

Herkimer College

College Now Parent & Student Handbook

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“College Now was especially helpful, because it showed universities that I was willing to challenge myself.”

Rachelann (former College Now student)

About the College

Introduction

Welcome! We would like to begin by thanking you for your involvement in Herkimer College's College Now program. This handbook is intended to outline policies and procedures of the program. It is our intent that the content provided will address any questions that you may have as a member of the participating school.

If you have additional questions that relate to information not included in this handbook, please refer to the college website, www.herkimer.edu/college_now or inquire with the College Now office. A directory is provided for you at the end of this handbook.

Mission Statement and Core Values

The mission of Herkimer College is to serve our learners by providing high quality, accessible educational opportunities and services in response to the needs of the local and regional communities.

The College operates under the authority of the State University of New York and the College Board of Trustees and is sponsored by Herkimer County. The following are Herkimer College's core values:

Community

To foster a collaborative campus environment that promotes civility, creativity, diversity, open communication, social responsibility, and mutual respect among students, faculty, staff, and the public.

Excellence

To encourage all constituencies of the college community to pursue the highest standards of performance in their academic and professional work.

Integrity

To embrace the values of honesty, respect, consistency, diversity and responsibility, in order to provide fair and equal treatment for all.

Opportunity

To provide access to quality, affordable lifelong learning opportunities and to maintain an environment that fosters individual growth and development for all.

Vision Statement

Herkimer College will be a highly respected teaching and learning institution whose academic excellence will be complemented by a rich offering of co-curricular programming, quality student services, and continued distinction in athletics. The college will continue to serve the post-secondary education needs of the community and be a key driver in regional economics capitalizing on the potential of its partnerships and programs in current and emerging fields. Herkimer College students will exceed expectations in programmatic outcomes, educational core competencies, and critical thinking skills in order to become productive citizens engaged in a global society.

What is College Now?

Overview of College Now

College Now is the concurrent enrollment program (CEP) at Herkimer College. Concurrent enrollment programs are cooperative agreements between colleges and high schools that offer high school students the opportunity to take college classes in their high schools for college credit, at no-cost to the student. College Now classes are taught by high school instructors who have been recommended by their principals and approved by Herkimer College as part-time faculty members.

To teach in the College Now program, instructors must meet the same qualifications as Herkimer College part-time faculty members. In addition, they are required to follow the same course guidelines and policies that are followed by all Herkimer College instructors.

Students qualify for participation in College Now with the approval of their guidance counselors. Students who wish to participate in the College Now program must have demonstrated the ability to meet the standards required of college-level courses.

Benefits to students may include:

- saving money by reducing future college costs
- preparing students to meet college expectations
- showing college admissions officers that students are serious students
- reducing students' first or second semester course load in college
- giving students the option to earn a double major, do a work internship, or study abroad
- allowing students to complete their college degree in less time

College Now at Herkimer College

Students register for College Now classes at their schools at the beginning of each semester. Herkimer College staff will visit each school to meet with prospective College Now students, distribute registration packets, explain the program, and answer questions.

If the student is a returning College Now student, they will self-register for their courses online by following the instructions provided in their packets. If the student is a new College Now student, they will submit the application/registration form to the College Now representative.

How Do I Register for a Course?

Are You a **NEW** Student?

You will need to complete an Application/Registration form, which the College Now representative provided during the Informational Session. Both sides of the form **MUST** be completed legibly.

For the registration portion of the form, you need to include a Course Registration Number (CRN) for each class. Your Guidance Office has received a list of courses with their corresponding CRNs for your high school. Your registration form **MUST** include the CRN for each course in order to avoid being registered for the wrong class.

Along with the Application/Registration form, you will need to complete a Certificate of Residency form. In your information packet, you have a green residency application along with instructions on how to complete it. If you have any questions regarding this form and/or the process, please contact the Student Accounts Office at bursar@herkimer.edu or at 315-866-0300 x8315.

A representative from the College Now office will return to your high school for the Registration Session. During this second meeting, you will submit your Application/Registration form and Certificate of Residency form, which **MUST** be completed and notarized before you will be registered.

Are You a **RETURNING** Student?

You will need to complete a Registration form, which the College Now representative provided during the Information Session. Please do **NOT** complete the Application/Registration form. This is only for NEW students. As a returning student, your information is already in our system and the application is not necessary.

On this form, you need to include a Course Registration Number (CRN) for each class. Your Guidance Office has received a list of courses with their corresponding CRNs for your high school. Your registration form **MUST** include the CRN for each course in order to avoid being registered for the wrong class.

Along with the Registration form, you will need to complete a Certificate of Residency form. In your information packet, you have a green residency application along with instructions on how to complete it. Certificate of Residency forms are valid for one calendar year. Even if you submitted one last year, you need to have one completed this academic year as well. If you have any questions regarding this form and/or the process, please contact the Student Accounts Office at 315-866-0300 x8315 or at bursar@herkimer.edu.

A representative from the College Now office will return to your high school for the Registration Session. During this second meeting, you will submit your Registration form and Certificate of Residency form, which **MUST** be completed and notarized before you will be registered.

How do I Drop a College Now Course?

Questions to think about before dropping a course for college credit:

- Are you having a difficult time in your College Now course?
- Do you feel that you are not ready or do not have the necessary time to dedicate yourself to a college course?
- Are you concerned about obtaining a poor final letter grade as this will become a permanent grade on your college transcript?

If you answered yes to any of the above questions, it is strongly recommended that you make an appointment with your guidance counselor to discuss dropping the college credit portion of the class. You can still attend the class without earning college credit.

If you decide to drop the course for college credit, you must follow the steps below:

1. Obtain a Add/Drop form from your high school guidance counselor
2. Complete all required information on the Add/Drop form
3. Have your guidance counselor sign it as your primary advisor
4. Mail the Add/Drop form to the College Now office (contact information below)

Mailing Address:

Herkimer College
Registrar's Office
100 Reservoir Road
Herkimer, NY 13350

Fax Number:

315-866-9648 (attention College Now Office)

Once received, you will be removed from the course. Depending on the date your form is received, the course will either be removed from your transcript or you will receive a grade of "W" for withdrawn, which will be posted on your transcript. This grade of W will not affect your college GPA.

If you drop the course at your high school, but fail to submit the Add/Drop form to the College, you will not be dropped from the course and you will earn a grade even if you stopped attending. This grade will be posted on your transcript and will affect your college GPA.

Dates for Dropping a College Now Course

There is a deadline for dropping a College Now course. The last day to drop a course can be found on the **Items to Know** form, which is given out at the start of each semester.

Academic Policies of Herkimer College

Attendance Withdrawal

To maintain high quality academic work, regular attendance at a class is necessary. Absence from class is considered a serious matter and never excuses a student from class work. Students must complete all assignments and other requirements of each course. A College-wide attendance policy states that a faculty member may administratively withdraw a student who has missed 20% of the class meetings or online required participation in a course. Faculty members who choose to administratively withdraw a student must do so prior to the published deadlines, which can be found on the College Now website and in the Student Guide.

Medical Withdrawal

The Academic Standards and Regulations guidelines will not be applied to any student who has formally withdrawn from the College for a certified medical reason. A statement from the attending physician verifying the medical problems will be required in order for the student to receive this waiver. This statement must be received by the Registrar's Office and approved by the Dean of Academic Affairs prior to the end of the semester in which the withdrawal occurred.

Semester Grades

At the end of each semester, final grades are available through Student Online Services (www.herkimer.edu/sos). **These grades are part of the student's permanent record.** Grades will not be available if the student has a financial obligation to the College.

Grades and Quality Points (The following is the official College grading system):

Letter Grade	Grade Points	Quality Range
A+, A A-	4.0 3.7	Superior mastery of facts and principles; clear evidence that stated course objectives and requirements were met by the student.
B+	3.3	Above average mastery of facts and principles; evidence that stated course objectives and requirements were met by the student.
B	3.0	
B-	2.7	
C+	2.3	Average mastery of facts and principles: some evidence that stated course objectives and requirements were met by the students.
C	2.0	
C-	1.7	
D+	1.3	Little mastery of facts and principles; acceptable evidence that stated course objectives and requirements were met by the students.
D	1.0	
D-	.7	
F	0.0	No mastery of facts and principles; little evidence that stated course objectives and requirements were met by the student.
AW I MW W S S U Z	Administrative withdrawal Incomplete Medical Withdrawal Withdrawn Satisfactory completion of required course. Satisfactory completion of a non-credit course. Unsatisfactory Given to students who officially register for a course but who fail to attend. This grade is an equivalent to an F.	

Incompletes

When the student receives the grade I, or incomplete, the student must complete the work within 45 calendar days from the end of the final exam period for the relevant semester. For courses ending before the end of the semester, the deadline is 45 calendar days after the last day of class.

Procedure for Incompletes

For full semester courses the student must complete and submit all work to the instructor within 45 calendar days from the end of the final exam period for the relevant semester. Once the student completes all work, the instructor must request a Change of Grade Form from the College Now office. The Change of Grade form must be signed by the instructor and submitted to the College Now office.

The form will be forwarded to the Associate Dean of the Division. The Associate Dean will approve or deny the change of grade. If approved, the student's grade will be manually changed by the registrar's office. If the grade change is denied by the Associate Dean, the instructor will be notified.

Appealing and Changing Grades

Students have the option of appealing a grade at the end of the semester if they feel there is an error.

- Appeals of grades received for a spring semester must begin by October 15th of the following fall semester. Appeals of grades received for a fall semester must begin by March 1st of the following spring semester.
- Students must first consult with the instructor who gave the grade (if the instructor is unavailable, students appeal directly to the appropriate Associate Dean).
- If the appeal with the instructor is unsatisfactory to the student, she/he may appeal to the Associate Dean.
- If the appeal with the appropriate Associate Dean is unsatisfactory to the student, she/he may appeal to the Dean of Academic Affairs.
- Appeals noted in step 3 & 4 must be initiated before the end of the semester in which the process commenced.

Academic Honesty Policy

Academic dishonesty includes securing information about the content of an examination prior to the scheduled time of the examination; giving or receiving assistance during an examination; and presenting as one's own in reports, term papers, or other projects, any expressions, quotations, or creative work of others without giving due credit. Plagiarism and cheating are violations of Herkimer College's Student Code of Conduct. The maintenance of academic honesty is the responsibility of both instructors and students.

Any written assignment submitted by a student must be of original authorship. Representation of another's work as his/her own shall constitute plagiarism. Any charge of plagiarism shall be substantiated either by a direct correlation between the original and the alleged plagiarized copy or "clear and convincing evidence". Cheating shall be considered a violation and subject to the same penalties.

Student Conduct Policy

Expectations for classroom behavior should be clearly articulated in the syllabus. Herkimer College does not allow the use of inappropriate language, disrespect, and cell phones in the classroom and does not tolerate disruptive behavior which is defined as "any behavior that has an adverse effect on the teaching/learning environment in the classroom." Additionally, students must also abide by their school's code of conduct.

Education Law (Section 224a)

(Students unable because of religious beliefs to attend classes on certain days)

No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study or work requirements are held on Friday after 4 o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her prevailing himself of the provisions of this section.

Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

Family Educational Rights and Privacy Act of 1974 (FERPA) [Buckley Pell Amendment]

Pursuant to this law, the following directive regarding FERPA should be strictly construed. Once a student reaches the age of eighteen, or is attending an institution of post-secondary education (regardless of age), all of the rights previously accorded to the parents are transferred to the student. No personally identifiable student information may be released to third parties without the student's written request. Exceptions are:

- Federal or State educational program audit
- Court order or subpoena
- Other college officials and faculty who have legitimate educational interests
- Certain Federal and State officials
- Organizations conducting studies for educational agencies
- Accrediting agencies
- In connection with student's applications for or receipt of financial aid
- Officials of other schools to which the student is transferring

Parents may obtain personally identifiable information only if the student is proven to be an IRS dependent, or if the student provides a written release for the same. Parental requests must be made in writing and must specify what information is requested and why. The following is an exception to this rule:

Students have the right to request in writing that personally identifiable information not be released to specific parties or to classes of parties, including the parents.

Colleges are obligated to maintain a list of parties who have requested or gained access to the records, what records were released, and the interest the parties may have in examining them.

The Act permits the College to release the following directory information without the student's written permission:

- Name
- Home/Campus Address
- Telephone numbers
- Date of Birth
- Place of Birth
- Physical Factors (height, weight)
- Major
- Dates of Attendance
- Degrees Conferred
- Previous Institutions
- Past and present participation in sports or activities

Administrators, faculty and staff should not release any personally identifiable student information to third parties (parents included) including information regarding student grades and/or attendance. Release of this information without the student's written approval constitutes a violation of the law.

All requests for personally identifiable student information by third parties should be directed to the Dean of Students' office.

How Do I Log into BANNER?

[HELP](#) [EXIT](#)

User Login

Read Instructions Carefully

1. Enter your **HCCC Student ID number or Social Security number** (your Student 'H' number, this can be found on the back of your ID card, on your bill or Student Schedule).
2. Enter your PIN.
 - a. If this is your first time logging in your pin will be Herk!MMDDYYYY where MMDDYYYY is your Date of birth
EXAMPLE: If your DOB is August 1st 1966 your pin will be Herk!08011966
3. Returning users who forgot their PIN can click the **Forgot PIN** button below and answer the security question to reset their PIN.
4. If you have never logged in before or did not set up security questions please contact the helpdesk at (315) 866-0300 x8555 or help@herkimer.edu to reset your pin.
5. To make Credit Card or ACH payment:
 - a. Select Student Services link under the Student Services tab.
 - b. Select the **Make a Web Payment** link.

By logging into Student Online Service, you agree to the terms and conditions of the Herkimer County Community College Acceptable Use Policy. Usage of this system is governed by the **Acceptable Use Policy** which can be found here: <https://www.herkimer.edu/aup>

User ID:

PIN:

RELEASE: 8.9.S

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1. Go to www.Herkimer.edu/sos [this will take you to Student Online Services]

2. Your User ID is your Social Security Number or H Number

3. If this is the first time logging in, follow instructions in step 2 on the login screen. If it is not your first time, you will type in your PIN—if you do not remember it, type in your User ID and select **FORGOT PIN?**

4. When you login for the first time, you will be prompted to change your PIN and provide a secret question in case you forget your PIN at a later date

How Do I Access GENERALS ONLINE?

The initial password is **date of birth (MMDDYY)**

JavaScript Check: ✓
 Cookies Check: ✓
 Popup Window Check: ✗

See a red X? You may need to [adjust your browser settings](#).

*Alpha, beta, and mobile (e.g. Safari on iPhone/iPad) browsers are not supported.

Check out our [detailed list of supported browsers](#) or [check your browser plugins and more!](#)

1. Visit <https://herkimer.open.suny.edu> [Generals Online website—part of Open SUNY]
2. Your GENERALS ONLINE username will be the first 7 characters of your last name (if your last name is less than 7 characters, then you would use your entire last name), first name initial and last 3 digits of your Herkimer College assigned Student ID Number (your ID number can be found on BANNER)

For example:

Jeannine Ruth with an Herkimer College Student ID Number of H12345678 would enter her GENERALS ONLINE username as ruthj678

Directory of Herkimer College Offices

College Now Office

315-866-0300 Ext. 8743

collegenow@herkimer.edu

Dial 315-866-0300 before entering the extension.

Academic Support Center:

- Offers tutoring that is available at no cost to College Now students.
- academicsupport@herkimer.edu, Ext. 8288

Advisement Center:

- Assists students in choosing classes, making curriculum changes, and preparing for the next academic step.
- advisementcenter@herkimer.edu, Ext. 8239

Bookstore:

- Handles questions about textbooks and processes textbook purchases.
- bookstore@herkimer.edu, Ext. 8420

Student Accounts:

- Collects tuition and answers questions about billing and certificates of residency.
- bursar@herkimer.edu, Ext. 8315

Help Desk:

- Assists faculty with questions about their computer accounts, such as Banner and library accounts.
- help@herkimer.edu, Ext. 8555

Internet Academy:

- Handles questions regarding faculty and students' GENERALS ONLINE accounts.
- internetacademy@herkimer.edu, Ext. 8742

Library:

- Grants College Now students & instructors full browsing & borrowing privileges from on/off campus sites.
- library@herkimer.edu, Ext. 8270

Registrar:

- Processes College Now registration forms and transcript requests.
- registrar@herkimer.edu, Ext. 8280

Student Help Desk:

- Handles student inquiries regarding students' computer accounts.
- studenthelp@herkimer.edu, Ext. 8555

Transfer Counseling:

- Advises students on the program requirements of most colleges and universities in New York State, as well as many colleges across the country.
- palmitelj@herkimer.edu, Ext. 8308