



2015-16

# STUDENT HANDBOOK



Westchester  
Community College

State University of New York

## THIS HANDBOOK/PLANNER BELONGS TO:

NAME \_\_\_\_\_

IF FOUND, PLEASE CALL/TEXT/EMAIL ME AT \_\_\_\_\_

### OR TURN IT IN TO:

Campus Security Office, Student Center, Room 118

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



## letter from the **PRESIDENT**

Making the most of your college experience is a journey that begins in the classroom, but it doesn't end there. Connections to your award-winning instructors are very important, and the material you learn in class will help you expand your mind and improve your career skills. But there's much to experience beyond the classroom.

Our student government, student newspaper, Phi Theta Kappa chapter, and student events board have all received recognition for setting the standard among community college organizations. Your participation in these groups, our various sports teams, and any of more than seventy campus clubs will help broaden your horizons while you make new friends. Join the thousands who have preceded you – become active and reap the benefits for the rest of your life.

Connect with the institution through these social and academic resources, and don't forget to join us online through our website, Facebook, and MyWCC, where you can register for courses and plot out your academic career.

Join in on all of the college has to offer- roll up your sleeves and get involved in the classroom and beyond. Your commitment matters!

A handwritten signature in cursive script, reading "Belinda S. Miles".

Belinda S. Miles, Ed.D.  
Westchester Community College President

## tips for using this HANDBOOK

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

**Don't forget, you can always access the Student Handbook online at [www.sunywcc.edu/handbook](http://www.sunywcc.edu/handbook).**



## SCHOLASTIC TERMS Every Student Should Know

### ASSOCIATE DEGREE

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

### ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

This degree is an applied degree designed to prepare students for immediate employment after graduation. Credits are often used later to transfer to four-year institutions.

### ASSOCIATE IN ARTS (A.A.) DEGREE

This degree prepares students in the liberal arts who intend to pursue bachelor's degrees at four-year institutions immediately after graduation.

### ASSOCIATE IN SCIENCE (A.S.) DEGREE

This degree prepares students who intend to pursue bachelor's degrees at four-year institutions immediately after graduation, providing a balance of liberal arts and sciences and coursework related to specific professions.

### AUDITING

Taking a credit course for personal enrichment, with no intention of receiving academic credit. *See pg. 14 for more information.*

### BLACKBOARD

Blackboard is a web-based interactive learning environment (course management system) that supports learning and teaching in on-campus, hybrid, and online courses at Westchester Community College. Blackboard is accessible from the homepage of the college website, or by visiting [www.sunywcc.edu/blackboard](http://www.sunywcc.edu/blackboard).

### BURSAR

The Bursar's Office is where students may go to pay, or with questions about, college tuition and fees. The Bursar maintains student accounts, but is not associated with financial aid.

### CAMPUS

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

### CERTIFICATE

Earning a certificate prepares students for immediate employment in a variety of skilled occupations. A certificate may be completed in one year of full-time study. Part-time students will require longer.

### CLASS NUMBER

Within MyWCC classes are primarily organized using 5-digit numbers called Class Numbers (though you may still search for classes using a Course Subject/Number such as ENG 101).

Use the Additional Search Criteria feature within MyWCC to easily find the classes that best fit your schedule and program of study.

## CLOSED COURSE

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

## COLLEGE CATALOG

Located at [sunywcc.edu/catalog](http://sunywcc.edu/catalog), students will find Program of Study requirements, course descriptions and college policies and procedures. Students must follow the Program of Study according to the semester/year they entered their particular program.

## COMMON HOURS

A period of time during which, by design, only a limited number of classes are in session. The college's Common Hours are Wednesdays from 11:00 am to 1:00 pm, and Thursdays from 4:00 to 6:00 pm. *See pg. 19 for more information.*

## COREQUISITES

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

## COUNSELOR

Counselors help guide students in planning educational and career paths as well as with long-term goals.

## CREDIT

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

## CURRICULUM

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

## CURRICULUM CHAIR

Curriculums Chairs help guide students in discipline-specific requirements, as well associated career and transfer paths.

## DEGREE REQUIREMENTS AUDIT

An official review of a student's progress toward his or her degree. For students who matriculated prior to Fall 2013, degree audits can be performed by logging into the Academic Requirements section of MyWCC. For students who matriculated Fall 2013 to present, degree audits can be performed by logging into DegreeWorks at: [www.sunywcc.edu/degreeworks](http://www.sunywcc.edu/degreeworks)

## DEVELOPMENTAL COURSES

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

## DROPPING A COURSE

The official removal of oneself from a class within 3 weeks of the start date (after 3 weeks, this is considered a Withdrawal). *See pg. 29 for more information, including the conditions under which you may receive a full or partial refund for dropped courses.*

## ELECTIVES

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

## ESL

English as a Second Language. *See pg. 30 for more information.*

## EXTENSION SITES/CENTERS

Locations where courses are offered other than the main Valhalla campus. *See pg. 31 for a list of these locations.*

## FAFSA

Free Application for Federal Student Aid. Go to [www.fafsa.edu.gov](http://www.fafsa.edu.gov) for more information.

## FULL-TIME STUDENT

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

## GENERAL EDUCATION REQUIREMENTS

This is a core experience for all students at Westchester Community College, aligned with the requirements of the State University of New York (SUNY). Details are in the College Catalog.

## GOOD ACADEMIC STANDING

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

## GPA

Grade point average; the ratio of quality points earned to credit hours attempted. *See pg. 36 for more information.*

## HYBRID COURSES

Offering the best of both worlds, these courses are delivered using a combination of traditional and virtual classrooms. *See pg. 39 for more information.*

## MATRICULATION

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

## MYWCC

Located at [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC), this is a self-service platform which students can use to register for courses, pay tuition, view transcripts and more. *See pg. 44 for more information.*



## ONLINE EDUCATION

Providing an alternative to traditional, face-to-face classes, this method of course delivery is Web-based and utilizes the Blackboard learning environment. *See pg. 45 for more information.*

## PART-TIME STUDENT

A student enrolled in fewer than 12 credits per semester.

## PLACEMENT TESTING

Placement tests will assess your current skill levels in reading, writing, and mathematics. The college's mandatory assessment and placement policy requires students to register for courses as determined by the placement exams scores. *See pg. 46 for more information.*

## PLAGIARISM

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

## PREREQUISITES

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

## PROGRAM OF STUDY

This is another term for a student's "major".

## REGISTRAR

The Registrar's Office maintains student academic records. Some services provided by this office are registration, the ordering of transcripts, graduation certification, attendance verifications, and change of name and address.

## SYLLABUS

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

## TRANSCRIPTS

Transcripts are a record of a student's academic performance, which includes courses taken and grades received. Official (certified) and unofficial transcripts can be requested online through MyWCC or in-person at the Registrar's Office. For more information visit [www.sunywcc.edu/transcripts](http://www.sunywcc.edu/transcripts).

## WITHDRAWAL FROM A CLASS

Dropping a class after the official Schedule Adjustment Period has ended. Students who withdraw from a class will receive a grade of "W" and are not eligible for a refund. *See pg. 54 for more information.*

## WITHDRAWAL FROM THE COLLEGE

Dropping out of all registered classes after the official Schedule Adjustment Period has ended. Special procedures are required. *See pg. 55 for more information.*

## ways to INTERACT WITH US ONLINE

### Website

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

### College Catalog

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

### MyWCC

MyWCC is an online self-service access point through which students: view course offerings, register for classes, pay tuition, view transcripts, check financial aid status and more. See page 44 for more details about this resource. Access MyWCC from the college website, or by visiting [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) or <https://mywcc.sunywcc.edu>.

### Student E-mail & Text Messaging

To assist in student communication and provide a way to reach all students with important college information, Westchester Community College provides email accounts to credit and noncredit students alike. Visit MyWCC for more details and to access your account. Additionally, students can receive important text message notifications sent out by the college. Opt-in by adding your cell phone information via MyWCC.

### Blackboard

Blackboard is a web-based interactive learning environment (course management system) that supports learning and teaching in on-campus, hybrid, and online courses at Westchester Community College. Blackboard is accessible from the homepage of the college website, or by visiting [www.sunywcc.edu/blackboard](http://www.sunywcc.edu/blackboard).

### Social Media

Wondering what's happening right now at the college—right this very minute? Log on to one of our many social media sites and see what students are saying and join in the discussion. This is a great place to find out about upcoming events and changes to important dates and deadlines.

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

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

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

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

Although you  
may never see  
them, solar panels  
on top of the gym  
provide the building  
with hot water.



## ABSENCE FROM CLASS

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

It is strongly recommended that you not miss a class without a legitimate reason. If you have to miss a class, take note of the number of absences you are allowed. Every absence has a negative impact on what you learn and what grade you will earn. Be sure you know your professors' specific attendance policies. Being ill doesn't allow you more absences. If being ill causes you to miss multiple class sessions, inform the Student Health Center, 914-606-6610. (See **HEALTH SERVICES**).

You will not be penalized for being absent on religious holidays. (See Attendance under Academic Standards, Procedures and Regulations in the College Catalog for full details.) It's important to remember that you may be at risk of losing financial aid if you cut class excessively. If you have a problem, talk to the professor or an academic counselor. College is a big investment, so don't throw your money away by cutting class!

## ACADEMIC CALENDAR

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

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

## ACADEMIC DISHONESTY

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

Academic dishonesty means cheating and plagiarizing. Plagiarizing means copying someone else's words or ideas and presenting them as your own work. Don't do it!

Always cite your sources and give credit where credit is due. You can get help citing sources correctly from the librarians on campus. If you cheat or plagiarize, not only might disciplinary action be taken by the college, but you will be closing doors for yourself instead of opening them. Cheating will not get you far at Westchester Community College or in life. (See the **STUDENTS RIGHTS & RESPONSIBILITIES** section for the college's **ACADEMIC HONESTY POLICY**.)

## ACADEMIC STANDING

Students are expected to make satisfactory academic progress toward a degree and maintain appropriate academic scholastic standards. **Students with a cumulative GPA of less than 2.0 will be required to meet with a designated counselor before registering for the next semester in order to help them improve their academic performance.**

### Scholastic Standards

3.75-4.0	Semester GPA for <i>President's List</i> (must be enrolled as a full-time student taking 12 or more academic credits)
	Cumulative GPA for <i>Graduation with Highest Distinction</i>
3.50-3.74	Semester GPA for <i>Dean's List</i> (must be enrolled as a full-time student taking 12 or more academic credits)
	Cumulative GPA for <i>Graduation with Distinction</i>
2.0	Minimum cumulative GPA required for good academic standing and graduation

### Students Not Meeting Scholastic Standards

*If a student does not meet the College's scholastic standards, the student's academic status will be changed according to the table below.*

### Academic Status of Students Not Meeting Scholastic Standards

Attempted Academic Credits	Cumulative GPA	Last Semester of Attendance GPA	Academic Status
0 - 31	Less than 2.00	Any	Academic Probation
32 - 47	Less than 2.00	2.00 and greater	Academic Probation
32 - 47	Less than 2.00	Less than 2.00	Academic Restriction
48+	Less than 2.00	2.00 and greater	Academic Probation
48+	Less than 2.00	Less than 2.00 (first time in this category)	Academic Restriction
48+	Less than 2.00	Less than 2.00 (first time in this category)	Academic Dismissal

### Academic Probation

A student on academic probation may take no more than 14 charged credits per semester, as approved by a counselor. Mandated counseling is required for all students on academic probation.

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



**Did you know 52.1% of Westchester Community College credit students are female?**

### Academic Restriction

A student on academic restriction may take no more than 8 charged credits per semester, as approved by a counselor and/or curriculum chair. Mandated counseling is required for all students on academic restriction.

### Academic Dismissal

A student who is academically dismissed may not attend classes at Westchester Community College until the student petitions for reinstatement from academic dismissal and his/her Re-entry Application is approved. Students will be limited to 8 charged credits upon re-entry. Students returning after 3 or more years may be eligible for the Fresh Start Program. (See **FRESH START**).

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

## ACADEMIC SUPPORT

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

If you are experiencing difficulties in class, begin by talking to your professor(s). Most professors post their office hours on their office doors and are available at those times for your convenience. The Library and Learning Resource Center offers expert help doing research, locating print and electronic resources, preparing documentation for a research paper, logging into library databases from home, and more! (See the **LIBRARY** section, or call the Reference Desk at 914-606-6960.)

## ACADEMIC SUPPORT CENTER

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

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

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

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

### Science Tutorial: Science Building, Room 219

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

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

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

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

#### Accounting Tutorial: Classroom Building, Room 315

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

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

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

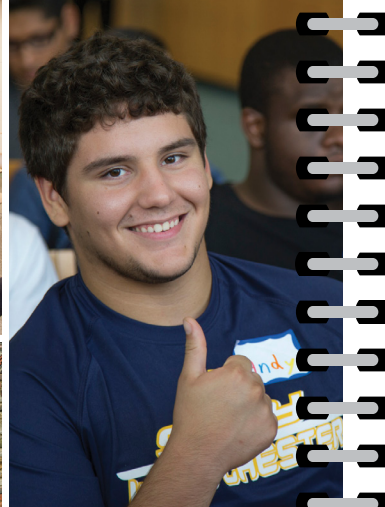
#### Extension Center Tutoring:

The Mount Vernon Extension Center has its own Academic Support Center. Tutoring is available in Prealgebra, Beginning Algebra, Foundations of Mathematical Reasoning, College Algebra: Functions & Models, College Algebra with Trigonometry, Reading, English, papers in all disciplines, ESL level 6 and above, and Accounting. Pre-Nursing students preparing for entrance exams are welcome. Workshops are offered to assist students in subject-specific areas, and in developing skills essential for success in college. Computers are available for academic purposes. The Center is open six days a week. Call 914-606-7220 for more information including hours and subject coverage, or visit [www.sunywcc.edu/mountvernon](http://www.sunywcc.edu/mountvernon) and click on Mount Vernon Academic Support Center.

The Yonkers and Peekskill Extension Centers offer tutoring in Prealgebra, Beginning Algebra, and College Algebra: Functions & Models, College Algebra with Trigonometry, Reading, English, papers in all disciplines and ESL level 6 and above. The Ossining Extension Center offers tutoring in the Biological Sciences, including Anatomy and Physiology 1 & 2. Please call 914-606-7220 for hours or visit [www.sunywcc.edu/asc](http://www.sunywcc.edu/asc) and click Additional Tutorial Services.



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



### Modern Languages Tutorial Lab:

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

### Mathematics/Physics Tutorial Center:

*Technology Building, Lower Level, Room 37.* Tutorial assistance is available Monday through Thursday from 9:00 am to 6:00 pm and on Fridays and Saturdays from 9:00 am to 3:00 pm. Information about evening hours and specific tutoring schedules for various courses can be found on the bulletin board in front of the Tutorial Center, by calling the Division Office at 914-606-6788, or by visiting our website at: [www.sunywcc.edu/mathphystutorial](http://www.sunywcc.edu/mathphystutorial)

## ACCIDENT INSURANCE

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

## ALCOHOL AND DRUG POLICY

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

Alcohol and drug abuse are devastating to both the user and to the college community. Substance abuse is a major cause of accidents and can seriously affect academic performance and campus morale. Therefore, possession, use, or distribution of illegal drugs or alcohol on college property or at college-sponsored events is forbidden. Infractions will result in serious disciplinary action. You could be expelled. In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights

during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities. Further information on the legal consequences of alcohol and drug abuse can be found in the Library's Reference Section under Public Law 101-226.

Additional information is available from the Director of Student Support Services, Room 222 or the Security Department, Room 118, in the Student Center building.

## ALUMNI ASSOCIATION

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

All graduates of Westchester Community College automatically become members of the college's Alumni Association. One of the first steps you should do to take full advantage of that membership is to register on the WCC Alumni Online Community [www.mysunywcc.org](http://www.mysunywcc.org). From this site you have access to your alumni record and can make updates and changes to any information we have on you (address, e-mail, employer, etc.). In order to receive information on college events, alumni should notify the Alumni Office of changes to mailing and email addresses. Members receive a monthly e-newsletter on alumni and college related events as they occur. This interactive site also features personal profile pages, a searchable directory, career and volunteer opportunities, event information, and much more. In addition, the site offers alumni access to the Perks Program, which offers discounts at retail establishments locally and across the nation. Looking for a better rate on you auto insurance? The Alumni Association has arranged for discounts on a number of insurance products. Check out the Alumni Benefits site on the online community for all the discount programs available to you. For more information, please contact the Alumni Office at 914-606-6559, or email [wcc.alumni@sunywcc.edu](mailto:wcc.alumni@sunywcc.edu). Alumni volunteers are always welcome.

## AMBASSADOR PROGRAM

The Admissions Ambassador Program is an extraordinary program administered through the Office of Admissions that is designed to connect prospective students with current Westchester Community College students. This student-to-student connection helps provide a smooth transition into college life. The Admissions Ambassador team is composed of hard working and enthusiastic students. As Ambassadors, students will have the opportunity to get involved in the many facets of admissions and recruitment efforts. They'll conduct campus tours for prospective students, visit area high schools with admissions counselors, participate in Open House, provide admissions and registration assistance, correspond with incoming students, and contribute to an array of special events and activities. The Admissions Ambassador Program is an exciting opportunity for students to utilize their many skills and personal experiences. This is a selective program. Interested students should contact the Office of Admissions at 914-606-6735.

## ATHLETICS

The Westchester Community College Athletic Department sponsors nine different intercollegiate athletic teams in various sports. The school year consists of Men's Soccer

*Need to find your way around campus?  
See the campus map on p. 108*





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

and Women's Volleyball in the fall, Men's and Women's Basketball and Men's and Women's Bowling in the winter, and Men's Baseball, Women's Softball and Golf in the spring.

Westchester teams are members of Region XV of the National Junior College Athletic Association and the Mid Hudson Conference. While most of our sports compete at the Division III level, Men's Basketball is Division I and Men's Baseball is Division II. There is no Division setup in Men's and Women's Bowling.

The Westchester Community College Athletic Department offers an excellent opportunity for Westchester students to enjoy their favorite sports and showcase their individual talents prior to moving on to four-year schools or joining the job market. Westchester Community College student athletes range from accomplished student athletes looking to move onto scholarship situations at four-year schools to students just learning a particular sport or seeking technical certificates for immediate entry into the work force.

[www.njcaa.org](http://www.njcaa.org) and [www.njcaaregion15.org](http://www.njcaaregion15.org)

## ATM

An ATM is located on the main floor of the Student Center building.

## AUDITING A COURSE

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

## AUTOMOBILE REGULATIONS - See CARS ON CAMPUS

## BLACKBOARD

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

Blackboard is a web-based, interactive learning environment (course management system) that supports learning and teaching in on-campus, hybrid, and online courses at Westchester Community College.

## BOOKSTORE

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

The Bookstore, a Faculty Student Association service, is located at the Valhalla campus next to the Student Center. The Bookstore supplies textbooks, study aids, bestsellers, bargain books, software, school supplies, metro cards and campus wear. Purchases may be made

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

by financial aid when available, cash, check, money order, Discover, VISA or MasterCard. Hours are: Monday and Thursday, 9:00 am to 7:00 pm; Tuesday and Wednesday, 9:00 am to 4:00 pm; and Friday, 9:00 am to 12:00 noon. Hours are extended during the first five weeks of the Fall and Spring semesters, as well as the beginning of each Summer semester.

For daily commuters, purchasing a monthly metro card will save you money. Metro cards can be purchased in the Bookstore and at off-campus locations. Call Bee-Line at 914-813-7777 for more information.

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

## BOOK REFUND POLICY

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

During the first three weeks of each semester, course books purchased at the bookstore may be returned for a full refund within five business days of purchase. Books must be in their original condition to receive a refund, and students must present the original receipt. After the five-day return period, a book may still be returned if you present a withdrawal slip along with the original receipt. Defective books will be replaced at no charge to the student. Electronics, software, E-books, computers, tablets, netbooks, and access codes—and any shipping charges paid, are nonrefundable.

## BURSAR'S OFFICE

The Bursar's Office is located on the first floor in the Administration Building. You can pay your bill online via credit card (MasterCard, VISA and Discover Card are accepted) through MyWCC or in-person at the Bursar's Office where cash, personal checks, and credit cards (cardholder must be present) are accepted. You may call 914-606-6870 or 914-606-6992, or write to [bursar@sunywcc.edu](mailto:bursar@sunywcc.edu) for more information.

## BUS SERVICE

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

The County's Bee-Line Bus System provides service to and from the campus. Routes #1C, 1X, 15, 40 and 41 stop at the Valhalla campus. Schedules are available in the Student Involvement Office, Student Center, Room 103. For daily commuters, purchasing a monthly bus pass will save you money. Bus passes can be purchased (cash only) in the College Bookstore and at off-campus locations. Call Bee-Line at 914-813-7777 for more information.

## CAREER SERVICES

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

Career Services, located on the second floor of the Student Center building, provides career assessment and planning to help you move forward with your educational goals. Additionally our Career Counselors are experts in the tools for a successful job or internship search (resume, interview, search strategies) and assist all current and former students in

Did you know  
**57.8%** of  
Westchester  
Community College  
credit students are  
Black, Hispanic, Asian,  
American Indian/  
Alaskan Native or  
Native Hawaiian/  
Pacific Islander



these areas. During the regular school year Career Counselors are available by appointment, Monday through Friday from 9:00 am to 5:00 pm. In the summer, Career Counselors are available Monday through Thursday 9:00 am to 5:00 pm and Fridays 9:00 am to 12:00 noon. For job/internship resources, register on our online job board CCN- [www.collegecentral.com/sunywcc](http://www.collegecentral.com/sunywcc). For further information visit our website. For appointments call 914-606-6760, email [careerservices@sunywcc.edu](mailto:careerservices@sunywcc.edu) or stop in STC 222. Choosing a major or career and looking for a job/internship is an important, and sometimes overwhelming task. Let us help you create a plan for success!

## CARS ON CAMPUS

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

The college offers a free carpool service, matching students with other students. We encourage you to share rides to help the environment while you save money. Register today at [www.wccrideshare.com](http://www.wccrideshare.com)

For further information about rules, ticketing, towing, or fines please see the *Automobile Regulations brochure* available through the Security Office, Student Center, Room 118, or call 914-606-6730.

## CHANGE MACHINES

These can be found near vending machines located in the Library and Food Court area in the Student Center Building. Most change machines will accept one-dollar and five-dollar bills.

## CHANGING PERSONAL INFORMATION

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

Have you been married or divorced recently? Have you moved? The Registrar's Office needs to know! Any change of name needs to be accompanied by proof (documentation).

The Registrar is located in the Administration Building, Room 107. Call 914-606-6810 for more information. You can update your email contact information online by visiting: [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC).

## CHANGING YOUR MAJOR

To change your major (also referred to as Program of Study):

1. Begin the change request process before the selection of courses for the next semester.
2. Either consult with your Curriculum Chair or go directly to the Registrar's Office.
3. It is strongly suggested that you make an appointment to meet with the Curriculum Chairperson of your new major.

## CHILDREN IN THE CLASSROOM AND ON CAMPUS

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

## CHILDREN'S CENTER

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

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

## CLUBS AND ORGANIZATIONS

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

There are more than 60 active clubs and organizations active at Westchester Community College. There is a variety of opportunities for student involvement, including: honors societies, cultural organizations, fine and performing arts, student publications, curriculum based clubs, and special interest groups. Whether you are a spectator, planner, participant or president, your college experience will be greatly enhanced through your involvement on campus. Clubs usually meet during Common Hour (See **COMMON HOURS**). For a complete listing of existing clubs, visit [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs) or stop by the Student Involvement Office in the Student Center, Room 103.

## COLLEGE CATALOG

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

The College Catalog is a resource for course descriptions, program requirements, policies and procedures, admissions and financial information, academic standards, and information about support services. Degree seeking students are reminded to refer to the program

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

requirements that were in place during the semester in which they entered their program. Though program requirements will change, the requirements for each student are locked in upon acceptance to a program. Archived editions of the catalog are also accessible here.

## COLLEGE CLOSINGS

Visit our website ([sunywcc.edu](http://sunywcc.edu)) at any time to check if the college has been closed unexpectedly due to the weather or any other reason. Also, we post the same information on Facebook ([sunywcc.edu/Facebook](http://sunywcc.edu/Facebook)) and Twitter ([sunywcc.edu/Twitter](http://sunywcc.edu/Twitter)). No mention of a delay or closure means that all classes will meet as scheduled. You also have the option of tuning into the radio or TV stations below for information on college weather closings. Or you can call our information line at 914-606-6900. If the weather gets worse as the day progresses, the decision whether or not to cancel evening classes will be made by approximately 3:00 pm. Information about college closings will be given on Cablevision's News Channel 12 and WHUD (100.7 FM). For weather-related closings at Peekskill, Ossining, White Plains, Yonkers (Cross County), Mount Vernon extensions, refer to our website. For our school-based extension locations (Ursuline High, Port Chester Middle School, Blessed Sacrament High, Lakeland High, Mahopac High), call 914-606-6421.

## COLLEGE SUCCESS

This three-credit elective course is specifically designed to help first-year students make a successful transition to Westchester Community College as well as to help these students learn the attitude, skills, and strategies that promote both academic and personal success. Successful outcomes include demonstrating knowledge of appropriate collegiate behaviors, evaluating short, medium, and long-term goals, enhancing study skills, applying various learning and memory techniques, and developing effective communication skills. For further information contact Professor Meralee Silverman, Reading and Study Skills Department Chair, at 914-606-6678 or email to [Meralee.Silverman@sunywcc.edu](mailto:Meralee.Silverman@sunywcc.edu).

## COMMENCEMENT

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

Commencement is the formal name for the Graduation Ceremony, a day when we celebrate all of our graduates from the past academic year. Thousands of friends and family members come to watch our graduates be recognized for their achievement! Check the college website for updates. Students who are graduating from the college in August 2015, December 2015 or May 2016 will be eligible to participate in the 2016 Commencement Ceremony. (See **GRADUATION** for more information on how to apply for graduation and receive your certificate/diploma). Students who want to participate in the Commencement Ceremony need to order a cap and gown to wear. Caps and gowns are provided without charge to all graduates and can be ordered by visiting [www.sunywcc.edu/capgown](http://www.sunywcc.edu/capgown).

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

## COMMON HOURS

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

## COMMUNITY SERVICES

Community Services, within the Division of Continuing Education, offers a variety of personal, enrichment and professional development classes to the community and provides quality non-credit programs through innovative delivery systems to meet the ever-changing needs of our community. The department of Community Services continues to be responsive to the community it serves by staying abreast of local trends in employment, new career options, advances in technology, holistic wellness as well as personal enrichment needs and excels in the creation of certificate programs for new careers and retraining needs, continuing education for various industry professionals, and enrichment and leisure programs as well as creating partnerships with area businesses and organizations to bring educational opportunities to our constituencies. With over 20 certificate programs, more than 50 state approved continuing education classes for professionals and hundreds of leisure and enrichment offerings, Community Services has something for everyone!

## COMPUTER COPYRIGHT POLICY

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

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

When enrolling at Westchester Community College, students are granted use of the college's computer facilities for educational purposes only. Students are not permitted to use peer-to-peer applications or perform any activities using college computer equipment that would violate any federal or state laws, including but not limited to, the duplication and/or distribution of copyrighted material. Because of federal and state laws and the penalties they impose, Westchester Community College students making, acquiring or using unauthorized copies of copyrighted material are in violation of federal and state copyright laws and could be subject to disciplinary actions, including academic dismissal from the college in addition to possible penalties under the law. Possible penalties for copyright infringement include fines and imprisonment. For your information, particularly with regard to penalties, violators of the Digital Millennium Copyright Act who illegally shared copyrighted files are subject to civil penalties of between \$750 and \$150,000 per song. In the past, pre-litigation settlements offered by copyright owners have ranged from \$3,000 to \$4,000 and





up. Additionally, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although prosecution of students for this type of file sharing is extremely rare, 17 USC § 506 lays out criminal penalties for intentional copyright infringement which can include fines and jail time. For more information regarding acceptable uses of copyrighted material, please visit [www.sunywcc.edu/copyright](http://www.sunywcc.edu/copyright).

#### COMPUTER LABS - See also STUDENT ID CARDS

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

##### **Classroom Building, Room 302**

Open: Monday through Thursday, 8:00 am to 9:30 pm; Friday 8:00 am to 3:00 pm; and Saturday 9:00 am to 4:00 pm.

##### **Library, Open Lab - First and Second Floors**

Open: Monday through Friday, 8:00 am to 9:30 pm; Saturday 9:00 am to 5:00 pm and Sunday 1:00 pm to 5:00 pm. Call 914-606-6857 for more information or semester break and summer hours.

##### **Technologies Building, Room 25B**

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

##### **Center for the Digital Arts, Peekskill**

Open: Monday through Thursday, 9:00 am to 9:00 pm; Friday and Saturday 9:00 am to 4:00 pm; and Sunday, closed. The Center offers five high-end post-production studios that support digital arts and filmmaking.

Apple Computer Labs are accessible to students enrolled in any digital arts course at Westchester Community College with a Student ID. The PC lab is available. Please call 914-606-7300 for availability or please see [www.sunywcc.edu/peekskill](http://www.sunywcc.edu/peekskill) for further information.

##### **Mount Vernon Extension Center, Room L32**

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

##### **Yonkers Extension Center, Room 215**

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

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

Mac Computer Labs are accessible to students enrolled in the computer courses at Westchester Community College Center for the Arts and all other students with a Student ID. Please call 914-606-7500 for availability. See **ACADEMIC SUPPORT** for Computer Info Systems and Computer Science Tutorial information.

#### COMPUTER USE POLICY

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

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

#### CONTINUING EDUCATION

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

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

#### COPY MACHINES

Copy machines are located in several buildings around campus and at extension sites. Copy charges are provided at a rate of \$0.10 per black copy and \$0.25 per color copy. Color copy machines are located in the Library and Student Center Lounge. Students will also be able to scan and print documents from flash drives using these state of the art machines. The rate for black and color copies is \$0.10 and \$0.25 per page respectively.

#### COPYRIGHT

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

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

A copyright is something that you own, too. Each time you express a new idea in a paper, an art project, or a multimedia presentation, you are copyrighting that work. It happens

*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?*





automatically, without a government stamp or a fee. For more information and recommended resources visit the library's website: <http://researchguides.sunywcc.edu/copyright>.

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

Make an appointment with your counselor in the Student Center, or call 914-606-6572/6381. If you do not have a counselor, or if you don't know who your counselor is, the Counseling Office can refer you to one. You can also find out who your assigned counselor is through MyWCC. Login to the Self Service section for more information. A counselor can help you choose courses you need to fulfill your degree or certificate requirements, find a suitable transfer college, and ensure that the maximum number of credits will transfer. Your counselor can also help you with personal problems, a troubling emotional situation, a crisis, or a decision you may be contemplating, such as withdrawal from school or a course. He or she can help you connect with community resources or other assistance you may need. All discussions are kept confidential. Counselors are available on a walk-in basis Monday through Thursday from 9:00 am to 7:00 pm and Fridays from 9:00 am to 4:00 pm in the Student Center 2nd floor.

Counselors	Room#	Contact
<b>Student Development and Support Services</b>		
Ellen Zendman Director of Student Development	STC-203	914-606-6733 Ellen.Zendman@sunywcc.edu
Carol Ann Zavarella (Secretary)	STC-202	914-606-7857 Carolann.Zavarella@sunywcc.edu
<b>Student Support Services</b>		
Ruben Barato Director of Student Support Services	STC-223	914-606-6777 Ruben.Barato@sunywcc.edu
Marge Coles	STC-222	914-606-6778 Margaret.Coles@sunywcc.edu
Joan Williams		914-606-6381 Joan.Williams@sunywcc.edu
Theresa Leahy	STC-222	914-606-6760 Theresa.Leahy@sunywcc.edu
<b>Counselors</b>		
Gwen Roundtree-Evans	CLA-3	914-606-6581 Gwen.Roundtree@sunywcc.edu
Iskra Hernandez	STC-226	914-606-7947 Iskra.Hernandez@sunywcc.edu

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

<b>Admissions</b>		
Donald Whitely	ADM 210	914-606-6741 Donald.Whitely@sunywcc.edu
Stephanie Annunziata	ADM 210	914-606-6740 Stephanie.Annunziata@sunywcc.edu
Shaunyce Jones	ADM 210	914-606-6739 Shaunyce.Jones@sunywcc.edu
<b>International Students</b>		
Anne-Marie Verini	GTW-132	914-606-8567 Anne.Verini@sunywcc.edu
Tina Hack		914-606-5660 Tina.hack@sunywcc.edu
<b>Students with Disabilities Services</b>		
Marcia Kalkut	CLA-4	914-606-6552 Marcia.Kalkut@sunywcc.edu
Sharon Massey	LIB-G51	914-606-6626 Sharon.Massey@sunywcc.edu
Barbara Bengal Scovotti	LIB-G51	914-606-8585 Barbara.Scovotti@sunywcc.edu
<b>Adjunct Counselors for Students with Disabilities</b>		
Angeliki Parashis (Specialist for the Deaf, Hard of Hearing, and Visually Impaired)	LIB-52	914-606-6236 Angeliki.Parashis@sunywcc.edu
Theresa Revans-McMenimon (Specialist for Students on Autism Spectrum)	LIB-52	914-606-6336 Theresa.Revans-Mcmenimon@sunywcc.edu
<b>Personal Counseling</b>		
Tiffany Kallhovd (Social Worker)	STC-224	914-606-6721 Tiffany.Kallhovd@sunywcc.edu
Roxanne Santiago (Social Worker)	STC-224	914-606-7784 Roxanne.Santiago@sunywcc.edu
<b>Accent on Success</b>		
Laura Milhaven	STC-225	Laura.Milhaven@sunywcc.edu

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



#### Transfer Counselors

Robin Graff (Coordinator of Transfer Services)	STC-213	914-606-7756 Robin.Graff@sunywcc.edu
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#### Career Counselors

Gelaine Williams (Coordinator of Career Services)	STC-212	914-606-6727 Gelaine.Williams@sunywcc.edu
Susan Hacker (Adjunct Career Counselor)	STC-227	914-606-6590 Susan.Hacker@sunywcc.edu
Marilyn Merker (Adjunct Career Counselor)	STC-227	914-606-8574 Marilyn.Merker@sunywcc.edu

#### Educational Opportunity Program

Rafael Rodriguez (Director)	STC-221	914-606-6904 Rafael.Rodriguez@sunywcc.edu
Alfred Quinones (Administrative Assistant)	STC-220	914-606-6688 Alfred.Quinones@sunywcc.edu

#### Developmental Students

Rita Glaser	STC-214	914-606-6688 Rita.Glaser@sunywcc.edu
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#### Federal Work-Study

Maria Clarizio	STC-219	914-606-6763 Maria.Clarizio@sunywcc.edu
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#### Trio/Student Support Services Program

Rita Samet-Slavin (Program Director)	SCI-335	914-606-8523 Rita.Samet-Slavin@sunywcc.edu
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#### Trio/Student Support Services Program (continued)

Noelle Bucci (Counselor)	SCI-336	914-606-8916 Noelle.Bucci@sunywcc.edu
Tracy Adams (Junior Office Assistant)	SCI-329	914-606-8525 Tracy.Adams@sunywcc.edu

#### Health Curriculum Counselor

Sabrina Payne	SCI-356	Sabrina.Payne@sunywcc.edu
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#### Black & Hispanic Male Initiative Counselor

Donnie Simmons	CL-2	914-606-6591 Don.Simmons@sunywcc.edu
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#### Adjunct Counselors

Devin Blanchard	STC-209	Mt. Vernon 914-606-7200/ Cross County 914-606-7100 Devin.Blanchard@sunywcc.edu
Ron Brown	STC-209	Ronald.Brown@sunywcc.edu
David Byrnes	STC-209	David.Byrnes@sunywcc.edu
Michell Espinoza	STC-209	Michell.Espinoza@sunywcc.edu
Sabrina. Hochberg	STC-209	Sabrina.Hochberg@sunywcc.edu
Pete Hoffman	STC-209	914-606-6721 Pete.Hoffman@sunywcc.edu
Gina Immucci	STC-209	Gina.Immucci@sunywcc.edu
Thomas Nugent	STC-209	Thomas.nugent@sunywcc.edu
Ashlee Pierce	STC-209	Ashlee.Pierce@sunywcc.edu
Sarah Rabinowitz	STC-209	914-606-6721 Sarah.Rabinowitz@sunywcc.edu
Kevin Slavin	STC-210	914-606-6504 Kevin.Slavin2@sunywcc.edu
Kim Smith	STC-209	Kim.Smith@sunywcc.edu
Serena Stingone	STC-209	914-606-6457 Serena.Stingone@sunywcc.edu
Christine Thomas	STC-209	914-606-6458 Christine.Thomas@sunywcc.edu

*Did you know that 1,558 students graduated in 2013?  
Of those graduates who responded to the graduate survey,  
42.6%% transferred to other colleges and universities.*



*Did you know that during the 2013-2014 academic year  
our Foundation awarded \$1,400,000?*

**Adjunct Counselors (continued)**

Carol Tillman	STC-209	914-606-6721 Carol.Tillman@sunywcc.edu
Damian Trombetta	STC-209	Damian.Trombetta@sunywcc.edu

**Extension Site Counselors**

Devin Blanchard (Call for schedule)	Cross County	914-606-7100 Devin.Blanchard@sunywcc.edu
Iskra Hernandez (Monday & Tuesday Evening)	Cross County	914-606-7100 Iskra.Hernandez@sunywcc.edu
Rafael Rodriguez (Monday & Wednesday Evening)	Mt. Vernon	914-606-7200 Rafael.Rodriguez@sunywcc.edu
Wendy Turner (Wednesday, Evening)	Ossining	914-606-7300 Wendy.Turner@sunywcc.edu

**Department Assistants/Technicians**

Joseph Goldstein (Technician)	STC-211	914-606-7865 Joseph.Goldstein@sunywcc.edu
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**COURSE AVAILABILITY**

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

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

**CREDIT FOR PRIOR LEARNING**

A student may be granted a maximum of 50 percent of the required credits for a degree or certificate at Westchester Community College through transfer, examination or evaluation.

**AP/CLEP**

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

You can earn college credit by completing examinations such as CLEP (College Level Examination Program) or AP (Advanced Placement). The exams, although not administered at Westchester Community College, can be taken elsewhere. You may be granted a maximum of 60 percent of the required credits for a degree or certificate at Westchester Community College through transfer, examination or evaluation. You cannot earn credit by taking an exam whose content is similar to a course or courses you have already taken. Please note that you cannot earn college credit for English Composition 1 or 2 by CLEP Exam.

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

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

**Transfer Credit**

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

Credit for coursework successfully completed with a grade of "C" or better at another accredited college or university may be awarded for courses deemed equivalent at Westchester Community College. Students are encouraged to submit official transcripts to the Office of Admission for a Transfer Credit Evaluation. If applicable, a student may be granted a maximum of 50 percent of the required credits for a degree or certificate at Westchester Community College. You cannot earn credit for a course that is similar in content to a course or courses you have already taken at Westchester Community College.

**CULTURAL ARTS**

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

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

**CULTURAL DIVERSITY**

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

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

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

**The goals are as follows:**

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



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



should be taken to the Acting Director of Student Development, or you may call 914-606-6733 for guidance. In all cases, the discrimination complaint will be dealt with in a timely fashion by each compliance officer.

## CURRICULUM CHANGES - See CHANGING YOUR MAJOR

## DANCE

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

The college's Dance Program sponsors a resident dance troupe named Danceworks. College students and alumni give two types of concert performances during the academic year. One is *Danceworks for Children* (suitable for children 3 years and up) which is an "interactive" experience where children are invited up on stage to perform, and *Danceworks In Performance* whereby the troupe gives five full-length performances of original choreographic works. For more information on Danceworks, please contact Molly Franzblau at 914-606-6565.

In addition to Danceworks, the college also has a Dance Club. The club meets during Common Hour in AAB-218. Dance Club sessions are an opportunity for students to create their own dances and to explore diverse forms of movement. For more information on either Danceworks or the Dance Club contact the Student Involvement Office at 914-606-6731.

## DEAN'S LIST

The Dean's List is an honor earned by full-time students who have obtained a 3.5 to 3.74 semester grade point average (sGPA). Those who achieve a 3.75 or higher qualify for the Presidents List. (See **PRESIDENT'S LIST**). Keep up the good work! Make the Dean's List and the honor societies will be looking for you next.

## DEVELOPMENTAL COURSES

Developmental courses (credit and zero-credit) are given in reading, writing, and mathematics through the Reading and Study Skills Department, the English Department, and the Mathematics Department respectively. Students are placed into these courses on the basis of their performance on a placement exam administered by the Testing and

Assessment Center. The courses are intended to help students improve the skills they need to succeed in other college courses. A letter grade is given for performance in the course and is recorded on the student's transcript. Students may receive supplementary help for these courses through tutoring in the Academic Support Center and the Writing Tutorial Center in the library, as well as tutoring at the Extension Centers.

## DISABILITIES SERVICES

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

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

## DISCOVER SMART ARTS®

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

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

## DRAMA CLUB - See THEATRE

## DROPPING A COURSE

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

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

## EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

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

The State University of New York's Educational Opportunity Program (EOP) provides academic support and financial assistance to students who show promise for mastering college-level work but who may otherwise find the college transition difficult. Offered primarily to first-semester, full-time students who are New York State residents, the EOP accepts students who qualify, academically and financially, for the program. Eligible students receive one-on-one tutoring, and academic, career, and personal counseling. In addition, qualifying students receive a stipend to help with the cost of personal expenses. For more information about this program, call 914-606-6688 or visit the EOP offices located in the Student Center Rooms 214, 220, and Science Building Room 334.

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





EMERGENCY ALERT SYSTEM - See CAMPUS SECURITY & SAFETY (pg. 107)

EMERGENCIES ON CAMPUS - See CAMPUS SECURITY & SAFETY (pg. 107)

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

Westchester Community College's English Language Institute enrolls over 4,000 English as a Second Language learners—more than any other in the SUNY system. Beginner-to advanced-level students are placed into one of seven levels of ESL instruction with each level providing balanced instruction and active practice in all English language skills: listening, speaking and pronunciation, standard grammar, reading, and writing. New students take an exam to determine the level at which they begin study. Most ESL students use a multimedia computer lab with their class or on a self-study basis for additional practice. The English-only environment during all activities promotes maximum learning. These courses serve the needs of the general learner but English literacy and academic language skills are a focus from the beginning levels for those preparing for college/university study. Instructors are professionals in TESOL (Teaching English to Speakers of Other Languages). Our courses are offered in Spring (January-April), Summer (May-August) and Fall (September- December). This school is authorized under Federal law to enroll nonimmigrant alien students. The I-20 form is available for full-time Intensive ESL students and for prospective ESL/EFL teachers enrolling in our TESOL Certificate Program who are applying for the F-1 student visa or status. Come visit us in the Gateway Center, Room 243 or contact us at 914-606-6656 or [ESL@sunywcc.edu](mailto:ESL@sunywcc.edu).

ENGLISH AS A SECOND LANGUAGE (ESL)

Westchester Community College is home to the largest ESL program in the State University (SUNY) system: the English Language Institute. If you, or someone you know, would like to take noncredit ESL classes, the Institute offers intensive and non-intensive courses at 14 locations around Westchester on a variety of schedules, including evenings, Saturdays, and Sundays. English for Academic Purposes and Introduction to Academic Writing are academic ESL courses specifically for those focusing on the transition to college courses. ESL learners needing more speaking opportunities have access to the free Conversation Partners Program offered by the college's Volunteer Center (914-606-6506). General information about ESL study is available at 914-606-6656 or [ESL@sunywcc.edu](mailto:ESL@sunywcc.edu).

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

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

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



- Mahopac, Mahopac High School
- Mount Vernon, 17 S. Fifth Avenue
- New Rochelle, The Ursuline School
- Ossining, Arcadian Shopping Center, 22 Rockledge Avenue
- Peekskill, Center for the Digital Arts, 27 North Division Street
- Port Chester, Port Chester Middle School
- Shrub Oak, Lakeland High School
- White Plains, Westchester Community College Center for the Arts, 196 Central Avenue
- Yonkers, Yonkers Extension Center, and Roosevelt High School

For more information contact:

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

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

FACEBOOK – SEE SOCIAL NETWORKING

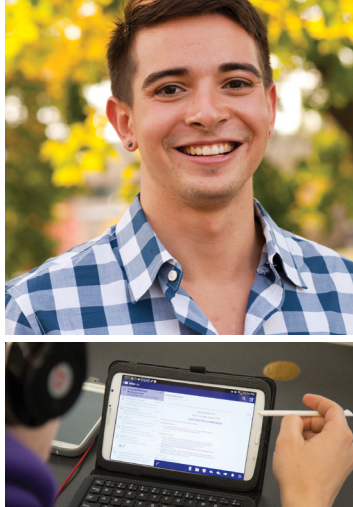
FERPA

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) is a U.S. Federal law that protects the privacy of student education records ([www.ed.gov/ferpa](http://www.ed.gov/ferpa)). FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Records of those who have applied to but not attended an institution are not subject to FERPA guidelines, nor are deceased students. The law applies to all schools that receive funding from an

POLICIES & GENERAL INFO

POLICIES & GENERAL INFO

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



applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records UNTIL these rights transfer solely to the student when s/he reaches the age of 18 or attends a school beyond the high school level. For more information please visit [www.sunywcc.edu/FERPA](http://www.sunywcc.edu/FERPA).

## FINANCIAL AID

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

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

## FINANCIAL EDUCATION

The Center for Financial and Economic Education (CFEE) is a component of the Gateway Center dedicated to providing an array of financial education programs for the campus community. Each semester the CFEE offers seminars during Common Hour that are open to all students and which focus on different aspects of personal financial management. Students can also participate in a program called the Money Smart Forum, which provides one-on-one coaching in the basics of financial management. One of the CFEE's key objectives is to foster financial empowerment for students and adults of all ages. Throughout the year, the CFEE sponsors informational events that are open to the public, including Financial Education Day, a free, half-day conference that is offered during the spring semester. For more information call 914-606-5627 or email: [suzanne.matthews@sunywcc.edu](mailto:suzanne.matthews@sunywcc.edu).

## FINE ARTS GALLERY

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

The Fine Arts Gallery is located in the Academic Arts Building across from the Theatre. The Gallery is open Monday through Saturday from 10:00 am to 3:00 pm and Thursdays 4:00 to 6:00 pm. Exhibitions and receptions are free and open to the public. Professional art

exhibitions are scheduled throughout the year. Exhibitions of student work are held at the close of most fall and spring semesters.

## FITNESS CENTER AND WEIGHT ROOM

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

The Weight Room and Fitness Center are located in the Physical Education building and are open to all Westchester students, staff, and faculty during set hours. Hours are posted in the PE building and are subject to change. Equipment includes a full range of strength machines, elliptical trainers, treadmills, and bicycles (both recumbent and up right).

- Westchester Community College ID is required for entry.
- Proper workout attire is required

## FOOD

When you're hungry, there are several enjoyable dining areas on campus.

### Viking Café

The Viking Café is located in the Student Center. Open Monday through Thursday till 5:30 pm and Friday's until 1:45 pm, the Viking Cafe is our own full-service cafeteria serving breakfast, lunch and late-day fare. Be sure and try our "Grab and Go" sandwiches, fresh salads, and a full deli featuring Boar's Head meats and cheeses.

### La Crema

Get your coffee fix at La Crema, located in the Student Center, where hot and cold Starbucks drinks are prepared to order. While there, enjoy fresh baked cookies, brownies and other bakery treats. Open Monday through Thursday until 4:00 pm and Friday's until 1:00 pm.

### Siegel Café

Located on the first floor of the Gateway Center, the Siegel Café offers students and visitors to campus a light breakfast, lunch or dinner. The café's menu reflects the diversity of our student body and provides the option for taking a break between classes in its indoor seating area or beautiful outdoor terrace. Hours are: Monday through Thursday, 8:00 am to 6:30 pm; Friday, 8:00 am to 1:15 pm; Saturday, 8:30 am to 12:30 pm.

### Instructional Dining Room

A practical experience for students in the Culinary Arts and Management Program affords all students the opportunity to dine in this student-staffed restaurant. Each day that the Dining Room is open a different class prepares fresh delicious food. Complete luncheons are \$10 to \$15 per person and the dining room is open to everyone from 11:30 am to 12:15 pm. During the fall semester, the Dining Room is open only Tuesdays with waiter/waitress service and during the spring semester it is open two or three days a week with scrumptious buffets and cafeteria style meals. Takeout is available on certain days. Please join us for a pleasurable lunch that provides the students an opportunity to gain skills in food production. The students are well on their way to becoming professionals in the food service industry.

*Did you know that 54% of graduates who responded to the graduate survey were employed after six months?*



Did you know that more than 600 community volunteers help with college projects including mentoring programs?

Vending Machines

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

FOUNDATION

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

FRESH START

For students returning to Westchester Community College after a prior unsuccessful start and a lengthy absence, our institution offers the Fresh Start Program. Students who have not enrolled in credit classes at the college for, at least, the three prior years, and who have poor grades on their transcripts may apply. This program allows all prior grades to be made non-applicable in a student's program. Fresh Start can be used by each student only once, and students must apply for the Fresh Start program through the Counseling Office prior to re-registering for the first semester back at the college.

FSA

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

Want to know if a course is still open?  
Visit our website at [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) to check course availability.

GRADE POINT AVERAGE

Also called the cumulative index, the GPA is the average of your completed courses at Westchester Community College. How do you figure a GPA? Divide the total number of credits attempted into the total number of Quality Points received (See **QUALITY POINTS**). For example, a student who has completed the following courses with the grades listed has a GPA of 2.46:

	GRADE	CREDITS	QUALITY PTS.
Writing and Research	A(4)	3	12
Speech Communication	B(3)	3	9
Accounting I	C(2)	4	8
General Psychology	D(1)	3	3
Total		13	32

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

GRADING SYSTEM

A grade will be assigned for each credit course in which a student enrolls, in accordance with the following grading system, subject to the conditions listed below:

GRADE	NUMERICAL EQUIVALENT	QUALITY POINTS PER CREDIT HOURS
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	0.0
FN	Failure, Insufficient Attendance	0.0
IF	Incomplete that became an F	0.0

POLICIES & GENERAL INFO

POLICIES & GENERAL INFO



## Financial Aid

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



Although all faculty are required to follow the grading system described above, faculty has the right to determine the specific evaluative criteria for a course (e.g., quizzes, exams, assignments, etc.) as well as their relative weight toward the final course grade. These grading scenarios may vary by department, from instructor to instructor, and from course to course; however students have the right to be informed in writing at the first or second class meeting about the content of the course and the criteria for evaluation.

Since many courses include laboratory or clinical components, faculty also has the right to determine the relative weight of a lab or clinical component in calculating the final grade as well as whether or not a student must pass a lab or clinical component in order to receive a passing grade for the course.

For partially- or fully-online courses, faculty may require one or more on-campus examinations, including the final examination. In addition, faculty of either online or on-campus courses are within their rights to specify that passing a final examination is required in order to pass the course.

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

- W = Student Initiated Withdrawal (not assigned by the faculty member)
- WP = Faculty Assigned Withdrawal - Passing  
(Student is passing at the time of withdrawal)
- WF = Faculty Assigned Withdrawal - Failing  
(Student is failing at the time of withdrawal)
- RC = Required Continuation for zero-credit courses only (student is required to retake the course during the following fall/spring semester). Not a passing grade for financial aid.
- AU = Audit (No Credit)
- P or F = In a course which is graded only "P" (Pass) or "F" (Fail)
- WN = Student did not satisfy attendance requirements.

## GRADUATION

Students entering their final semester need to start thinking about graduation early. Graduation from the college signifies that a student has completed all the necessary degree/certificate requirements and is issued a diploma/certificate. Students can graduate at three separate times each year: August, December and May. Graduation does not happen automatically. Students must apply in the Registrar's Office (Administration Building, Room 107) or online (those who are eligible to apply online will receive a notification email sent to their WCC email address). The application deadlines for graduation are:

**December 2015 Graduates:** November 13, 2015

**May 2016 Graduates:** March 11, 2016

**August 2016 Graduates:** July 15, 2016

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

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

## HEALTH INSURANCE

Full-time students (12 credits or more) or part-time students (with at least 6 credits) presently not covered under any health plan, may enroll in the Voluntary Student Sickness insurance plan. Visit [www.ajfusa.com](http://www.ajfusa.com) or call 1-800-734-9326 for more information.

## HEALTH SERVICES

Health services are available at no additional cost at the Student Health Center (SHC), in the Student Center Building, Room 181. Services include minor first aid, over-the-counter medications, blood pressure testing, accurate height and weight measuring, and feminine hygiene needs. Wellness and health counseling are offered, as well as health educational programs throughout the school year. Private resting areas with cots are available if you do not feel well while on campus. College health personnel also assist with acute illness and injuries that occur on campus.

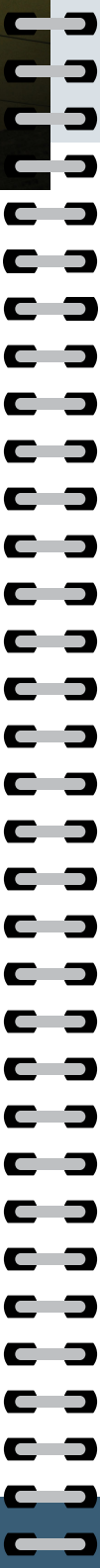
**REPORT ANY CAMPUS EMERGENCY IMMEDIATELY TO THE CAMPUS EMERGENCY NUMBER AT 6-911. THEY WILL CONTACT THE STUDENT HEALTH CENTER.**

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

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

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





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

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

## HOMECOMING

Homecoming is an annual event to welcome back alumni, friends and family of the college. We come together to celebrate the achievements and spectacular changes in our community as well as to show our Viking pride – cheering on our student athletes, giving them ultimate home field advantage. Homecoming is sponsored by the Office of Student Involvement. For more information, visit [www.sunywcc.edu/homecoming](http://www.sunywcc.edu/homecoming)

## HONOR SOCIETIES

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

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

### Alpha Beta Gamma

In 1970, Alpha Beta Gamma became the first honors society on the Westchester Community College campus. It is the most prestigious business honor society for students at community colleges. The Delta Chapter at the college was one of the founding chapters. All business majors who have completed 12 credits (including transfer credits) with a Dean's List average will be invited to join the society. Alpha Beta Gamma is a member of the Association of College Honor Societies. The ABG office is located in GTW 350. Full- and part-time business majors are encouraged to help manage the society. For more information about Alpha Beta Gamma and the Delta Chapter, please call 914-606-6554.

### Mu Alpha Theta

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

### Phi Theta Kappa

If your grades are good, and you're interested in scholarship money (and who isn't?), you may qualify for Phi Theta Kappa (PTK), the premier honor society for two-year colleges. Those who have completed twelve credits and have a college grade point average of 3.5 or

above should contact PTK at 914-606-7835. Learn more about the benefits of membership at [www.sunywcc.edu/ptk](http://www.sunywcc.edu/ptk) or stop by the PTK office in the Classroom Building, Room 218. PTK welcomes membership by full- and part-time students from all majors.

## HONORS PROGRAM

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

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

## HYBRID COURSES

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

A hybrid course is a combination of a traditional on-campus class and an online class using the web-based Blackboard course management system. The weekly on-campus hours are no more than 50% of the time an equivalent face-to-face course would meet. If you are taking a hybrid course you should consult your class schedule for the date, time and location your class will meet in person. Your instructor will inform you of the activities you will be required to complete online.

## IMMUNIZATION REQUIREMENTS

All students enrolling in more than 5 credits must sign a Meningitis Response form acknowledging the receipt of meningitis information. Students must also indicate whether they have had the meningococcal vaccine within the past ten years. The vaccine is not required, but a signature is required. All students born after January 1, 1957 who are enrolling for more than 5 credits must present one of the following before registration:

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

*Check with the Health Center at 914-606-6610 if you have any questions. Then bring two copies of this information, with your name and social security number on each document, to the Student Center, Room 181.*

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

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



## INCOMPLETE

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

## INFOLINE

Call 914-606-6900 for information on campus events and school closings and/or delays. Call after 3:00 pm for evening class information.

## INTERNSHIPS AND EXPERIENTIAL (APPLIED) LEARNING (see career services)

Experience related to your major or career choice is a very important part of an educational program. It is an opportunity to develop professional work skills, self-confidence and build a career-oriented work history, all while completing your degree. Most employers expect that you will have some career related experience before you graduate. Career Counselors can help with resources for positions and with developing a resume and effective interviewing skills. Call 914-606-6760 or email [careerservices@sunywcc.edu](mailto:careerservices@sunywcc.edu) for an appointment. Academic credit is available in some curricula. Most positions are posted on our online job board at [www.collegecentral.com/sunywcc](http://www.collegecentral.com/sunywcc).

## INVOLVEMENT FAIR

Early in the fall and spring semesters, a club fair is held during Common Hour. Clubs and organizations set up displays in the gymnasium so you can learn more about how to get active on campus! For more information on getting involved, contact the staff in the Student Involvement Office at [getinvolved@sunywcc.edu](mailto:getinvolved@sunywcc.edu).

## JOBSTAR

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

JobSTAR is a supportive service for low income and public assistance recipients. This collaboration between Westchester Community College and Westchester County Department of Social Services began in 1990. The program provides both academic advising and counseling. In addition to credit classes, educational training programs are available for those who meet the eligibility qualifications. For more information, call JoAnne Conway at 914-606-6446 or visit the office in the Science Building Room 120.

## LIBRARY

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

At the Harold L. Drimmer Library and Learning Resource Center, a dedicated staff of librarians will help you learn how to locate, evaluate, and cite materials for your assignments. Students can use their MyWCC login to access materials from off-campus at [www.sunywcc.edu/library](http://www.sunywcc.edu/library). We also have a mobile-friendly website.

Click on *Ask a Librarian!* from the library homepage to search our knowledge base of frequently asked questions, or, send us a question by text, IM, or email. Please ask for help!

The library features computers, reference and circulating books, reserve materials (some textbooks are available for 2-hour, in-library use only), periodicals, and multi-media. You will need your student ID to check out books, periodicals, media, or reserve materials, so be sure to have it with you. Try our online, interactive, self-paced research tutorial, called Research Path, our customized Research Guides and our online citation tool, EasyBibPro.

There are group study rooms, a second floor quiet study area, a lounge with vending machines, a multimedia theatre, and many study tables and carrels. The Honors Program, Online Education, Testing and Assessment Center, Academic Support Center and The Writing Center are also located in the library building.

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

Please talk quietly when studying together, or use one of the group study rooms. Eating, drinking, and cell phone use are restricted to the Library Lounge. Everyone's cooperation is appreciated!

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

The Library is open seven days a week:

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

Changes for holidays and summer sessions will be posted on the library homepage.

*For more information, call 914-606-6965.*



GROUND FLOOR

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

FIRST FLOOR

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

SECOND FLOOR

Circulating Books	Open Area
Foundation Board Room	Room 235
Group Study Rooms	Rooms 243, 246, 247
Interlibrary Loan	Room 207
Quiet Study	Designated Area
Scholarship Office	Room 242, 244
Information Literacy Classroom	Room 220

THIRD FLOOR

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

Did you know that our main campus spans 218 acres?

Health services are available at no additional cost.  
Visit the student health center.

LOCKERS

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

LOST & FOUND

If you've lost something, check the Security Office in the Student Center, Room 118, or call 914-606-6730. You should also check the Associate Dean's Office in any building where you have lost an item. Property may be claimed Monday through Friday during normal business hours.

MAJOR CHANGES – SEE CHANGING YOUR MAJOR

MEDICAL CURRICULA

All students in the Health Science curricula must submit an annual Health Report and Physical Examination Form, completed by a physician, to the Student Health Center in the Student Center, Room 181. For more information call 914-606-6610. Completed forms must be on file in the Student Health Center before you are allowed into any clinical area. Keep duplicates for your own records.

MENTORING

Connections – The Faculty/Student

**Mentoring Program** [www.sunywcc.edu/connectionsmentor](http://www.sunywcc.edu/connectionsmentor)  
Connections: The Faculty/Student Mentoring Program, offers Westchester Community College students the opportunity to develop a working relationship with an experienced faculty or staff member. Faculty/staff members volunteer their time to assist students with their academic needs, discuss student goals, and share any concerns a student may have. Your mentor will help you with your educational and personal growth, assisting you with continuing guidance and support. For more information, please visit [www.sunywcc.edu](http://www.sunywcc.edu), and look under About Volunteering/Mentoring, where you can fill out an online application. Applications are also available around campus and in the Volunteer Office, located in the Gateway Center, Room S231. For more information, contact the Connections Program at 914-606-6506.

**Workplace Culture Coaching** [www.sunywcc.edu/workplaceculture](http://www.sunywcc.edu/workplaceculture)  
Workplace Culture Coaching is a mentoring program designed for business students which enables them to explore the corporate environment through a mentoring relationship with a successful business person. Training takes place on campus prior to individual corporate visits.

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



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.



## MISSION STATEMENT

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

## MUSIC

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

Concerts are performed by college musical organizations and great artists. For specific listings of college musical events, email Rosemarie Serrano at [rosemarie.serrano@sunywcc.edu](mailto:rosemarie.serrano@sunywcc.edu). For specific listings of guest musical and other types of cultural events on campus, contact the Office of Cultural Affairs at 914-606-6262 or [www.sunywcc.edu/smartarts](http://www.sunywcc.edu/smartarts). To participate in the Music Club, contact the Music Club advisor at 914-606-7707 or via email at [rosemarie.serrano@sunywcc.edu](mailto:rosemarie.serrano@sunywcc.edu).

## MYWCC

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

Westchester Community College has a student self-service Web tool called MyWCC. To log in, visit [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC). Follow the on-screen instructions to activate your account and receive your User ID. Once you are logged in, look for How-To guides which are available to help students navigate through the different features of MyWCC. Using MyWCC, you can access and update your personal information, see course offerings, register for classes, pay tuition, check on financial aid status, view academic transcripts, and access your college email account.

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

## NATIVE PLANT CENTER

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

## ONLINE EDUCATION

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

Online courses are delivered entirely online, using the college's Blackboard course management system. These courses run on a semester basis and each course has a specific start and end date. Each week brings new lectures and assignments, which might include readings, quizzes, reviews of websites, participation in discussion boards, projects or papers. Some courses will have midterms and finals, while others may have projects that take place over several weeks. Online courses also offer the same rigorous workload you'd expect in a traditional classroom setting. You should plan to spend the same amount of time in an online class as you would in any other campus-based course. A number of online courses may require some face-to-face activities for exams or presentations; however, arrangements can be made to satisfy these requirements locally for those who cannot make it to campus. Courses with an on-site requirement will include a statement in their course description.

For more information about Online Education or Blackboard, visit the online education website at: [www.sunywcc.edu/online](http://www.sunywcc.edu/online) or contact the Online Education Office (LIB-300) via email at [onlineEducation@sunywcc.edu](mailto:onlineEducation@sunywcc.edu) or call 914-606-6827.

## ORIENTATION

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

Each summer and winter, before the start of the fall and spring semesters, all incoming Westchester Community College students are invited to Orientation. At this event, students known as Orientation Leaders will work with incoming students, serving as their hosts and guides. New students will have an opportunity to: interact with college personnel, get to know other students, be made aware of academic resources, learn how to get involved in campus life, and tour the campus.

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



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

## ORIENTATION LEADERS/PEER ADVISORS

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

Each spring semester, there will be a call for outstanding students to serve as Orientation Leaders/Peer Advisors. Selected students will be a part of a team of thirty student leaders. They will make new friends; have a learning experience unlike any other and help welcome and transition new students to the college. In this role, students will serve as the host and guide for new students during the college's Orientation and facilitate various workshops to help transition new students to the community. This program is a wonderful way to learn mentoring skills, practice communication skills, make a difference in the lives of your peers, and have a lot of fun doing it! If you are interested in becoming an Orientation Leader and Peer Advisor, visit the Office of Student Involvement in the Student Center, Room 103 or visit [www.sunywcc.edu/olpa](http://www.sunywcc.edu/olpa).

## PLACEMENT TESTING

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

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

### Who is eligible for a retest?

Retests may be permitted to students who:

1. have records that indicate their scores do not reflect past performance (previous courses taken and grades received) or who were ill at the time of testing **and**
2. have not previously enrolled in the course in the area being tested. Ex: A student may be permitted to retest in math prior to enrolling in a mathematics course. Once enrolled in a math course, a retest is not permitted. For more information, call 914-606-6969 or visit the Testing Center website at [www.sunywcc.edu/testingcenter](http://www.sunywcc.edu/testingcenter).

## POSTING INFORMATION ON CAMPUS

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

## PRESIDENT'S LIST

You've made it in the collegiate world if you've made the President's List. Any full-time student who has maintained a 3.75-4.0 semester grade point average (sGPA) is eligible for the President's List. (Looks great on a transcript or resume!)

## PUBLICATIONS

Student publications include:

### Verdandi

*Verdandi* is a scholarly magazine that is published every two years by the Honors Program. Contact Professor Patti Sehulster at 914-606-7806 or Professor Dwight Goodyear at 914-606-6915 for more information.

### The Viking News

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

### International Voices

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

### INK.

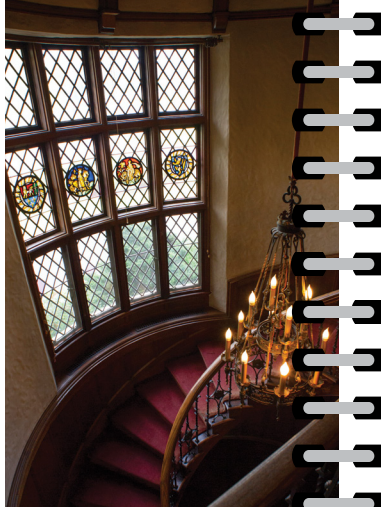
INK. is Westchester Community College's creative arts journal. All Westchester Community College students and faculty members are invited to submit creative writing and/or art. Contributors may submit up to 5 poems of any length, up to 3 short stories of 10 pages or less, and/or up to 5 digital images of artwork. Digital file submissions should be sent to Professor Christine Timm at [christine.timm@sunywcc.edu](mailto:christine.timm@sunywcc.edu). In the subject heading, put INK. in caps followed by a dash and then the artist/writer's last name in caps: INK - SMITH. INK. is published at the end of every Spring semester.

## QUALITY POINTS

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

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

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



The concept is really very simple:

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

## RADIO STATION (WARY)

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

FM 88.1 is an FCC licensed 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. WARY also has internships and work-study available. Call 914-606-6753 for information or to make requests.

## RECYCLING ON CAMPUS

Have you noticed the large blue bins located within the campus buildings? There are 108 of them which are used for recycling bottles, cans, paper, and to deposit trash. In addition, the campus buildings also have gray "Plastic Bag Recycle" receptacles. Building entrances are equipped with large black recycling units for your convenience. Your help will go a long way in keeping the campus clean and improving the environment.

## REGISTRAR'S OFFICE

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

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

## SCHOLARSHIPS

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

Many scholarships are provided to students beginning or continuing their education at the college, as well as those graduating from the college. Information about how to apply, application deadlines, and the scholarships themselves can all be found online at [www.sunywcc.edu/scholarships](http://www.sunywcc.edu/scholarships). For more information, drop by the Foundation's Scholarship Office located on the second floor of the Library, Room 242. The number there is 914-606-6442.

## SECURITY - SEE CAMPUS SECURITY & SAFETY (PG. 107)

## SENIOR AUDITING

College credit courses may be audited during fall and spring semesters by Westchester County residents 60 years of age or older on a space available basis. Senior auditors pay \$13.00 in registration fees each semester. Proof of age and residency is required. For more information, contact the Mainstream Office at 914-606-6793 or [mainstream@sunywcc.edu](mailto:mainstream@sunywcc.edu).

## SINGLE STOP

Under the supervision of the Director of Student Development, the Coordinator and staff of Single Stop USA assist students by providing benefit screening. One of the biggest barriers to many college students is severe financial pressures. Through Single Stop USA, students are being screened for federal and state benefits, legal and financial counseling and free tax preparation along with application assistance if eligible.

## SMOKING (AND OTHER TOBACCO USE) ON CAMPUS

The use of tobacco products on campus is prohibited and the policy is strictly enforced. For more information visit [www.sunywcc.edu/smoking](http://www.sunywcc.edu/smoking).

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

## SOCIAL NETWORKING

More and more, we're communicating via social networking. Over 18,000 students already "like" our Facebook page, where we share information, post important dates, publicize events, share videos, and take feedback. Besides the college website, MyWCC, and email (the college provides each student with an email address), these outlets are the best way to keep in touch with us, whether you have a question or you want to find out about weather-related delays or closings.

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





***Did you know that a recent graduate survey gave the college a 91.3% satisfaction rating?***

## STUDENT ADVOCACY

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

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

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

### **Title IX/Affirmative Action Coordinator**

- Saul Yanofsky, Assistant Dean, Academic Arts Building, Room 302a

### **Sexual Harassment/Discrimination Officers**

- Ruben Barato, Acting Director of Student Support Services, Student Center, Room 222, 914-606-6777

- Roxanne Santiago, Social Worker, Student Center, Room 224, 914-606-7784

## STUDENT GOVERNMENT ASSOCIATION

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

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

The Student Government Association is run by elected student officers. If you want to become a member of the Student Government Association, you can run to be a member the SGA Senate or Executive Board. Elections for Senators are held during fall semesters and elections for the Executive Board are held in the spring. Visit their office in the Student Center, Room 290 or visit [www.sunywcc.edu/sga](http://www.sunywcc.edu/sga).

## STUDENT ID CARDS

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

*Did you know that Westchester Community College is the largest college in Westchester County? Larger than SUNY Purchase, Iona, Pace, and Saint Lawrence.*

To obtain your student ID visit the Security Office, located in Room 118 of the Student Center. Just bring your paid tuition receipt and photo identification. They'll take your picture, so look nice! Your first ID card is free. If you should lose your ID card, a new one will cost you ten dollars. Call 914-606-6730 for more information.

## STUDENT ID NUMBER

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

## STUDENT INVOLVEMENT

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

One of the busiest offices on campus year-round, the Department of Student Involvement is committed to providing comprehensive and meaningful educational experiences for students in the co-curriculum. Many of the programs and events that students look forward to each year are coordinated by the professional staff and students who make up the Student Involvement team. Student Involvement helps students acquire leadership and other transferable skills that can be utilized throughout their academic and professional careers. With over sixty active student organizations, hundreds of on- and off-campus events, and a variety of other options, there are many opportunities to get involved. Getting involved is a great way to discover who you are and what you want to be! Student engagement outside of the classroom contributes to a well-rounded college experience. Drop by the Office of Student Involvement in the Student Center, Room 103, call 914-606-6731 or visit [www.sunywcc.edu/getinvolved](http://www.sunywcc.edu/getinvolved).

## STUDENT PORTAL — See MyWCC

## SUMMER STUDY ABROAD

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

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

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

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

Did you know  
that **54.2%** of  
our students  
attend school  
full time?



## TELEPHONES

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

## THEATRE

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

**Drama Club** – A student run organization that explores social and educational interests using Theatre as its focus. Activities include trips to professional and non-professional productions—local and in New York City, including Broadway. Workshops are run in specialized skill areas, such as How to Apply Stage Makeup, or Comedy Improv. Student written and/or directed productions, including live performances and web-series, have also been done. For information about how you can be a part of the dynamic Drama Club contact the club advisor at 914-606-7878, or [steven.riedel@sunywcc.edu](mailto:steven.riedel@sunywcc.edu).

**Viking Theatricals** - Each year six theatrical productions are staged by Viking Theatricals using student actors. A musical theatre piece is performed once each academic year, with the remainder of the productions ranging from classical to contemporary dramas or comedies, with varying cast sizes. For information on how you can audition or work on these productions, contact the Producing Artistic Director for Viking Theatricals at 914-606-7878, or [steven.riedel@sunywcc.edu](mailto:steven.riedel@sunywcc.edu).

## TRANSFER SERVICES

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

The Office of Transfer Services provides information and counseling services for any student who is considering transferring to a four-year institution. Stop by the Transfer Office in Room 213 of the Student Center, or call 914-606-6760 to find out how. The Office is open Monday through Friday, 9:00 am to 5:00 pm and Tuesday evenings from 5:00 to 7:00 pm.

Stop by and learn how easy it is to graduate and transfer!

## TRIO/STUDENT SUPPORT SERVICES

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

## TUTORING — See ACADEMIC SUPPORT

## TWITTER — See SOCIAL NETWORKING

## USER ID

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

## VETERANS

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

Westchester Community College is fully approved by the Veterans Administration and other agencies to conduct college-level education programs under federal and state laws. Veterans seeking to register for classes and educational benefits, or more information on veteran-eligible programs, should confer with the Veterans Counselor in the Veterans Resource Office (Student Center, Room 281). For information regarding benefits to which you may be entitled under these programs, call 914-606-6156.

## VISITORS TO CAMPUS

All campus visitors must register in the Security Office, Student Center, Room 118. Questions? Call 914-606-6730. Visitor parking is in Parking Lot 1.

## VOLUNTEERING

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

More than 600 individuals share their time and talents in support of the college. Volunteers include members of the community, faculty and staff, as well as students. They help with academic programs as tutors, assist at special events, become Conversation Partners for students learning English, and help to keep the campus beautiful. For information about how you can join, call the Foundation Volunteer Office at 914-606-6805/6506.

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



**The priority deadline for all scholarship applications is March 1 for Fall applications & September 25 for Spring applications.**

**VOTER REGISTRATION**

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

Forms are available in the Disabilities Office in LIB-G51 (914-606-6626), and in the Student Involvement Office, Student Center, Room 103.

**WEBSITE**

Visit our website at [www.sunywcc.edu](http://www.sunywcc.edu) to access all kinds of campus information, including semester schedules, programs of study, course descriptions, the library pages, the college's Facebook page, events happening on campus, latest news, videos as well as a link to MyWCC.

**WELCOME CENTER**

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

**WESTCHESTER EVENTS BOARD (WEB)**

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

This is the college's award-winning, student run organization that plans, executes, and promotes major student events on campus. These events range in variety, but include such things as: comedians, game shows, coffee houses, open mic nights, trips, family events, talent competitions, first-run movie showings, and much more! This group receives an allocation of the student activity fee so all their events are free to the student body! Any student can join the Board and help bring some life onto the campus of Westchester Community College! For more information on how to become a member of this student organization, visit the WEB Office in Student Center Room 284 or to learn the latest news about upcoming events. Like their Facebook page at [www.facebook.com/webwcc](http://www.facebook.com/webwcc).

*Did you know our Men's Baseball team went to the National Championships last year?*

**WITHDRAWAL FROM A CLASS**

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

The deadline to withdraw from a class and receive a grade of "W" is the last day of the ninth week of class meetings for Fall and Spring semesters. For non-standard semesters, an equivalent date will be established and published in the Academic Calendar. A grade of "W" does not affect a student's GPA, however, it is important to use withdrawals wisely. If unsure, it is best to consult with your instructor or academic counselor. Before deciding to withdraw from a class, financial aid recipients are urged to consult with a financial aid counselor to determine if current or future financial aid may be negatively affected. Once logged in to MyWCC, students can find instructions on how to drop a course. Note that in order to drop a zero-credit course (developmental, remedial) you must consult with a counselor, chair or dean.

**WITHDRAWAL FROM COLLEGE**

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

**WORK STUDY**

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

Students receiving Financial Aid are eligible to apply for Work Study funds. Students awarded Federal Work Study may work around their class schedule and get paid! Students with Federal Work Study funds should see Maria Clarizio, Student Center, Room 219, Monday through Thursday 9:00 am to 3:00 pm, or call 914-606-6763.



# Fall 2015 ACADEMIC SCHEDULE

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



# Fall 2015 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 2016 ACADEMIC SCHEDULE

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

## Spring 2016 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			

## 2015-2016 ACADEMIC AND REGISTRATION DATES

### SEPTEMBER 2015

September 3 . . . . . Late Registration, Fall 2015, 9:00 am - 7:30 pm  
September 7 . . . . . Labor Day – College Closed  
September 8 . . . . . Fall Classes Begin on Valhalla Campus  
September 10 . . . . . Fall Classes Begin at Extension Sites  
September 13 . . . . . Last Day to Add an On-Campus Class  
September 16 . . . . . Last Day to Add an Extension Site Class  
September 28 . . . . . Last Day to Receive a Refund for Dropping an On-Campus Class

### OCTOBER 2015

October 21 . . . . . Academic Advisement Begins for Spring 2016  
October 26, 2015 –  
January 22, 2016 . . . . . Registration for Spring 2016

### NOVEMBER 2015

November 2 . . . . . Fall Mid-Term Grade Notification  
November 9 . . . . . Last Day to Withdraw From a Class with a “W”  
November 24 . . . . . Valhalla DAY/EVENING classes run on a Thursday schedule  
November 25 . . . . . Valhalla DAY/EVENING classes run on a Friday schedule  
November 26-29 . . . . . Thanksgiving Holiday – No Classes

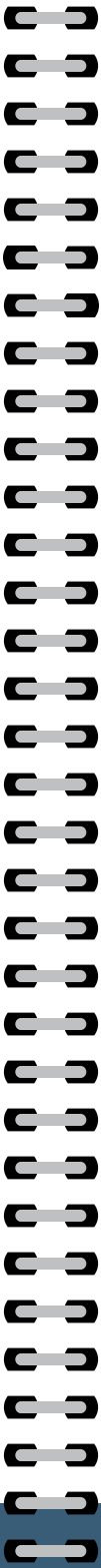
### DECEMBER 2015

December 16 . . . . . Instruction ends for Fall 2015 Classes  
December 17-23 . . . . . Final Course Assessment Week (Exams)  
December 24 . . . . . Snow Emergency Test Makeup Day

### JANUARY 2016

January 14 . . . . . Late Registration and Schedule Changes  
January 19 . . . . . Spring Classes Begin on Valhalla Campus  
January 22 . . . . . Last Day to Add an On-Campus Class  
January 23 . . . . . Spring Classes Begin at Extension Sites

Visit [www.sunywcc.edu/academiccalendar](http://www.sunywcc.edu/academiccalendar) for updated information.



## 2015-2016 ACADEMIC AND REGISTRATION DATES

### FEBRUARY 2016

February 8 . . . . . Last Day to Receive a Refund for Dropping an On-Campus Class

### MARCH 2016

March 18 . . . . . Deadline to Apply for a Diploma/Certificate for May 2016 Graduation  
March 14-20 . . . . . Spring Recess – No Classes  
March 21 . . . . . Spring Mid-Term Grade Notification  
March 24 . . . . . Academic Advisement Begins for Fall 2016  
March 28 . . . . . Last Day to Withdraw From a Class with a “W”  
March 28 . . . . . Registration Begins for Summer 2016

### APRIL 2016

April 7 – September 5 . . . . . Registration for Fall 2016

### MAY 2016

May 6 . . . . . Recognition Day – No Classes 12:00 noon to 3:50 pm  
May 8 . . . . . Last Day of Spring 2016 Classes  
May 9-15 . . . . . Final Course Assessment Week (Exams)  
May 16 . . . . . Emergency Test Makeup Day  
May 19 . . . . . Commencement  
May 19 . . . . . Late Registration for Summer Session 1  
May 23 . . . . . Instruction Begins for Summer Session 1  
May 27 . . . . . Last Day to Receive a Refund for Summer Session 1  
May 30 . . . . . Memorial Day – All Campus Offices Closed

### JUNE 2016

June 6 . . . . . Mid-Term Grade Notification for Summer Session 1  
June 12 . . . . . Final Date to Withdraw with a “W” for Summer Session 1  
June 22 . . . . . Instruction Ends for Summer Session 1  
June 23 . . . . . Final Course Assessment (Exams) for Summer Session 1  
June 23 . . . . . Late Registration for Summer Session 2  
June 27 . . . . . Instruction Begins for Summer Session 2



# 2015-2016 ACADEMIC AND REGISTRATION DATES

## JULY 2016

- July 1 . . . . . Last Day to Receive a Refund for Summer Session 2
- July 4 . . . . . Independence Day Observed – College Closed
- July 11 . . . . . Mid-Term Grade Notification for Summer Session 2
- July 17 . . . . . Final Date to Withdraw with a “W” for Summer Session 2
- July 27 . . . . . Instruction Ends for Summer Session 2
- July 28 . . . . . Final Course Assessment (Exams) for Summer Session 2

Visit [www.sunywcc.edu/academiccalendar](http://www.sunywcc.edu/academiccalendar) for updated information.



# ONLINE EDUCATION ACADEMIC AND REGISTRATION SUMMER 2016 CALENDAR

Fall and Spring Online Education academic and registration dates coincide with the credit class calendar. See pages 60-62 for fall and spring dates.

Summer Session 1  
May 23 - June 23

Summer Session 2  
June 27 - July 28

Summer Session 3  
August 1 - August 31

10-Week Session  
(spans first and second sessions)

## MAY

- May 19 . . . . . Late Registration for the Summer Session 1 and 10-Week Session
- May 23 . . . . . Summer Session 1 and 10-Week Session Classes Begin
- May 27 . . . . . Last Day to Receive a Refund for Summer Session 1

## JUNE

- June 6 . . . . . Mid-Term Grade Notification for Summer Session 1
- June 12 . . . . . Final Date to Withdraw with a “W” for Summer Session 1
- June 22 . . . . . Summer Session 1 Instruction Ends
- June 23 . . . . . Final Course Assessment (Exams) for Summer Session 1
- June 23 . . . . . Late Registration for Summer Session 2
- June 27 . . . . . Instruction Begins for Summer Session 2

## JULY

- July 1 . . . . . Last Day to Receive a Refund for Summer Session 2  
and 10-Week Session
- July 10 . . . . . Final Date to Withdraw with a “W” for 10-Week Session
- July 17 . . . . . Final Date to Withdraw with a “W” for Summer Session 2
- July 27 . . . . . Instruction Ends for Summer Session 2 and 10-Week Session
- July 28 . . . . . Final Course Assessment (Exams) for Summer Session 2  
and 10-Week Session
- July 30 . . . . . Late Registration for Summer Session 3

## AUGUST

- August 1 . . . . . Instruction Begins for Summer Session 3
- August 31 . . . . . Instruction Ends for Summer Session 3

## SEPTEMBER

- September 1 . . . . . Final Course Assessment (Exams) for Summer Session 3

MONDAY, AUGUST 24

TUESDAY, 25

WEDNESDAY, 26

THURSDAY, 27

FRIDAY, 28

SATURDAY, 29

SUNDAY, 30

MONDAY, AUGUST 31

TUESDAY, SEPTEMBER 1

WEDNESDAY, 2

THURSDAY, 3

FRIDAY, 4

SATURDAY, 5

SUNDAY, 6

MONDAY, 7

TUESDAY, 8

WEDNESDAY, 9

THURSDAY, 10

FRIDAY, 11

SATURDAY, 12

SUNDAY, 13

MONDAY, 14

TUESDAY, 15

WEDNESDAY, 16

THURSDAY, 17

FRIDAY, 18

SATURDAY, 19

SUNDAY, 20

MONDAY, 21

TUESDAY, 22

WEDNESDAY, 23

THURSDAY, 24

FRIDAY, 25

SATURDAY, 26

SUNDAY, 27

MONDAY, 28

TUESDAY, 29

WEDNESDAY, 30

THURSDAY, OCTOBER 1

FRIDAY, 2

SATURDAY, 3

SUNDAY, 4

MONDAY, 5

TUESDAY, 6

WEDNESDAY, 7

THURSDAY, 8

FRIDAY, 9

SATURDAY, 10

SUNDAY, 11

MONDAY, 12

TUESDAY, 13

WEDNESDAY, 14

THURSDAY, 15

FRIDAY, 16

SATURDAY, 17

SUNDAY, 18



MONDAY, 19

TUESDAY, 20

WEDNESDAY, 21

THURSDAY, 22

FRIDAY, 23

SATURDAY, 24

SUNDAY, 25

MONDAY, 26

TUESDAY, 27

WEDNESDAY, 28

THURSDAY, 29

FRIDAY, 30

SATURDAY, 31

SUNDAY, NOVEMBER 1

MONDAY, 2

TUESDAY, 3

WEDNESDAY, 4

THURSDAY, 5

FRIDAY, 6

SATURDAY, 7

SUNDAY, 8

MONDAY, 9

TUESDAY, 10

WEDNESDAY, 11

THURSDAY, 12

FRIDAY, 13

SATURDAY, 14

SUNDAY, 15

MONDAY, 16

TUESDAY, 17

WEDNESDAY, 18

THURSDAY, 19

FRIDAY, 20

SATURDAY, 21

SUNDAY, 22

MONDAY, 23

TUESDAY, 24

WEDNESDAY, 25

THURSDAY, 26

FRIDAY, 27

SATURDAY, 28

SUNDAY, 29

MONDAY, 30

TUESDAY, DECEMBER 1

WEDNESDAY, 2

THURSDAY, 3

FRIDAY, 4

SATURDAY, 5

SUNDAY, 6

MONDAY, 7

TUESDAY, 8

WEDNESDAY, 9

THURSDAY, 10

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WEDNESDAY, 16

THURSDAY, 17

FRIDAY, 18

SATURDAY, 19

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MONDAY, 21

TUESDAY, 22

WEDNESDAY, 23

THURSDAY, 24

FRIDAY, 25

SATURDAY, 26

SUNDAY, 27

MONDAY, 28

TUESDAY, 29

WEDNESDAY, 30

THURSDAY, 31

FRIDAY, JANUARY 1

SATURDAY, 2

SUNDAY, 3

MONDAY, 4

TUESDAY, 5

WEDNESDAY, 6

THURSDAY, 7

FRIDAY, 8

SATURDAY, 9

SUNDAY, 10



MONDAY, 11	MONDAY, 18
TUESDAY, 12	TUESDAY, 19
WEDNESDAY, 13	WEDNESDAY, 20
THURSDAY, 14	THURSDAY, 21
FRIDAY, 15	FRIDAY, 22
SATURDAY, 16	SATURDAY, 23
SUNDAY, 17	SUNDAY, 24

MONDAY, 25	MONDAY, FEBRUARY 1
TUESDAY, 26	TUESDAY, 2
WEDNESDAY, 27	WEDNESDAY, 3
THURSDAY, 28	THURSDAY, 4
FRIDAY, 29	FRIDAY, 5
SATURDAY, 30	SATURDAY, 6
SUNDAY, 31	SUNDAY, 7

<div>MONDAY, 8</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>MONDAY, 15</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>TUESDAY, 9</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>TUESDAY, 16</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>WEDNESDAY, 10</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>WEDNESDAY, 17</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>THURSDAY, 11</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>THURSDAY, 18</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>FRIDAY, 12</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>FRIDAY, 19</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>SATURDAY, 13</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>SATURDAY, 20</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>SUNDAY, 14</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>SUNDAY, 21</div> <div></div> <div></div> <div></div> <div></div> <div></div>

<div>MONDAY, 22</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>MONDAY, 29</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>TUESDAY, 23</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>TUESDAY, MARCH 1</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>WEDNESDAY, 24</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>WEDNESDAY, 2</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>THURSDAY, 25</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>THURSDAY, 3</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>FRIDAY, 26</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>FRIDAY, 4</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>SATURDAY, 27</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>SATURDAY, 5</div> <div></div> <div></div> <div></div> <div></div> <div></div>
<div>SUNDAY, 28</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>SUNDAY, 6</div> <div></div> <div></div> <div></div> <div></div> <div></div>

MONDAY, 7	MONDAY, 14
TUESDAY, 8	TUESDAY, 15
WEDNESDAY, 9	WEDNESDAY, 16
THURSDAY, 10	THURSDAY, 17
FRIDAY, 11	FRIDAY, 18
SATURDAY, 12	SATURDAY, 19
SUNDAY, 13	SUNDAY, 20

MONDAY, 21	MONDAY, 28
TUESDAY, 22	TUESDAY, 29
WEDNESDAY, 23	WEDNESDAY, 30
THURSDAY, 24	THURSDAY, 31
FRIDAY, 25	FRIDAY, APRIL 1
SATURDAY, 26	SATURDAY, 2
SUNDAY, 27	SUNDAY, 3



MONDAY, 4	MONDAY, 11
TUESDAY, 5	TUESDAY, 12
WEDNESDAY, 6	WEDNESDAY, 13
THURSDAY, 7	THURSDAY, 14
FRIDAY, 8	FRIDAY, 15
SATURDAY, 9	SATURDAY, 16
SUNDAY, 10	SUNDAY, 17

MONDAY, 18	MONDAY, 25
TUESDAY, 19	TUESDAY, 26
WEDNESDAY, 20	WEDNESDAY, 27
THURSDAY, 21	THURSDAY, 28
FRIDAY, 22	FRIDAY, 29
SATURDAY, 23	SATURDAY, 30
SUNDAY, 24	SUNDAY, MAY 1

MONDAY, 2	MONDAY, 9
TUESDAY, 3	TUESDAY, 10
WEDNESDAY, 4	WEDNESDAY, 11
THURSDAY, 5	THURSDAY, 12
FRIDAY, 6	FRIDAY, 13
SATURDAY, 7	SATURDAY, 14
SUNDAY, 8	SUNDAY, 15

MONDAY, 16	MONDAY, 23
TUESDAY, 17	TUESDAY, 24
WEDNESDAY, 18	WEDNESDAY, 25
THURSDAY, 19	THURSDAY, 26
FRIDAY, 20	FRIDAY, 27
SATURDAY, 21	SATURDAY, 28
SUNDAY, 22	SUNDAY, 29

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WEDNESDAY, JUNE 1

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**SUNDAY, 3**

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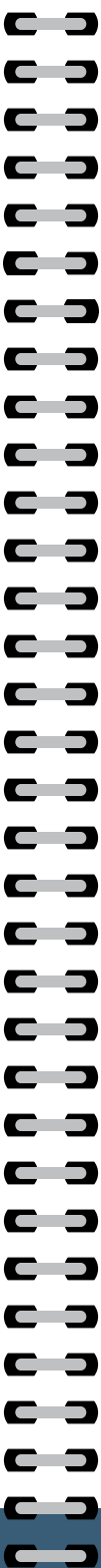
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**SUNDAY, 10**

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**SUNDAY, 17**

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**SUNDAY, 24**

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WEDNESDAY, 27

THURSDAY, 28

FRIDAY, 29

SATURDAY, 30

SUNDAY, 31

MONDAY, AUGUST 1

TUESDAY, 2

WEDNESDAY, 3

THURSDAY, 4

FRIDAY, 5

SATURDAY, 6

SUNDAY, 7

MONDAY, 8

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TUESDAY, 30

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WEDNESDAY, 31

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THURSDAY, SEPTEMBER 1

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FRIDAY, 2

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SATURDAY, 3

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SUNDAY, 4

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<b>General Information</b>		914-606-6600
<b>Academic Counseling</b>	(STC-202/203)	914-606-6778/6381/6572
<b>Academic Support Center</b>	(LIB-GF)	914-606-6470
<b>Admissions Office</b>	(ADM-210)	914-606-6735
<b>Alumni Office</b>	(HH-202A)	914-606-6505
<b>Bookstore</b>	914-347-3858	
<b>Bursar's Office</b>	(ADM-125)	914-606-6870
<b>Cafeteria</b>	914-592-5281	
<b>Career Services</b>	(STC-212)	914-606-6727
<b>Transfer Services</b>	(STC-213)	914-606-6760
<b>Center for the Arts</b>		914-606-7500
<b>College Administration</b> (President's Office)	(HH)	914-606-6706/6708
<b>College Events</b>		914-606-6700
<b>Continuing Education</b>		
Non-Credit, On-Campus Courses	(ADM-207)	914-606-6830 press 1
Credit, Extension Site Courses	(ADM-207)	914-606-6832
Professional Development Center	(GTW-333)	914-606-6669
<b>Cultural Events on Campus</b>	(STC-100)	914-606-6262
<b>Disabilities Services Office</b>	(LIB-G51)	914-606-6287
<b>Educational Opportunity Program</b>	(STC 201)	914-606-6904/6761/6688
<b>Emergencies</b>		
County Police		911
Campus Security	(STC-113)	914-606-6911
<b>English Language Institute or</b> <b>English as a Second Language</b>	(GTW-243)	914-606-6656
<b>Extension Services Office</b>	(ADM-207)	914-606-6839
<b>Extension Centers</b>		
Mt Vernon		914-606-7200
Ossining		914-606-7400
Peekskill		914-606-7300
Yonkers		914-606-7100
<b>Faculty Student Association</b>	(BOOKSTORE)	914-347-3910
<b>JobSTAR</b>	(HSG-2G)	914-606-6437
<b>Library/Learning Resource Center</b>		914-606-6965
<b>Online Education Office</b>	(LIB-300)	914-606-6827
<b>Personal Counseling and Referrals</b>	(CLA-2)	914-606-6903
<b>Registrar</b>	(ADM-107)	914-606-6810
<b>Student Financial Assistance Office</b>	(ADM-120)	914-606-6773
<b>Testing Center</b>	(LIB-G17)	914-606-6969
<b>Transcripts</b>	(Registrar's Office)	914-606-6810
<b>TRIO/Student Support Services</b>	(SCI-335,336,329)	914-606-8525
<b>Veterans Services</b>	(ADM-120)	914-606-6774
<b>Virginia Marx Children's Center</b>		914-606-6644
<b>Westchester Community College Foundation</b>	(HH-202)	914-606-6670
<b>Work Study</b>	(STC- 219)	914-606-6763

## STRATEGIC GOALS & OBJECTIVES - 2014-2019

Westchester Community College has established the following strategic goals and objectives to guide our mission and vision for the period of 2014-2019. These goals and objectives will be central in determining institutional strategies and commitment.

### FOCUS AREA 1: ACADEMIC EXCELLENCE - ACCESS AND SUCCESS

#### GOAL 1.1 - STRENGTHEN PIPELINE FROM HIGH SCHOOL TO COLLEGE

- (a) Increase college readiness in academic and non-academic skills by working with high school partners
- (b) Increase precollege enrollments
- (c) Increase yield of local high school graduates

#### GOAL 1.2 - INCREASE SUCCESS IN TRANSITIONS TO COLLEGE

- (a) Increase new student satisfaction with academic advising
- (b) Increase financial literacy of students
- (c) Increase satisfaction with enrollment processes
- (d) Increase success in gateway courses (developmental courses/1st yr.)
- (e) Increase progression from developmental courses to 1st year courses in math and reading/writing
- (f) Decrease achievement gaps in targeted populations (i.e. veterans, Black/Hispanic)
- (g) Increase progression from non-credit remedial ESL to college courses

#### GOAL 1.3 - INCREASE SUCCESS TO COLLEGE COMPLETION

- (a) Increase satisfaction with academic advising (31+)
- (b) Decrease length of time to graduation
- (c) Improve satisfaction with course scheduling
- (d) Increase number of graduates
- (e) Increase alternate methods of delivering learning activities for students
- (f) Increase success of at-risk students by providing relevant support services

#### GOAL 1.4 - INCREASE QUALITY OF INSTRUCTION FOR STUDENTS

- (a) Increase the use of outcomes assessment for course, department, program and institutional learning
- (b) Increase ratio of full-time faculty to part-time faculty
- (c) Foster professional development aligned with college goals

### FOCUS AREA 2: ACADEMIC EXCELLENCE - CAREER AND TRANSFER

#### GOAL 2.1 - INCREASE SUCCESS IN CAREER AND TRANSFER PATHWAYS

- (a) Increase number of students transferring after graduation (AA/AS)
- (b) Increase number of students in career placement after graduation (AAS/Certificates)
- (c) Increase number of Career and Technical Education (CTE) Skills awarded

#### GOAL 2.2 - FULFILL THE WORKFORCE NEEDS OF AREA EMPLOYERS

- (a) Increase enrollments and success rates in current and emerging high demand workforce areas
- (b) Increase enrollments and success rates in contract education for credit and non-credit
- (c) Ensure college offerings meet high demand workforce areas
- (d) Increase transition rates in non-credit to credit pathways

### FOCUS AREA 3: COMMUNITY PARTNERSHIPS & EXTERNAL INVESTMENT

#### GOAL 3.1 - STRENGTHEN EXTERNAL PARTNERSHIPS

- (a) Increase partnerships/relationships with businesses and regional directors of economic development
- (b) Increase participation with SUNY associations/meetings
- (c) Increase participation with professional organizations

#### GOAL 3.2 - INCREASE EXTERNAL FUNDING IN SUPPORT OF STUDENT SUCCESS

- (a) Utilize the college's strategic priorities to guide all fundraising efforts
- (b) Accomplish a \$30 million, five year comprehensive campaign
- (c) Increase support from alternative funding sources (individuals, foundations, corporations and government agencies)

### FOCUS AREA 4: COLLEGE CULTURE AND DIVERSITY

#### GOAL 4.1 - ENHANCE WORK-LIFE CULTURE

- (a) Increase campus wide engagement among administrators, faculty, staff and trustees
- (b) Foster professional development aligned with college goals to support lifelong learning for employees

#### GOAL 4.2 - SUPPORT AND PROMOTE DIVERSITY, INCLUSIVENESS AND EQUITY

- (a) Recruit and retain a diverse workforce
- (b) Promote appreciation of diversity and inclusiveness
- (c) Enhance safety and security

#### GOAL 4.3 - CULTURE OF CONTINUOUS IMPROVEMENT

- (a) Increase evidence based planning to support institutional effectiveness and closing the loop between assessment and resource allocation
- (b) Maintain state of the art technology and facilities
- (c) Increase impact of sustainable practices to enhance cost-savings
- (d) Increase efficiencies in administrative and student processes through enhanced

### DEVELOPMENT AND MARKETING

Westchester Community College will seek resources to support college strategic priorities and develop effective and dynamic communication with internal and external constituencies.

Objectives:

- 6.1. Utilize the college's strategic priorities to guide fundraising efforts
- 6.2. Enhance resource development by pursuing funding from traditional sources while seeking alternative funding
- 6.3. Advance the college's visibility, positive image and branding through marketing, public relations and other communication strategies



## STUDENTS' RIGHTS AND RESPONSIBILITIES

### I. INTRODUCTION

The faculty, students, and administration of Westchester Community College will work to secure an environment in which the pursuit of knowledge and wisdom is best fostered through the College's unique objectives and programs. The College will provide each student maximum freedom for self-development. Each student is obliged to conduct his or her affairs in a responsible manner without infringement upon the rights of other members of the college community. Under the auspices of the County of Westchester and the State of New York, the College will provide those privileges, opportunities and protections that enhance the learning process. It will also strive to follow the intent of statutory and judicial changes that affect student rights. The college will provide channels for constructive recommendations by students regarding academic instruction, course offerings, student-administration relations, extracurricular activities, and other matters. Students will be expected to participate according to rules and guidelines set forth in this document.

### II. STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

#### A. PHILOSOPHY

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

#### B. RIGHTS

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

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

#### C. PROCEDURE FOR APPEALING A FINAL GRADE

Students who wish to appeal a final grade are required to follow the steps outlined below. A grade appeal can be requested only after a final grade for a course has been recorded. Prior to that, students are expected to discuss their academic progress, first with the faculty member involved and, if necessary, with the chairperson of the faculty member's department.

##### Step 1. Student meets with Faculty Member:

The student must request a meeting with the faculty member no later than the third week of the fall or spring semester immediately following that in which the grade was recorded. Failure to do so will result in a forfeit of the appeal. The faculty member is expected to grant this request for a meeting, but students should understand that in the case of summer session courses, faculty may not be able to respond as quickly as might be the case during the regular fall and spring semesters. This meeting may take place in person (face-to-face), by telephone, or electronically (e.g., Skype, email correspondence, etc.). The goal of Step 1 is for the faculty member and student to earnestly strive to resolve the problem themselves

##### Step 2. Student meets with Department Chair:

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

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

The student will request the meeting with the Department Chair by completing a Grade Appeal form obtained from the Division Office and giving it to the Department Chair. The request to meet with the Department Chair must be made within ten (10) business days of the Step 1 meeting. The Department Chair will have the faculty member complete his/her portion of the form (if available), and then schedule either a separate or joint meeting with the student and faculty member within a timely manner. The choice to meet separately or together with the student and faculty member shall be at the sole discretion of the Department Chair. These meetings may take place in person, by telephone, or electronically. The Department Chairperson, faculty member and student shall act in these meetings in a determined manner to resolve all differences. If the problem is not settled to the student's satisfaction and the student indicates an intention to continue to pursue the issue, the Department Chair will complete the appropriate section of the form and forward it to the Division Office.

##### Step 3. Student meets with Associate Dean:

The student must request a meeting with the Associate Dean of the division in which the course was offered within ten (10) business days of the conclusion of Step 2.

The Associate Dean will investigate the matter, consulting as needed with the faculty member and the department chair, either in person, by telephone, or electronically. The Associate Dean will then meet with the student in person to discuss the unresolved issues. This meeting will be followed up by a written response to the student, issued within a timely manner, and will be sent to the student electronically.

**Step 4. Student appeals to the Vice President and Dean of Academic Affairs:**

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

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

The Vice President will investigate the matter and make a determination as to whether Steps 1-3 have been properly executed. At his/her discretion, the Vice President for Academic Affairs may confer with the Vice President for Student Affairs. If there is agreement that steps 1-3 have been properly executed and that no basis exists for further review, the matter will be dismissed and there will be no further avenue for appeal. If further investigation and/or a hearing are warranted, the Vice President of Academic Affairs will decide if the matter should be referred to the Departmental Committee, and/or the Tripartite Committee. The

Vice President of Academic Affairs will in a timely manner provide written notification to the student of his/her decision. Should the decision entail further investigation by the Departmental Committee or a Tripartite Committee hearing, the student will be provided with a copy of the Procedures for Conducting a

Departmental Committee Investigation or Tripartite Committee Hearing. The student should be aware that in the event that his/her case is heard by the Departmental Committee and/or the Tripartite Committee, the Vice President of Academic Affairs will make the final decision after due consideration of all recommendations of the Committees and all documents and materials presented. The Vice President's decision may uphold that of the faculty member, support the request of the student or it may constitute an alternative outcome. In some cases, the final resolution decided upon by the Vice President may be considered by the student to be less favorable than the original ruling. For example, after reviewing the case, the Vice President may decide a lower grade is warranted than that which was initially assigned by the faculty member. The grade decided upon by the Vice President will become the student's official grade for the course.

**D. RELIGIOUS BELIEFS**

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

1. No person shall be expelled from, or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of his/her religious beliefs, to attend classes or to participate in any examinations, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes is responsible for all work covered during the time in question.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements, which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after 4:00 pm or on Saturday, similar make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charge to the student for these classes, examinations, study or work requirements held on other days.
5. If effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing himself or herself to the provisions of this section.
6. Any student who may be aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall not be barred from seeking such legal redress as may be available to him.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York, or of the Board of Higher Education of the City of New York, or any community college.
8. Students have a responsibility to fulfill all academic course requirements, which may include regular attendance, prompt arrival, note taking and class participation. In addition, they are responsible for observing all college rules, regulations, and procedures.

**III . ACTIVITIES**

**A. Government**

The Board of Trustees and the administration of Westchester Community College recognize the benefits to students and their right to create and maintain viable student governments. It is the right of every academically qualified student to compete for office or to participate in the democratic process of the college. The student government will receive funds from their designated portion of the student activity fee as approved by the Faculty Student Association. In addition, the student government shall act as recommending body to the President and Board of Trustees for issues of policies and procedures that affect students. The authority for establishing college policy and for the governance of the college is the responsibility of the President and the Board of Trustees of Westchester Community College.

**B. Organizations**

Students are free to organize and join associations to promote their common interests. Organizations must meet criteria established by the Student Government and the Office of Student Involvement. The Office of Student Involvement shall serve as the advisors to the Student Government Association Executive Board and the Westchester Events Board. All other approved organization shall be free to choose their own faculty/staff advisor. All Advisors are to be confirmed by and kept on record with the Office of Student Involvement.

All approved organizations shall be open to students without respect to sex, sexual preference, race, creed, handicap, or national origin.. All clubs/organizations are required to keep an accurate and updated copy of their club charters/constitutions with the Office of Student Involvement.

### C. Press

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

1. The student press must be free of all forms of external interference designed to regulate its content. No one outside the student staff shall delete, dictate, or revise the content of a publication. The editor must accept final responsibility for the contents of the publication.
2. The student press must insure the highest degree of accuracy and must not misrepresent the opinions or actions of individuals or groups. A correction must be promptly issued and fairly placed where there has been a factual inaccuracy. Where an individual or group has been damaged by the error, an apology is necessary.
3. The student press must provide an open forum for unfettered expression of opinion, including those opinions differing from editorial policy. Such expressions must not be edited so as to distort, alter, or disparage the opinion.
4. It is the responsibility of the student press to maintain the highest standards of truthfulness, accuracy, fairness and to maintain respect for the privacy and rights of the individual. The student press must not impugn the character or motives of the individual without substantial evidence, nor shall it ever violate a confidence.
5. The freedom of the student press must not be abridged by confiscation of issues or facilities, suspension of publication, academic, personal or financial sanctions, arbitrary removal of staff members, or threats of these actions.
6. The advisor to the student newspaper will appoint the editor-in-chief. The Editor-in-chief serves a semester term and must be reappointed by the advisor each semester. The editor-in-chief can be removed by the advisor.
7. The advisor for the student newspaper will be appointed by the Director of Student Involvement. The advisor for the student newspaper can be removed by the Director of Student Involvement.

## IV. STUDENT CODE of CONDUCT

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

### A. Policy

It is the policy of Westchester Community College to enforce a Student Code of Conduct, to be administered by the Vice-President & Dean of Students and his/her judicial affairs designee for the purpose of maintaining a campus environment that is conducive to learning, protects the college's educational purposes, maintains order on campus, and protects the rights of all members of the college community. Students enrolling at the college assume an obligation to conduct themselves in a manner compatible with

the college's academic standards, general policies, and the Student Code of Conduct. Behavior, which adversely affects the student's responsible membership in the academic community, shall result in appropriate disciplinary action. The college will not tolerate any interference with the rights of any member of our college community, any defacement of college property or any disruption of any authorized college function. The Student Code of Conduct and the accompanying student disciplinary processes are intended to assist students in their personal development by providing a fair conduct review procedure that issues consistent penalties for behaviors that are incongruent with the College's expectations.

### B. Violations

The subsequent behaviors are subject to disciplinary action under the Westchester Community College Student Code of Conduct but are not limited to the following infractions. A student or a group of students may be charged with any of the violations listed below as well as any institutional policy. In cases where a violation is committed by an individual student, any other students not directly involved but who participate in the activity by encouraging or condoning the act in any manner will also be subject to disciplinary action.

1. Academic Dishonesty: Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records is prohibited.
2. Drug and Alcohol Violations: Possession, consumption or being under the influence of any controlled substance while physically present at any facility owned or rented by College is prohibited.
3. Computer Misuse: Engaging in any unauthorized use of the College's hardware, software or network systems is prohibited.
4. Disruptive Conduct: Engaging in any behavior that disrupts any function of the College is prohibited.
5. Failure to Comply with Authority: Failing to comply with the directions of any authorized College official is prohibited.
6. Falsification/Fraud/False Testimony: Knowingly providing false or incorrect information to any College official or misrepresenting yourself to the institution is prohibited.
7. Fire and Safety Violations: Knowingly engaging in behavior that disrupts any fire and safety systems, procedures and policies is prohibited.
8. Gambling Violations: Any unauthorized gambling on campus is prohibited.
9. Violations committed by Guests or Family Members: Any guests or family member brought or invited to the College by a student are subject to the same code of conduct as the enrolled.
10. Harassment: Any form of harassment is prohibited.
11. Stalking-(Title IX Code I): Intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage is prohibited.

- 12. Physical, Verbal Endangerment and Domestic Violence-(Title IX Code II): Any form of physical or verbal abuse is prohibited.
- 13. Misuse of Property/Facilities/Services: Any form of destruction, vandalism or physical abuse to any College Facility or property is prohibited.
- 14. Sexual Misconduct/Sexual Harassment/Sexual Assault/Dating Violence-(Title IX Code III): Any form of sexual misconduct or harassment is prohibited.
- 15. Weapons/Firearms/Explosives: Unauthorized possession or use of weapons is prohibited.
- 16. Other Violations: Violation of any other College policy or regulation can be subject to disciplinary action, including:

C. Rights

Each infraction of college rules must be accorded individual treatment, and each student must be accorded due process. The following statements are designed to protect the student and the college and are not perceived as punitive actions. The initial disciplinary hearing will be conducted by a designated Judicial Affairs Officer.

- 1. Statement of charges in writing.
- 2. Prompt, impartial hearing.
- 3. The right to appear in person.
- 4. The right to a written statement of the outcome of the proceedings.
- 5. The right to appeal the final decision.

D. Procedures

Any charge, accusation, or allegation against a student, which may subject him/her to disciplinary action, must be submitted in writing in complete detail to Director of Judicial Affairs 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 Director of Judicial Affairs.
- 4. A copy of Section IV. C. on students' rights.

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

The decision and determination of the Judicial Affairs Officer may be appealed to the Vice President of Student Affairs. If the student contests any of the actions taken by the Vice President of Student Affairs, he/ she has the right to a hearing with the President of the college, whose decision is final.

E. Consequences

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

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

The president of the college or his/her representative shall have the authority and responsibility to take whatever steps are necessary to carry out the mandate of the rules and regulations in the interest and welfare of the college community. Violations of the following regulations, whether such violations are carried out individually or in concert by any members of the college community, are extremely serious and will constitute cause for immediate suspension and/or ejection from the campus and may also subject the violator(s) to whatever penalties may be imposed by appropriate college or civil authorities.

- 1. Unauthorized occupation of college facilities or interference with its lawful use.
- 2. Any act or threat which endangers any individual or which results in terrorizing or committing bodily harm or injury to any member of the college community or authorized invitees.
- 3. Any act resulting in destruction of or damage to college property, facilities or property of students or staff.
- 4. Any act which may result in disruption of college activities or inciting others to riot, or interference with the right of any member of the college community from performing his/ her assigned duties or attending any class.



5. The possession or use of firearms, dangerous weapons, fireworks, or explosives on the campus.
6. The illegal possession, sale, use, or exchange of any drugs, narcotic, hallucinogen, or similar chemical agent.
7. The refusal to obey directives or orders of proper college authority to cease and desist from any of the above acts.
8. Other acts of student misconduct that are not specifically set forth above shall be dealt within accordance with the provisions of Section IV.B.

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

#### G. General Rules

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

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

#### VI. ONLINE CODE OF CONDUCT

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

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

Emails to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If the emails continue to be unacceptable, the student will be referred to the Associate Dean of Students and denied access to the course until the Dean contacts the student. If students receive inappropriate emails from others in the class, they should notify the instructor and appropriate action will be taken. Students are expected to submit work which is their own. Plagiarism or cheating will not be tolerated. If either is the case, the student may have his/her grade for the assignment/quiz lowered or may fail the course. See the College's Academic Honesty Policy that follows.

#### VII. RIGHTS AS CONSUMERS

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

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

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

#### VIII. ACADEMIC HONESTY POLICY

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the College's educational mission and the students' personal and intellectual growth. Westchester Community College students are expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned. Cheating harms the college community in many ways. Honest students are frustrated by the unfairness of cheating that goes undetected and therefore unpunished. Students who cheat will skew the grading curve in a class, resulting in lower grades for students who have worked hard and did their own work.

#### DEFINITION OF ACADEMIC DISHONESTY:

##### Plagiarism

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

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

Note: The guidelines that define plagiarism also apply to information secured on Internet websites. Internet references must specify precisely where the information was obtained and where it can be found. You may think that citing another author's work will lower your grade. In some unusual cases this may be true, for instance, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins.

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

**Cheating**

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

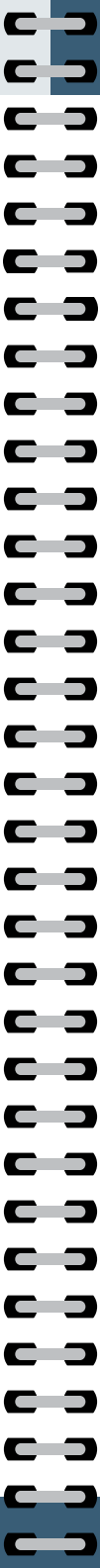
Examples include:

**TESTS AND EXAMS:**

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

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

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



**COLLABORATIVE (GROUP) ASSIGNMENTS:**

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

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

**LABS:**

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

**Abuse of Library Privileges**

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

**Consequences of Academic Dishonesty:**

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

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

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

beyond the  
**PRINTED PAGE**

With its listing of campus offices, glossary of academic terms, Web shortcuts, academic and personal calendars, and space for handwritten notes, the Student Handbook remains a great resource for students to carry with them on- and off-campus. Its compact size and durable coating help make this student reference guide the perfect scheduling companion throughout the academic year. Additional online resources you won't want to miss include:

Blackboard . . . . .	<a href="http://www.sunywcc.edu/blackboard">www.sunywcc.edu / blackboard</a>
College Catalog . . . . .	<a href="http://www.sunywcc.edu/catalog">www.sunywcc.edu / catalog</a>
DegreeWorks . . . . .	<a href="http://www.sunywcc.edu/degreeworks">www.sunywcc.edu / degreeworks</a>
Facebook . . . . .	<a href="http://www.sunywcc.edu/facebook">www.sunywcc.edu / facebook</a>
Instagram . . . . .	<a href="http://www.sunywcc.edu/instagram">www.sunywcc.edu / instagram</a>
MyWCC Student Portal . . . . .	<a href="http://www.sunywcc.edu/MyWCC">www.sunywcc.edu / MyWCC</a>
Student Handbook . . . . .	<a href="http://www.sunywcc.edu/handbook">www.sunywcc.edu / handbook</a>
Twitter . . . . .	<a href="http://www.sunywcc.edu/twitter">www.sunywcc.edu / twitter</a>
YouTube . . . . .	<a href="http://www.sunywcc.edu/YouTube">www.sunywcc.edu / YouTube</a>



**CAMPUS SECURITY AND SAFETY**

**For Emergencies on Campus dial 6-911.**

Westchester Community College now uses an emergency alert system that can send text messages, email, and voice messages. Students, faculty and staff are automatically signed up for the system using the contact information in their employee/student records. This system is available only to students and employees of Westchester Community College. All personal information will be kept confidential and the system will ONLY be activated in the event of an emergency or important campus announcements.

**EMERGENCY ALERT SYSTEM:**

Westchester Community College uses an emergency alert system that can send text messages, email, and voice messages. Students, faculty and staff are automatically signed up for the system using the contact information in their employee/student records. This system is available only to students and employees of Westchester Community College. All personal information will be kept confidential and the system will ONLY be activated in the event of an emergency or important campus announcements.

Additionally, public address systems and flat-screen displays are located throughout Westchester Community College buildings. These systems may also be activated to provide critical information during an emergency.

**CAMPUS SECURITY OBJECTIVE**

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

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

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

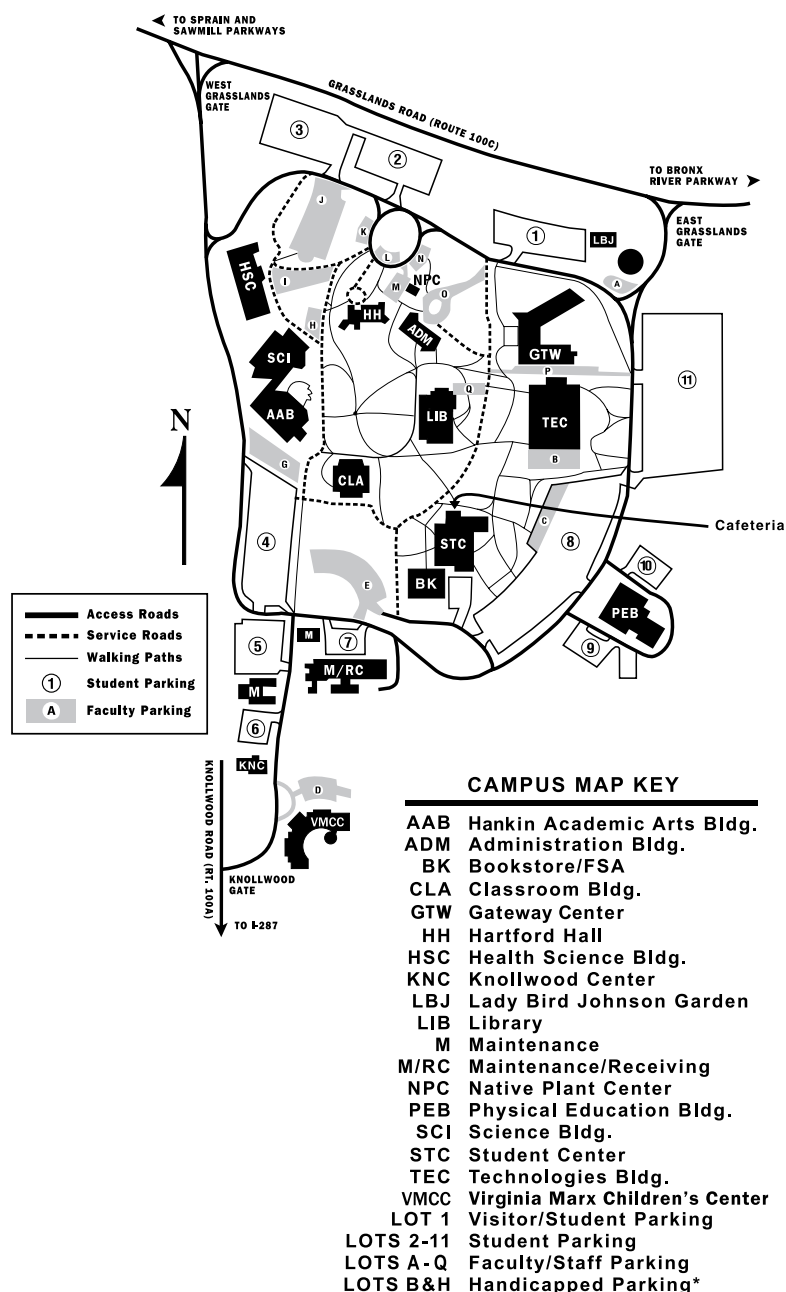
**ANNUAL CAMPUS SECURITY & SAFETY REPORT**

In compliance with the Federal Crime Awareness and Campus Security Act, Westchester Community College publishes an annual "Campus Security & Safety Report." This report includes statistics concerning reported crimes that occurred on campus for the previous three years; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies related to campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias crimes and other crimes. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. To obtain these crime statistics, access the U.S. Department of Education website at <http://ope.ed.gov/security/>

To get a copy of the full report and crime statistics, contact the Security Office, Room 118 in the Student Center Building (914-606-6730) or access the following website: [www.sunywcc.edu/security](http://www.sunywcc.edu/security).

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

## VALHALLA CAMPUS MAP



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A vertical bar chart showing the distribution of responses for 'How often do you use the Internet?'. The categories are 'Never', 'Rarely', 'Sometimes', 'Often', and 'Very often'. The 'Often' category is highlighted in blue.

Frequency	Percentage
Never	0%
Rarely	0%
Sometimes	0%
Often	100%
Very often	0%





notes

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and other Federal and New York State guidelines and regulations, Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap is excluded from, or is subject to discrimination in, any program or activity. Westchester Community College is an equal opportunity, affirmative action employer and does not discriminate against any person because of race, color, religion, gender, age, marital status, national origin, handicap, or sexual orientation, except as such may constitute bona fide occupational or assignment qualifications. Westchester Community College is fully accredited by and responsible to the Middle States Association of Colleges and Secondary Schools • 3624 Market Street • Philadelphia, PA 19104-2680 • 267-284-5000 • [www.msche.org](http://www.msche.org). Its college curricula are registered and approved by the New York State Education Department, and the college is affiliated with the State University of New York (SUNY). Westchester Community College is sponsored locally by the County of Westchester.

***The information in this handbook was accurate as of June 2015.  
Visit [www.sunywcc.edu](http://www.sunywcc.edu) for updated information.***

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