

The ins & outs of your first semester  
at Herkimer College

# Survival 101:



Will You Accept The  
**Challenge?**



**>>> Survival Tip #1:**

# **Keep a Positive Attitude and Enjoy Your Stay**

## Table of contents

Get Involved	2
Discover Hidden Resources	4
Be Willing To Accept Advice	6
When in Doubt, ASK!	8
Sign On. Safely.	10
Know Your Spending Limits	12
Email Is An Important Tool: Use It Wisely	14
Establish Some Ground Rules	16
Be Aware of Your Surroundings	18
Know What To Do In An Emergency	20
Know Where You Can Park	22
Go Online	24
Be Smart. Think Before You Act.	26
Read, Research and Review	28
Stay Mentally Healthy	30
Sexual Assault Awareness	31
Learn Where Things Are	32
Post Important Numbers & Information	back

*All content is accurate at the time of publication  
and is subject to change.*





Decide now that you WILL be successful at Herkimer College, 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 attitude will determine how you do. . .so THINK POSITIVE!

# Welcome to Herkimer College



## >>> Survival Tip #31: **Get Involved**

# Places to go. Things to do

### 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 and the Counseling Center. Meet the people who are there to help you.

### Get involved.

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.





There are more than 200 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 Herkimer College.

# do. People to meet.

## Clubs & Activities

A Cappella Singing Group  
 Active Minds  
 Amnesty International  
 Anime Club  
 Art Club  
 Black/Latino Student Union  
 Campus Christian Fellowship and Fellowship of Christian Athletes  
 Computer Networking Club  
 Creative Writing Club  
 Criminal Justice Club  
 DIY Technology Club  
 Education Club  
 Entrepreneur Club  
 Fashion Club  
 Gaming Club  
 General's First  
 Generals Theater Group  
 Health & Fitness Club  
 History Club  
 Human Services Club

International Student Association  
 Intramural Activities  
 Intercollegiate Athletics  
 Math Club  
 Music Industry Association  
 Outdoor Adventure/Green Club  
 Peer Tutor Club  
 Performing Arts Club  
 Phi Theta Kappa  
 Photography Club  
 Physical Therapy Assistant Club  
 Radio-TV Club  
 Rainbow Alliance  
 SADD  
 Science Club  
 Student Government Association  
 Student Activities Committee  
 Underground Metal Club  
 Women's Club

If you are interested in getting involved in clubs, organizations or college committees, please visit the Center for Student Leadership & Involvement in RMCC 220.

(315) 866-0300 x-8286  
[studentactivities@herkimer.edu](mailto:studentactivities@herkimer.edu)



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





>>> **Survival Tip #52:**

# Discover Hidden Resources

## The best of the best.

### {according to our students}

#### Places to study...

Library, apartment room, Technology Center, Academic Support Center, Residence Life Academic Success Center

#### Places to relax...

Alumni Hall, RMCC Lobby, Bookstore Lobby, Office for International Programming

#### Food in the dining hall...

Thin crust pizza, grilled cheese sandwich bar, cheeseburgers, rice bowls

#### Things to do on campus...

Athletic events, campus activities, intramural sports, visit the Bookstore

#### Places to exercise...

Herkimer College Fitness Center, Herkimer College Cristman Pool, YMCA

#### Local Restaurants...

Applebee's, Yetty's, Salvatore's, Tony's Pizzeria, Vinny's Pizzeria, Tokyo Sushi, Greek Gyros

#### Things to do in the area...

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

### {according to faculty & staff}

#### Places to get student activities info...

Facebook.com: Herkimer Campus Life, [www.herkimer.edu/calendar](http://www.herkimer.edu/calendar)

#### Ways to succeed at Herkimer College...

Attend class, get involved, get to know students, faculty and staff

#### Ways to get around campus...

Walk, drive, take the shuttle, bike

#### Online resources...

Student Online Services, MyHerkimer, [www.herkimer.edu](http://www.herkimer.edu)

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

Academic Advisement Center, Counseling Center, Academic Support Center

#### Places to do homework and research...

Office for International Programming, Library, Academic Support Center, Residence Life Academic Success Center and computer rooms in TC, JH, LB





Take advantage of the variety of support services on campus.

We're here for you!

## 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.

## Office for International Programming

This department provides assistance to international and ESL students. They also provide multicultural and multilingual experiences for all interested students on campus 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 and group counseling. Services are confidential. The office is located in RMCC 302.

## Career Services

Concerned that you are not in the right major or don't know your career options after college? Meet with the Career Counselor (RMCC 302) to help sort things out. Free career assessments are available at [www.herkimer.edu/focus](http://www.herkimer.edu/focus). Use access code hccc225 when registering.

Looking to gain additional experience through part-time work or an internship? Looking for full-time work upon graduation? Employment Coaches are available (RMCC 302) to assist with the job search process. Search for opportunities on our HireHerkimer job board located at [www.herkimer.edu/hireherkimer](http://www.herkimer.edu/hireherkimer).

## Transfer Advising

Transfer advising 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 to the Academic Advisement & Counseling Center (RMCC 302) for further assistance.

## Barnes + Noble Bookstore

We carry new and used textbooks, rentals, e-textbooks, school supplies and official Generals merchandise. Enjoy a cup of coffee or grab a quick snack.

## The General's Cupboard

Located in RMCC 117A, The General's Cupboard stocks a variety of FREE canned and packaged food and other non-perishable items, as well as personal care items. A valid student ID is required. [www.herkimer.edu/pantry](http://www.herkimer.edu/pantry)



**THE  
GENERAL'S  
CUPBOARD**





## >>> Survival Tip #17:

# Be Willing To Accept Advice

## Navigating academics:

### 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 degree requirements, as well as provide a personal connection to Herkimer College 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, campus 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, located in the Library Building, offers a wide range of services aimed at providing



students with opportunities for academic success, regardless of previous academic preparation. Free services and programs include:

- 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
- Workshops in time/task management, note-taking, test-taking, memorization and concept mapping strategies.
- Evaluation of study skills and individual help in small groups or via an online conference.
- Group project space with interactive white board, laptops and more
- Computer lab with software used in Herkimer College courses

### Academic Coaching

Cut down on procrastination, study smarter, not harder and make a plan for success with someone to mentor you along the way!



If your major no longer “fits” your needs, you can change it! Contact your academic advisor to discuss your options!

## Where to Go When You Need Help

### If your major is:

Accounting  
Business Administration  
Computer Network Technician  
Computer Science  
Ecotourism & Adventure Travel  
EMT/Paramedic  
EMT/Paramedic Certificate  
Electrical Technology  
Fashion Buying and Merchandising  
Health Professions  
Health Services Management Technology  
Human Resource Management  
Legal Studies  
Marketing  
Medical Coding/Transcriptionist  
Physical Education  
Physical Therapist Assistant  
Property and Asset Management  
Quality Assurance: Business  
Quality Assurance - Science  
Recreation Leadership  
Science  
Small Business Management  
Sports and Recreation Management  
Supply Chain Management  
Travel and Events Management

### Contact:

Associate Dean of Academic Affairs,  
Business, Health, Science and  
Technology Division x-8240.  
Office is located in JH 131.

### If your major is:

Childhood Education  
Communication and Media  
Communication Arts: Music Industry  
Criminal Justice  
Cybersecurity  
Early Childhood  
Fine Arts  
Forensic Investigations  
General Studies  
Humanities  
Human Services  
Pre-Employment Police Basic Training  
Social Science

### Contact:

Associate Dean of Academic Affairs,  
Humanities/Social Science Division  
x-8430 or x-8200. Office is located in  
CA 212.



>>> **Survival Tip #23:**

## **When in Doubt, ASK!**

# What does it all mean? Curriculum? Matriculated? Pre-Requisite? Syllabus?

**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.

**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.

**Degreeworks:** A web-based advisement tool that shows student progress towards graduation requirements.

**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.

**FSA (Faculty Student Association):** Entity on campus that funds student clubs, activities and athletics.



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)



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

**Generals Card:** Student ID card where financial aid or cash can be added. Used at various locations on and off campus.

**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:** Held 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.

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

**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.

**Student Online Services:** A secure site allowing Herkimer students to access, view, and update their student information online (i.e.-view financial aid award and bill, register for classes and view final grades).

**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.



## >>> Survival Tip #72: **Sign On. Safely.**

# Save Face: think before you post.

## **Facebook, Twitter, Instagram, and Other Social Media Sites**

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

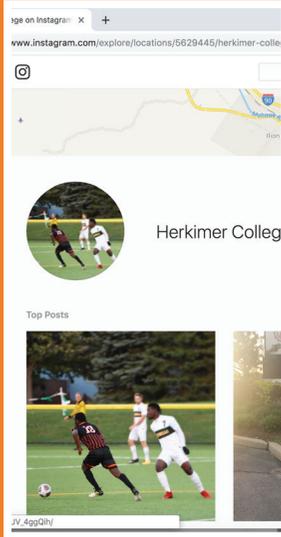
- Be familiar with privacy settings on your account(s) to monitor who can look at your profile. Customer service pages, for example with Facebook, contain great information about privacy controls and other important safety information.
- Remember that once you post something, it may live long after you 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!



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



**Social media** is a great way to connect and share your accomplishments, but make sure the digital trail you leave is a positive one.



**Image Release Policy**

As a student, faculty or staff member, or visitor to the campus of Herkimer County Community College or at an event not on campus, but sponsored by Herkimer College, you grant permission to Herkimer College and/or its assigns, its clients, or agents, full permission to use, publish, and copyright, either in whole or in part, photographs or other images or likenesses of yourself in the form of videotape, film or digital stills, or any other medium. Such material may be used with or without your name in publications, television, billboards, online, social media and other media for promotion and advancement of the College. You give this permission without expectation of any remuneration. If you do not consent to this general permission, you must contact the Director of Public Relations, in writing, at Herkimer College, 100 Reservoir Road, Herkimer, NY, 13350.



>>> **Survival Tip #22:**

# Know Your Spending Limits

## Show me the money! (and some ID)



### Student ID Card

The Generals ID Card is the official identification card of Herkimer County Community College. Issued to all students, faculty and staff, the Generals 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 RMCC 254 and we will print your ID/cash card on the spot.

**Your Generals ID Card is your key to:**

- **Meal Plan and General's Card Account:** Make cashless purchases at locations on and around campus, including the cafeteria and bookstore.

- **Library:** Check out materials using your Card.
- **Fitness Center and Campus Events:** Present your Card for admittance.

Your Generals ID Card is THE most important card that you will have at Herkimer College. Please protect your card. You are required to carry your Generals ID Card at all times while on campus and at the housing complexes. You must show your Generals ID Card when asked by any College employee.

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





## Financial Aid

(315) 574-4035 | [finaid@herkimer.edu](mailto:finaid@herkimer.edu)

The Financial Aid Office can help students navigate the complex world of financial aid rules and regulations. Need to borrow a loan? Want to know how much you have borrowed in loans? Need help filing your FAFSA? Need to drop a course and want to know if it will affect your financial aid awards? Our financial aid counselors will be glad to assist you with these questions and more.

## 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 in the Bookstore. Concession stand items are available at Wehrum Stadium during athletic events. Money for meals can be placed on the Generals Card, which can be used at all locations.

## Generals Card Account

Your ID Card is also your Generals Card. The Generals Card Account is designed to help students and parents manage spending at Herkimer College and eliminate the need to carry cash around campus.

All students taking class(es) on campus are charged a \$15 ID Card Service Fee per semester. There are no additional transaction charges for adding value or using the Generals Card account. There are currently 14 off-campus merchants who accept the card in and around Herkimer. Go to [www.generalscashcard.com](http://www.generalscashcard.com) for more information.

## Meal Plan

All students who choose to live on campus are required to purchase a meal plan. The Dining Center opens at 7:45 a.m. Monday-Friday and is open on Saturday and Sunday 12-6 p.m. Meal plans can only be used in the cafeteria. Go to [www.herkimer.edu/dining](http://www.herkimer.edu/dining).

## Student Accounts

(315) 574-4018 | [bursar@herkimer.edu](mailto:bursar@herkimer.edu)

Located in the RMCC Building, this is the place to pay! The office is open Monday-Friday, 8 a.m.-4:30 p.m.

- Pay your tuition bill
- 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 overage checks as long as you are attending classes regularly
- Get official forms notarized

## Registrar's Office

(315) 574-4037 | [registrar@herkimer.edu](mailto:registrar@herkimer.edu)

Located in the RMCC Building the office is open Monday-Friday, 8 a.m.-4:30 p.m. This is the place to go to get things done!

- Change Address/Name
- Drop/Add classes
- Obtain Enrollment Certifications
- Register
- Get Transcripts
- Certify Veteran Benefits
- Graduation Information





>>> **Survival Tip #81:**

# E-mail Is An Important Tool. Use It Wisely.

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



All students have e-mail accounts automatically set up for them once they have been accepted. 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 accepted students. These mailboxes will be disabled upon a student's withdrawal. New students often have many questions about campus e-mail accounts.

### **Q: Should I treat my Herkimer College mailbox like my other e-mail accounts?**

**A:** You should be aware that Herkimer College 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 College. Students should refrain from the following:

- Using the Herkimer College 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.





Each student is allotted 100MB of space for his/her mailbox. Herkimer College will not back-up data contained in student mailboxes, so make a hard copy of any information needed for future reference.

Students should regularly delete unnecessary emails.

**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 Herkimer College-assigned ones; however, the Herkimer College-specific e-mail account will be the only address Herkimer College 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 Herkimer College e-mail account?**

**A: From campus residence halls and off campus:** my.herkimer.edu

**From campus computers:** Log onto a PC with your username and password. When you see the Windows desktop, double-click on the Outlook icon or my.herkimer.edu

**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 H#. There are no spaces in the username. For example, John Smithers, with an H# of H0000123 would have a username of smitherj123. Your initial password is your date of birth MMDDYYYY 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: **smitherj123@herkimer.edu**. Additionally, student e-mail addresses are contained on any bills sent by the College.

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





>>> **Survival Tip #11:**

# Establish Some Ground Rules

## 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 Negotiate.** 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 help you be academically and personally successful



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.

## 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 concerns 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 borrow clothes or eat your roommate's food, 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)



>>> **Survival Tip #46:**

# Be Aware of Your Surroundings

## 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 (315) 866-0300 x-8477.
- 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 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 email and electronic bulletin board.



# Campus Safety provides protection for all students, faculty, staff and visitors to Herkimer College, safeguards all real and personal property and enforces College policies, regulations and the laws of NYS.

All Herkimer College Safety Officers comply with the licensing, registration and training requirements of the NYS Security Guard Act or the NYS Community College Peace Officer Academy.

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.

We make use of a video surveillance camera system on campus, as well as in the housing areas, to protect property and for the safety of our community.

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, x- 8477 and [silentwitness@herkimer.edu](mailto:silentwitness@herkimer.edu).

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 911.

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 can be viewed at [www.herkimer.edu/safety-stats](http://www.herkimer.edu/safety-stats).

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 Herkimer College, via email, cell phone, text message and fax. To sign up go to [my.herkimer.edu](http://my.herkimer.edu) and then to Student Online Services. To receive emergency messages through NY Alert, you must sign up.**





>>> **Survival Tip #27:**

# Know What To Do In An Emergency

When in doubt,  
stay put and do what  
you are told.

**For questions, contact Campus  
Safety at [safety@herkimer.edu](mailto:safety@herkimer.edu)**

Please note that in some cases, such as a tornado, you may be directed to evacuate classrooms and offices with windows and shelter in place in hallways, closets, and other interior spaces away from windows.





When an imminent threat to the safety of the campus community exists, the Disaster Coordinator (Director of Campus Safety) will activate a Shelter in Place directive.

**The Shelter in Place order will be given with a SEVERE (Red) or MODERATE (Blue) level. The level may change as the situation changes.**

## **SEVERE (Code Red) Communicated with NY-Alert and Campus Siren**

- You should immediately lock yourself and any other uninvolved persons in a classroom or office. If possible, cover windows or openings that have direct line of sight into the room. Phones should be set to silent so an intruder will not hear your phone, but you can still receive NY-Alert messages.
- Do not sound the fire alarm as this can place occupants in harm's way during an evacuation.
- Call 911 with any information that may be useful to responders (if you can).
- Try to remain as calm as possible.
- If you are outside, stay out of open areas and be quiet.

## **MODERATE (Code Blue) Communicated with NY-Alert**

- You may move around within the buildings, but do not go outside. If you need to move between buildings, use the indoor connecting corridors.
- Do not sound the fire alarm as this can place others in harm's way during an evacuation.
- Call 911 with any information that may be useful to responders.
- Try to remain as calm as possible.
- If you are outside, try to get inside a building as quickly as possible.





>>> **Survival Tip #38:**

# Know Where You Can Park

## 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 Herkimer College Student ID.

Pick-up locations and current schedule are available on MyHerkimer.

### 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–\$35 and must be paid within ten days of receipt of the ticket or risk an increase in fines. Fines are payable at the Student Accounts Office.



## 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 for commuter/off-campus students.

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

Housing parking permits are available in the Residence Life & Housing office. Students who obtain an Herkimer College 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 Campus 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 Herkimer College 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.





## >>> Survival Tip #43: Go Online

# HerkApp: quick access to information.

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

Designed with students in mind, the HerkApp provides quick and easy access to College information using your smart phone or tablet. From the latest campus events, to the shuttle schedule, to important phone numbers, the information you want is at your fingertips.

The screenshot shows the Herkimer College website with a navigation menu at the top. The main content area features a 'Connect' sidebar on the left and a central announcement for HerkApp. The announcement includes the text 'HerkApp is your mobile dashboard! Accessible on all devices. No installation required.' and a link to 'Visit HerkApp'. Below the text is an image of various mobile devices displaying the HerkApp interface. At the bottom of the announcement, there is a welcome message and a link for instructions on how to add the HerkApp mobile dashboard shortcut to a device.

**Connect**  
People & Offices

- Campus Visits
- Directory
- Social Media Directory
- Alumni
- Employment
- The Foundation
- Information Technology
- Library
- HerkApp
  - Add Shortcut To Home Screen
- Student Online Services
- Public Relations

**Connect » HerkApp**

**HerkApp is your mobile dashboard!**  
Accessible on all devices. No installation required.

[Visit HerkApp](#)

Welcome to the Herkimer College mobile dashboard! Designed with students in mind, the dashboard provides quick and easy access to information using your smartphone or tablet. From the latest campus events to the shuttle schedule to important phone numbers, the info you want is only a click away.

[Click here for instructions on how to add the Herkimer Mobile Dashboard shortcut to your device.](#)

Please report any issues or send feedback to [help@herkimer.edu](mailto:help@herkimer.edu).





My.herkimer.edu is a secure site allowing Herkimer College students easy access to schedules, bills, alerts, emails, announcements, forms, events and more.

**my.herkimer.edu**



**Sign On. It's that simple.**

Receive announcements on the topics that matter to YOU and arrange information how it works best for YOU. Sign in using your college issued user ID and password. No additional logins are necessary for Student Online Services (SOS) providing easy access to your financial aid status, grades, bill and schedule. Student Online Services also allows you to search and register for classes, request transcripts, and pay your bill online.

**Please note:** First time users should visit [www.herkimer.edu/sos](http://www.herkimer.edu/sos) to set up security questions before going to MyHerkimer.

*my*  
**Herkimer**<sup>™</sup>





>>> **Survival Tip #67:**

# Be Smart. Think Before You Act.

## How much do you *really* know?

### True or False?

Alcohol is a **poison**, you can die from drinking too much of it.

### True or False?

Marijuana use can reduce your IQ by 6-8 points.

### True or False?

Marijuana smoke has cancer causing chemicals in it.

### True or False?

Binge Drinking (4 drinks for females/5 drinks for males) can lead to black outs, poor decisions, and alcohol poisoning.

### True or False?

Drinking alcohol can affect school and athletic performance up to **3 days** after drinking.



If you choose to drink, consider the negative consequences of your choices. Choosing to drink on campus is a direct violation of the college's *Alcohol & Other Drug Policy*. For the complete policy please review the *Student Handbook* (<http://www.herkimer.edu/experience/student-handbook>.)

**(By the way, the answers are all true.)**



## Some Things We Just Don't Tolerate.

**Alcohol & Other Drug Policy:** This policy governs the activity of all students, residential students, and their visitors/guests. The service, distribution, sale, possession and/or consumption of alcoholic beverages or attempt thereof on the Herkimer College campus and HCCC Housing Corporation property is prohibited. Herkimer College is a dry campus. For a copy of the complete AOD Policy, please see your Student Handbook.

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

# DID YOU KNOW?

**The majority of Herkimer College students (69%) consume alcohol once a month or less or do not drink.**

**90% of Herkimer College students believe one should never drink alcohol to an intoxicating level that interferes with academics or other responsibilities.**

*Results are based on a Fall 2018 anonymous survey of 360 Herkimer College students.*



>>> **Survival Tip #91:**

# Read, Research and Review

## 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.

#### Get 24/7 access to the Library

Do your homework and papers on your own time. You can get assistance with a variety of library needs including help with research and citation for your school projects 24 hours a day, 7 days a week, by clicking on the ASK US 24/7 link on the college's library web page. When clicking on the link you will be connected to a professional librarian to help you with all your library needs.

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!





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.



## First Floor

- Circulation
- Computers
- Group Study Room: LB 134
- Magazines, Journals,
- Newspapers & Bestsellers
- Reference Books

**Contact Us:**  
Reference Desk  
315-866-0300 x-8394

**Circulation Desk**  
315-866-0300 x-8272  
Find us on Facebook  
[www.facebook.com/herkimercollege](http://www.facebook.com/herkimercollege)

## Second Floor

**The entire floor is a quiet study area.**

- Books
  - Most can be borrowed for three weeks
- Classroom: LB 212
- Law Library: LB 220
- Reading Room
  - A great place to study or plug in your laptop.
- Study Rooms
  - LB 202, 203, 204, 217
- Computers

**Contact a Librarian**  
[Library@herkimer.edu](mailto:Library@herkimer.edu)  
Text the Library at (315) 836-3796  
For help, for quick answers, to let us know if there's noise, whatever you need! Your librarians are here to help you!





>>> **Survival Tip #95:**

# Stay Mentally Healthy

## Know where to turn for help.

Attending college can be a significant transition. You gain more independence, meet new people, and have new and memorable experiences. It can be challenging, positive, and stressful. It is very common for students to become overwhelmed by challenges that merit counseling services, and we encourage you to contact us as soon as you can. If we can't help you, we'll refer you to college offices, community services, or emergency services that can.

### **Herkimer College Counseling Center**

Call or stop in for an appointment.  
We are located in the  
Robert McLaughlin College Center  
RMCC 302  
Phone: 315-574-4034  
Hours: 8:00 a.m.-4:00 p.m.

### **National Suicide Prevention Lifeline**

1-800-273-8255

### **Herkimer County Mental Health Clinic**

315-867-1465

### **Trevor Helpline (LGBTQ Crisis Intervention)**

1-866-488-7386

### **MCAT 24-hour Crisis Intervention**

315-732-6228

### **FACTS:**

- An estimated 26 percent of Americans ages 18 and older – or about 1 in 4 adults - live with a diagnosable mental health disorder.
- Almost one third of all college students report having felt so depressed that they had trouble functioning.
- Depression is not a weakness but a health disorder that is treatable.

By knowing the facts and available resources, you could help save a life.

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





### Need more information?

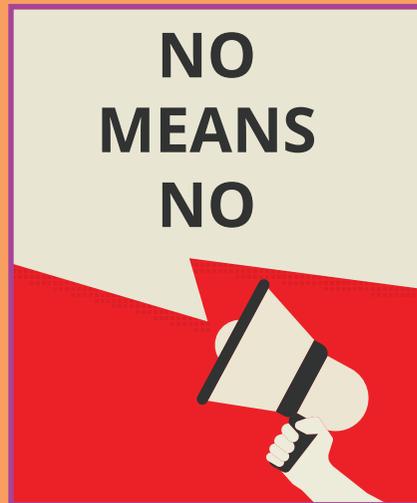
Your student handbook is filled with lots of important facts that will get you through your first year at Herkimer College.

## Sexual Violence Prevention & Response Policy

*For a complete copy of the Sexual Violence Prevention and Response Policy, please see your Student Handbook.*

The State University of New York and Herkimer College want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. To report confidentially, the incident to a college or community official, who by law may maintain confidentiality, and can assist in obtaining services:

- **Counseling Center** – 315-866-0300 (x8284). Robert McLaughlin College Center, room 302.
- **YWCA Mohawk Valley – Child Advocacy Center & Sexual Violence Services**, 284 West Main Street, Ilion, NY 13357 (315) 866-4120, 24-hour hotline.





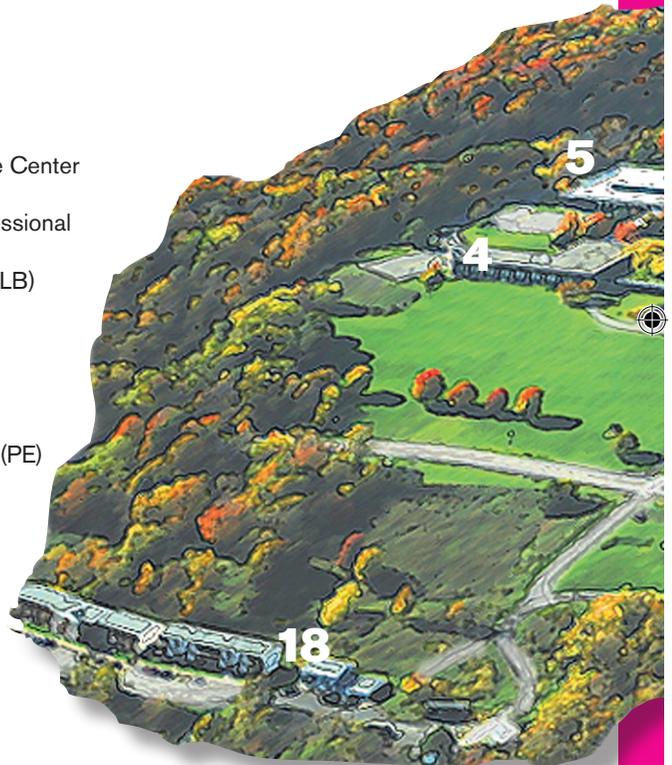
>>> **Survival Tip #57:**

# Learn Where Things Are

## Get where you're going (without getting lost)

### Campus Key

- 1 Robert McLaughlin College Center (RMCC)
- 2 Hummel Corporate & Professional Education Center
- 3 Ronald F. Williams Library (LB)
- 4 Classroom-Administration Building (CA)
- 5 Johnson Hall (JH)/ Gaynor Science Center
- 6 Technology Center (TC)
- 8 Physical Education Building (PE)
- 9 Nature Trail
- 10 Tennis Courts
- 11 Softball Field
- 12 Wehrum Stadium
- 13 Veterans Park
- 14 Baseball Field
- 15 Visitor/Student Parking



### Student Housing

- 16 Reservoir Run
- 17 Campus Meadows
- 18 College Hill
- 19 Residence Life & Housing Office



**Herkimer**  
THE STATE UNIVERSITY OF NEW YORK





### Need more information?

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





# 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
Student Accounts	x8315
Campus Safety (non-emergency)	x8616
Career Services	x8284
Center for Student Leadership & Involvement	x8286
Computer Help Desk	x8555
Counseling Center	x8284
Dean of Students	x8276
Financial Aid	x8282
Food Services	x8311
International Programs	x8318
Library	x8272
President's Office	x8261
Provost	x8263
Public Relations	x8259
Registrar's Office	x8580
Residence Life and Housing	x2222
VP for Administration	x8290

## Off Campus

Bassett Health Care Convenient Care	315-867-2884
CARENET	315-867-6148
Herkimer Police Dept.	315-866-4330
Little Falls Hospital	315-823-1000
MCAT 24-Hour Crisis Intervention	315-732-6228
Sexual Violence Hotline	315-866-4120
Domestic Violence Hotline	315-866-0458
Planned Parenthood	315-724-6146
Herkimer County Public Health	315-867-1176
Herkimer County Mental Health Clinic	315-867-1465
Beacon Center (chemical dependency treatment services)	315-717-0189
Insight House (Substance abuse agency)	315-724-5168
Addiction Crisis Center (24-Hour Treatment Center)	315-735-1116
National Suicide Prevention Lifeline	1-888-273-TALK (8255)
Trevor Helpline (Crisis Intervention for LGBTQ)	1-866-488-7386

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



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