

WELCOME TO BCC!

Please read pages 1 - 9 and follow the steps prior to the start of classes. Once you have completed everything on the action checklist on page 3, review the remainder of the book. This will help you find the answers to questions that may arise.

Additional aids to assist you are:

1. College-Wide ID#

This 8 digit # is on the top right hand side of your Admission Acceptance letter. In many campus offices, it is often used in place of your social security number. It is also on the back of your Student ID Card.

2. BCCToday user name and password

Check out what's going on at BCC! If you can't find the user name and password that we sent you—contact the HelpDesk at www.sunybroome.edu/crcenter/help.html.



Notes / Questions

**STUDENT GUIDE
TO SUCCESS**

**3rd Edition
October 2006**

**Broome Community College
PO Box 1017
Binghamton, NY 13902**

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**Special thanks to every-
one campus-wide for their
support and contributions
to the production of this
handbook for our students.**

Broome Community College does not discriminate on the basis of race, sex, color, religion, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in the recruitment or education of students; the recruitment and employment of faculty and staff; or the operation of any of its programs or activities. Where relevant, state and federal laws apply.

✓ **ACTION CHECKLIST:**

BEFORE CLASSES BEGIN

YOU MUST...

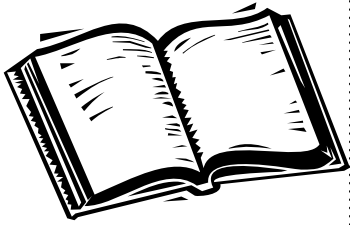


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* Must be completed in order to register for classes.

TIP FOR SUCCESS

Remember – this is college! Take responsibility for your education, be punctual for classes, learn about the classes you need to take, meet Registration and Financial Aid deadlines, and treat everyone with respect.



*** Must be completed or waived in order to register for classes.**

▪ Section One ▪

PLACEMENT TESTING*

ADMISSIONS OFFICE ▪ W-102 ▪ 778-5001

- Most new students must take the placement test before being advised and registered for classes. The test assesses math, reading and English skills for course placement. For tips on how to do well, refer to www.sunybroome.edu/accuplacer/#tips
- Your BCC acceptance letter will indicate whether you have been waived or need to take the test.
- If you are required to take the placement test, request a test date as soon as possible by contacting the Admissions Office.
- It is important that you *do your best* on this test as the results are utilized, along with your educational background, to determine which courses you can take.

FINANCIAL AID

FINANCIAL AID OFFICE ▪ SS-111 ▪ 778-5028

There are three basic types of Financial Aid:

- **Grants or Scholarships (do not have to be paid back)**
- **Loans (payback is required after leaving college)**
- **Work/Study (part-time employment on campus)**
- Everyone SHOULD apply – 85% of BCC students receive some financial aid.
- Yes, you MUST apply every academic year.
- Applications are available in the Financial Aid Office or online at www.FAFSA.ed.gov (federal) and www.HESC.org (state).

FINANCIAL AID HINTS:

- **Processing takes at least 8 weeks, so apply early**
- **Respond immediately to requests from the FA Office, otherwise your aid will be delayed.**
- **Make copies of ALL financial aid paperwork and keep for your records.**
- **Refer to the BCC website, catalog, or Financial Aid Office for more information.**

PLEASE NOTE:

*Financial Aid is linked to class attendance and academic progress — you can **lose** financial aid if you do not attend classes, withdraw, or fail to make satisfactory academic progress*

IMMUNIZATION RECORDS*

STUDENT HEALTH SERVICES ▪ S-102 ▪ 778-5181 (PH) 778-5530 (FAX)

- **Needed to comply with NYS law:**
 - Show proof of 2 measles, 2 mumps, and 1 rubella immunization (“MMR”)
 - Show proof of or sign meningitis document.
- For more information, refer to BCC catalog, contact Student Health Services, or see www.sunybroome.edu/~wellness

WORDS TO THE WISE
Attending college is a giant step, but rewarding. I encourage new students to learn about their academic program and seek advice in making short term goals. People at BCC are there to guide and support you!
—LURENA WHITE, STUDENT

STUDENT ATHLETES

ATHLETICS OFFICE ■ SC 101 ■ 778-5003

- Practice and game schedules limit the time you have available for classes. **Register for classes as early as possible**, or the sections you need will be filled.
- To be an athlete, you must be a high school graduate or have a GED.
- To be an athlete, you must be matriculated and enrolled full-time (for at least 12 credit hours) at all times.
- If you are a new or transfer student, you must be making progress toward your degree, and must meet the academic requirements of the National Junior College Athletic Association. To find out if you are eligible, contact the Athletics Office.

INTERNATIONAL STUDENTS' REQUIREMENTS*

INTERNATIONAL STUDENT COUNSELOR ■ SS-210 ■ 778-5210

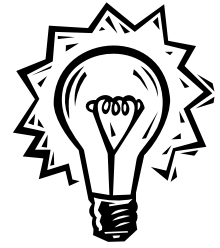
- For admissions information, contact the Admissions Office at (607) 778-5001.
- Once accepted, check in with the International Student Counselor regarding your immigration status, placement exam and to schedule an advising appointment.
- Contact Student Health Services (607) 778-5181 regarding necessary immunization documentation and required student health insurance.
- All F-1 students are required to participate in a New International Student Orientation during their first semester.

■ Section Two ■

ADVISEMENT*

CONTACT YOUR ACADEMIC DEPARTMENT - REFER TO DIRECTORY, INSIDE BACK COVER

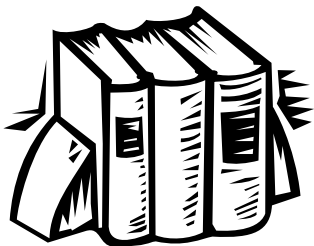
- Advisement at BCC is a team effort between you and your advisor for course selection and review of academic requirements.
- If you have documented disabilities, contact Student Support Services (see pg. 17) as early as possible to discuss accommodations.
- You must complete your placement test before seeing your Advisor.
- Early advisement appointments lead to good academic schedules.
- Review your degree requirements in the BCC catalog and prepare questions to discuss with your Advisor.
- You may be advised into classes through individual or group appointments. Plan on the process taking from 1 to 3 hours.
- Keep all important documents in an Academic Folder. Include: copies of degree requirements, drop/add forms, placement test results, and high school records.
- Following advisement you can be registered for classes.
- You must meet the MMR/Meningitis requirements before classes begin.



*** Must be completed in order to register for classes.**

TIP FOR SUCCESS

Attend class – and participate! Research shows that students who regularly attend classes and actively participate are the most successful!



FULL-TIME / PART-TIME STATUS

CONTACT YOUR ACADEMIC DEPARTMENT FOR MORE INFORMATION - REFER TO DIRECTORY, INSIDE BACK COVER

- If you take 12 or more credits per semester, you are a Full-time student. This may make you eligible for family health insurance and/or playing a varsity sport. This may also result in additional financial aid.
- If you take 11.5 or fewer credits per semester, you are a Part-time student. Part-time students may be eligible for some financial aid. For more information, contact the Financial Aid Office.

CREDIT LOAD

- Courses at BCC typically carry from 1 to 4 credits. Certain clinical courses and internships can carry more.
- For every credit the course earns, you will be in class for approximately one hour per week. Laboratory classes may differ.
- For every hour you are in class, you will typically spend 2 to 3 hours of study and preparation outside of class.

Example:

$$\begin{aligned} \text{ENG 110} &= 3 \text{ credits} \\ &= 3 \text{ hours of class time} \\ &+ 6 - 9 \text{ hours of study time} \\ &= \mathbf{9-12 \text{ total hours per week for 1 class}} \end{aligned}$$

- When building your schedule each semester, it is important to determine what credit load you should carry. Consider family responsibilities, work schedule, volunteer time, sports, commuting time, and personal time.
- The number of credits you take each semester will determine how many semesters it will take you to complete your degree.

SEMESTER SCHEDULE

BCC works on a semester schedule, broken up into 3 sessions:

- Fall: August - December, 15 weeks
- Spring: January - May, 15 weeks
- Summer: 3 terms, 6 - 8 weeks per term (terms may overlap)

Final exams are held after week 15 in the fall and spring semesters.

FRESHMAN COURSES

BUS 107, COL 105, HST 100, TEC 100

- The first semester courses listed above help students learn about campus services, department specifics, academic and career information, and aid in adjustment to college life. They are required for graduation in most degree programs.

WORDS TO THE WISE

*Hard work, focus, and
determination will lead
to success*

—JESSICA STASKO, STUDENT

DEVELOPMENTAL COURSES

**CONTACT YOUR ADVISOR FOR MORE INFORMATION,
OR REFER TO THE CATALOG UNDER "ACADEMIC INFORMATION"**

- Developmental courses (also called "remedial" or "foundation") are intended to help students prepare for college level work.
- Placement tests results and high school records will determine whether you are required to take these courses.
- These courses count toward being a full-time student, but not toward your degree.
- While these courses don't count toward your GPA or toward academic honors (ie. Dean's List), they do count for determination of probationary status.

ENGLISH-AS-A-SECOND-LANGUAGE (ESL) COURSES

LIBERAL ARTS OFFICE ■ T-210 ■ 778-5021

- ESL courses are intended to assist non-native students in improving their English language skills so they can be successful in college.
- They are required for students not demonstrating English proficiency on the ESL placement test.
- Dependent upon the level taken, they may or may not be considered college-level credits.

LEARNING COMMUNITIES

ASK YOUR ADVISOR ABOUT ENROLLING IN ONE!

- Learning Communities are composed of groups of students who are enrolled in 2 or more of the same classes and feature cooperative learning and collaborative teaching.
- They make the transition to college smoother and more rewarding as it's easier to make new friends and get to know your professors.
- Critical thinking, writing and learning strategies improve.

REGISTRATION

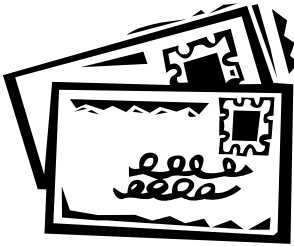
REGISTRAR'S OFFICE ■ SS-105 ■ 778-5027

- Registration is the act of processing your class requests and entering the data into the computer system.
- This process follows advisement.
- You CANNOT register if you have a hold on your account.
Holds include: parking tickets, outstanding BCC debt, a residency certificate not yet submitted, and placement test not yet taken.
- Typically, the earlier you register for classes, the more options you'll have for class selection and times.
- You are registered ONLY when you have a printed class schedule *in hand*.



TIP FOR SUCCESS

*Schedule regular time to study. Remember this rule of thumb:
For every hour you spend in class each week, you'll need to spend 2 to 3 hours studying to be ACADEMICALLY SUCCESSFUL.*



RESIDENCY CERTIFICATE

STUDENT ACCOUNTS ■ SS-113 ■ 778-5230

- You must submit a Residency Certificate form to the Student Accounts Office within 30 days of class registration. Otherwise, you will be charged non-resident tuition charges—double the cost of a NYS resident.
- Broome County residents simply need to complete the form and submit it.
- If you are a resident of another county, you need to complete the certificate, have it notarized, and submit it to your County Treasurer. A residency certificate will be provided to you for submission to Student Accounts Office.
- Residency Certificates must be completed each academic year.

TUITION PAYMENT

STUDENT ACCOUNTS ■ SS-113 ■ 778-5230

- If you are registered 5 or more weeks before classes start, your bill will be mailed to you.
- If you are registered less than 5 weeks before classes start, you must pick up your bill from Student Accounts.
- If you register prior to, or during, the week bills are due and if your bill is not fully paid, you will be deregistered (**dropped from your classes**).
- There are a number of ways to take care of your bill; see the Student Accounts Office for more information.

■ Section Three ■

PURCHASING BOOKS AND REQUIRED SUPPLIES

CAMPUS BOOKSTORE ■ CS ■ 724-0696

CAMPUS SHOP ■ SC ■ 724-0696

See 15% Off Coupon for Campus Shop on next page!

- Both the Bookstore and the Shop are open 2 weeks (weekends, too!) before classes begin.
- A list of required books and supplies for each course is posted in the hallway outside the Bookstore.
- Give a copy of your schedule to a clerk and they will get your books.
- **Payment options:**
 - Cash
 - Personal Check: payable to BCC Bookstore for exact amount of purchase.
 - Parent's Check: parent must sign check and a note of permission must accompany any check on which the last name is not the same as the student's. Student must show picture ID.
 - Financial Aid Check: student will need to show picture ID.
 - Parent's Credit Card: a note signed by the parent, authorizing student use, is required. The student will need to show picture ID.

WORDS TO THE WISE

The personal attention I received from my Advisor was great. She worked with me and the administration to modify my curriculum for my planned transfer to a 4-year college. I appreciate the interest she has shown in my educational success.
—BRETT MULLEN, STUDENT

PARKING DECAL

CAMPUS SAFETY ■ SS-102 ■ 778-5083

To park on campus you **must** complete the next 4 steps:

1. Pay the vehicle registration fee on your tuition bill. Loan deferrals cannot be used as payment of your vehicle registration fee.
2. About 2 weeks before classes begin, go to www.sunybroome.edu/security to request a parking decal.
3. Wait 2 days, and then bring your registration and driver's license to the Safety Office, SS-102, to pick up your decal.
4. Display the decal in the correct place on your vehicle, and park only in student lots.

If you are using public transportation, go to the Student Accounts office, SS-113, to request that the decal fee be taken off your bill.

Parking tickets will result in fines, and holds on registration and transcripts.

STUDENT ID CARD

STUDENT ACTIVITIES OFFICE ■ S-104 ■ 778-5033

- **You MUST have an ID card to:**
 - take books out of the Library
 - use books an instructor has placed on Reserve in the Library
 - receive discounts on tickets to campus events
 - get price discounts from many area businesses
- Obtain your ID card in the Student Activities Office.
- Hours vary and are posted weekly.
- You must present your class schedule or a copy of your bill to prove you are a current student.
- College-wide ID # is on the back of your ID card.

STUDENT HANDBOOK

STUDENT ACTIVITIES OFFICE ■ S-104 ■ 778-5033

- Calendar of the academic year
 - Keep track of when your assignments are due
 - Know when your school breaks are!
- Also includes:
 - Club information
 - Activity information and schedules
 - Important dates
 - Campus services
 - General information

Pick up your Student Handbook at the Family Day picnic or during the first week of classes. It is distributed in a variety of places — look for the Student Activities tables.



**Visit the Campus Shop
in the Student Center!**

*We're your on-campus
connection for:*

**Course Supplies,
Software, Study Aids,
BCC Clothing, Gift Items
& Much, Much More!**

**Present this coupon
and receive**

**15% Off
Any One
Clothing
Item
In Stock**

One coupon per student.

**Coupon valid through
1st week of classes.**

TIP FOR SUCCESS

Use the Student Handbook as a planner to prepare for daily, weekly, and semester-long assignments, quizzes and tests. Review it regularly and complete assignments in a timely way (cramming or pulling all-nighters doesn't really work.)

Notes / Questions

DAYS: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday, U = Sunday

Review all information carefully including seat availability, days and times offered, location offered. Note, if a course is offered off campus, dates that the session runs and number of credits.

Observe the notes beneath the course titles and seek advisement for any questions on additional designations such as:

- Co-requisite required
- OWLS
- Trailer course
- SLN Internet Application
- Service Learning
- Pre-requisite required
- Supplemental instruction
- WebCT
- Writing Emphasis
- Learning Community

GRADES AND DEGREE PROGRESS

IN ORDER TO BE IN GOOD ACADEMIC STANDING YOU MUST:

- progress toward degree completion by taking required courses
- meet a minimum cumulative (overall) Grade Point Average (GPA): **Chart 1**
- successfully accumulate credits:

By the time you have attempted 20 credits, you must have successfully earned 12 credits. Likewise, 40 attempted credits trigger the 24 earned-credit minimum requirement — **Chart 2**

Remember that financial aid is tied to good academic standing.

Chart 1: GPA

Credits Attempted*	Minimum Cumulative GPA
12 - 20	1.50
21 - 40	1.75
41 and above	2.00

Chart 2: Successful Accumulation of Credits

Credits Attempted*	Credits Earned
20	12
40	24
60	36
80	48
100	60
120	72
140	84
160	96

*Attempted Hours

Any course that you are enrolled in past the 1st week of classes is considered attempted hours.

Probation

Student's records are reviewed at the end of each semester and those who have not met the minimum requirements are placed on probation.

FINANCIAL AID 150% RULE & WORKSHEET

WHAT YOU CAN DO TO PREVENT BEING NEGATIVELY AFFECTED

Are you receiving Financial Aid?

This includes: Federal Pell grants, Perkins loans, Stafford Student Loans, Supplemental Opportunity Education Grants, Plus loans and work/study funding.

How many credits are needed for your degree program?

Add half of that number and you will find your 150 % credit limit. For instance, if you need 64 credits, add 32, and you can take up to 96 credits toward your degree using financial aid. Thirty credits of developmental courses (such as MAT 090, 092, 096, ENG 090, etc) and of English as a Second Language (ESL) courses can be taken in addition to the 150% credit number for your degree.

You must be consistently taking and successfully completing courses that count toward your degree.

Determine which courses and how many credits you still need to complete your degree program. Make sure you can complete these requirements within the number of 150% credits that you have remaining. If at any time it is determined that you cannot meet your graduation requirements within your 150% time frame, you will immediately lose federal financial aid eligibility.

You can safeguard yourself by:

- taking only courses that apply to your major (discuss others with your advisor)
- taking the correct number of electives
- not regularly withdrawing from courses
- successfully completing courses you have registered for
- attending your classes and not being dropped for nonattendance
- seeking academic advisement if you are thinking about changing your program

FINANCIAL AID 150% CALCULATION WORKSHEET

	Sample	Yours
Take # of Credits Required	72 (A)	____ (A)
Add 1/2 of the # of credits required	+36	+____
Equals your 150% Financial Aid Credit Limit	108(B)	____ (B)

Your Attempted Credit total is listed on your transcript and includes all course credits enrolled in before the 1st week of classes each semester. It includes courses that were withdrawn from or graded.

	Sample	Yours
Take Attempted Credits	26	____
Subtract Developmental Course Credits (course numbers lower than 100)	- 4	- ____
	Subtotal 22	____
Subtract ESL Credits (course designators for ESL)	- 0	- ____
Total # of Accountable Attempted Credits	22(C)	____ (C)

	Sample	Yours
Take Your 150% Financial Aid Credit Limit	108(B)	____ (B)
Subtract Total # of Accountable Attempted Credits	- 22(C)	- ____ (C)
Total # of Financial Aid Credits You Have Left	86(D)	____ (D)

Review courses needed to complete your degree and total the number of credits.

	Sample	Yours
Total # of credits required to complete your degree	50(E)	____ (E)

If E is larger than D, you are no longer eligible for Financial Aid funding.

THE NEXT STEP

IN THIS SECTION YOU WILL FIND:

THE NEXT STEP

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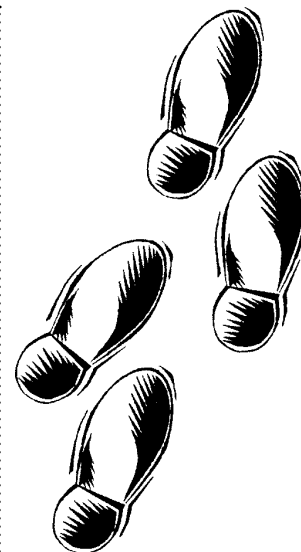
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GLOSSARY



TIP FOR SUCCESS

Take advantage of new opportunities. Meet new people, try clubs and activities that you haven't tried before.



▪ **Section Four** ▪

CHANGING YOUR SCHEDULE/NUMBER OF CREDITS

ALSO CALLED DROP/ADD ▪ SEE YOUR DEPARTMENT

- There are time frames within which you may change your schedule. To do so, you'll need to complete a drop/add form, have it signed by an Advisor and processed by your academic department or the Registrar. You will receive an initialed, dated copy.
- Dropping or adding credits can sometimes alter your financial aid award. Consult with a Counselor in the Financial Aid Office before making changes to your schedule.
- Keep all initialed, dated copies of drop/add forms in your Academic Folder in case verification is needed.
- Not attending classes DOES NOT automatically drop you from a course. See your department/Advisor to complete a drop/add form. If a drop/add form is not completed in a timely way, you may receive an "F" in the course. You may still be responsible for paying for the course.
- You may be dropped from a course for non-attendance which can have financial aid repercussions.
- Full semester courses dropped by the student between the 5th and 10th weeks result in a "W" grade (withdrawal). Courses dropped after the 10th week receive an "F" grade.

CHANGING YOUR MAJOR

- Entry into Dental Hygiene, Health Information Technology, Medical Assistant, Medical Laboratory Technology, Nursing, Evening/Weekender Nursing, Physical Therapist Assistant and Radiologic Technology are based on a competitive admissions process. Interested students should speak with the Pre-Health Science Advisor in W-102 to discuss entrance requirements and the admissions process.
- Other than the above majors, students should speak with a representative from the department of the major they are interested in.

ACADEMIC SUPPORT

LEARNING ASSISTANCE CENTER ▪ L-6 ▪ 778-5038

- All services are FREE to BCC students.
- Seek assistance early!
- More information regarding the Learning Assistance Center is available on their web site, www.sunybroome.edu/~learnassist.

Tutoring

- One-on-one (request form needs to be completed)
- Drop-in sessions available
- Guided study sessions for specific courses (Supplemental Instruction)

WORDS TO THE WISE

The Learning Assistance Center (Math Lab, Writing Lab and tutors) has been essential to my success here at BCC. I recommend using it!"

— ROBERT REYNOLDS,
STUDENT

Reading and Study Skills Center

- Learn useful techniques for working your way through complex assignments and difficult textbooks
- Work with a professional tutor or enroll in learning skills modules (LRS 1-credit courses)
- Learn time management, test-taking, and note-taking skills

The Writing Center

- Appointments are required
- Professional tutors can assist with writing assignments for any course
- One-on-one and small-group tutoring
- Peer-review sessions
- Writing workshops

Math Lab

- For all levels of math ability
- Individual and group tutorial assistance available with faculty and tutors
- Drop-ins and appointments welcome

STUDENT SUPPORT SERVICES

L-7 ■ 778-5150 (VOICE) ■ 778-5234 (TTY)

- Advance notice often required for these services
- Coordinates accommodations and support services for students with disabilities such as interpreters, notetakers, testing accommodations, adaptive educational equipment, and class accessibility

PROGRAM FOR HEARING IMPAIRED STUDENTS

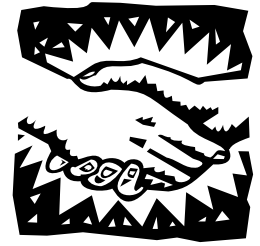
778-5398 (VOICE) ■ 778-5430 (TTY)

- TTY available in the Hearing-Impaired Program Office, the Learning Assistance Center, Student Health Services, and Security Office
- Qualified interpreters and notetakers available

LEARNING DISABILITIES PROGRAM

L-10 ■ 778-5316

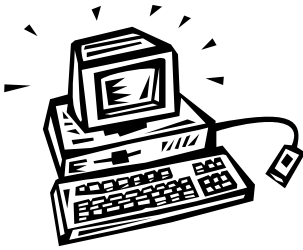
- If you suspect you have a learning disability, you can receive free diagnostic assessment.
- If diagnosed with Learning Disability (LD) or Attention Deficit Disorders (ADD/ADHD), you are eligible for academic accommodations, specific skills instruction learning and study strategies, academic advising/planning, and self-advocacy training.



WORDS TO THE WISE

BCCToday is a great way to find out about events, view your grades, or check your email. These are wonderful ways to keep current. Just go to <http://bcctoday.sunybroome.edu>

—HILLARI LIDDLE, STUDENT



CLASS REGISTRATION / ADVISOR ASSIGNMENT

SEE YOUR ACADEMIC DEPARTMENT OFFICE

- Halfway through the Fall and Spring semesters, current students can register for the next semester, for a better selection of courses and course times.
- When you receive a postcard at home with the date when registration begins, make an appointment with your Advisor.
- Check *BCCToday* to identify your Advisor and review the upcoming course offerings. If you are thinking about changing your major, discuss it with your Advisor.

PREPARATION FOR REGISTRATION

- Be an active participant in your education by looking through your Academic Folder and BCC catalog. Review the courses and requirements you've completed and determine which courses you still need.
- The BCC website will post the next semester's schedule approximately one week before registration begins.
- Consider how to best balance your remaining coursework in future semesters.

WRITING EMPHASIS – “W” – COURSES

- ENG 110 or equivalent prerequisite must be successfully completed prior to enrolling in a “W” course.
- Designated on the tally/master schedule with a “W” between the course name and section number (i.e. LIT 200W01)
- ENG 220 should not be taken until “W” courses are completed
- ENG courses are not “W” courses
- A typical sequence of courses by semester to complete your requirements:
 1. ENG 110
 2. ENG 111 (if required for your program), and a “W” course
 3. A second “W” course
 4. ENG 220

GRADES AND DEGREE PROGRESS

SEE YOUR ACADEMIC DEPARTMENT OFFICE

- Check your midterm (Ds or Fs only) and all final grades through *BCCToday*. Grades are not mailed.
- Each semester, you must meet a minimum cumulative (overall) grade point average (GPA) and successfully accumulate credits. Check the worksheets on the blue pages in the center of this handbook.
- Any course in which you are enrolled past the first week of classes is considered “attempted credit hours.”
- Developmental courses do not earn credit toward a degree, but are considered credits toward academic standing.
- Refer to the BCC catalog, in the Academic Information section, for more on academic standards.

WORDS TO THE WISE

Broome Community College has many different names for many different people, but for me it holds the title as a place where I can make a name for myself.

— MELISSA FELLIN,
STUDENT

ONLINE COURSES

- A number of courses each semester are presented over the Internet through the SUNY Learning Network (SLN) and WebCT. A distance-learning course is designated by a “Y” or “K” between the course number and section (i.e. BUS 141Y71)
 - To be successful, students taking a 3-credit online course must:
 - Participate at least 2-3 times and 9-12 hours per week
 - Be self-disciplined and able to work independently
 - Be comfortable doing a lot of reading and writing on the computer
 - These courses are NOT self-paced
 - Fully online courses are not recommended for 1st-semester students
 - WebCT is accessed through *BCCToday*, “My Courses” tab, beginning the first day of the semester.
 - SLN courses require a ***2-step registration process completed by the student***
- For more information, go to the Online Academy at www.sunybroome.edu ~online

FINANCIAL AID

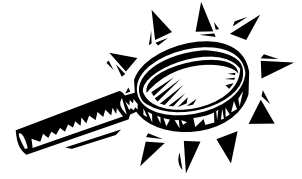
**FINANCIAL AID OFFICE ■ SS-111 ■ 778-5028 ■
FINANCIALAID@SUNYBROOME.EDU**

- Yes, you must apply each year!
- Applications available in the Financial Aid Office or online at www.FAFSA.ED.GOV
- Remember to apply early — in February, for the following August semester.
- Make copies of ALL financial aid paperwork to keep as a reference.
- Respond immediately to requests from the Financial Aid Office.

WITHDRAWAL FROM COLLEGE

ADVISING SERVICES ■ SS-210

1. Go to your department office to complete a drop/add form, and have it signed.
2. Next, go to Advising Services to discuss your options and the effects of a withdrawal, and sign a withdrawal form.
 - Not completing this process may result in loss of tuition, receipt of “F” grades, and/or a negative effect on future financial aid.
 - For medical withdrawals, a student must provide verified medical or psychological documentation from a health care professional. If approved, the medical withdrawal will be noted on your transcript.
 - A medical withdrawal for a prior semester must be completed by the end of the semester in which the student returns to college.
 - If you withdraw from the College, you must repay some or all of your financial aid.
 - If you intend to return to BCC, you must reapply.



TIP FOR SUCCESS

Don't overload your schedule outside of school. It's not uncommon for a community college student to try working 20 or more hours a week in addition to taking a full class load. Something's got to give...



SERVICE LEARNING

- Several courses offer students the option of service learning (volunteering) to respond to community needs and supplement classroom learning.
- Students are required to devote a specific number of hours to a local agency. The time commitment ranges from 20–36 hours during a semester.

FRESH START

- Any student absent from BCC for 2 years or more, who was not in good academic standing when leaving college, can apply for a Fresh Start, no later than the last day of your first semester back at BCC. Applications can be obtained in the Registrar's Office.
- If granted, a Fresh Start GPA will not include grades A through F earned prior to re-admittance. These grades will remain on your record, but only prior credits from courses with a C or better will be applied toward a degree.
- The Fresh Start, once granted, can not be rescinded. Fresh Start can be used only once, and cannot be applied to a previously granted degree.
- Fresh Start status does not necessarily make you eligible for financial aid.

INTERNATIONAL STUDENT GUIDELINES

INTERNATIONAL STUDENT COUNSELOR ■ SS-210 ■ 778-5210

- You must maintain 12 credits or more if you are on an F-1 visa. BEFORE making any schedule changes, discuss your plans with your ISC.
- Remember that you may be automatically dropped from a course for non-attendance; you MUST attend all of your classes.
- It is your responsibility to maintain your immigration status.

■ Section Five ■

COMMON HOUR

EVERY THURSDAY ■ 11:00 - 11:50 AM

- All programs and activities are FREE to BCC students.
- Check campus bulletin boards, BCCToday – <http://bctoday.sunybroome.edu> – The Buzz, posters, and marquees around campus, to see what programs are scheduled for Common Hour
- Activities include bands, karaoke, laser tag, caricatures, holiday parties, political forums, and more.

YOUR COMPUTER ACCOUNT

Network Access

Each BCC student is assigned a unique campus computer account username. To log on to a campus computer and access the campus network, you will need to obtain your username from an instructor, or find it at

http://sunybroome.edu/email/studentmail_a.html

Your username is the portion before the “@” symbol (i.e. publicj999). Your initial password is your date of birth (ex: 121060, if your birthday is Dec. 10, 1960).

WORDS TO THE WISE

I would highly recommend attending Common Hour events at BCC, they are informative, interesting and often concern current events.

— REBECCA

KNICKERBOCKER, STUDENT

Email

Each BCC student is assigned an email address, which is the address you find at the link above. (For example, your email address will be something like publicj999@acad.sunybroome.edu).

BCCToday

All BCC students have access to the student Web portal called BCCToday – <http://bcctoday.sunybroome.edu>

Once you log into BCCToday, you can access the following main areas:

- Your student records, including your schedule and grades.
- Your personal information such as name, address, etc.
You can also change your address here.
- Course homepages
- Important campus news

Saving Your Files

Do not save your files on your computer's "C" drive. Save all your work on the "Z" drive or save your work on a floppy disk or a ZIP cartridge. At the end of the semester (after final exams), any work you save on the "Z" drive will be erased.

Computer Labs and Facilities

The Computing Resources Center provides students with computer labs, which are connected to the campus network for access to email, printing, and the Internet. For a complete list of what labs are available, see www.sunybroome.edu/crcenter/

HelpDesk

For assistance related to campus technology use:

- Navigate to the HelpDesk web page,
www.sunybroome.edu/crcenter/help.html
- Visit the Help Desk in L-206.
- Email for assistance to helpdesk@sunybroome.edu

CAMPUS SAFETY

SAFETY OFFICE ■ SS-102 ■ 778-5083

- Contact Campus Safety to report a crime, if you are in need of assistance, or for Lost and Found. Officers are on duty 24 hours a day, 7 days a week.
- Campus Safety also administers parking regulations.
- Emergency boxes, each with a blue light above it, are located on the back walls of the Student Services, Decker, Student Center, and Library buildings. In an emergency, push the button to connect to a 911 operator. Speak clearly into the receiver and identify which building you are near.
- You can also dial 911 from any pay phone, at no charge.

■ Section Six ■**OFF-CAMPUS EMPLOYMENT**

- Current part-time and full-time positions are listed at www.sunybroome.edu/~placement. Click on the Current Job Vacancies icon.

**TIP FOR SUCCESS**

Find a connection on campus – a favorite professor, staff member or someone else – to connect with, to help you find answers, to share happy or sad news, who can help you open doors of opportunity and encourage you to do your best.



PERSONAL COUNSELING

COUNSELING OFFICE ■ SS-210 ■ 778-5210

- If you experience academic, social, personal, or family concerns while attending BCC, you may turn to professionally trained staff Counselors for assistance in regaining perspective and purpose.
- Through confidential, individual meetings, a Counselor can help students to explore, understand, and deal with personal issues.
- To see a Counselor, make an appointment in SS-210.

CAREER COUNSELING

Why am I taking these courses? Will they lead to the career that I want?

- The best place to start getting answers to questions like this is your department. They can explain your academic path and why certain courses are necessary for that program.
- If you are not sure you are in the right program and want to explore other career options, make an appointment with a Counselor in Counseling Services – SS-210.
- Consider taking SAC 250, a course designed to help you make career decisions.

TRANSFER INFORMATION

- Check first with your department for transfer information.
- Explore the Transfer Room in SS-210. Resources include:
 - catalogs of both in-state and out-of-state colleges
 - online college websites
 - transfer guidebooks
- Make an appointment with a Counselor, to discuss transfer.
- Pick up SUNY publications, the Transfer Booklet, and a list of questions to ask college representatives at Transfer Day and during college visits.
- Attend Transfer Day, held in the Student Center each fall. Representatives from many colleges gather there to answer questions and provide information.

EMPLOYMENT ON CAMPUS

- Work/study funding is granted through the Financial Aid Office. Check website for job openings.
- Use your skills and become a tutor or note-taker in the Learning Assistance Center.
- Check with your department for other student employment opportunities.

AFTER GRADUATION

- An annual Job Fair is held in the Student Center each spring semester to help students explore available positions.
- Resume writing assistance is available in Placement Services, SS-210.
- Professional job listings are also posted at www.sunybroome.edu/~placement Click on the Current Job Vacancies icon.

TIP FOR SUCCESS

Stay on campus and use time here wisely. Most successful students get schoolwork done on campus. Find a niche on campus where you can study on a regular basis (No, not chat with friends or daydream, really study.) If you need help with time management or study skills, seek out the Learning Assistance Center in L006 – they will be glad to help you!

AA Degree

An Associate in Arts degree is geared toward transferring to a 4-year school for a Bachelor's Degree.

AAS Degree

An Associate in Applied Science degree is intended to prepare students for employment, although some choose to transfer.

AS Degree

An Associate in Science degree is designed primarily to prepare students for transfer, but may provide some skills courses.

Academic Advisors

Professional staff and faculty members who assist students in choosing coursework to complete their degree.

Academic Dismissal

The failure to maintain minimum satisfactory academic progress will result in dismissal from the College. Academic continuance may be granted by the Division Dean following submission of a Petition for Continuance.

Certificates

Programs of study available in certain career programs, generally consisting of career courses. Most certificate programs can lead directly to degree programs in the same area.

Co-requisite

A course that must be taken in the same semester as another course.

Counselors

Trained helping professionals who will aid you in educational, vocational, and personal/social growth. Unlike in high school, counselors are not assigned. All counseling is confidential.

Credit Equivalent

Developmental courses (courses with numbers under 100) such as ENG 090, MAT 092, BIO 090, and CHM 090 do not count towards completion of a degree. They do, however, count towards being a full-time student. They are assigned a number of credit-equivalent hours rather than credit hours.

Credit Hours

A system for keeping track of credit given for course work taken. One credit hour is usually given for each 50-minute period per week that a class meets. For example, a student taking a course which meets for three 50-minute periods per week would receive 3 credit hours.

Credits Attempted

The total number of credit hours that a student has registered for, whether the courses were passed, failed, or dropped after the first week.

Credits Completed

The total number of credit hours a student has passed.

Dean

The administrator who coordinates an academic Division – Liberal Arts & Human Services, Business, or Applied Sciences. Your Dean's office can help you with a change of curriculum, academic grievance, readmission petition, etc.

Dean's List

Full-time students who earn a semester grade point average between 3.5 and 3.79 are awarded academic honors, or "Dean's List" status. This designation appears on those students' official transcripts. Part-time students can earn a similar award based on the last 12 credit hours taken, and should apply in the Registrar's Office.

Department

Each of the college's academic Divisions is organized into academic departments. Your department is determined by the degree, major, or curriculum, you are pursuing.

Deregistration

If you do not pay your tuition and fee bill, you will be dropped, or "deregistered," from your classes. You may still incur some expenses with the College. If you do not wish to attend college and you have already registered for courses, you should officially drop the courses. See "Withdrawal from College," pg. 25.

Elective

A course which is not specifically required but is applicable toward a degree, which is chosen by the student and fulfills the minimum number of credit hours required for graduation.

General Education Requirements

BCC's commitment is to provide every graduate with skills and knowledge essential to a full and productive life. See the General Catalog or talk with your advisor about specific course requirements.

Graduation

You may complete your degree requirements at the end of any of the three academic sessions, Fall, Spring, or Summer. In order to graduate, you must declare your intent by filing a Declaration of Candidacy with the Registrar's Office. There is only one graduation ceremony each year, in late May.

I Grade

An "I" or Incomplete grade is given under special circumstances. Specific assignments must be completed satisfactorily within a time limit defined by instructor.

Major or Program

The area of study which is your primary area of concentration - for example, a student could be a Computer Science major. Also called your "curriculum."

Matriculated Student

A student who is enrolled at the College and has been accepted into a degree-granting program or is following a formal course of study leading to a degree. You must be matriculated to receive financial aid or be awarded a degree. Any student who misses a semester (excluding summer) must reapply through Admissions to retain their matriculated status.

Mid-Term Grades

Grades of D, F, I, and U are reported at the middle of the semester, to alert students of possible academic problems on *BCCToday*.

Non-matriculated Student

A student who is enrolled in classes but has not applied or been admitted to a specific degree program.

Online Courses

BCC offers many Web-based courses, coded as “Y” and “K” on the tally. “Y” courses require a second registration step. To be successful in online courses, you need to be self-disciplined, be able to work independently, have basic keyboarding skills, and be comfortable doing a lot of reading and writing on a computer. See your Advisor for more information.

President’s List

Academic honors earned when a full-time student earns a 3.8 GPA or better during a semester. Part-time students who achieve a 3.8 GPA each time they have completed 12 credits may request a Part-time President’s List form at the Registrar’s Office, to be recognized for this honor.

Prerequisite

A course that must be completed before you take another course. Some degree programs have prerequisites for admission.

Probation

An academic status a student earns if satisfactory academic progress is not met.

Program or Major

The area of study which is your primary area of concentration – for example, a student could be a Computer Science major. Also called your “curriculum.”

Transcript

An official college document listing all courses taken and grades earned by a student. Students may request a transcript be sent to another school or employer. There is no charge unless you need special processing. Requests must be in writing. Request forms are available in the Registrar’s Office and on the BCC website.

Transfer Credit

Courses that have been completed at another accredited institution may be accepted at BCC for “transfer credit.” Courses for which there is no specific equivalent at this College may be accepted as non-equated credit. The process to transfer credit into BCC is to have an official transcript sent to BCC’s Admissions Office. Go to your academic department and request a transcript evaluation. The transfer courses/credits will appear on your transcript. To transfer BCC credits to another college, go to the Registrar’s Office or to the BCC website, and complete a Transcript Request Form.

W Grade

A grade given if a student withdraws from a course between the 5th and 10th week of classes.

Website: www.sunybroome.edu

BCC’s public website contains vast amounts of information about the College; including notification of closings, information about class registrations, an online college catalog, directories of college staff and offices, forms for many purposes, and much more.

Writing Emphasis Course

A W course is a Writing Emphasis Course - a course in a discipline other than English (ENG courses are not W courses) in which students use writing to think and to learn as well as to communicate. Writing about the subject matter is integral to the course. Many courses have been designated Writing Emphasis or W courses. They will always have a W as part of the course number. An example would be MAT 120-W01.