. For daily commuters, purchasing a monthly bus pass saves 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

The Career and Transfer Center is located in Room 201 of the Student Center and provides job, career, and transfer services for all current and former students. Internships and Work Study are available for current students. The Center is open Monday, Tuesday and Friday, 9:00 am - 5:00 pm, Wednesday and Thursday 9:00 am - 7:30 pm during the school year. During the summer the office is open Monday through Thursday 9:00 am - 5:00 pm; Fridays 9:00 am - Noon. Choosing a job or college is an important task. Get help now! For further information, call 914-785-6760 for career and transfer services.

Cars on Campus

Parking on campus is free, but only if you get a parking sticker and apply it to the left rear bumper of your vehicle. For a parking sticker, go to the Security Office in the Student Center. Make sure that you have your license number and your WCC student ID with you. For further information call Security at 914-785-6730.

Basic Parking and Driving Regulations Are:

1. Parking sticker must be displayed on cars.
2. Parking is limited to student lots 1 through 11 indicated on the Campus Map (See p. 119). Don't park in handicapped or faculty and staff spots. You will be ticketed.
3. Don't park on the grass.
4. Park between the lines in the lots.
5. Obey the 25 mph speed limit on campus.



Support WCC Sports! (Call the Physical Ed Department, 914-785-6950, for game dates and times.)

The following may occur if you do not follow Parking Regulations:

1. Ticketing by the College. If you ignore tickets, you won't be able to register for courses next semester and your official transcript will not be released. Pay those tickets if you're thinking of transferring!
2. Ticketing by the County Police. This error might be reflected on your driver's license.
3. Towing. This is especially likely to happen if your car is parked in a fire lane, a designated handicapped space, blocking other vehicles or creating a dangerous condition.

Change Machines

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

Changing Personal Information

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 914-785-6810 for more information.

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 visiting other locations on campus (such as the library or cafeteria) must be supervised at all times. (See **Children's Center** below).

Children's 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 from 6 weeks through 5 years 9 months of age and is open 51 weeks 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, and well-equipped classrooms. Contact the Center Director at 914-785-6644 for further information.



Looking for child care?

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

Clubs and Organizations

There are more than 70 clubs and organizations active at WCC, ranging from Accounting to Ecology, International Friendship to Skiing, and even the Transfer Club. Whether you are a spectator, planner, participant or president, your college experience will be greatly enhanced through involvement in club activities. Clubs usually meet during common hour (Wednesday 12:00 - 2:00 pm).

If you are interested in joining a club or starting a new one, stop by the Student Affairs Office, Student Center for further information. They have a complete listing of existing clubs.

Club Day

Early in the Fall and Spring semesters, a club fair is held during common hour (Wednesday 12:00 - 2:00 pm). Clubs, organizations, and Senate committees set up displays in the Student Center Lounge so you can learn more about them. Arrive hungry so you can sample all the fabulous food!

Code of Conduct

All students are expected to conduct themselves in an appropriate manner. The **Students' Rights and Responsibilities** document can be found in the back of this handbook and is available in the Student Affairs Office, Student Center Building, Room 109.

College Closings

If you wonder whether classes will be in session because of bad weather, listen to one of the radio stations listed below.

If the weather gets worse as the day progresses, the decision to cancel evening classes is made by 4:00 pm; listen at that time or call 914-785-6900. Information about college closings will be given on the following stations: WCBS (101.1 FM), WFAS (103.9 FM/1230 AM/wfasfm.com), WHUD (100.7 FM). For information about weather-related closings at the extension sites, please call 914-785-6421.

College Success

This three-credit elective course is designed to help students sharpen the skills that are essential for success in college. The course applies theory and practice from many academic disciplines, and it includes topics such as values clarification, goal setting, critical thinking, and study skills. Students are encouraged to take College Success during their first



Did You Know 38.9% of WCC Credit Students are African American, Hispanic, Asian, or Native American?

semester. Contact Meralee Silverman, 914-785-6678, Chair, Department of Reading and Study Skills, for further information.

Commencement

This is the day in May when you dress in a medieval gown and shake the College President's hand on stage for all your friends and relatives to see (and take pictures)!

If you are graduating and wish to participate in Commencement, you must apply; participation is not automatic! Stop by the Registrar's Office (Administration Building, Room 107) in January or early February to file for graduation.

Students who anticipate graduating during the summer or who have graduated the previous Fall are welcome to participate in the May Commencement exercises.

Common Hours

During each semester no classes are in session Wednesdays from 12:00 to 2:00 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 unexpected events like Meet 'n Munch, a movie, or special club-sponsored event. Watch the TV information monitors around campus and read The Viking News to stay informed. There is always something going on that you can be part of.

Computer Labs

(See **Student ID**)

There are three open Computer Labs for 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 9:00 pm; Friday, 8:00 am to 4:00 pm; Saturday, 9:00 am to 4:30 pm, Sunday 1:00-4:30 pm.
Call 914-785-6251 for more information. Valid WCC ID required.

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, 11:00 am to 3:45 pm.
Sunday hours begin the second week of the Fall and Spring semesters.

Did You Know the largest age group of WCC Credit students is 22-29 years old?

See **Academic Help** for CIS Tutorial information.

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, and the lobby of the Classroom Building. Copies are 10 cents each.

Corequisite

A course that must be taken at the same time as another. Course descriptions listed in the college catalog indicate course corequisites.

Counseling Office

Make an appointment with your counselor in the Student Center or call 914-785-6572/6381. If you do not have a counselor, or if you can't remember who your counselor is, the Counseling Office can refer you to one.

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 assistance you may need. All discussions are kept confidential.

The Counseling Office is located on the second floor of the Student Center.

Counselors

Professor Ruben Barato
Academic Arts Building 202
914-785-6725
Ruben.Barato@sunywcc.edu

Professor Eileen Brown
Student Center 218
914-785-6458
Eileen.Brown@sunywcc.edu

Professor Jerry Bucci
Academic Arts Building 218
914-785-7985
Jerry.Bucci@sunywcc.edu

Professor John Bucci
Student Center 207
914-785-7862
John.Bucci@sunywcc.edu

Professor Therese Ciabattoni
Student Center 218
914-785-6504
Therese.Ciabattoni@sunywcc.edu

Professor Richard Galloway
Student Center 217B
914-785-6839
Richard.Galloway@sunywcc.edu

Professor Rita Glaser
Science Building 335
914-785-6729
Rita.Glaser@sunywcc.edu

Professor Pete Hoffman
Student Center 218
914-785-6458
Pete.Hoffman@sunywcc.edu

Professor Jay Paisley
Technology Building 138B
914-785-6784
Jay.Paisley@sunywcc.edu

Rafael Rodriguez
Student Center 213
914-785-6904
Rafael.Rodriguez@sunywcc.edu

Professor Carol Tillman
Classroom Building 6
914-785-6728
Carol.Tillman@sunywcc.edu

Professor Ellen Zendman
Student Center 216
914-785-6457
Ellen.Zendman@sunywcc.edu

Specialized Services

Transfer:	Marcy Berlin	STC-201	914-785-6727
Minority Transfer:	Gwen Roundtree Evans	STC-201	914-785-6581
International:	Ruben Barato	AAB-202	914-785-6725
Disabled:	Marcia Kalkut	CLA-4	914-785-6552
Learning Disabled:	Suzanne Putnam	LIB-G51	914-785-6626
Career:	Richard Putnam	STC-201	914-785-6783
	Marilyn Merker	STC-201	914-785-6783
EOP:	Ron Brown	AAB-205	914-785-6591
	Rita Glaser	SCI-335	914-785-6761
TRIO/Student	Rita Slavin/	SCI-354	
Support Services:	Sharon Massey	SCI-356	914-785-8525
Personal:	Call Counseling Office		914-785-6779
Cooperative Education/ Internships:	Susan Hacker	STC-201	914-785-6590
Work Study Program:	Maria Clarizio	STC-201	914-785-6763

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

Free Tutoring is Available!
See pgs. 3-5



Credit by Examination

You can earn college credit by completing examinations such as CLEP (College Level Examination Program), AP (Advanced Placement), or College Placement Examinations. The exams, although not administered at WCC, 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've already taken.

For an evaluation of test scores for tests you've already completed, bring your scores to the Admissions Office, Administration Building 914-785-6735. The Counseling Office has application forms and testing information.

Cultural Diversity

Westchester Community College shall endeavor to establish and maintain 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 knowledge and appreciation of human diversity and an established 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, 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 Student Affairs Office



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

in the Student Center, or you may call 914-785-6731 or 914-785-6732 for guidance. In all cases, the discrimination complaint will be dealt with in a timely fashion by each compliance officer.

Curriculum Changes – See *Major Changes*

Danceworks

The resident dance company at WCC is one of the few dance companies supported by a community college. Danceworks is comprised of both student and alumni dancers. It gives performances on campus and at off-campus locations throughout the year. For audition and/or performance information, contact the Dance Office at 914-785-6828.

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 at WCC. Keep up the good work: make the Dean's List, and the honor societies will be looking for you next.

Disabilities Services

Services for Students with Disabilities parallels the mission of WCC to be accessible, community centered, comprehensive, adaptable and dedicated to lifelong learning for all students. Full participation for students with disabilities is encouraged. Services available include general counseling, academic assistance, advocacy, and specialized equipment. For more in depth information please visit our website www.sunywcc.edu (look for "Services for Students with Disabilities" listed under "Offices and Services").

Dropping a Course

During the first three weeks of the Fall or Spring semester, you may drop courses at the Registrar's Office. It costs \$5.00, but dropped courses never show up on your record, and you may receive a partial tuition refund. It's a good idea to speak to the instructor or a counselor first.

For withdrawals after the third week, see **Withdrawal from Courses** and **Withdrawal from College**.

Equal Opportunity Program (EOP)

EOP offers opportunities to those students who are educationally disadvantaged and show financial need in order to complete their college education. This program provides economic and educational support to



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

Equal Opportunity Program (EOP) continued

qualifying students who demonstrate academic potential. For further information about this program, call 914-785-6591 or visit the offices in Science Building, Rooms 334-336.

English as a Second Language (ESL)

WCC is home to one of the largest ESL programs in New York State: the ESL Institute. If you, or someone you know, would like to take credit or non-credit ESL classes, the Institute offers intensive and non-intensive courses on a variety of schedules including evenings and Saturdays. Courses are available for all levels of general English proficiency, including specialized courses for writing, pronunciation, business English, academic preparation and TOEFL preparation. The I-20 form is available for full-time Intensive ESL students who are applying for the F-1 student visa. Come visit us in the Academic Arts Building, Room 302, call us at 914-785-6656, or e-mail ESL@sunywcc.edu for information.

ExpressLine

If you have a touch-tone phone, dial 914-785-7777 to find out which courses are still open. The service will also tell you how many students are enrolled in the course and other status information. When you call, make sure you have the course number in front of you. ExpressLine is available daily, 24 hours a day.

Extension Sites

Do you need a specific course and are closed out of the sections you want or need? A wide selection of courses is offered every semester at our nearby extension sites:

- Mahopac, Mahopac Falls High School
- Mt. Vernon, 175 Gramatan Avenue
- New Rochelle, Blessed Sacrament High School
- Ossining, Arcadian Shopping Center Route 9
- Peekskill, 27 North Division Street
- Shrub Oak, Lakeland High School
- Tuckahoe, Tuckahoe High School
- Yonkers, Cross County Shopping Center, EOC-Westchester at Getty Square, and Roosevelt High School



Did You Know that WCC has one of the largest Continuing Education Programs in the SUNY system with an enrollment over 19,000 in 2002.

For information about the Mahopac, Shrub Oak, and Peekskill sites, call 914-734-4680. For information about Ossining call 914-923-5320. For information on Yonkers at the Cross County Shopping Center, phone 914-966-4010 or go to www.sunywcc.edu/crosscounty. For information on all other sites, call 914-785-6832. Or, if on campus, stop by the Extension Site Office located in the Academic Arts Building, Room 118.

Financial Aid

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.

A detailed packet of information about Financial Aid, including student responsibilities, is available from the Financial Aid Office in the Administration Building.

If you want to talk to someone about your eligibility for financial aid or need more information about scholarships and other options, call 914-785-6773 for an appointment.

Fine Arts Gallery

The Fine Arts Gallery is located in the Academic Arts Building across from the Theater. The Gallery is open Monday-Friday (10:00 am – 3:00 pm), Thursday (5:00 – 8:00 pm), and Saturday (10:00 am – 3:00 pm). Exhibitions and receptions are free and open to the public. A changing display of professional art exhibitions is scheduled throughout the year, including two annual Student Shows featuring works by WCC students enrolled in studio art classes. For more information, contact the Art Gallery at 914-785-6586.

Fitness Facilities

The Fitness Center, located in the Physical Education Building, offers 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 914-785-6950.

Food

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

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?

Cafeteria

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 extension 6617 for information.

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 the Dining Room is open, it prepares fresh food with a different class. 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 with take out 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.

Meet 'n Munch

Four times per semester the Student Forum provides free food to evening students and faculty, usually served at 5:00 pm in one of the academic buildings. Look for flyers advertising the event, or call the Student Forum so you won't miss the next Meet 'n Munch.

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 and milk, hot drinks and sweets. Some machines have muffins, pizza and yogurt. If you lose money in a vending machine, go to the FSA Office located in the Administration Building, Room B42. During the summer of 2003 the FSA Office will be re-located to the new Bookstore.



Did You Know that WCC has 11 off-campus sites located throughout Westchester County.
(does not include Valhalla HS and Gorton HS)

Grades

WCC 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 (**important note:** An "I" must be made up within one semester or it converts to an "IF" at the end of the following semester.)
- W = Student-Initiated Withdrawal
- WP = Faculty-Initiated Withdrawal / Passing
- WF = Faculty-Initiated Withdrawal / Failing
- RC = Recommended Continuation (Given in remedial courses when more improvement is needed)
- NC = Audit / No Credit
- P = Pass in a course graded only P or F
- F = Fail in a course graded only P or F
- J = Student did not satisfy NYS attendance requirements.

Grade Point Average

Also called the cumulative index, the GPA is the average of your completed courses at WCC.

How do you figure a GPA? Divide the total number of credits attempted into the total number of quality points received. For example, a student who has completed the courses below with the grades listed has a GPA of 2.46:

Grade Point Average continued

	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
total		<u>13</u>	<u>32</u>

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

Graduation – See Commencement**Grievance**

If you feel that your academic rights have been violated, you may exercise the academic appeals procedure. This procedure is detailed in the **Students' Rights and Responsibilities** booklet available from the Associate Dean of Student Personnel Services (Student Center, Room 219). Call 914-785-6733 for more information.

Handicapped Parking

You must apply for handicapped parking privileges on campus, even if you have an official handicapped license plate. For approval, see the Coordinator of Student Health Services in the Health Center (Student Center, Room 112) and obtain a decal from the Security Office (Student Center, Room 113). Call 914-785-6610 for more information.

Health Insurance

If you are a full-time student (12 credits or more) and presently not covered under any health plan, you may wish to purchase collegiate health insurance. Applications are available in the Student Health Center, Room 112 of the Student Center, 914-785-6610.

Health Services

Health services are available at no additional cost at the Student Health Center (SHC), Room 112 in the Student Center Building. 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, combined with educational programs, are offered to increase your medical knowledge and consumer awareness. Private resting areas with cots are available if you do not feel well while on campus. WCC health personnel also assist with acute illness and injuries that occur on campus. Report any emergency immediately to the SHC by calling 914-785-6610.

Also, notify the SHC if you are absent three or more days due to illness, injury, or 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 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.

Medical withdrawals from courses, physical education waivers, and handicap parking approvals are granted by the Coordinator of the Student Health Center.

While on campus you may need to be contacted if one of your dependents (child, elderly parent) is sick or injured. You may leave your class schedule, each semester, at the SHC and use 914-785-6610 as the number where you can be contacted in case of emergency.

The SHC is open 8:00 am to 8:30 pm, Monday through Thursday, and 8:00 am to 5:00 pm on Friday.

Honors Program

The Honors Program welcomes highly motivated students with strong academic records and a love of learning. Through Philosophia, the student organization of the Program, Honors students plan and lead a fall Symposium, and the Abeles Dialogues in the spring. The benefits of the Program include merit scholarships for Honors students, special recognition at Commencement, enhanced transfer opportunities, and the excitement and intensity of special seminars with talented professors. For more information about the Program, go to the Honors Corner, Library, 2nd floor.



Did You Know that WCC offers more than 50 programs leading to either associates or certificate degrees.



Did You Know that of the students who attend full time, 50.1% are men and 49.9% are women.

Honor Society

There are two honor societies on campus: Alpha Beta Gamma, and Phi Theta Kappa. Don't worry about contacting them - if your grades are good enough, they'll call you.

Phi Theta Kappa

If your grades are good and you're interested in scholarship money (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 WCC grade point average of 3.5 or above should contact PTK at 914-785-7835 or SUNYWCCPTK@aol.com. You can search www.ptk.org for scholarship and benefit information or stop by the PTK office in room 218 in the Classroom Building. PTK welcomes membership by full- and part-time students from all majors.

Immunization Requirements

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 the first birthday.
2. Physician documented history of having measles and mumps and a rubella immunization.
3. Documented laboratory blood tests, which prove existing immunity to any or all of these diseases.

Check with the Health Center at 914-785-6610 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. Some course work, usually occurring towards 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". Remember, the 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.



Be Fit, Stay Fit! Get involved in intercollegiate and intramural sports!

InfoLine

Call 914-785-6900 any time for the latest on campus events or class cancellations. Call after 4:00 pm for evening class information.

Intercollegiate Sports

WCC 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 mens 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. To speak to a coach before the season starts, call 914-785-6950 or stop by the Physical Education Office in the P.E. Building.

Intramural Sports

Keep yourself healthy; release frustrations, pressures, and aggressions through some active play; get involved in intramural sports! There's an active intramural program on Wednesdays during Common Hour. Depending on the time of year, you may choose basketball, softball or floor hockey. Call 914-785-6950 for more information.

Legal Services

Free legal information and referral is available by contacting Prof. Russell Ippolito in the Classroom Building, Room 20, or by phoning 914-785-6219. Office hours will be posted on the door.

Library

At the Harold L. Drimmer Library and Learning Resource Center, a dedicated staff of librarians will help you learn to use the online catalog and databases, search the Internet, and locate other materials for your assignments. You can also log on to the Library's databases from home. There are librarians available during all library hours – be sure to ask for help!

The newly expanded and renovated Library contains computers, reference and circulating books, reserve materials, periodicals and media. In addition, there are group study rooms, a lounge with vending machines, a multimedia viewing room, and many study tables and carrels. The Honors Program, Center for Faculty, Testing and Assessment Center, Academic Support Center, Writing Tutorial, and an open computer lab are also located in the Library building.



Did You Know that 997 students graduated in 2000/01. Of these graduates, 52.2% transferred to other colleges and universities.

Library continued

Please talk quietly when studying together, or use one of the new group study rooms. The Student Center, not the library, is the place to socialize. Cooperation will be appreciated by everybody.

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-Thursday8:00 am - 9:30 pm

Friday8:00 am - 5:00 pm

Saturday9:00 am - 5:00 pm

Sunday1:00 pm - 5:00 pm

Schedule changes for holidays and summer sessions will be posted. For more information, call 914-785-6965.

Library & Services Locations

Academic Support Center	Library, Ground Floor
Books, Periodicals, Media, Reserve Collection, Interlibrary Loan	Library
Center for Faculty	Library, Third Floor
Disabilities Services/ Accommodations Office	Library, Ground Floor
Distance Learning Center	Library, Third Floor
English Dept. computer classrooms	Library, Ground Floor
Honors Program Seminar Room	Library, Third Floor
Open computer lab	Library, Ground Floor (Students must have valid WCC ID)
Reference Librarians	Library
Student access to online resources	Library and any campus network computer

Student Study Tables, Carrels, Group Study Rooms	Library
Testing And Assessment Center	Library, Ground Floor
Vending machines	Student Lounge, 1st Floor
Writing Center	Library, Ground Floor (Students must have a valid WCC ID)

(Please see page 35 regarding **Student ID**)

Lockers

You may use any of the lockers on campus to store your books and personal belongings temporarily. 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 Room 113 of the Student Center or call 914-785-6730. You should also check the Associate Dean's Office in any building where you have lost an item. Property may be claimed between 9:00 am - 7:00 pm, Monday - Thursday and 9:00 am - 5:00 pm Friday.

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 Program of Study):

1. Make the request to change your major before selection of courses for the next semester.
2. Consult with your counselor, who will e-mail your change of major 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.



Did You Know about WCC's website?
Visit www.wcc.sunywcc.edu



Get Involved! Join one of the more than 70
clubs and organizations at WCC.

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 Room 112 of the Student Center. For more information call 914-785-6610.

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

Faculty/Student Mentoring Program

The Faculty/Student Mentoring Program offers WCC students the opportunity to develop a working relationship with an experienced faculty member. Faculty members volunteer their time to work with a student in assisting them with their academic needs, sharing goals, and discussing any concerns the student may have. By becoming an advocate for that student, offering support and counsel, and by becoming a role model, this program proves to be equally beneficial to both mentor and student. For more information, you may e-mail us at FSMP@sunywcc.edu.

Workplace Culture Coaching

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

For further information contact The Women's Forum at 785-6901.

Music

Holiday and spring concerts are performed by college musical organizations and by professional guest artists. Weather permitting, the New York Philharmonic Orchestra performs each summer in a free, outdoor concert on the campus, co-sponsored by Westchester County's Office of Cultural Affairs and underwritten by the corporate community. For specific listings of musical and other types of cultural events on campus, call the Office of Cultural Affairs at 914-785-6262.

Orientation

Each August, before the Fall semester begins, all new WCC students are invited to orientation. They meet the faculty chairpersons in their majors, meet other students, new and old, learn about campus life, and tour the campus, as well as eat and have a good time. If you are

interested in becoming an Orientation Leader, join the Orientation Committee of the Student Senate. Orientation is planned in March and run in August by a select group of second-year WCC students. These students attend the annual leadership training conference, also in August. Check with the Student Affairs Office for further information (914-785-6731).

Part-time Students – See *Student Forum*

Placement Testing

Westchester Community College has a mandatory assessment and placement policy. The purpose of the placement exam is to ensure that students take appropriate courses. Based on the results, a student will enroll in regular, honors, developmental or remedial courses. The placement exam consists of a series of short placement tests used to assess knowledge of reading, writing and mathematics skills. For more information, call 914-785-6969.

Posting Information on Campus

In order to post ads or flyers, you must first obtain permission from the Office of Student Affairs. Contact the Student Affairs Office at 914-785-6731.

Prerequisites

Some courses have prerequisites. Prerequisites are courses that must be completed before enrolling in upper-level courses. Prerequisites are identified in the upper-level course descriptions in the WCC catalog. Read the catalog prior to registration for specific prerequisite information. **Note:** Some courses have more than one prerequisite. If you cannot find specific information, consult with a counselor.

President's List

You've made it in the collegiate world if you've made this 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 are placed on academic probation and may take no more than 14 credits. 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 above.



Did You Know that 3,500 students from 79 countries speaking 39 different languages take courses through the College's ESL Institute?

(See English as a Second Language p. 16)

Did You Know that 76.8% of graduates were employed after six months.

Publications

Student publications include:

The Viking News

The student newspaper comes out every two weeks during the academic year. The Viking 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 914-785-6768 or -6223.

Verdandi

A scholarly magazine published every two years by the Honors Program. Contact Professor Mira Sakrajda at 914-785-6472 or Professor Michael Berkowitz at 914-785-6915 for more information.

Biz News

The official newsletter of the Business Administration Department. Contact Professor Hugh McCabe, editor, at 914-785-6465.

International Voices

A collection of essays by international students. Contact Professor Donald Gregory, Science Building, Room 310 or 914-785-7806.

Voyages

Selected works written by students. Contact Professor Liz Gaffney, 914-785-6194.

Quality Points

These equal the value placed upon a letter grade multiplied by the number of credits given for a course. No, you're not reading a math textbook. 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 whatsoever!



Want to know if a course is still open?
Call ExpressLine at 914-785-7777.

To figure quality points, multiply the value of your grade by the number of credits given for the course. See **Grade Point Average** for more information on how to compute your average.

Radio Station WARY

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 914-785-6753 for information or to make requests.

Recycling on Campus

Have you noticed the big blue bins around campus? There are 400 of them to be used for recycling bottles, cans, paper, and to deposit trash. Your help will go a long way in keeping WCC clean and improving the environment.

Registrar's Office

The Registrar is the official record keeper of the College. The Registrar's Office handles curriculum changes after enrollment, registrations, address changes, withdrawal from the College, course changes, graduation applications, and transcript requests. The Office is located in the Administration Building, Room 107. Call 914-785-6810 for more information.

Remedial/Developmental Courses

Remedial and developmental courses 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 basic skills needed 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 also receive supplementary help for these courses through tutoring in the Academic Support Center and the Writing Tutorial Center.

Safety

The WCC campus is generally a safe and secure environment; however, it is a public access facility, and we cannot guarantee who is on the campus and for what purpose. You must be alert for your own safety and security. Listed below are some suggestions for your safety:



WCC has the lowest tuition of any higher
education institution in Westchester County.

Safety continued

1. Pay careful attention to your personal belongings; do not leave them unattended.
2. Put your name in each of your books. Textbooks are expensive and attract thieves.
3. Evening students should have their car keys in their hand before leaving a building. Whenever possible, walk in groups when leaving a class.
4. Lock your car and leave nothing in view of a potential thief.
5. The Westchester County Police can also be reached by using campus blue light emergency phones that are strategically located throughout the campus. Upon receipt of a call, county police officers are dispatched immediately to the site of the complaint. The blue light phones should be used only for emergencies.

Security guards monitor the buildings, grounds, and parking areas all evening long. There are two guards in security vehicles and one guard on a bike, patrolling the various parking lots. If a guard is needed and is not in the area, call the Security Gatehouse at 914-785-6984. Someone is on duty there 24 hours a day. If there is a security emergency, dial 6-911 from any in house phone. This is an emergency hot line that should be used only for emergencies.

Campus Security is located in the Student Center, Room 113 and can be reached at 914-785-6730. The office is open Monday through Thursday, 8:00 am to 7:30 pm, and Friday, 8:00 am to 4:00 pm. Local police are also available in the evenings at 914-747-3200.

If you are a victim of a crime, call Campus Security at 914-785-6730 (days), the Security Gatehouse at 914-785-6984, or the police at 914-747-3200 (evenings).

Blue Light Phones

There are 15 strategically located emergency blue light phones on 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.



A detailed packet of Financial Aid Information is available at the Financial Aid Office. Pick one up!

Cell Phone Program

It should be noted that 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.

Scholarships

Many scholarships are provided for students beginning or continuing their education at WCC, as well as those graduating from the College. For more information, drop by the Foundation Office located on the second floor of Hartford Hall. The number there is 914-785-6442. Please read the "Student Guide to Scholarships & Awards" for more information on deadlines and the application process.

Security – See *Safety and Students' Right to Know & Campus Security Act*

Sexual Assault Policy

Westchester Community College (WCC) is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at WCC, college supported events or activities, or at functions of recognized student organizations, on or off campus. WCC will take action, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Rape and sexual assault constitute crimes. Federal and New York State Law and College policy prohibit such behavior.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with consent of the victim.

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.

General Definition of Terms

Sexual Assault is defined as any sexual contact/ intrusion/ penetration that is absent or without consent by all parties. Examples include, but are not limited to: a) touching breasts or another's genitals without their con-



Did You Know there are 25 acres of parking at WCC?

sent (through clothing or skin to skin contact), b) having sexual contact/ intrusion/ penetration with someone who is incapacitated (one who is incapable of making a rational decision; e.g. from alcohol/drug usage), c) continuing sexual activity after either party has made clear, either verbally or by conduct, that they do not wish to have physical contact.

Dating/Domestic Violence is the intentional use of abusive tactics and physical force in order to obtain and maintain power and control over an intimate partner.

Stalking is defined in general terms as engaging in a course of conduct or repeatedly committing acts towards another person, including following another person without proper authority with either: an intent to place the person in reasonable fear of bodily injury, or an intent to cause substantial emotional distress to the person.

Sexual Harassment

Sexual harassment includes any unwanted verbal or physical sexual advances, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed or which cause a person discomfort or humiliation.

Sexual harassment can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims.

Verbal harassment may include "humor" or "jokes" about women, sex, or sexual orientation, or remarks connecting a person's sex with intellectual or academic abilities. Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and New York State Human Rights law.

Verbal harassment may include: sexual innuendos and comments and sexual remarks about clothing, body, or sexual activities; suggestive or insulting sounds; sexual propositions, invitations or other pressure for sex ("My office hours are limited. Why don't you come by my house, or we can have dinner, and get to know each other better in privacy."); implied or overt threats ("It's simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It's up to you.")

Physical harassment may include: patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling; coerced sexual intercourse.

Other kinds of sexual harassment may include: leering or ogling (for example, an advisor who meets with a student and stares at her breasts); obscene gestures. If you feel you are being sexually harassed at WCC, you may request help from several sources:

Sexual Harassment Officers

The Sexual Harassment Officers, Susan Stanton (914-785-6931) or Dean Kevin Slavin (914-785-6733), 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.

Student Affairs

As with other complaints about discrimination, students can contact Kevin Slavin, Assoc. Dean, Student Personnel Services, in the Student Center (914-785-6733), Wendell Mims, Coordinator of Student Life or Iris Cordero, Coordinator of Student Activities (Student Center, 914-785-6731). After hearing your complaint, they may suggest several courses of action, including contacting the department head of the faculty member or staff person involved, or the relevant Dean, with mediated discussion and/or hearings, which ensure confidentiality. In cases of physical harassment, they will call on security personnel, if necessary.

Counselor

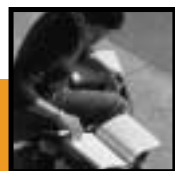
Students may also feel comfortable approaching a counselor or a faculty advisor to get advice and support, or to make an initial complaint.

Women's Forum

Adult women students may wish to go to counselors in the Women's Forum for assistance. Employees, too, can consider Women's Forum as a support service. Call 914-785-6901 for additional information.

Smoke-Free Campus

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in this country. Non-smokers regularly exposed to tobacco smoke are also at increased risk. Westchester Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, and students. The College not only has a vested interest in the vitality of its students and those who administer and operate the programs here, but also a role to play in the promotion and advancement of the general



WCC has the fifth highest credit enrollment in the SUNY system.



Did You Know that nearly 10% of Westchester's HS graduates attend WCC the following fall.

health of our society as a whole. WCC is dedicated to providing a safe and healthful environment.

In response to these considerations, the following regulations have been adopted:

1. Smoking is prohibited in all indoor locations, including academic areas (classrooms, lecture halls, seminar rooms, laboratories, the library, and computing facilities), public places (conference rooms, auditoriums, exhibition areas, indoor athletic facilities, cafeteria, and bookstore), common areas (lobbies, hallways, waiting areas, restrooms, stairwells, elevators and service areas) and all offices.
2. Smoking will be permitted in all outdoor areas surrounding campus buildings as long as these areas are properly maintained (e.g., cigarette butts to be placed in receptacles provided).
3. Cigarettes are not available for sale at any location on the campus.

Student Advocacy

WCC 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, 914-785-6552

Title IX/Affirmative Action Coordinator

Rose Cooper, Academic Arts Building, Room 219, 914-785-6977

Sexual Harassment Officers

Susan Stanton, Administration Building, Room 107
914-785-6931 and/or Kevin Slavin, Student Center, Room 219, 914-785-6731.

Student Affairs

It's one of the busiest offices on campus year round. It's an active office where student activities begin! Student Affairs has discount Broadway show tickets, bus schedules, voter registration forms, an off-campus housing list and information about club membership and activities (see **Clubs and Organizations**).



Need a Book? School supplies?
Clothing? Bus pass? WCC apparel?
Stop by the Campus Bookstore.

Adjacent to Student Affairs is the Student Senate Office, where the full-time student government have offices and meeting rooms. The Student Forum, the government for part-time students, has offices on the ground floor, next to WARY, the student radio station.

It's much more fun to be an active student (it also looks good on your resume), so drop into Room 109 in the Student Center, Monday through Friday, 9:00 am to 5:00 pm or call 914-785-6731.

Student Forum

The Student Forum has been serving the interest of part-time students since 1958. The Forum began as a service for mature evening students, who were training for a specific trade. Today, the student body is represented by a more diverse population of students ranging in age from the more traditional college age student to a more mature population.

The Forum's primary focus is to serve the needs of this diverse group, many who are juggling college, career and family responsibilities. The Forum arranges activities, which are held on weekends to ensure that the entire student family can be included.

To contact the Forum, call 914-785-6782 or visit the office in the Student Center, Room 19A.

Student ID

Don't leave home without your WCC ID! You may be asked to show your ID to an administrator or to security. You'll need your ID to use the pool, take out library books, view videotapes, use campus computers or to enter special events held at the College.

The WCC Photo ID card can be used as a debit card for purchases in the Cafeteria and all of the Vending Machines on the Campus. There are three locations where money can be added to the card: Library, Main Floor; Science Building, Student Lounge; and the Student Center near the ATM machine on the First Floor. The machines accept \$1, \$5, \$10, \$20 and \$50. A 10% Bonus is added for using \$10, \$20 or \$50. The maximum that can be put on your card at any one time is \$75.

To get an ID, visit the Security Office, located in Room 113 in the Student Center. Just bring your paid tuition receipt and fill out a form. They'll take your picture, so look nice! Your first ID is free. Each time you lose your ID a new one will cost you ten dollars. Call 914-785-6730 for more information.



Did You Know WCC has a larger percentage
of minority students than any other community
college in the SUNY system.

Student Senate

This is the government that represents full-time students and provides opportunities for your college experience to be more than just taking classes. Through your activity fee, Student Senate's annual budget is more than \$500,000, and it sponsors intercollegiate athletics, clubs, honor societies, media organizations, and art events to help make your college experience a full one.

Student Senate is run by elected student officers and appointed chairpersons. Each officer has a one-year term, and elections are held in April of each year so there will be continuity from one year to the next. An annual banquet is held in May acknowledging students and faculty who contribute to the Senate or its organizations. Student Senate meets every other Wednesday beginning in mid-September at 12:00 pm in the Classroom Building, Room 100. Each sponsored club or organization must send a representative to all meetings, but any student is welcome to attend and participate. The Senate is the voice through which the student body speaks to the college administration and faculty.

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, and Physical Education.

Theatre

Three theatrical productions are staged each year in the Academic Arts Theater by WCC's Theatre Connection. For information about how you can be a part of the Theatre Connection, or to find out when productions are presented, call the Drama Director at 914-785-7878 or the Drama Club at 914-592-3038.

Trains

Metro North's Harlem Line provides transportation between New York City and Dover Plains, New York (Putnam County). To get to WCC, 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). There are train schedules available outside of the Student Affairs Office located in the Student Center, Room 109.



Did You Know that 98% of WCC's faculty hold a Master's degree or higher.

Transfer Services

It's easy to transfer to another college. Just stop by the Career and Transfer Center in Room 201 of the Student Center or call 914-785-6760 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 Wednesday, 9:00 am to 5:00 pm; Thursday, 10:00 am-5:00 pm; and Friday, 9:00 am to 5:00 pm. The Center is also open Wednesday and Thursday evenings, 5:30 pm to 7:30 pm. So stop by and discover 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 the students with potential financial grant, one-on-one tutoring, counseling and mentoring, academic advisement, 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 914-785-8525 or visit the offices in Science Building, Rooms 354, 355, and 356.

Tutoring – See Academic Help

TV Monitors

TV monitors are located all across campus to give you the latest information on canceled classes and upcoming special events. They are located in either the lobby or lounge of almost every building.

Veterans

WCC 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 WCC 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 914-785-6773.

Visitors to Campus

All campus visitors must register in the Security Office, Student Center, Room 113. Questions? Call 914-785-6730.



Health Services are available at No Additional Cost.
Visit the Student Health Center.

Volunteering

If you've ever admired the flower gardens sprouting up around the campus, you can thank the Green Thumbs, part of WCC's Volunteer Corps. There are more than 200 people sharing their time and talents in support of the College. Volunteers include students, WCC personnel and members of the community. They help in the academic programs and special events, become Conversation Partners for students learning English, and help to keep the campus beautiful. For information about how you can join WCC Volunteers, call the WCC Foundation Volunteer Office at 914-785-6805/6506.

Voter Registration

Forms are available in the Student Affairs Office, Student Center, Room 109 (914-785-6731).

Website

Visit WCC's website at www.sunywcc.edu to access all kinds of campus information, including semester schedules and programs of study, course descriptions, the library pages and Discover Smart Arts, the cultural events pages.

Withdrawal from Class

After the third week of classes and before the end of the ninth week, you may withdraw from a course without the professor's approval. A grade of "W" will be posted on your transcript. Pick up a withdrawal form from the Registrar's Office or a counselor before the deadline and take it to the Registrars Office in the Administration Building, Room 107 for processing.

Students who do not withdraw by the withdrawal date will receive a regular letter grade for the course reflecting their work in the course. On rare occasions, when, through forces beyond the students control, an "I" grade would not apply because too much has been missed (for example, severe physical injury), a grade of WF or WP (Withdrawal/Failing or Withdrawal/Passing) may be awarded by the faculty member. A grade of WP or WF is NOT a student's right and cannot be awarded by an instructor merely because the student stopped attending and/or neglected to file for a "W" on time.

For seven-week classes given at the Yonkers Cross County Extension Site, you may withdraw from a course without scholastic penalty through the fourth week of the cycle.

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 Registrars Office before the deadline. It is important to withdraw officially; don't just 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 914-785-6810 for more information.

Women's Forum

The Women's Forum is a program of supportive services for adult women students who have resumed their education at WCC. Services include a new student "Day-on-Campus" Orientation, seminars and workshops, a weekly support group, assistance with class registration, counseling and



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.



Fall 2003 Academic Schedule

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

Fall 2003 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 2004 Academic Schedule

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

Spring 2004 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			

2002-2003 Save the Date

SEPTEMBER

September 1: Labor Day - All campus offices closed
 September 2: Classes begin
 September 2, 3, 4, and 5 (until noon on the 5th) - Last dates to add a class
 September 5: Friday Night Film Series - The Fast Runner
 September 6: Classes begin at Extension Sites
 September 12: Friday Night Film Series - Innocence
 September 13: Retro Renaissance Series - Boomers in "Diapers to Disco!"
 September 16-22: Last week that a refund is given for dropping a class
 September 19: Friday Night Film Series - No Man's Land
 September 21-27: Fine Arts Gallery - Visions of Nature
 September 26: Rosh Hashanah begins at sundown
 September 27: Rosh Hashanah

OCTOBER

October 3: Friday Night Film Series - Yana's Friends
 October 4-26: Fine Arts Gallery - Dialogue of Form: Barbara Korman & Moon Bong Lee
 October 5: Yom Kippur begins at sundown
 October 6: Yom Kippur
 October 10: Friday Night Film Series - Behind the Sun
 October 11: Retro Renaissance Series - Broadway Dancin'
 October 13: Columbus Day Holiday - Classes in Session
 October 14: Poets and Writers - Edwidge Danticat
 October 17: Fall Dance Day Concert - Ailey II
 October 18: Mid-term Grade Notification
 October 20: First day of Spring 2004 - academic advisement
 October 24: Friday Night Film Series - Mostly Martha
 October 25: "Dancin' on Common Ground: Tappin'... Steppin'... Cloggin!"
 October 26: Daylight Savings Time Ends
 October 26: New World Voyager - Ballet Gran Folklorico de Mexico
 October 31: Last day to withdraw with a "W"
 October 31: Halloween

NOVEMBER

November 1: Last day to withdraw from a Saturday class with a "W"
 November 1-23: Fine Arts Gallery - The Human Condition
 November 4: Election Day - Remember to vote! Classes in Session
 November 6: Poets and Writers - Shirley Geok-lin Lim
 November 7, 8, 9, & 14, 15, 16: Theater Connection - The Mystery of Edwin Drood
 November 11: Veterans Day
 November 17: StarTel Registration for Spring 2004 begins
 November 19: Hanukkah begins at sundown
 November 22: Lincoln Center's "Masters of Magic"
 November 23: 19th Annual Literary Symposium
 November 27: Thanksgiving Holiday, no classes through November 30
 November 29: Moscow Boys Choir in "Christmas Around the World"

DECEMBER

December 2: In-person Registration for Spring 2004, through December 18
 December 4-19: Fine Arts Gallery - Student Show
 December 6: Retro Renaissance Series - Chanukah Fest: "Klezmer to Broadway"
 December 12: Last day of Fall 2003 classes
 December 13: Waverly Consort in "The Christmas Story"
 December 13-18: Final Exams
 December 19: Snow Emergency Test Make-Up Day
 December 22: Final Date to Submit Grades
 December 25: Christmas Day
 December 25 - January 1: All campus offices closed

Save the Date

JANUARY

January 1: New Years Day
 January 5-9 & 12-14: Final Registration for Spring 2004
 January 15: Late registration and schedule changes.
 January 19: Martin Luther King Day - All campus offices closed
 January 20: Spring classes begin on Main Campus
 January 20-23 (until noon on the 23rd): Final date to add an on-campus class
 January 24: Spring Classes begin at Extension Sites
 January 24: Shenandoah Express in "The Importance of Being Earnest"
 January 26-29: Registration for off-campus sites continues

FEBRUARY

February 1: Danceworks for Children
 February 7: Charles Moore Dance in "Across the African Diaspora"
 February 8: St. Petersburg Classic Ballet in "Gala of Ballet Classics"
 February 9: Last day to receive a refund for dropping classes
 February 14: Valentine's Day
 February 14: Strauss Damenkapelle in "From Vienna with Love"
 February 16: President's Day - Classes in Session
 February 21: Farce N' Folly Series - Gross National Product
 February 25: Ash Wednesday

MARCH

March 13: Mid-Term Grade Notification
 March 13: Ragamala Indian Dance Theatre in "From Temple to Theater"
 March 15-21: Spring Recess – No Classes
 March 17: St. Patrick's Day
 March 22: Academic Advisement for Fall 2004 begins
 March 26: Final date to drop a class with a W. (Saturday classes only March 27)
 March 27-28: Danceworks in Performance
 March 29-April 3 only: StarTel Registration for Summer Sessions

APRIL

April 2, 3, & 4 - Danceworks in Performance
 April 4: Daylight Savings Time Begins
 April 4: Palm Sunday
 April 5: In-person registration begins for Summer Sessions
 April 5: Passover begins at sundown
 April 6: Passover
 April 9: Good Friday - Classes in Session
 April 11: Easter Sunday
 April 12: Easter Monday - Classes in Session
 April 17: Caution Tap: Men at Work!
 April 24: Lily Cai Chinese Dance Company in "Dynasties & Beyond"
 April 26: StarTel Registration for Fall 2004 through July 31

MAY

May 3 - August 26: In-person Registration for Fall 2004
 May 7: Recognition Day – No classes after 12 noon
 May 8: Classes end for Spring 2004 semester
 May 9: Mothers Day
 May 10-13 & 15: Final Exams
 May 17 by 12 noon: Final date to submit grades
 May 20: WCC Commencement
 May 22: Farce N' Folly Series - Pet Comedy Theatre
 May 24: Late registration for Summer Session I
 May 24: Summer Session I Day and Evening Classes begin
 May 31: Memorial Day - All campus offices closed

JUNE

June 28: Summer Session II Day and Evening Classes begin

September 2003

MONDAY, 1 Labor Day - All campus offices closed

Four horizontal lines for notes.

TUESDAY, 2 Classes Begin

Last Dates to add a class

(9:30 am - 7:30 pm)

Four horizontal lines for notes.

WEDNESDAY, 3 Last Dates to add a class

(9:30 am - 7:30 pm)

Four horizontal lines for notes.

THURSDAY, 4 Last Dates to add a class

(9:30 am - 7:30 pm)

Four horizontal lines for notes.

FRIDAY, 5 Last Dates to add a class

(9:30 am - 12:00 pm)

Friday Night Film Series - The Fast Runner

Four horizontal lines for notes.

SATURDAY, 6 SUNDAY, 7

Classes begin at Extension Sites

Four horizontal lines for notes.

MONDAY, 8

Four horizontal lines for notes.

TUESDAY, 9

Four horizontal lines for notes.

WEDNESDAY, 10

Four horizontal lines for notes.

THURSDAY, 11

Four horizontal lines for notes.

FRIDAY, 12

Friday Night Film Series - Innocence

Four horizontal lines for notes.

SATURDAY, 13

SUNDAY, 14

Retro Renaissance Series -

Boomers in "Diapers to Disco!"

Four horizontal lines for notes.

September 2003

MONDAY, 15 Yom Kippur

Four horizontal lines for notes.

TUESDAY, 16 Last week that a refund is given for dropping a class

Four horizontal lines for notes.

WEDNESDAY, 17

Four horizontal lines for notes.

THURSDAY, 18

Four horizontal lines for notes.

FRIDAY, 19 Friday Night Film Series - No Man's Land

Four horizontal lines for notes.

SATURDAY, 20 SUNDAY, 21

September 21-27: Fine Arts Gallery - Visions of Nature

Four horizontal lines for notes.

MONDAY, 22

Four horizontal lines for notes.

TUESDAY, 23

Four horizontal lines for notes.

WEDNESDAY, 24

Four horizontal lines for notes.

THURSDAY, 25

Four horizontal lines for notes.

FRIDAY, 26 Rosh Hashanah begins at sundown

Four horizontal lines for notes.

SATURDAY, 27 SUNDAY, 28

Rosh Hashanah

Four horizontal lines for notes.

September / October 2003

MONDAY, 29

Four horizontal lines for notes.

TUESDAY, 30

Four horizontal lines for notes.

WEDNESDAY, 1

Four horizontal lines for notes.

THURSDAY, 2

Four horizontal lines for notes.

FRIDAY, 3

Friday Night Film Series - Yana's Friends

Four horizontal lines for notes.

SATURDAY, 4

SUNDAY, 5

October 4-26: Fine Arts Gallery - Yom Kippur begins at sundown
Dialogue of Form: Barbara Korman & Moon Bong Lee

Two horizontal lines for notes.

MONDAY, 6

Yom Kippur

Four horizontal lines for notes.

TUESDAY, 7

Four horizontal lines for notes.

WEDNESDAY, 8

Four horizontal lines for notes.

THURSDAY, 9

Four horizontal lines for notes.

FRIDAY, 10

Friday Night Film Series - Behind the Sun

Four horizontal lines for notes.

SATURDAY, 11

SUNDAY, 12

Retro Renaissance Series - Broadway Dancin'

Four horizontal lines for notes.

October 2003

MONDAY, 13

Columbus Day Holiday -
Classes in Session

TUESDAY, 14

Poets and Writers - Edwidge Danticat

WEDNESDAY, 15

THURSDAY, 16

FRIDAY, 17

Fall Dance Day Concert - Ailey II

SATURDAY, 18

SUNDAY, 19

Mid-term Grade Notification

MONDAY, 20

First day of Spring 2004 -
academic advisement

TUESDAY, 21

WEDNESDAY, 22

THURSDAY, 23

FRIDAY, 24

Friday Night Film Series -
Mostly Martha

SATURDAY, 25

SUNDAY, 26

Retro Renaissance Series -

Daylight Savings Time Ends

"Dancin' on Common Ground:
Tappin'... Steppin'... Cloggin!"

New World Voyager -

Ballet Gran Folklorico Mexico

October / November 2003

MONDAY, 27

TUESDAY, 28

WEDNESDAY, 29

THURSDAY, 30

FRIDAY, 31

Last day to withdraw from a class with a "W"

Halloween

SATURDAY, 1

SUNDAY, 2

Last day to withdraw from a Saturday class with a "W"

November 1-23: Fine Arts Gallery - The Human Condition

MONDAY, 3

TUESDAY, 4

Election Day – Remember to vote!

Classes in Session

WEDNESDAY, 5

THURSDAY, 6

Poets and Writers -

Shirley Geok-lin Lim

FRIDAY, 7

November 7, 8, 9, & 14, 15, 16:

Theater Connection -

The Mystery of Edwin Drood

SATURDAY, 8

SUNDAY, 9

November 2003

MONDAY, 10

Four horizontal lines for notes.

TUESDAY, 11

Veterans Day -

Saturday and Monday Classes in Session

Four horizontal lines for notes.

WEDNESDAY, 12

Four horizontal lines for notes.

THURSDAY, 13

Four horizontal lines for notes.

FRIDAY, 14

Four horizontal lines for notes.

SATURDAY, 15

SUNDAY, 16

Four horizontal lines for notes.

MONDAY, 17

StarTel Registration for Spring 2004 begins

Four horizontal lines for notes.

TUESDAY, 18

Four horizontal lines for notes.

WEDNESDAY, 19

Hanukkah begins at sundown

Four horizontal lines for notes.

THURSDAY, 20

Four horizontal lines for notes.

FRIDAY, 21

Four horizontal lines for notes.

SATURDAY, 22

SUNDAY, 23

Classic Enchantments Series -

19th Annual Literary Symposium

Lincoln Center's "Masters of Magic"

Four horizontal lines for notes.

November / December 2003

MONDAY, 24

Four horizontal lines for notes.

TUESDAY, 25

Four horizontal lines for notes.

WEDNESDAY, 26

Four horizontal lines for notes.

THURSDAY, 27

Thanksgiving Holiday, no classes
through November 30

Four horizontal lines for notes.

FRIDAY, 28

Four horizontal lines for notes.

SATURDAY, 29

SUNDAY, 30

Smart Arts Performance -
Moscow Boys Choir in
"Christmas Around the World"

Two horizontal lines for notes.

MONDAY, 1

Four horizontal lines for notes.

TUESDAY, 2

In-person Registration for Spring 2004
through December 19

Four horizontal lines for notes.

WEDNESDAY, 3

Four horizontal lines for notes.

THURSDAY, 4

December 4-19: Fine Arts Gallery - Student Show

Four horizontal lines for notes.

FRIDAY, 5

Four horizontal lines for notes.

SATURDAY, 6

SUNDAY, 7

Retro Renaissance Series -
Chanukah Fest: "Klezmer to Broadway"

Two horizontal lines for notes.

December 2003

MONDAY, 8

Four horizontal lines for writing.

TUESDAY, 9

Four horizontal lines for writing.

WEDNESDAY, 10

Four horizontal lines for writing.

THURSDAY, 11

Four horizontal lines for writing.

FRIDAY, 12

Last day of Fall 2003 classes

Four horizontal lines for writing.

SATURDAY, 13

SUNDAY, 14

December 13-16, Final Exams

Classic Enchantments Series -

Waverly Consort in "The Christmas Story"

One horizontal line for writing.

MONDAY, 15

Final Exams

Four horizontal lines for writing.

TUESDAY, 16

Final Exams

Four horizontal lines for writing.

WEDNESDAY, 17

Four horizontal lines for writing.

THURSDAY, 18

Four horizontal lines for writing.

FRIDAY, 19

Snow Emergency Test Make-Up Day

Four horizontal lines for writing.

SATURDAY, 20

SUNDAY, 21

Four horizontal lines for writing.

December 2003/ January 2003

MONDAY, 22 Final Date to Submit Grades

Four horizontal lines for notes.

TUESDAY, 23

Four horizontal lines for notes.

WEDNESDAY, 24

Four horizontal lines for notes.

THURSDAY, 25 Christmas Day
All campus offices closed

Four horizontal lines for notes.

FRIDAY, 26 All campus offices closed

Four horizontal lines for notes.

SATURDAY, 27 SUNDAY, 28

Four horizontal lines for notes.

MONDAY, 29 All campus offices closed

Four horizontal lines for notes.

TUESDAY, 30 All campus offices closed

Four horizontal lines for notes.

WEDNESDAY, 31 All campus offices closed

Four horizontal lines for notes.

THURSDAY, 1 New Years Day
All campus offices closed

Four horizontal lines for notes.

FRIDAY, 2

Four horizontal lines for notes.

SATURDAY, 3 SUNDAY, 4

Four horizontal lines for notes.

January 2004

MONDAY, 5 January 5 - 9

Final Registration for Spring 2004

TUESDAY, 6 Final Registration for Spring 2004

WEDNESDAY, 7 Final Registration for Spring 2004

THURSDAY, 8 Final Registration for Spring 2004

FRIDAY, 9 Final Registration for Spring 2004

SATURDAY, 10 SUNDAY, 11

MONDAY, 12 January 12 - 14

Final Registration for Spring 2004

TUESDAY, 13 Final Registration for Spring 2004

WEDNESDAY, 14 Final Registration for Spring 2004

THURSDAY, 15 Late registration and schedule changes.

FRIDAY, 16

SATURDAY, 17 SUNDAY, 18

January / February 2004

MONDAY, 19

Martin Luther King Day
All campus offices closed

TUESDAY, 20

Spring classes begin on Main Campus
January 20-23 (until noon on the 23rd):
Final date to add an on-campus class

WEDNESDAY, 21

THURSDAY, 22

FRIDAY, 23

SATURDAY, 24

SUNDAY, 25

Spring Classes begin at Extension Sites
Farce N' Folly Series - Shenandoah
Shakespeare Express in
"The Importance of Being Earnest"

MONDAY, 26

Registration for off-campus sites continues

TUESDAY, 27

Registration for off-campus sites continues

WEDNESDAY, 28

Registration for off-campus sites continues

THURSDAY, 29

Registration for off-campus sites continues

FRIDAY, 30

SATURDAY, 31

SUNDAY, 1

Danceworks for Children

February 2004

MONDAY, 2

TUESDAY, 3

WEDNESDAY, 4

THURSDAY, 5

FRIDAY, 6

SATURDAY, 7

New World Voyager Series
 Charles Moore Dance in
 "Across the African Diaspora"

SUNDAY, 8

Classic Enchantments Series -
 St. Petersburg Classic Ballet in
 "Gala of Ballet Classics"

MONDAY, 9

Last day to receive a refund for dropping classes

TUESDAY, 10

WEDNESDAY, 11

THURSDAY, 12

FRIDAY, 13

SATURDAY, 14

Valentine's Day
 Classic Enchantments Series - Strauss Damenkapelle
 in "From Vienna with Love"

SUNDAY, 15

February 2004

MONDAY, 16

President's Day – Classes in Session

Four horizontal lines for notes.

TUESDAY, 17

Four horizontal lines for notes.

WEDNESDAY, 18

Four horizontal lines for notes.

THURSDAY, 19

Four horizontal lines for notes.

FRIDAY, 20

Four horizontal lines for notes.

SATURDAY, 21

SUNDAY, 22

Farce N' Folly Series -
Gross National Product

Two horizontal lines for notes.

MONDAY, 23

Four horizontal lines for notes.

TUESDAY, 24

Four horizontal lines for notes.

WEDNESDAY, 25

Ash Wednesday

Four horizontal lines for notes.

THURSDAY, 26

Four horizontal lines for notes.

FRIDAY, 27

Four horizontal lines for notes.

SATURDAY, 28

SUNDAY, 29

Two horizontal lines for notes.

March 2004

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

Mid-Term Grade Notification

Ragamala Indian Dance Theatre in

"From Temple to Theater"

March 2004

MONDAY, 15 Spring Recess-No Classes

Four horizontal lines for notes.

TUESDAY, 16 Spring Recess-No Classes

Four horizontal lines for notes.

WEDNESDAY, 17 St. Patrick's Day
Spring Recess-No Classes

Four horizontal lines for notes.

THURSDAY, 18 Spring Recess-No Classes

Four horizontal lines for notes.

FRIDAY, 19 Spring Recess-No Classes

Four horizontal lines for notes.

SATURDAY, 20 SUNDAY, 21

Spring Recess-No Classes Spring Recess-No Classes

Four horizontal lines for notes.

MONDAY, 22 Academic Advisement for Fall 2004 begins

Four horizontal lines for notes.

TUESDAY, 23

Four horizontal lines for notes.

WEDNESDAY, 24

Four horizontal lines for notes.

THURSDAY, 25

Four horizontal lines for notes.

FRIDAY, 26 Final date to drop a class with a W
(Saturday classes only March 27)

Four horizontal lines for notes.

SATURDAY, 27 SUNDAY, 28

March 27 & 28: Danceworks in Performance

Four horizontal lines for notes.

March / April 2004

MONDAY, 29 March 29- April 3 only:

StarTel Registration for Summer Sessions

TUESDAY, 30 StarTel Registration for Summer Sessions

WEDNESDAY, StarTel Registration for Summer Sessions

THURSDAY, 1 StarTel Registration for Summer Sessions

April 2, 3 & 4: Danceworks in Performance

FRIDAY, 2 StarTel Registration for Summer Sessions

SATURDAY, 3 SUNDAY, 4

StarTel Registration for Summer Sessions

Palm Sunday

Daylight Savings

Time Begins

MONDAY, 5 Passover begins at sundown

In-person registration begins for

Summer Sessions

TUESDAY, 6 Passover

WEDNESDAY, 7

THURSDAY, 8

FRIDAY, 9 Good Friday - Classes in Session

SATURDAY, 10 SUNDAY, 11

Easter

April 2004

MONDAY, 12

Easter Monday - Classes in Session

Four horizontal lines for notes.

TUESDAY, 13

Four horizontal lines for notes.

WEDNESDAY, 14

Four horizontal lines for notes.

THURSDAY, 15

Four horizontal lines for notes.

FRIDAY, 16

Four horizontal lines for notes.

SATURDAY, 17

SUNDAY, 18

Spring Blockbuster –

Caution Tap:

Men at Work!

Two horizontal lines for notes.

MONDAY, 19

Four horizontal lines for notes.

TUESDAY, 20

Four horizontal lines for notes.

WEDNESDAY, 21

Four horizontal lines for notes.

THURSDAY, 22

Four horizontal lines for notes.

FRIDAY, 23

Four horizontal lines for notes.

SATURDAY, 24

SUNDAY, 25

Lily Cai Chinese Dance Company

in "Dynasties & Beyond"

Two horizontal lines for notes.

April / May 2004

MONDAY, 26 In-person Registration for Fall 2004 through July 31

Three horizontal lines for notes.

TUESDAY, 27

Three horizontal lines for notes.

WEDNESDAY, 28

Three horizontal lines for notes.

THURSDAY, 29

Three horizontal lines for notes.

FRIDAY, 30

Three horizontal lines for notes.

SATURDAY, 1 SUNDAY, 2

Three horizontal lines for notes.

MONDAY, 3 In-person Registration for Fall 2004 through August 26

Three horizontal lines for notes.

TUESDAY, 4

Three horizontal lines for notes.

WEDNESDAY, 5

Three horizontal lines for notes.

THURSDAY, 6

Three horizontal lines for notes.

FRIDAY, 7 Recognition Day – No classes after 12 noon

Three horizontal lines for notes.

SATURDAY, 8 SUNDAY, 9

Classes end for Spring 2004 semester Mother's Day

Three horizontal lines for notes.

May 2004

MONDAY, 10

Final Exams
May 10-13 & 15

TUESDAY, 11

Final Exams

WEDNESDAY, 12

Final Exams

THURSDAY, 13

Final Exams

FRIDAY, 14

SATURDAY, 15

SUNDAY, 16

Final Exams

MONDAY, 17

Final date to submit grades (by 12 noon).

TUESDAY, 18

WEDNESDAY, 19

THURSDAY, 20

WCC Commencement

FRIDAY, 21

SATURDAY, 22

SUNDAY, 23

Farce N' Folly Series –
Pet Comedy Theatre

Looking Ahead

MONDAY, 24

Late registration fo Summer Session I
Summer Session I Day and Evening Classes begin

TUESDAY, 25

WEDNESDAY, 26

THURSDAY, 27

FRIDAY, 28

SATURDAY, 29

SUNDAY, 30

MARCH 2004

March 29 – April 3: StarTel Registration, Summer Session I & II

APRIL 2004

April 5-May 20: In-Person Registration, Summer Session I

April 5-June 24: In-Person Registration, Summer Session II

April 6-May 18: Mail Registration, Summer Session I

April 6-June 22: Mail Registration, Summer Session II

MAY 2004

May 24: Late Registration, Summer Session I

May 24: Summer Session I Day and Evening Instruction Begins

May 31: Memorial Day, No Classes

JUNE 2004

June 2: Final Day for Refund, Summer Session I

June 9: Mid-term Grade Notification for Summer Session I

June 11: by 12 noon Final Day to Withdraw with a "W" from Summer Session I

June 23: Instruction Ends for Summer Session I

June 24: Final Exams

June 28: Late Registration, Summer Session II

June 28: Summer Session II Instruction Begins

JULY 2004

July 7: Last Day for Refunds, Summer Session II

July 15: Mid-term Grade Notification, Summer Session II

July 16: by 12 noon Final Day to Withdraw with a "W" from Summer Session II

July 28: Instruction Ends

July 29: Final Exams, Summer Session II

Summer 2004

AUGUST 2004

August 30, 31, Sept. 1: Final Registration for Fall 2004

SEPTEMBER 2004

September 2: Late Registration for Fall 2004

September 7: Fall Instruction Begins

Notes:

Horizontal lines for notes.

JUNE 2004

Calendar grid for June 2004 with days of the week (S, M, T, W, T, F, S) and dates.

June 28, Summer Session II Day and Evening Classes begin

JULY 2004

Calendar grid for July 2004 with days of the week (S, M, T, W, T, F, S) and dates.

AUGUST 2004

Calendar grid for August 2004 with days of the week (S, M, T, W, T, F, S) and dates.

Campus Phone Directory

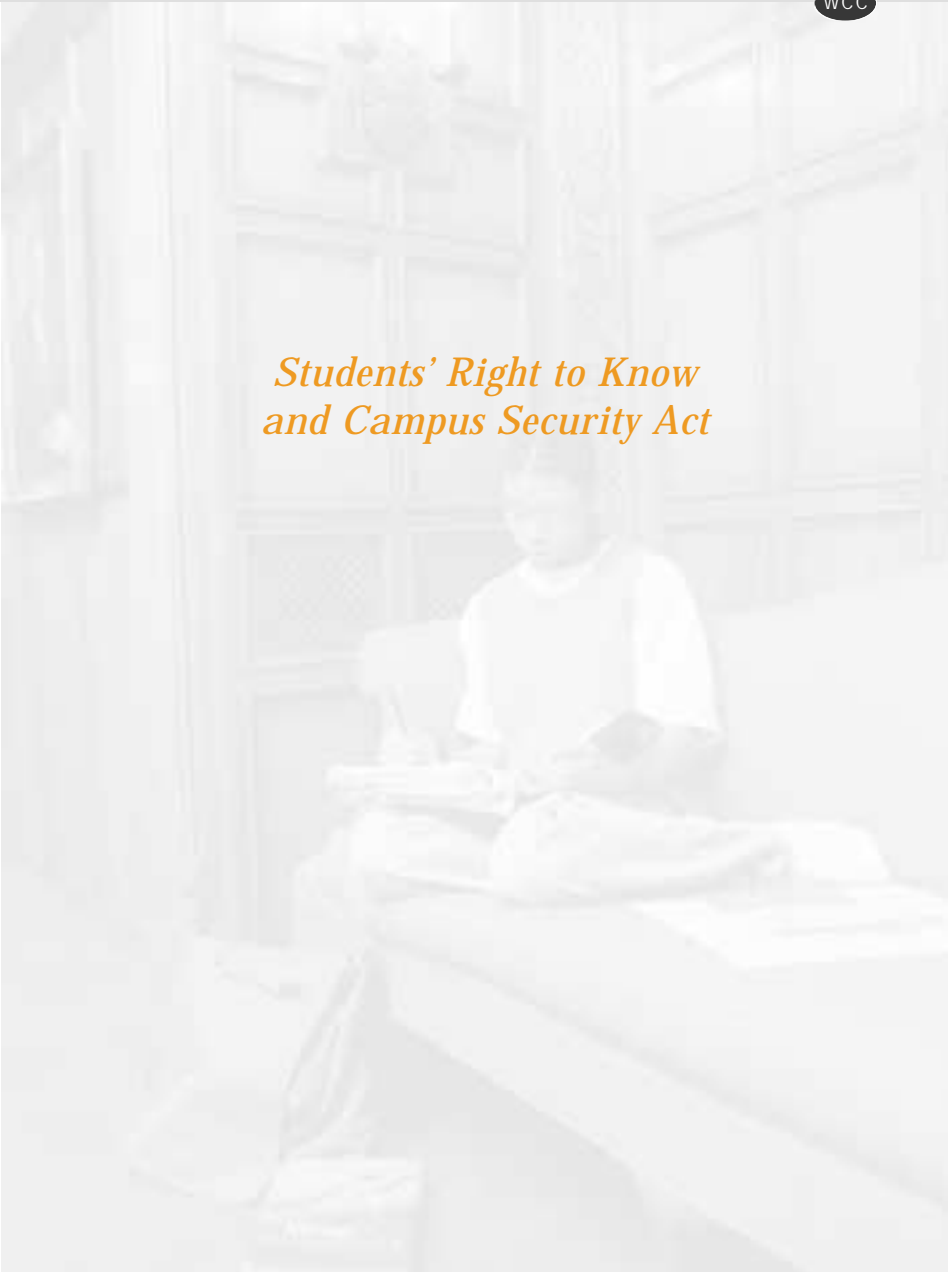
General Information: 914-785-6600
 Academic Counseling (STC-217A) 914-785-6778/6381/6572
 Academic Support Center 914-785-6470/6479
 Admissions Office (ADM-210) 914-785-6735
 Bookstore (TEC Building) 914-347-3858
 Bursar's Office 914-785-6992
 Business Office 914-785-6870
 Cafeteria 914-592-5281
 Career & Transfer Center (STC-201) 914-785-6760
 College Administration (President's Office) 914-785-6706/6708
 College Events 914-785-6700
 Continuing Education:
 Non-Credit, On-Campus Courses 914-785-6830
 Credit, Extension Site Courses 914-785-6832
 Professional Development Center 914-785-6669
 Cultural Events on Campus 914-785-6567
 Disabilities Services Office 914-785-6626
 Faculty Student Association 914-347-3910
 Financial Aid Office (ADM-121) 914-785-6773
 Library/Learning Resource Center 914-785-6965
 Registrar (ADM-107) 914-785-6810
 STAR*TEL 914-785-7827
 Transcripts (Registrars Office) 914-785-6810
 Veterans Services (ADM-120) 914-785-6774
 Westchester Art Workshop 914-684-0094
 Women's Forum 914-785-6901
 Work Study (STC-201) 914-785-6763

If calling from campus, you may dial the last four digits only, if the number starts with 785. When calling from off-campus, dial all seven digits. When calling from outside of Westchester County, dial 914-785- and the last four digits.

Telephone Numbers

A-B _____ _____ _____ _____	M-N _____ _____ _____ _____
C-D _____ _____ _____ _____	O-P _____ _____ _____ _____
E-F _____ _____ _____ _____	Q-R _____ _____ _____ _____
G-H _____ _____ _____ _____	S-T _____ _____ _____ _____
I-J _____ _____ _____ _____	U-V _____ _____ _____ _____
K-L _____ _____ _____ _____	W-Z _____ _____ _____ _____

*Students' Right to Know
and Campus Security Act*



Students' Right to Know and Campus Security Act

All colleges and universities in the U.S. that receive federal student aid are now required to disclose graduation and campus crime rates to the public. As the law applies to WCC, the following must be disclosed.

1. Rate of completion or graduation of all certificate or degree-seeking, full-time students.
2. Disclosure of on-campus crime statistics and security policies, beginning September 1, 1992. Such crimes and incident statistics include murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, arson, hate crimes, and arrests for liquor/drugs or weapons violations.

The "**Campus Sex Crimes Prevention Act**" (section 106 of *Public law 106-38*) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

For more information contact **1-900-288-3838** or www.criminaljustice.state.ny.us

The College Campus Safety Report

This report is filed as required by the federal "Crime Awareness and Campus Security Act," (hereafter referred to as the Campus Safety Act) which was last amended in 1988. The purpose of this report is to provide our faculty, staff, and students with campus safety information including crime statistics and procedures to follow when reporting a crime. This report is prepared by the Director of Campus Security. Any questions regarding this report should be directed to Campus Security, Student Center, Room 113, or telephone 914-785-6730.

Student enrollment/employees

In the fall semester of 2001, a total of 11,025 students (4,780 full time and 6,245 part time) were enrolled at Westchester Community College. In addition, the college has 554 full time employees.

Security and access to campus facilities

In order to gain access to campus facilities not normally scheduled and available during regular college hours (Monday-Friday, 8:00 am 10:30 pm), persons must arrange with Facilities for the use of the facilities. After permission has been obtained, the Director of Security must be contacted for arrangements with the guard service to gain access to the building(s). The Director of Security in conjunction with other administrators will determine the need for both on and off-duty Westchester County Department of Public Safety Officers to be assigned to campus events held at Westchester Community College. Any incidents occurring at these events should be reported to, and handled by the college security office.

Crime Reporting

All criminal incidents and emergencies should be reported to the Campus Security Office located in the Student Center Building, Room 113, in person, or by telephone (914-785-6730). The campus security office will record, classify, and log all reports received. If necessary, the Westchester County Department of Public Safety will be informed of the incident. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents will be reviewed monthly to determine patterns and required corrective action. Any incident of an extremely serious nature will be immediately reported to the President or his designee. A strong working relationship between the college security

office and the Department of Public Safety will be maintained. Third party reports will not be accepted by a police officer. Only persons who are involved directly in such incidents should report them. The Westchester County Police can also be reached by using campus blue light emergency phones. Upon receipt of a call, county police officers are dispatched immediately to the site of the complaint. The blue light phones should be used only for emergencies.

In the event of a major emergency or anything that poses a threat to students, employees, or others, an alert will be prepared and distributed by campus e-mail service.

Campus Security and their relationship with law enforcement agency.

The Director of Campus Security and his two assistants are former members of the New York City Police Department, and have extensive knowledge of police procedures. They do not have peace/officer arrest powers. In addition, the following is the status of Campus Security:

1. Seven full-time Campus Security officers from 7:00 am to 11:00 pm Monday-Friday; three security officers from 11:00 pm to 7:00 am and when the campus is closed; five security officers on weekends during the entire year from 7:00 am to 11:00 pm; 2 marked vehicles used for patrol and one bike patrol.
2. Coverage is increased during the school year. Ten full time contractual guards provide coverage during the day and evening from 7:00 am-11:00 pm Monday through Friday.
3. Two Westchester Community College part time students are on staff as administrative assistants daily, Monday through Friday.
4. A 24-hour, 7 day a week staffed guardhouse.
5. Periodic patrols of Westchester Community College campus by officers of the Westchester County Department of Public Safety.
6. Immediate response to emergencies by Westchester County Department of Public Safety.
7. A County Police Officer patrols the campus Monday through Friday during the school year.

NOTE: The contract security officers receive 8 hours pre-employment and 16 hours of site related training. They do not have peace/police officer arrest powers.

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, and visitors to Westchester Community College. This objective is pursued within the framework of Westchester Community College rules and regulations and all local, state, and federal laws. The investigation of crimes committed on campus fall under the jurisdiction of the Westchester County Police with assistance from the Director of Campus Security and his assistant directors. Campus Security administrators maintain an excellent rapport with the local police and work closely to maintain a safe campus.

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 can wine or beer be served at special ceremonial occasions. Several documents (student's rights document and a pamphlet on enforcement of federal and drug laws) are made available to students, which explain the College's policy regarding the use of alcohol and illegal substances. The College Health Office and Counseling Department in conjunction with the National Council on Alcoholism and Drug Addictions conduct workshops which students are encouraged to attend for information, and possible assistance with their alcohol and substance abuse problems.

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.

Daily Log

Campus Security maintains a daily log of crimes and incidents that occur on campus. This log is available for the public to view at the Campus Security Office, room 113 of the Student Center, Monday through Friday from 9:00 am to 5:00 pm. Crime log information is recorded by date, time, general location, and disposition of the complaint. 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 identity of a victim.

Crime Prevention Activities

Members of the college community are urged to secure their valuables and be aware of their surroundings. To assist in this endeavor, Campus Security 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 e-mail, posters, and the college student newspaper. During orientation, students are informed of the 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 15 out-door blue light emergency telephones strategically located throughout the campus that are connected directly to the Westchester County Police. The blue light telephones are to be used strictly for emergency purposes.

Reporting of On-Campus Crimes and Incidents.

The Director of Security at Westchester Community College has been recording crime and incident statistics prior to 1989. These statistics have been recorded in a monthly campus security report sent to the President of the College and the Vice President of Administrative Services. These statistics are totaled at the end of the year and shared with the College community. Since 1992, these statistics have been made available and distributed to the public. The section on campus crime statistics also includes arrests and disciplinary referral made to campus authorities for alcohol, drugs, and weapons possession. As defined by the Campus Safety Act, a referral is an instance when a student is formally reported in writing to a College officer for possible sanction.

As required by the Campus Safety Act, Westchester Community College is required to report hate crimes in this report. For this reporting, a hate crime occurs when a person is victimized intentionally because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Formal requests for crime statistics for areas defined as “public property” and “non campus buildings and property” were made with the Westchester County Police. The definitions of these offenses, which are defined in the “Uniform Crime

Report” and the “Crime Awareness and Campus Security Act,” appear at the end of this report.

Crime statistics are available on the WCC web site at www.sunywcc.edu (under Student Services). Hard copies can be obtained in the Security Office, Health Services Office, Student Affairs Office, and the Human Resources Office.

Sexual Crimes Information

Rape and sexual assault, such as sexual abuse and sodomy, constitute crimes. Such behavior is prohibited by New York State Law (see Section 130 of the New York State Penal Law). Allegations of sexual assault or rape should be reported to the County Police by dialing 911 or Campus Security at 914-785-6730. A professional staff member from WCC will meet with you confidentially and will pursue formal disciplinary action only with your consent. Both the accused and the accuser are entitled to the same opportunities to have others present during such proceedings, and both the accused and the accuser are informed of the outcome of such proceedings. Anyone may initiate such an action against a WCC student. Allegations of sexual harassment should be reported to the colleges sexual harassment officer (914-785-6931), The Women’s Forum (914-785-6901), the Director of Student Affairs (914-785-6733), your faculty advisor, or your counselor.

Check list for victims of assault

- Do not disturb any evidence.
- Do not bathe or shower.
- Have a medical examination as soon as possible.
- Report every detail of the attack to the Police Officer.
- **When calm**, make notes of the attack, including any unusual details and description of the attacker.

No matter when or where the assault occurred, support and referral resources are available to help you.

Victims’ Rights

1. Victims have the right to choose counseling and medical treatment and to prosecute and report their case through the college judicial system and/or the off-campus court system. They have the right to refuse all these options without reproach from any College personnel.

Victims Rights continued

2. Victims have the right to be treated with dignity and seriousness by campus personnel.
3. Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
4. College personnel are encouraged to inform all victims that:
 - Victims are not responsible for crimes committed against them.
 - Victims are not negligent and do not assume the risk of crime.
 - Victims should always report their crime, despite the possibility of adverse publicity for the College.
 - Victims will be made aware of appropriate student services, including counseling.
 - Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
 - The victim has the right to information regarding the status of his/her case.

Offense Definitions

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault

when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: Unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; house-breaking; safe-cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine.)

Liquor Law violations

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses (Forcible)

Any sexual act directed against another person, forcibly and/or not forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

1. Forcible Rape – The carnal knowledge of a person, forcibly and/or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth.)
2. Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or not forcible or against the persons will where the victim is incapable of giving consent because of his/her youth or because off his/her temporary or permanent mental incapacity.

B. Criminal Homicide, Manslaughter by Negligence-
The killing of another person through gross negligence.

C. Criminal Homicide, Murder, and Non-Negligent Manslaughter-
The willful (non-negligent) killing of one human being by another.

Sex Offenses (Non-Forcible)-

Unlawful, non-forcible sexual intercourse.

- A. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape: Non-forcible sexual intercourse with a person who is under the age of statutory consent.

Definitions That Were Added or Changed as of 1999

- A. Arson- Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

A grayscale photograph of a student sitting at a desk, leaning forward and reading an open book. The student is wearing a dark long-sleeved shirt and shorts. The background is slightly blurred, showing other people in the distance. The text 'Students' Rights and Responsibilities' is overlaid in a brown, italicized font on the right side of the image.

Students' Rights and Responsibilities

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, which 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 (hereafter referred to as WCC) 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 students 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. Such criteria as race, religion, color, national origin, sex, appearance (except where 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 which 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. Academic Appeals Procedures

Any student who feels that his/her academic rights have been violated is advised to observe the following procedures:

Step 1: The student shall request an informal, direct meeting with the faculty member within two weeks, excluding vacation, of the alleged problem. The faculty member and student shall earnestly strive to resolve the problem themselves.

Step 2: If the problem is not settled to the satisfaction of the student at Step One or if the faculty member fails to meet with the student, the student shall request a meeting with the department chairperson within ten (10) teaching days of the meeting at Step One. The department chairperson, instructor and student shall meet and act in a determined manner to resolve all differences.

Step 3: If the problem is still not settled to the satisfaction of the student, the student can request a meeting with the Associate Dean and, if necessary, with the Vice President of Academic Affairs.

Step 4: If the problem is not settled to the satisfaction of the student at Step Three, the student shall request a hearing with the College's Tripartite Committee, within ten (10) teaching days of the meeting at Step Three. Every effort shall be made to have the hearing with two (2) weeks following the students request.

The Tripartite Committee shall be composed of two (2) faculty members elected from the Faculty Senate, two (2) students elected from the Student Senate and two (2) administrators selected by the Vice President of Student Personnel Services. Faculty members must come from different departments and may not serve consecutive terms. The Tripartite Committee shall be formed each academic year by the middle of October. The Tripartite Committee shall elect a chairperson who is responsible for establishing a date and time for the hearing that is convenient for all parties involved.

The Committee will review all materials presented to them and interview all involved parties. A statement of opinion or determination will be drawn up by the Tripartite Committee and presented to the instructor and student involved in the hearing. If necessary, the determination shall be forwarded to the President of the College for final action.

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 questions.
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 four o'clock p.m. 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 WCC 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 determine the distribution of the Student Activity fee, within designated areas, approved by the President and Board of Trustees.

In addition, these governments act as recommending bodies to the College 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 WCC.

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 Affairs. Each approved organization shall be free to choose its own faculty advisor and shall be open to students without respect to sex, sexual preference, race, creed, or national origin.

Organizations are free to examine and discuss all questions of interest, to express opinions publicly and privately, and to support causes in ways that do not disrupt the operation of the College or violate the rights of others.

Organizations are allowed to schedule speakers and activities, so long as they are not in violation of the College, county, state or federal laws.

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 Personnel Services after consultation with the Department of Communications and Media Arts and student leaders.

IV. STUDENT CODE OF CONDUCT

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, which adversely affects the students 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, WCC 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 com-

munity 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 have 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 WCC, 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 students 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 WCC.
17. Bias act toward fellow student or employee of WCC.

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.

1. statement of charges in writing.
2. prompt, impartial hearing.
3. the right to appear in person.
4. the right to be represented by an advisor or legal counsel.
5. the right to submit a written response in addition to a personal appearance.
6. the right to face an accuser.
7. 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 of the Dean 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 of 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 Personnel Services Office or the Associate Deans 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 Personnel Services.

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

If the student contests any of the actions taken by the Vice President of Student Personnel 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 Personnel 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 Personnel 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. Disciplinary Probation – exclusion from participation in privileged co-curricular activities for a set period of time.
5. Restitution – reimbursement for damage to or misappropriation of property.

6. Suspension – exclusion from classes and other activities for a definite period of time, as set forth in the notice of suspension.
7. Expulsion – termination of student's status for an indefinite period. The conditions of readmission, if to be permitted, would be stated in the Order of Expulsion.
8. 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, fire works, 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 directiveness or order 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 connection, 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 WCC as well as 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.

V. SECURITY AND SAFETY

The College is responsible for the security of the campus and for providing students with a safe environment.

A. Personnel and Responsibilities

The Security Officer is responsible for the implementation of all campus security programs. Security guard service is maintained on a 24-hour basis. Incidents requiring investigation or security evaluation shall initially be referred to the Security Officer who is charged with taking appropriate action.

The Security Supervisor and Assistant are located in the Student Center Building to insure order in and around the Student Center and are primarily responsible for administering the photo identification card program and parking regulations.

B. Parking and Traffic Regulations

All faculty, staff, students, and visitors operating a vehicle on this campus are responsible for understanding and complying with established parking and traffic regulations. Each registered vehicle will be issued a

parking decal, which must be affixed to the side rear window (drivers side). Students may not park in faculty spaces.

C. Smoking

There is **no smoking** in any Building by New York State Law.

D. 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.

E. Selling, Peddling, Soliciting, Etc. on Campus

Selling merchandise or services, soliciting funds, advertising or distributing leaflets or flyers is strictly prohibited without prior consent of the Office of Student Affairs.

F. Emergency Illness or Accident

The Coordinator of Student Health Services is to be notified in the case of an accident or sudden illness on campus at 914-785-6610. If there is no answer and the accident and/or illness appears to be of a serious nature, please dial 911.

G. Accident Reports

Accident reports are completed by the Coordinator of Student Health Services who, in turn, submits them to the Director of Business Affairs.

VI. 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.

Campus Map

Copies of all necessary documents can be obtained from the Student Affairs Office located in the Student Center Building, Room 109 and/or the Office of the Associate Dean of Student Personnel Services located in the Student Center Building, Room 219.



Campus Map Key

- AABAcademic Arts Building
- ADMAdministration Building
- BSBookstore
- CCChildren’s Center
- CLAClassroom Building
- HHHartford Hall
- HSCHealth Science Building
- KNCKnollwood Center
- LIBLibrary
- MMaintenance
- M/RCMaintenance/Receiving
- PEBPhysical Education Building
- SCIScience Building
- SIGSecurity/Information Gate
- STCStudent Center
- TECTechnologies Building
- LOTS 1-11Student Parking
- LOTS A, C-G & I-QFaculty/Staff Parking
- LOT B,H&RHandicapped Parking**



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

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The information in this handbook was accurate as of May 2003.
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