

# Survival 101:

The ins & outs of your first semester at  
Herkimer County Community College



# Will You Accept the Challenge?

Follow the Three Point Rule:

Attend Class  
Get Involved  
Get to Know Faculty/Staff

> **Survival Tip #73:  
Listen to  
Good Advice**

**Point 1:  
Attend Class**

Your future is what you make it. Just ‘showing up’ to class isn’t an option. Becoming actively involved in the learning process is critical to your success—and solely in your hands. Engage your teachers in dialogue. Encourage your peers by your personal example. Look at old situations in new ways. Remember, what you do today is going to impact your future. Make a lasting, positive impression with your teachers and your peers. Take advantage of every opportunity for learning that comes your way—both inside and outside the classrooms at HCCC.

**Point 2:  
Get Involved**

This semester, there are more than 100 campus activities scheduled with you in mind—take advantage of special events, athletic competitions, community involvement, and any chances you have to get involved and grow at HCCC. There are over 40 student clubs and organizations here—there is something for you, whatever your interests may be. These opportunities for learning and leadership will teach you valuable life skills that will benefit you well after you’ve left the halls of this institution. Volunteer on

campus or in the community. Stop by the Counseling Center or the Student Activities Office. Both are great resources for you if you want to be involved on campus or in the local community. Let us know what you’re thinking. Get involved with Student Government—or at least share your opinions with campus leadership.

**Point 3:  
Get to Know Faculty/  
Staff Members**

We hope you walk through the many doors of learning and opportunity at HCCC that are open to each and every one of you. The administrators and staff you will meet, like your professors, are interested in you—and your success here. The faculty and staff are a distinguished group of scholars, practitioners and specialists in their respective fields. They share a common bond—the desire to help students succeed. That means you. Take time to get to know them. They will help you have a very positive experience at HCCC.

# Places to Go Things to Do People to Meet

See a play. Attend a lecture. Listen to a concert.  
All in the Robert McLaughlin College Center (RMCC).

Run. Kick. Pass. Cheer.  
Join an intercollegiate or intramural team,  
or come and support those who do.

Get some advice.  
Take advantage of the Academic Support Center,  
the Career Center, the Health Office and the Counseling Center.  
Meet the people who are there to help you.

Get involved.  
With residence life, student clubs or organizations,  
and multicultural programs. Run for student government,  
become a peer tutor, a student ambassador or an RA.  
Join a service club or volunteer in the community.

Explore your surroundings.  
Enjoy local restaurants. Go shopping at Sangertown Square Mall  
or Consumer Square. Catch a movie at the Marquee  
Cinemas in the Orchard. Take a ski trip to the Adirondacks.

## So much to do at HCCC!

"There are more than 100 campus activities scheduled with you in mind—take advantage of special events, athletic competitions, community involvement, and any chances you have to get involved and grow at HCCC."

## > Survival Tip #31: Get Involved

American Red Cross Club  
Amnesty International  
Anime Club  
Art Club  
Black/Latino Student Union  
Campus Christian Fellowship and  
Fellowship of Christian Athletes  
Chess Club  
Circle K  
Computer Networking Club  
Creative Writing Club  
Criminal Justice Club  
Education Club  
Fall Baseball Club  
Fall Lacrosse Club  
Fashion Club  
Gaming Club  
Gay Straight Alliance  
Generals All Starz Dance Team  
Generals Theater Group  
Golf Club  
Health & Fitness Club  
History Club  
Human Services Club  
International Student Association

Intramural Activities  
Intercollegiate Athletics  
Military Appreciation Club  
Music Industry Association  
New Brother Movement  
Outdoor Adventure/Green Club  
Peer Tutor Club  
Performing Arts Club  
Phi Beta Lambda  
Phi Theta Kappa  
Photography Club  
Physical Therapy Assistant Club  
Radio-TV Club  
Residence Hall Association  
Running Club  
Sports Medicine Club  
Spring Men's Soccer Club  
Student Government Association  
Student Activities Committee  
Travel Club  
Underground Metal Club  
Women's Club  
Women's Fall Lacrosse Club  
Wrestling Club

If you are interested in getting involved in clubs/organizations or college committees, please visit the Student Activities Office to learn how! **Phone:** (315) 866-0300 x-8286  
**Email:** [studentactivities@herkimer.edu](mailto:studentactivities@herkimer.edu) **Facebook:** Herkimer SA

# Best of the Best

{according to our students}

## Places to study...

Library, Apartment room,  
TC (Technology Center),  
Academic Support Center

## Places to relax...

Alumni Hall, RMCC Lobby

## Food in the dining hall...

BLT, Thin crust pizza, Banana  
pancakes, Grilled cheese  
sandwiches, Cheeseburgers

## Things to do on-campus...

Athletic Events, Student Activities,  
Intramural Sports

## Places to exercise...

HCCC Fitness Center, HCCC  
Cristman Pool, YMCA

## Local Restaurants...

Applebee's, Yetty's  
Salvatore's

## Things to do in the area...

Marquee Cinemas, Woody's  
Ice Cream, Sangertown Square Mall,  
Wal-Mart

## Places to get student activities info...

Facebook.com: Herkimer SA  
www.myspace.com/hcccsa  
IM us at HCCC SA

## Ways to succeed at HCCC...

Attend class, Get involved,  
Get to know students and  
faculty

## Ways to get around campus...

Walk, Drive,  
Take the Shuttle, Bike

## Online resources...

Student Online Services  
(SOS), HCCC website  
www.herkimer.edu

## Places to go and look for advice...

Academic Advisor, College  
Catalog, Counseling Center,  
Health Office, Academic  
Support Center

## Places to do homework and research...

Library, Academic Support  
Center and computer rooms  
in TC, JH, LB

{according to faculty and staff}

# So much to do at HCCC!

Take advantage  
of the variety of support  
services on campus.  
**We're here for you!**

## > Survival Tip #52: Discover the Hidden Resources

### First Year Student Seminar (FS100)

This is an ongoing orientation program required of all new, full-time students. It is designed to help students prepare and adjust to all of the academic and social challenges that the College will offer them. Students are graded and the course must be successfully completed to qualify for graduation.

### Child Care Center

The Child Care Center at HCCC meets the needs of HCCC students with children from the ages of 18 months to 5 years old, providing an atmosphere that is safe, supportive and stimulating.

### International Student Services

The Office of International Programs assists international students with the applications and interviews required to attend college in the U.S., as well as offers support services to assist with adjustment to life in the U.S.

### Counseling Center

Personal counseling provides students with the opportunity to speak one-on-one with a professional counselor about problems which could interfere with personal growth and academic achievement. Reasons to seek out counseling could include concerns with family, roommates, relationships, stress, anxiety, adjustment to college life, academics, substance abuse, sexual assault or depression. We offer individual, couples or group counseling. Services are confidential. The office is open 8 am - 4:30 pm, and located in RMCC 262.

### Career Services

Concerned that you are not in the right major or don't know your career options? Not sure how to start the job search process? Consider an appointment with the Career Counselor (RMCC 262) to help you sort things out. The following on-line services are also available: [www.herkimer.edu/focus](http://www.herkimer.edu/focus) for career assessments; [www.herkimer.edu/resume](http://www.herkimer.edu/resume) to help build your resume; [www.herkimer.edu/jobs](http://www.herkimer.edu/jobs) to view PT, FT, and on-campus job listings.

### Transfer Counseling

Transfer Counseling services include the following—choosing a transfer college, researching transfer admissions requirements, transfer of credit, transfer scholarship information, transfer college days in fall and spring, transfer articulation agreements with four-year colleges and individual transfer assistance sessions. Stop in the Counseling Center (RMCC 262) for further assistance.

### Health Office

The Health Office, in the PE building room 104, is open Monday through Friday 8 a.m. - 4:30 p.m. A registered nurse and office assistant provide free services including basic first aid, immunization compliance and medical advice. A nurse practitioner is on campus once a week to perform physicals and medical evaluations, with charges billed to your medical insurance. Local doctors and clinics are available for further care.

# Navigating Academics:

## Where to Go for Advice

### Academic Advisors

With you from start to finish, these faculty members are familiar with the courses you are taking and serve as your primary resource for academic requirements and internships, as well as provide a personal connection to HCCC services.

- **Prepare yourself** for each advisement session.
- **Be knowledgeable** about the requirements of your program of study.
- **Inform** your advisor of changes that affect your academic performance and educational goals (full-time/part-time, curriculum change, etc.)
- **Follow through** on actions identified during advisement sessions.
- **Be aware** that final responsibility for the actions you take rests with YOU. Educate yourself on program requirements and Campus rules, policies and procedures.
- **Remember**, your advisor's responsibility is to make suggestions and recommendations – not decisions. During appointments expect to PARTICIPATE! Your advisor needs to know about **you** to give you accurate advice.

### Academic Support Center

The Academic Support Center, (ASC) located in the Library Building, offers a wide range of services aimed at providing HCCC students with opportunities for academic success, regardless of previous academic preparation. The Academic Support Center's range of free services and programs include:

- Computer lab with software used in HCCC courses
- Tutoring for over 150 different courses (in person or online, individually or in small groups, by appointment or at drop-in times)
- Services for Students with Disabilities (SSD Office)
- P.A.S.S. (Personalized Approach to Successful Study) – free program, open to all students, both new and returning. P.A.S.S. students are matched with an Academic Coach and receive priority tutoring.
- Workshops in time/task management, note-taking, test-taking, memorization and concept mapping strategies.
- Evaluate study skills and offer help individually, in small groups or via an online conference.
- Placement testing (all incoming students)
- Group project space with interactive white board, laptops and more

# So much to know at HCCC!

If your current major no longer “fits” your needs, you can change it. Start by contacting your academic advisor to discuss your options. If you’re unsure of your career options, a Career Counselor is available in the Counseling Center to provide career counseling and assessments to help you make well informed decisions.

## > Survival Tip #17: Be Willing To Accept Advice

### If your major is:

Accounting  
Business Administration  
Business: Sports and Recreation Management  
Computer Network Technician  
Computer Support Specialist  
EMT/Paramedic  
Fashion Buying and Merchandising  
Health Services Management Technology  
Human Resource Management  
International Business  
Liberal Arts and Sciences:  
Physical Education  
Liberal Arts and Sciences: Science  
Marketing  
Medical Coding/Transcriptionist Certificate  
Paralegal  
Physical Therapist Assistant  
Small Business Management  
Travel and Tourism:  
Hospitality and Events Management  
Website and E-Business Development  
Small Business Management Certificate

#### Contact:

Associate Dean of Academic Affairs,  
Business, Health, Science and Technology  
Division x-8230 or x-8240. Office is located  
in the JH building.

### If your major is:

Art Studies  
Criminal Justice  
Criminal Justice: Crime and  
Intelligence Analysis  
Criminal Justice: Cybersecurity  
Criminal Justice: Economic Crime  
Criminal Justice: Forensic Investigations  
Digital Filmmaking  
Early Childhood  
Fine Arts  
Gender Studies  
Human Services  
Liberal Arts and Sciences:  
Childhood Education  
Liberal Arts and Sciences: Communication  
Arts-New Media  
Liberal Arts and Sciences: General Studies  
Liberal Arts and Sciences: Humanities  
Liberal Arts and Sciences: Social Science  
Music Industry  
Photographic Technology  
Radio-TV Broadcasting  
Teaching Assistant Certificate

#### Contact:

Associate Dean of Academic Affairs,  
Humanities/Social Science Division x-8430 or  
x-8200. Office is located in the CA building.

# What Does It All Mean?

Curriculum?

Matriculated?

Plagiarism?

Syllabus?

RMCC, JH,  
CA, TC, LB, PE...

College is a sea of acronyms,  
learn what they and other  
important terms mean.

(RMCC=Robert McLaughlin College Center,  
JH=Johnson Hall, CA=Classroom Administration  
Building, LB=Library, TC=Technology Center,  
PE=Physical Education Building)

## > Survival Tip #23: When in Doubt, ASK!

**Advisor:** Assists student in planning program of study – scheduling, course adjustments, and helps student understand graduation requirements.

**A.A. (Associate in Arts):** First two years of a four-year sequence. Emphasis on Humanities and Social Sciences.

**A.S. (Associate in Science):** Designed to transfer to a four-year institution for more specialized training in Career Field.

**A.A.S. (Associate in Applied Science):** Provides both career and general education. Allows student to enter the workforce immediately after graduation.

**Associate Dean:** The person who acts as head of a certain faculty or department.

**Co-Curricular Transcript:** Designed to compliment your Academic Transcript and validate the wide range of learning experiences you've had at HCCC.

**Counseling:** One-on-one assistance with personal issues with a trained counselor, not an advisor.

**Credit Hour:** A measure of academic work. One credit hour usually represents 750 instructional minutes.

**Curriculum:** Program of courses approved for a specific degree or certificate.

**Degree:** Academic credential that is awarded to a student who has completed a particular course of study.

**Division:** A grouping of faculty of a similar academic field of study (example: Humanities Division).

**Drop/Add:** Scheduled times when you may change your original class choices by dropping a course and adding a new one.

**Elective:** Courses of your choice that are taken for credit.

**Exam Schedule:** A posted listing of dates, times and locations of all Final Exams.

**Full-Time Student:** One who is enrolled in 12 or more credits in a semester.

**Matriculated Student:** One who has been formally accepted as a candidate for a degree in a specific curriculum.

**Non-Matriculated Student:** One who is taking courses to satisfy personal needs and interests without applying for candidacy for a degree.

**Office Hours:** Set times when teachers and faculty advisors are available in their offices to address student concerns.

**Orientation:** Takes place the day before classes and continues in the form of First Year Student Seminar and housing activities – to orient the student to college and the campus.

**PIN (Personal Identification Number):** Your confidential number needed to access Student Online Services and to register for courses.

**Part-Time Student:** Enrolled in fewer than twelve credits in a semester.

**Plagiarism:** Copying or reproducing ideas and material other than your own and passing it off as your own.

**Pre-Advisement:** A practice your advisor may use to prepare you for registration.

**Pre-requisite:** A required course which must be met before another prescribed course may be taken.

**Section:** Many popular courses are divided up into multiple classes or sections with different professors and time slots.

**Syllabus:** A course outline given out at the first class which includes: what you will study, due dates and how grades will be assigned.

**Transcript:** A document displaying student's academic results.

# HCCC's Top 10 Lists

(for students and parents)

## Top 10 Things to Do Before You Graduate

**#1**

**Get involved.** Join a club or organization and enjoy all the College has to offer.

**#2**

**Become a club or organization officer.** You'll gain valuable leadership skills and experience.

**#3**

**Suggest program ideas.** Stop by the Student Activities Office and tell us what you're interested in and we'll work to bring those events to campus.

**#4**

**Become a Student Ambassador.** Act as a role model for students and help welcome future freshmen.

**#5**

**Get in the school spirit!** Attend pep rallies, sporting events and other College events.

**#6**

**Play an intramural sport.** Get a group of friends together for some team fun — on the field or on the court.

**#7**

**Volunteer.** Get to know the community in which you live and feel good about doing it.

**#8**

**Complete an internship.** Get hands-on experience in your chosen career field while getting a taste for the real world.

**#9**

**Network.** Meet new people. Introduce yourself to those around you, interact with those different than you.

**#10**

**Have fun!** College is what you make of it. Be safe, be responsible, but enjoy your time at HCCC.

# So much to do at HCCC!

"Decide now that you WILL be successful at HCCC, and that you WILL get your degree. Become familiar with your professors, your classmates, and what is expected of you, both in and out of the classroom. Your behavior will determine how you do, so **Think Positive!**"

~Dr. Matt Hawes, Dean of Students

> **Survival Tip #39:  
Harness the Power  
of Positive Thinking**

## Top 10 Tips and Strategies for Parents

**#1**

Stay in touch with your student—call, e-mail or snail mail.

**#2**

Encourage your son or daughter to stay on campus on the weekends to meet new friends.

**#3**

Send care packages!

**#4**

Gather up your loose quarters—they'll need to do laundry at some point!

**#5**

Encourage your child to get involved in campus groups and attend events.

**#6**

Ask about their classes—the good, the bad and the ugly!

**#7**

Teach them how to cook a few good meals—mac and cheese every night is not a nutritious diet!

**#8**

Encourage your student to take advantage of the many resources our campus offers.

**#9**

Tell them it's ok to ask for help.

**#10**

Encourage your student to stay active to avoid the Freshman 15!

# Show Me The Money

(and some ID)

**The Student ID Card** is the official identification card of Herkimer County Community College. Issued to all students, faculty and staff, the Student ID Card is required for identification, provides access to essential campus services and offers a convenient account for making purchases on and around campus. **Bring a copy of your class schedule to the Bookstore and we will print your ID/cash card on the spot.**

## Your Student ID Card is your key to:

**Meal Plan and Generals Cash Card Account** – Make cashless purchases at locations on and around campus, including the cafeteria and bookstore.

**Library** – Check out materials using the bar code on your Card.

**Fitness Center and Athletic Events** – Present your Card for admittance.

Your Student ID Card is **THE** most important card that you will have at HCCC. Please protect your card.

You are required to carry your Student ID card at all times while on campus and at the housing complexes.

{P.S. Don't lose it! \$10 replacement fee if lost, stolen or broken.}

Money doesn't grow  
on trees...  
Spend wisely!

> **Survival Tip #27:  
Know Your  
Spending Limits**

## Meal Plan

All students who choose on campus housing are required to purchase a meal plan. The Dining Center is open Monday–Friday 7:30 am–7:30 pm. Meal plans can only be used in the Generals Café, Pizza Shop and the Grab and Go Shop. Go to [http://www.herkimer.edu/student\\_life/cafeteria](http://www.herkimer.edu/student_life/cafeteria) for more information and menus.

## Food Service

The Dining Center, located in the Robert McLaughlin College Center, provides breakfast, lunch and dinner on weekdays. You can also grab a sandwich or quick snack at the Grab and Go shop or the Bookstore snack bar. Concession stand items are available at Wehrum Stadium during athletic events. Money for meals can be placed on the Generals Cash Card, which can be used at all locations.

## Cash Card Account

Your ID Card is also your Generals Cash Card. The Generals Cash Card Account is designed to help students and parents manage spending at HCCC and eliminate the need to carry cash around campus. There are no transaction charges for adding value or using the Generals Cash Card Account. There is a \$10 fee per semester for your cash card and we have over 12 off-campus merchants who accept the card in the village. Go to

[www.generalscashcard.com](http://www.generalscashcard.com) for more information.

## The Bursar's Office

Located in the Classroom Administration Building, this is the place to pay!

- Pay your tuition bill
- Pay add/drop fees
- Pay for transcripts
- Pay parking fines
- Turn in your Certificate of Residence (if you are a NYS resident)
- Add \$ to your Generals Card from excess financial aid
- Receive your financial aid refunds as long as you are attending classes regularly
- Get official forms notarized

## The Registrar's Office

The Registrar's Office is located in the CA Building. This is the place to go to get things done!

- Change Address/Name
- Drop/Add of Classes
- Obtain Enrollment Certifications
- Register
- Get Transcripts
- Certify Veteran Benefits

The office hours are Monday-Friday, 8:00 a.m.-4:30 p.m. The office can be reached by phone at (315) 866-0300, x-8280 and by e-mail at [registrarsoffice@herkimer.edu](mailto:registrarsoffice@herkimer.edu).

# The Q&A of E (-mail, that is)

**All students have e-mail accounts automatically set up for them once they register for classes.** The College uses these e-mail addresses as a means of communicating important campus information, including special events and emergency updates. Mailboxes are currently enabled for all registered students. These mailboxes will be disabled upon a student's withdrawal or graduation from HCCC. New students often have many questions about campus e-mail accounts.

**Q:** Should I treat my HCCC mailbox like my other e-mail accounts?

**A:** You should be aware that HCCC has a policy regarding unacceptable use of student e-mail at the College. Failure to adhere to the policy may result in a loss of all computer access at Herkimer County Community College. Students should refrain from the following:

- Using the HCCC e-mail system for chain letters and jokes since the attachments could lead to viruses.
- Sending unsolicited e-mail messages, including junk mail or advertising to individuals who did not specifically request them (e-mail spam).
- Harassing others whether through language, frequency, or size of messages.
- Forging e-mail header information to deceive (or spoof) the recipient.
- Soliciting e-mails, or 'phishing' to harass or to collect replies that deceive others.
- Any advertisements originating from Herkimer County Community College cannot be used outside of our campus.

Each student is allotted 100MB of space for his/her mailbox. HCCC will not back-up data contained in student mailboxes, so you will want to make a hard copy of important information you may need for future reference. Students should regularly delete unnecessary emails.

## > Survival Tip #81: Back-up Important Information

**Q:** I have an e-mail address I already use. Can't I just use that one?

**A:** Students are free to keep e-mail accounts in addition to their official HCCC-assigned ones; however, the HCCC-specific e-mail account will be the only address HCCC will use to contact students regarding official College announcements, including campus emergencies. Additionally, some faculty and administrative offices will only accept student e-mails from the College-provided e-mail accounts.

**Q:** How do I access my HCCC e-mail account?

**A:** **From campus residence halls and off campus:** Log onto [www.herkimer.edu/studentmail](http://www.herkimer.edu/studentmail)  
**From campus computers:** Log onto a PC with your username and password. When you see the Windows desktop, double-click on the Outlook icon.

**Q:** What is my username and how do I log on?

**A:** Your username is the first seven characters of your last name, first name initial and the last three digits of your social security number. There are no spaces in the username. For example, John Smithers, with a SSN of 123-45-6789 would have a username of smitherj789. Your password is your social security number without dashes or spaces. Your e-mail address is always your username followed by @herkimer.edu. The e-mail address in this example would then be: smitherj789@herkimer.edu. Additionally, student e-mail addresses are contained on any bills sent by the College.

International students without social security numbers should consult with the Director of International Programs for assistance in establishing their passwords.

Should you have any questions or suggestions, we're here to help! Contact HCCC's Student Help Desk at 315-866-0300, x-8555 for assistance.

# Living Easy.

## Making the Best of Roommate Relationships

**#1 Get to know each other.** Here's your first opportunity to make a new friend. Take time to ask and answer questions – about family, hobbies, interests, etc.

**#2 Talk it out. Communication is key.** Talk about habits, preferences, sharing or borrowing, moods and values—you'll be surprised at what you'll learn. If something is bothering you, talk about it – sooner, not later.

**#3 Be open and friendly.** You and your roommate may not have the same taste in clothing or music, but you likely share some of the same concerns and apprehensions. Be the first to step out of your comfort zone.

**#4 Be understanding.** Everyone has bad days. Although you may not be aware of issues your roommate is dealing with, a sympathetic ear can usually help.

**#5 Give each other space.** Togetherness is great, but you and your roommate both need time alone. Plan time for it.

**#6 Define "neat".** Self-proclaimed "neat-freak" or slob; consider your roommate's feelings. With a little give

and take, you can adjust accordingly and make your home comfortable.

**#7 Discuss visitation.** Talk about when it's okay, and not, to have guests.

**#8 Schedule study times.** Discuss in advance when you have a big exam or paper due. Ask for some quiet time. When you're stressed, a roomful of friends may lead to bad grades and hurt feelings.

**#9 Pick an activity to share.** There's nothing like having something to do or talk about together. Nothing in common? With a little work you're sure to find something you both enjoy.

**#10 Ask for help.** If things don't start out well with your new roommate or if things start to take a turn for the worse at some time during the year, involve the Resident Assistant that lives in your area or another member of the Residence Life & Housing staff. Don't wait! The Residence Life & Housing staff is here to assist you with any roommate issue or with ensuring your success as a student.

# So much to learn at HCCC!

Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, phone use, bill paying, entertaining guests and study environment. Knowing where each other stands on these matters prevents future disagreements.

## > Survival Tip #11: Establish Some Ground Rules

### When It Comes To Roommates... Talk -- Don't Walk.

#### Discuss potential areas of conflict:

- If your roommate is doing something you don't like, don't repress your feelings. It's usually better to air gripes rather than store up a lot of petty grievances, which lead to a major blow-up.
- Be considerate of your roommate's privacy. Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don't just use the iron or eat the cookies, even if you think it might be O.K.
- Appreciate your roommate. Praise, respect and courtesy are the foundation for any positive relationship.
- Avoid being judgmental. You are not your roommate's keeper.
- Be honest, assertive and stand up for yourself.
- Ask your Resident Assistant or Area Coordinator for advice. They are trained to help mediate conflicts.

**...and remember, always be open to compromises.**

#### Residence Life & Housing Contact Information

Office phone: (315) 867-2222

Office fax: (315) 867-2224

24-hour on-call phone: (315) 868-2021

[www.herkimer.edu/housing](http://www.herkimer.edu/housing)

E-mail: [reslifehousing@herkimer.edu](mailto:reslifehousing@herkimer.edu)

AIM: reslifehousing

Facebook: Reslifehousing Herkimer

# Better Safe Than Sorry

(being vigilant about keeping  
our community safe)

- **For any campus emergency, dial 911!**
- **Report suspicious activities** and persons immediately by calling 911. You can also use the anonymous tip line at [silentwitness@herkimer.edu](mailto:silentwitness@herkimer.edu) or call the Confidential Tips line at x8477
- Don't let people into your apartments or rooms unless you know and **feel safe** with them.
- **Lock your doors at all times**, even if you are only leaving for a few minutes.
- Become familiar where **blue light emergency phones** are in your area on campus and use them.
- If you need an escort when you are walking on campus, **call Campus Safety** at x-8616 and they will provide one to you.

If there is an **emergency** at HCCC, all students will be notified via NY-Alert, campus emergency siren, [Herkimer.edu](http://Herkimer.edu) accounts and the home page of our website at [www.herkimer.edu](http://www.herkimer.edu).

## So much to know at HCCC!

Outdoor emergency phones can be found in various locations on campus. They are marked by BLUE LIGHTS above the phone.

Pushing a button inside the emergency telephone box immediately connects you to campus safety.

## > Survival Tip #46: Be Aware of Your Surroundings

The goals of Campus Safety are to provide protection for all students, faculty, staff and visitors to HCCC, to safeguard all real and personal property and to enforce College policies and regulations.

All HCCC Safety Officers comply with the licensing, registration and training requirements of the New York State Security Guard Act and Peace Officer Certification.

Members of Campus Safety have Peace Officer status, and therefore have the power to make arrests on campus. Campus Safety has a cooperative working relationship with the Herkimer Police Department and other law enforcement agencies to help maintain a safe campus atmosphere.

If an incident occurs that we believe may affect the safety and well-being of the members of our community, information concerning this matter may be distributed by NY-Alert, campus emergency siren, college website, fliers, Herkimer.edu accounts and electronic bulletin board. Students and faculty can report suspicious activity anonymously on the Campus Safety Tip Line, ext. 8477 and [silentwitness@herkimer.edu](mailto:silentwitness@herkimer.edu).

Information concerning registered sex offenders is available in the Director of Campus Safety's office.

A copy of the Herkimer County Community College campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the Campus Safety Committee. Please direct all such requests to the Office of the Dean of Students at (315) 866-0300, x-8276. Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

\* Students are encouraged to sign up for NY Alert to receive emergency alert messages, originating from the State Emergency Management Office or from HCCC, via email, cell phone, text message and fax. Students will be given the option to sign up for NY Alert when logging into Student Online Services. **To receive emergency messages through NY Alert, you must sign up.**

# To Park or To Ride

(that is the question)

## Shuttle Around

The Campus Shuttle Bus service is available for free to all students who show a valid HCCC Student ID. Pick-up locations are listed below and current schedules can be picked up at the Student Activities Office.

1. Majestic Apartments
2. Prospect and Church
3. Main Street/Bus Stop
4. Brookwood Apartments
5. Campus Meadows
6. HCCC
7. Wal-Mart (as needed)
8. HCC Apartments Mohawk

## Put It in Park

There is no fee for parking in the main campus lot, but all students are required to register their vehicles with Campus Safety. For students who commute, free parking permits are available at the College Bookstore.

For students residing in College-owned housing, vehicles must be registered with the Housing Office and those permits are valid on campus. There is no need for more than one permit. To ensure campus safety, the speed limit is 15 mph, and is enforced by radar. Cars parked in areas designated for authorized vehicles only will be towed at the owner's expense. There is no overnight parking allowed in Campus Parking Lots unless you have the permission of Campus Safety.

Information on this page is subject to change without notice.

Parking rules and regulations are enforced by Campus Safety. Parking fines range from \$10 to \$35 and must be paid within ten days of receipt of the ticket or risk an increase in fines. Fines are payable at the Bursar's Office.

## > Survival Tip #38: Know Where You Can Park

### General Parking Permits

Students who are registering their vehicle permit **MUST** report the full name and address (on-campus or off-campus) of the student who is operating the vehicle in addition to the lawful owner's name. Permits are available from the Bookstore.

Students who reside off-campus **MUST** park their vehicle in the area designated as VISITOR's parking when parking their vehicle in the campus housing areas.

### Housing Parking Permits

Students who obtain an HCCC housing parking permit should note that the permit is designated for a specific parking area within the housing complex. For example: A student who has a parking permit designated for Reservoir Run can only park his/her vehicle in Reservoir Run parking spaces and can **NOT** park his/her vehicle in College Meadows.

Housing resident parking permit fee is \$80 for the academic year and \$50 for the spring semester only.

### Appeal of Fines

Students may appeal a parking violation once the student has paid the designated fine for the violation. **ALL** appeals must be submitted in writing to the Director of Campus Safety. The written appeal will then be presented to the HCCC Campus Safety Committee members for a vote. All decisions by the committee are final.

### Snow Emergency

In the event of a declared snow or other weather related emergency or disaster, all housing residents will be notified of where and when to move their vehicles in order for emergency equipment to address the situation. Vehicles that are not moved within the expressed time period will be ticketed and towed at the owner's expense.

# Save Face: Think Before You Post.

## Facebook, MySpace, and Other Personal Sites\*

Facebook and MySpace are great ways to stay in touch with friends from home, make new ones once you arrive and get involved in HCCC life. There are also points that students should think about when using technology to talk with others:

- Be familiar with privacy settings on your account(s) to monitor who can look at your profile. Customer service pages, for example with Facebook, contain great information about privacy controls and other important safety information.
- Remember that once you post something, it may live long after you take it down—your future employer, your teachers and even your parents might just see what you've posted!
- Google your name often to see what is online about you.
- Don't share personal information, like your class schedule or address.
- Have fun with your profile, but be safe, legal and responsible!

\*Source: <http://saveface.unh.edu/facebook/>

SOS or Student Online Services is a secure site allowing HCCC students to access and update a variety of their student information online.

> Survival Tip #43:

**SOS!**

## Students can use Student Online Services (SOS) to:

- Print copies of their Student Detail Schedule
- Locate their advisor's name (on their Unofficial Transcript)
- View Financial Aid status and awards
- Search for available classes
- View Holds that prevent registration
- View student bill
- Pay student bill via credit/debit card
- View Mid-term grades
- View Final grades
- Request transcripts
- View Herkimer student e-mail address

**SOS** can be found by entering [www.herkimer.edu/student\\_online\\_services](http://www.herkimer.edu/student_online_services)

Many portions of **SOS** require a Student ID (SID)/User ID and Personal Identification Number (PIN).

# How Much Do You Really Know?

T or F?

Alcohol is **illegal** to buy or possess if you are under 21.

T or F?

Using false identification for purchasing alcoholic beverages carries a maximum **penalty** of \$100 and/or thirty hours of community service.

T or F?

Using **forged** identification (changing date of birth) is a felony punishable up to 7 years in State Prison.

T or F?

Penalties for **possession** of alcohol, with intent to consume, carry up to \$50 and/or thirty hours of community service.

T or F?

The license (or the privilege of obtaining a license) can now be **suspended** for any person under the age of 21 who illegally purchases or attempts to illegally purchase an alcoholic beverage using a **license** issued by any state or country.

## So much to learn at HCCC!

The service, distribution, sale, possession and consumption of alcoholic beverages, or attempt to do so on the HCCC Campus and HCCC Housing Corporation property, is prohibited.

> **Survival Tip #67:  
Be Smart! Think  
Before You Act.**

## Alcohol & Other Drug Policy

### There Are Some Things We Just Don't Tolerate.

HCCC is very strict about violations to the College's Alcohol and Other Drugs Policy. This policy governs the activity of all students, residents, and their visitors and guests. The service, distribution, sale, possession and consumption of alcoholic beverages or attempt to do so on the HCCC Campus and HCCC Housing Corporation property are prohibited.

Unlawful behavior involving alcohol, but not limited to, underage drinking, public intoxication, drinking and driving and manufacturing and/or distributing is prohibited.

The manufacture, distribution, sale, purchase, possession and use of any illegal drugs or controlled substances or attempts thereof on the HCCC Campus and HCCC Housing Corporation property are prohibited.

Persons violating these policies are subject to disciplinary action. The disciplinary action may include, but is not limited to reprimand, disciplinary probation with or without specific conditions, referral to individual and/or group counseling at the student's expense, parental notification and/or suspension.

A violation of this policy is considered a breach of the student housing contract and a violation of the College Student Code of Conduct. Sanctions imposed under this policy do not diminish or replace the penalties available under generally applicable federal, state or local laws.

(in case you're still learning, the answers on the front of this card are all **true**)

# Exercise Your Mind:

## Things to do in the Library

### **Type a paper, do research or browse the web**

There are over 25 computers for student use and that's not counting the Library's two computer classrooms.

### **Study alone or with a friend**

The Library is a quiet, comfortable study area perfect for any type of academic studying. The study rooms are available for group work or study sessions.

### **Read your textbooks**

A number of class textbooks are on reserve at the circulation desk. These books are available in the Library with your student ID.

### **Research**

From books and journals to online databases and websites, you will find what you need at the Library.

### **Friendly faces**

The Library staff is here to help you! We want to create an inviting (yet still quiet) environment for you to learn and grow! Stop in and let us help you get your brain in tip-top shape!

> **Survival Tip #91:**  
**Read, research  
and review**

Anytime you have a question about research or how the Library works—stop in the Library! School work is an important part of college and the Library staff is here to help you succeed.

## Explore the HCCC Library

### First Floor

Circulation  
Computers

Group Study Room: LB 130  
Magazines, Journals,  
Newspapers & Bestsellers  
Reference Books

### Second Floor

Books

Most books can be borrowed  
for up to three weeks!

Classroom: LB 212

Law Library: LB 220

Reading Room

This is a great place to study or plug in  
your laptop.

Study Rooms

LB 202, 203, 204, 217

More Computers

Need Help? Just Ask.

This whole floor is a quiet study area.

### Contact Us:

Reference Desk

315-866-0300 x-8384

Circulation Desk

315-866-0300 x-8272

Our AIM screen name is HCCCLibrarian

Email a Librarian

Library@herkimer.edu

Reference Desks are located on both  
the first and second floor!

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

# If You Need Anything, Just Call

## On Campus

Main College Number	315-866-0300
Academic Support Center	x8275
Admissions	x8278
Advisement Center	x8239
Athletics	x8255
Bookstore	x8420
Bursar's Office	x8315
Campus Safety (non-emergency)	x8616
Counseling Center	x8284
Dean of Administration	x8290
Dean of Students	x8276
Financial Aid	x8282
Food Services	x8311
Health Office	x8372
President's Office	x8261
Registrar's Office	x8280
Residence Life and Housing	x2222
Retention Office	x8770
Student Activities	x8286
Student Help Desk	x8555
VP/Dean of Academic Affairs	x8263

## Off Campus

CARENET	867-6148
Herkimer Police Dept.	866-4330
Little Falls Hospital	823-1000
MCAT 24-Hour Crisis Intervention	732-6228
Sexual Violence Hotline	866-4120
Domestic Violence Hotline	866-0458
Planned Parenthood	866-3085
Herkimer County Public Health	866-1430
Herkimer County Mental Health Clinic	867-1465
Beacon Center (Substance abuse agency)	717-0189
Insight House (Substance abuse agency)	724-5168
Addiction Crisis Center (24-Hour Treatment Center)	735-1116

**Emergency (on or off campus) dial 911!**

# So much to know at HCCC!

> **Survival Tip #95:  
Post Important Dates  
and Numbers**

**Need more information?**

Your student handbook is filled with lots of important facts that will get you through your first year at Herkimer.

## HCCC 2011-2012 Academic Calendar

### 2011 FALL SEMESTER

New Student Orientation	August 23-24
Classes Begin	August 25
Labor Day (College Closed)	September 5
Columbus Day (College Closed)	October 10
Returning Student Registration Opens	November 2
Veterans Day (College Closed)	November 11
Thanksgiving Recess	November 23-27
Thanksgiving Break Residence Halls Close	November 23 at 10:00 am
Thanksgiving Break Residence Halls Re-open	November 27 at noon
Classes End	December 9
Final Exams	December 12-16
Winter Break Residence Halls Close	December 17 at 10:00 am

### 2012 WINTER MINI SESSION

Winter-Mini Residential Students Return	January 3
Winter-Mini Classes	January 3-17
Martin Luther King, Jr. Day (College Closed)	January 16

### 2012 SPRING SEMESTER

New Student Registration	January 17
Spring Semester New Students Move-in	January 19
New Student Orientation	January 20
Spring Semester Returning Students Move-in	January 22
Classes Begin	January 23
Presidents' Day (College Closed)	February 20
Spring Break Residence Halls Close	March 10 at 10:00 am
Mid-Semester Recess	March 12-16
Spring Break Residence Halls Re-open	March 18 at noon
Returning Student Registration Opens	April 11
Classes End	May 8
Final Exams	May 9-11, 14
Residence Halls Close	May 15 at 10:00 am
Commencement	May 18

### 2012 SUMMER SEMESTER Classes Begin

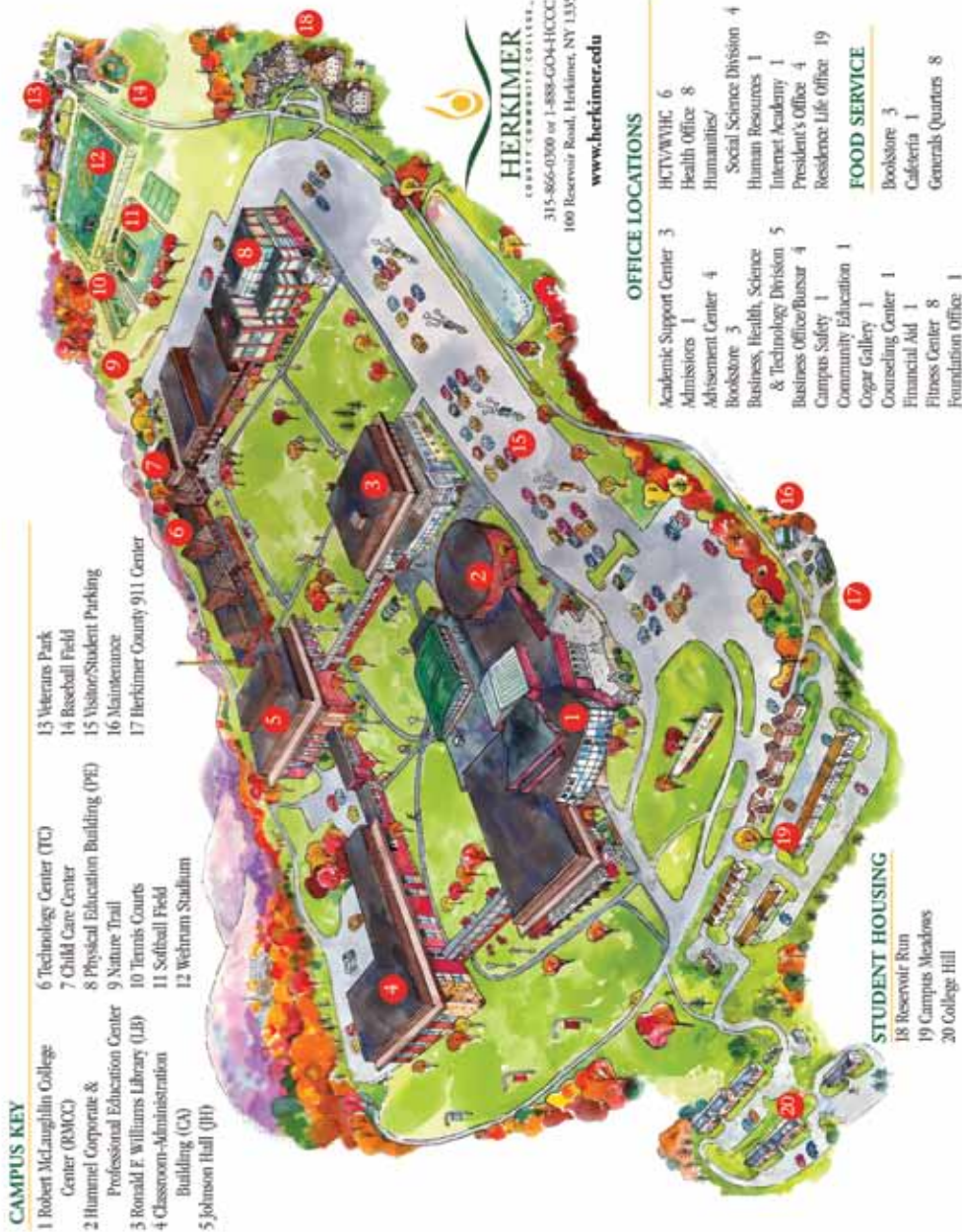
May 21

It's About  
Getting  
From Where  
You Are  
to Where  
You're Going

(without getting lost)

So much to discover at HCCC!

# > Survival Tip #21: Get to Know the Campus



### CAMPUS KEY

- 1 Robert McLaughlin College Center (RMCC)
- 2 Hummel Corporate & Professional Education Center
- 3 Ronald F. Williams Library (LJ)
- 4 Classroom-Administration Building (CA)
- 5 Johnson Hall (JH)
- 6 Technology Center (TC)
- 7 Child Care Center
- 8 Physical Education Building (PE)
- 9 Nature Trail
- 10 Terrais Courts
- 11 Softball Field
- 12 Wehrman Stadium
- 13 Veterans Park
- 14 Baseball Field
- 15 Visitor/Student Parking
- 16 Maintenance
- 17 Herkimer County 911 Center

### HERKIMER

COMMUNITY COLLEGE  
315-866-0700 or 1-888-604-HCCC  
100 Reservoir Road, Herkimer, NY 13350  
[www.herkimer.edu](http://www.herkimer.edu)

### OFFICE LOCATIONS

- Academic Support Center 3
- Admissions 1
- Advisement Center 4
- Bookstore 3
- Business, Health, Science & Technology Division 5
- Business Office/Bursar 4
- Campus Safety 1
- Community Education 1
- Cogar Gallery 1
- Counseling Center 1
- Financial Aid 1
- Fitness Center 8
- Foundation Office 1
- ICTV/WVHC 6
- Health Office 8
- Humanities/ Humanities' 1
- Social Science Division 4
- Human Resources 1
- Internet Academy 1
- President's Office 4
- Residence Life Office 19

### FOOD SERVICE

- Bookstore 3
- Calforita 1
- Generals Quarters 8

### STUDENT HOUSING

- 18 Reservoir Run
- 19 Campus Meadows
- 20 College Hill