

Table of Contents

About the College	Page 2
<ul style="list-style-type: none">· Welcome· About Herkimer College· Mission & Core Values· Vision Statement	
Overview	Page 3
<ul style="list-style-type: none">· College Now· How Do Students Enroll?	
Instructors: Becoming a College Now Instructor	Page 4
<ul style="list-style-type: none">· Credentials & Qualifications· Procedures· Orientation	
Instructors: Responsibilities	Page 5
<ul style="list-style-type: none">· Course Outline· Developing your Syllabus· Textbook Selection	
Checklist for Instructors	Pages 6-7
Academic Information & Regulations	Pages 8-12
<ul style="list-style-type: none">· Attendance Withdrawal· Medical Withdrawal· Incompletes· Semester Grades· Grades & Quality Points· Appealing & Changing Grades· Student Conduct Policy· Education Law & Family Educational Rights & Privacy Act of 1974 (FERPA)	
College Now Instructor Personnel Policies	Page 13
Resources for College Now Instructors	Pages 14-16
<ul style="list-style-type: none">· College Now Website· MyHerkimer Portal & Generals Online· Herkimer College Library Services· Directory of Herkimer College Offices	
Liaison Program: Your Connection to the College	Page 17
<ul style="list-style-type: none">· What is a College Now Liaison?· Syllabus Review & Class Visits	
Appendix	Pages 18-27

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 Herkimer College: College Now program. It is our intent that the content provided will address any questions that you may have as a member of a participating school in the College Now program. If any of the policies or procedures in the handbook should change during the academic year, instructors will be notified in writing.

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.

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, usually at reduced rates of tuition. 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

How Do Students Enroll?

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.

Before Herkimer College staff return to collect forms, new students must complete an application/registration form and returning students must complete a registration form. All students must complete a Certificate of Residency form every calendar year in order to be eligible for registration. If students fail to submit a Certificate of Residency form, they will be charged out-of-state tuition rates.

Instructors: Becoming a College Now Instructor

Credentials & Qualifications for Part-time Instructors

Herkimer College requires instructors to have the minimum qualification of a Master's degree and teaching experience in the discipline. All instructors must be reviewed and approved by the Associate Dean of the Academic Division and the Dean of Academic Affairs of the college.

According to regulations of the State University of New York, faculty members should, "hold at least a Master's degree in the field in which they teach, or shall be actively pursuing graduate study in such field or related field, or shall have demonstrated in other widely recognized ways, such as completion of relevant education, training and/or experience, their competence in the field in which they teach".

Procedures for Staffing College Now Instructors

If an instructor wishes to participate in the College Now program, his or her principal must submit a written recommendation to the College Now office. The instructor must submit a resume, official transcripts from all colleges attended, two additional letters of recommendation, and a completed Herkimer College application form.

Once all application materials have been reviewed, and if the instructor's credentials meet the requirements for Herkimer College part-time faculty, the Assistant Dean of Academic Affairs, in conjunction with input from Associate Deans of the Division, will approve or disapprove a College Now instructor.

Orientation/Training

Prior to teaching a College Now course, instructors will be required to attend a discipline-specific orientation and training covering the following:

- Course philosophy and curriculum
- Textbook selection and/or other course materials
- Assessment Criteria
- Pedagogy
- Administrative responsibilities and procedures
- Training on Banner, a computer system Herkimer College faculty utilizes for rosters and grades

Instructors: Responsibilities

Course Outlines

Before College Now courses begin, the College Now office will provide instructors with the most recently revised course outline. The course outline for each of your classes is the official curriculum instructors are responsible for teaching. All instructors who teach must follow the guidelines for that course. Course outlines are reviewed and modified periodically by Herkimer College full-time faculty members. The most recently revised course outlines are posted to the Herkimer College website under www.my.herkimer.edu.

Developing your Syllabus

Syllabi differ from course outlines in that they tell students and the College the instructor's individual approach to the material on the course outline. A syllabus is essentially a contract between the instructor and the students/College.

Herkimer College adopted a syllabus template which must be used by all instructors teaching both on and off-campus. This is a campus-wide policy and all syllabi must adhere to the template. Those syllabi which do not meet the requirements will be returned to the instructor for revision. **The annotated syllabus template is available through the College Now office.**

Textbook Selection

Participating high schools are responsible for providing students with textbooks, hardware, software, other required course materials, and facilities for all Herkimer College classes. Textbook selection will be discussed in further detail with the instructor's faculty liaison and the College Now office.

If an instructor would like to request a desk copy of a particular textbook, he or she may contact the College Now office; be sure to include the author, title and ISBN number in the request. The College Now office will then request that the publishing company mail a desk copy to the instructor's high school.

Checklist for Instructors

1. Develop a Course Syllabus

Syllabi must be submitted electronically to the College Now office before classes begin to allow the faculty liaison adequate time to review them. A specific due date will be provided by the College Now office. If you are asked to make changes to your syllabus, this must be done before syllabi are distributed to your students. Syllabi must be distributed to students on the first day of class.

2. Sign Census Roster

All College Now instructors are required to sign their census rosters in Banner at the beginning of the term. This process is very important as it ensures College Now students registered for the courses they intended to take. **Specific instructions on how to sign your roster in Banner are provided in Appendix I.**

3. Maintain Student Grades and Attendance Records

Faculty members are required to maintain accurate, complete records of all grades issued to College Now students throughout the semester and to record attendance every day their class meets. Faculty members are required to submit final grades electronically in Banner for each student in each course. All instructors will be trained in Banner during their orientation. **Instructions on how to enter final grades in Banner are provided in the Appendix I.**

4. Submit Assessment Materials

Instructors in the College Now program must provide copies of their assessment materials and samples of students' graded work for each course to affirm that College Now courses are meeting Herkimer College's course assessment and grading standards.

Whenever possible, these materials will be collected on-site by a representative of the College Now program. Instructors will be advised as to what day this representative will be visiting schools toward the end of each semester. Materials will then be reviewed by the appropriate faculty liaison.

At the end of each semester, you will be *required* to submit:

1. One (1) clean copy of 3-5 major assessment tools you have used to evaluate your students throughout your course. Examples of major assessment tools are major exams, projects, research papers, portfolios, etc.
2. Two (2) samples of graded student work attached to the clean copy of your assessment.
3. Attendance and grade records for every College Now student. Grade reports must include the grade each student received for all major assessment tools.

5. Comply with Herkimer College & SUNY Course Assessment Requirements

What is assessment?

Assessment is a systematic on-going process by which the institution, its administration, faculty and staff collaborate to improve outcomes for every area of the college. Student Learning Outcomes are targeted and assessed as a primary focus in determining the level of success achieved by the college. Faculty gather data that reveals the efficacy of teaching methods and techniques through direct and indirect assessment measures that are documented, disseminated to constituencies and evaluated for the purpose of improving teaching, such that it results in greater achievement of student learning outcomes.

A. Herkimer College Course Assessment

All Herkimer College instructors are required to assess *at least one* of their College Now courses. The course objectives and student learning outcomes that must be assessed are included in the course outline and must also be included in the instructor's syllabus. **Instructions on how to report on course assessment are included in the Appendix I.**

B. SUNY General Education Course Assessment

Herkimer College is required by the State University of New York (SUNY) to participate in the annual assessment of general education. The college must report aggregate data from various knowledge areas on a triennial basis. Herkimer College randomly selects a sample of classes, both on campus and off, in the chosen knowledge areas. Each instructor will choose their own individual assessment tool to measure the General Education student learning outcomes (SLOs).

If an instructor's course is randomly selected, all the information and directions will be provided, but if you should have questions, you can contact the College Now office or your Faculty Liaison. More detailed information regarding the SUNY General Education Course Assessment can be found at www.herkimer.edu/academics/general-education.

6. Schedule Liaison Site Visits & Maintain Regular Contact with Liaison

All College Now instructors will be visited by their Herkimer College faculty liaison. For more information, see the Liaison section of this handbook.

7. Hold Office Hours

All part-time faculty members are required to hold one office hour per week for each section taught. College Now instructors are expected to make themselves available to their students outside of class to meet this requirement.

8. Participate in Professional Development

Instructors are required to attend annual discipline-specific professional development that is held on campus. The purpose is to share ideas and teaching techniques, while providing an opportunity for instructors to network with each other. If an instructor cannot attend their discipline's professional development session, he or she must schedule a makeup session with their faculty liaison.

In addition to discipline-specific professional development opportunities, College Now faculty will be invited to on-campus trainings that will include various topics regarding teaching and learning. The College Now office will notify instructors of upcoming professional development sessions by e-mail.

9. Have Your Class Complete Student Opinion Surveys

Each time a College Now course is offered, students will be asked to complete Herkimer College's Student Opinion Survey to evaluate both their College Now course and instructor. The College Now office will notify faculty of when this will take place.

10. Maintain Regular Contact with College Now Staff and your Liaison

College Now instructors are expected to maintain regular contact with both the College Now staff and their faculty liaison. It is imperative that instructors check their e-mails on a frequent basis, and reply to any emails or phone calls from College Now staff and faculty liaisons.

Academic Information and Regulations of Herkimer College

The following policies are taken verbatim from Herkimer College's College Catalog and apply to College Now students:

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.

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.

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. **A Change of Grade Form is provided on the College Now website.**

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 will not be available until every College Now instructor has submitted final grades.

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

Letter Grade	Grade Points	Quality Range
A+, A	4.0	Superior mastery of facts and principles; clear evidence that stated course objectives and requirements were met by the student.
A-	3.7	
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	Administrative withdrawal	
I	Incomplete	
MW	Medical Withdrawal	
W	Withdrawn	
S	Satisfactory completion of required course.	
S	Satisfactory completion of a non-credit course.	
U	Unsatisfactory	
Z	Given to students who officially register for a course but who fail to attend. This grade is the equivalent of an "F"	

Appealing and Changing Grades

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

1. 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.
2. 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 appropriate Associate Dean.
3. If the appeal with the Associate Dean is unsatisfactory to the student, she/he may appeal to the Dean of Academic Affairs.
4. Appeals noted in step 3 and 4 above must be initiated before the end of the semester in which the process commenced.

Instructors: Changing a Grade

If an instructor has a valid reason for changing a student's grade, he or she may submit a Change of Grade form to the College Now office. The Change of Grade form must be signed by the instructor and 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. **A Change of Grade Form is available through the College Now office.**

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 of 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 of 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
- Major
- Dates of Attendance
- Degrees Conferred
- Previous Institutions
- Past and Present Participation in sports/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.

College Now Instructor Personnel Policies

Affirmative Action Statement

Herkimer College is fully committed to policies of equal opportunity and non-discrimination. The College is committed to recruiting hiring, training, and promoting persons in all job titles, without regard to race, color, gender, age, creed, religion, national origin, marital status, disability, or any other characteristic protected by federal or state law. A copy of Herkimer College's Affirmative Action Plan may be obtained from the Human Resource Department. The College is committed to affirmative action in its student admissions as well.

Academic Freedom

The College subscribes to the statement of Academic Freedom in Article II, Title H of the Policies of the Trustees of the State University of New York.

"It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter that has no relation to their subject.

The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons".

~Article XI, Title I, Section 1 of the State University of New York's Policies of the Board of Trustees

Leave of Absences

If an instructor is permitted by their high school to take a leave of absence for valid reasons (e.g., maternity leave, serious illness), the instructor or the principal of the high school must notify the College Now office as soon as it is known that the instructor will be leaving for an extended amount of time.

The same procedure utilized for approving College Now instructors will apply to long-term substitutes. If the appointed long-term substitute does not meet Herkimer College's qualifications, the course may not be offered as a Herkimer College course through College Now.

Non- Compliance Policy

If an instructor fails to comply with any of the College Now instructors' responsibilities, he or she will first be notified of their non-compliance in writing. If the instructor continues to be non-compliant, a warning letter will be sent to both the non-compliant instructor and the principal of the high school.

If the instructor is still non-compliant after receiving a second warning, they will not be re-appointed to teach in the College Now program, and an official notification letter from Herkimer College will be mailed to both the instructor and the principal.

Resignation

If an instructor decides to resign from teaching College Now courses, she or he must first notify their high school principal. The instructor or the principal must then notify the College Now office in writing within three days after it is known that the instructor has resigned.

Resources for College Now Instructors

Herkimer College Windows/Webmail Accounts

All College Now instructors will receive an Herkimer College Windows and Webmail (email) account. To log into an Herkimer College webmail account, instructors must follow the steps below.

1. Go to www.herkimer.edu/mail

2. *Username:* In the domain\username, your domain will be *hccc* followed by your Webmail username which is the *first 7* letters of your last name, the first letter of your first name, and your middle initial. If your name is less than 7 characters, use your full last name. For example, Jeannine Ruth Griffin's username would be GriffinJR.

Password: Your PIN will initially be 12345678. You will then be instructed to change this. If you need help, please contact the Faculty/Staff Help Desk at Ext. 8555.

Herkimer College GENERALS ONLINE Accounts

All College Now instructors will receive an GENERALS ONLINE account. GENERALS ONLINE is a web-based learning management system that enables educators to manage course materials and to communicate with students.

With GENERALS ONLINE, instructors can have their students take surveys, quizzes and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using online drop boxes; and more. Students can check their progress and grades at any time during a course.

To access GENERALS ONLINE, follow the steps below:

1. Go to <https://herkimer.open.suny.edu>

- Your GENERALS ONLINE username is the *first seven* letters of your last name (or your entire name if less than seven letters), the first letter of your first name, and your middle initial.
- Your initial PIN will be your date of birth (MMDDYY). You are encouraged to change your password after your first login. If you do not remember your PIN, click the "I forgot my password" link.

If you experience problems, contact the Internet Academy office at 315-866-0300 ext. 8742 or at InternetAcademy@herkimer.edu.

Herkimer College Library Services Acquisitions

Librarians are assigned to represent the library in each college division. Contact the librarian assigned to specific division for acquisition requests or questions concerning curriculum needs within the library. Audio/visual material for instructional use is included in the annual divisional budgetary process.

Class Assignments

Teaching faculty are encouraged to consult with the Librarian for Public Service to discuss library materials and service prior to assigning papers and projects that involve Library use. The Library staff can best assist faculty when they are provided with copies of assignments that students will be receiving. The Library also provides a 'Work Check' service through the campus intranet where they will summarize available research materials within one business day.

Borrowing Privileges

Books are generally signed out to faculty for the academic year, but faculty members are encouraged to return any books as soon as they have finished using them. If requests are received from other patrons, borrowers will receive a recall notice for particular books. All materials should be returned to the Library at the end of the spring semester, except those on permanent loan. Reference books and journals may be signed out overnight by faculty, if approved.

Database Searches

The library subscribes to a number of databases (computerized subject indexes, full-text journal articles, full-text newspaper articles and a complete catalog of books, Web sites, microfilm, computer files, etc. on WorldCAT). These databases are accessible from any computer that has Internet service.

Interlibrary Loan (ILL)

Faculty, staff and students have access to the Herkimer College library collection, as well as the collection of books, articles and other material available from SUNY and other lending libraries in the United States (Interlibrary loan/ILL).

ILL requests may be initiated online through the ILLiad system. ILLiad users must complete a one-time registration process (click the Interlibrary loan link from the library homepage) before requesting any material. After the initial sign-up, the request for borrowing material from other libraries becomes simple.

ILLiad users are able to track their requests through the ILLiad system. When the item becomes available electronically or in the library, the information is sent through the College's e-mail. Items not in electronic format can be picked up at the Circulation Desk.

Library Instruction and Information Literacy

The responsibility to teach research skills to students is shared between instructors and librarians. According to MSA standards, teaching faculty members determine the nature and extent of information needed, while librarians assess and critically evaluate effective and efficient information sources. In the classroom, instructors demonstrate, design and describe how students successfully complete assignments.

In both the physical and virtual library, librarians teach students how to find reliable and college-level resources. Therefore, all Herkimer College instructors, including College Now instructors are encouraged to visit the library with their classes and meet with a librarian to ensure this shared responsibility is met. Any instructor who wants to visit the library with their class will fill out the required form located on the Library's Web page under Forms.

Library Reserves

Faculty may place on reserve: books, periodicals, and other material (either personal or from the Library's collection) for use by their students. Reserve materials are kept at the Circulation Desk and are to be used only in the Library. Students must present a valid Herkimer College ID card to use reserve materials.

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.
- palmitekj@herkimer.edu, Ext. 8308

Liaison Program: **Your Connection to the College**

What is a College Now Liaison?

Herkimer College is proud to have faculty who are committed to working with instructors to monitor quality, consistency, and curricular alignment of College Now courses. Liaisons improve overall communication and encourage dialogue between Herkimer College faculty and instructors to benefit teaching and learning. (*College Now TC3 Concurrent Enrollment Instructor Handbook*)

Liaison Responsibilities:

- Review Syllabi and make corrections where necessary
- Conduct site observations and complete a Site Visit form for the sole purpose of maintaining the alignment of College Now courses with those taught at Herkimer College
- Collect end-of-term paperwork
- Evaluate quality of class and assist in determining if it will run in future semesters

Syllabus Review

When syllabi are carefully written with sufficient detail, all questions about the course requirements and expectations should be answered. Your faculty liaison will review your syllabus prior to the start of classes and provide you with feedback to ensure your syllabus meets Herkimer College requirements.

If your syllabus needs revision, your Liaison will send you the College Now Syllabus Revision form, which will detail what needs to be modified. It is your responsibility to make the changes and resubmit the syllabus to your liaison by the stated deadline.

Site Observations

College Now follows the current Herkimer College frequency requirements for on campus part-time instructors. Therefore, College Now instructors will be visited in their first year, second year, and every third year thereafter. If an observation is not scheduled before the end of the semester or year, the observation schedule will be adjusted to reflect this.

After a class is visited, the College Now office or liaison will provide the instructor with a written report. Faculty site visit reports will be kept in personnel files at Herkimer College and will not be shared with non-Herkimer College personnel unless requested by the instructor.

Additionally, periodic unscheduled visits to classrooms may also be made throughout the course of the year. These are not formal observations, but provide an opportunity for instructors and students to ask questions of Herkimer College staff.

APPENDIX

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 (GO)?

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.sln.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 middle initial.

For example:

Jeannine Ruth Griffin would enter her GENERALS ONLINE username as GriffinJR.

How do I Access my Class List?

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#) [WebTailor Administration](#) [Faculty Change Term](#) [Select CRN](#) [Student Information Menu](#) [Student ID Selection](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Brian Crandall, to HCCC Online Services! Last web access on Aug 17, 2009 at 11:29 am

Personal Information

Change your PIN or Security Question. Students: Update local addresses, contact social security number;

Student & Financial Aid

Register for classes, view your grades, or check Financial Aid Information and

Faculty Services

View class lists and Student Information. Submit registration information and

WebTailor Administration

Customize the Web pages for your institution; Update user roles.

Faculty/Staff Handbook

1. Log into BANNER or access Student Online Services through Generals Online (GO)

2. Select FACULTY SERVICES

RELEASE: 7.4.1

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[Personal Information](#) [Student Services](#) [Faculty Services](#) [Finance](#) [Faculty Change Term](#) [Select CRN](#) [Student Information Menu](#) [Student ID Selection](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services

Student Information Menu

View academic and personal information for HCCC students and advisees

Change Term

View Faculty Schedule (Detail)

Summary Class List

Midterm Grades

Final Grades

Active Assignments

Assignment History

Class Schedule

Select Course Section (CRN)

View Office Hours

DegreeWorks

Herkimer Online Degree Audit - This provides a list of completed and remaining graduation requirements.

Course Listing

Student Athlete Reporting System

Link to Herkimer County Community College Student Athlete Reporting System

Academic Coaching Reporting System

Reporting system for Academic Support Center to monitor Academic Coaching Students

Select SUMMARY CLASS LIST

How do I Access my Class List?

[Personal Information](#)
[Student Services](#)
[Faculty Services](#)
[Finance](#)
[Faculty Change Term](#)
[Select CRN](#)
[Student Information Menu](#)
[Student ID Selection](#)

Search
[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select Term

Select a Term:

Select the correct term & hit SUBMIT



[Personal Information](#)
[Student Services & Financial Aid](#)
[Faculty Services](#)
[WebTailor Administration](#)
[Faculty Change Term](#)
[Select CRN](#)
[Student Information Menu](#)
[Student ID Selection](#)

Search
[RETURN TO FACULTY MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Census Rosters

*****THIS IS A PRODUCTION INSTANCE*****

 These are the courses for which you are responsible for entering the census data.

Term	CRN	Part of Term	Subj	Num	Title	Credit Hours	Completed?
200940	41786	VL1	FS	100	First Year Student Seminar 1		No
200940	41423	FT	IS	115	Computer Applications I	3	No

Your College Now course should appear. Under "Credit Hours Completed?" select the NO link.

This link will take you to a page that includes an up-to-date roster for your class. Please contact the College Now Office if there are students attending your course who are not on the roster.

How do I Access my Class List?

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Intro to the Film - HU 161 01

CRN: 21836

Duration: Jan 24, 2019 - May 14, 2019

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment: 30	4	26	
Cross List: 0	0	0	

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1			**Web Registered**	Undergraduate	3.000	
2			**Web Registered**	Undergraduate	3.000	
3			**Web Registered**	Undergraduate	3.000	
4			**Web Registered**	Undergraduate	3.000	

Students who registered with Herkimer College will be here. Please check with all students in your class that they are supposed to be registered for your College Now class.

If there is an error, please contact the Jaime R. Lamberto in the College Now Office at 315-866-0300 x8329 or Jaime@herkimer.edu

Once you checked your class list: print, sign, and send to Jaime via fax (315-866-9648) or email

How Do I Submit Final Grades?

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Brian Crandall, to HCCC Online Services! Last web access on Aug 17, 2009 at 11:29 am

Personal Information

Change your PIN or Security Question. Students: Update local addresses, contact information, and social security number;

Student & Financial Aid

Register for classes, view your grades, or check Financial Aid Information and

Faculty Services

View class lists and Student Information. Submit registration information and

WebTailor Administration

Customize the Web pages for your institution; Update user roles.

Faculty/Staff Handbook

1. Log into BANNER or access Student Online Services through Generals Online (GO)

2. Select FACULTY SERVICES

RELEASE: 7.4.1

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Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services

Student Information Menu

View academic and personal information for HCCC students and advisees

Change Term

[View Faculty Schedule \(Detail\)](#)

[Summary Class List](#)

[Midterm Grades](#)

[Final Grades](#)

[Active Assignments](#)

[Assignment History](#)

[Class Schedule](#)

[Select Course Section \(CRN\)](#)

[View Office Hours](#)

[DegreeWorks](#)

Herkimer Online Degree Audit - This provides a list of completed and remaining graduation requirements.

[Course Listing](#)

[Student Athlete Reporting System](#)

Link to Herkimer County Community College Student Athlete Reporting System

[Academic Coaching Reporting System](#)

Reporting system for Academic Support Center to monitor Academic Coaching Students

Select FINAL GRADES

How Do I Submit Final Grades?

[Personal Information](#)
[Student Services](#)
[Faculty Services](#)
[Finance](#)
[Faculty Change Term](#)
[Select CRN](#)
[Student Information Menu](#)
[Student ID Selection](#)

Search
[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select Term

Select a Term

Select your correct term by pulling down the SELECT A TERM menu & hit SUBMIT

RELEASE: 8.5.4.3
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[Personal Information](#)
[Student Services](#)
[Faculty Services](#)
[Finance](#)
[Faculty Change Term](#)
[Select CRN](#)
[Student Information Menu](#)
[Student ID Selection](#)

Search
[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select a CRN

CRN:

1. If you are assigned a course in the selected semester, your class will appear here. If you are teaching more than one class, you will need to pull down the menu to select it.

2. Hit SUBMIT

How Do I Submit Final Grades?

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

American History II - SS 122 QC

CRN: 43241

Course Start/End Date: 09/30/2013 to 12/14/2013

Students Registered: 15

Students Graded: 15

Final Grades

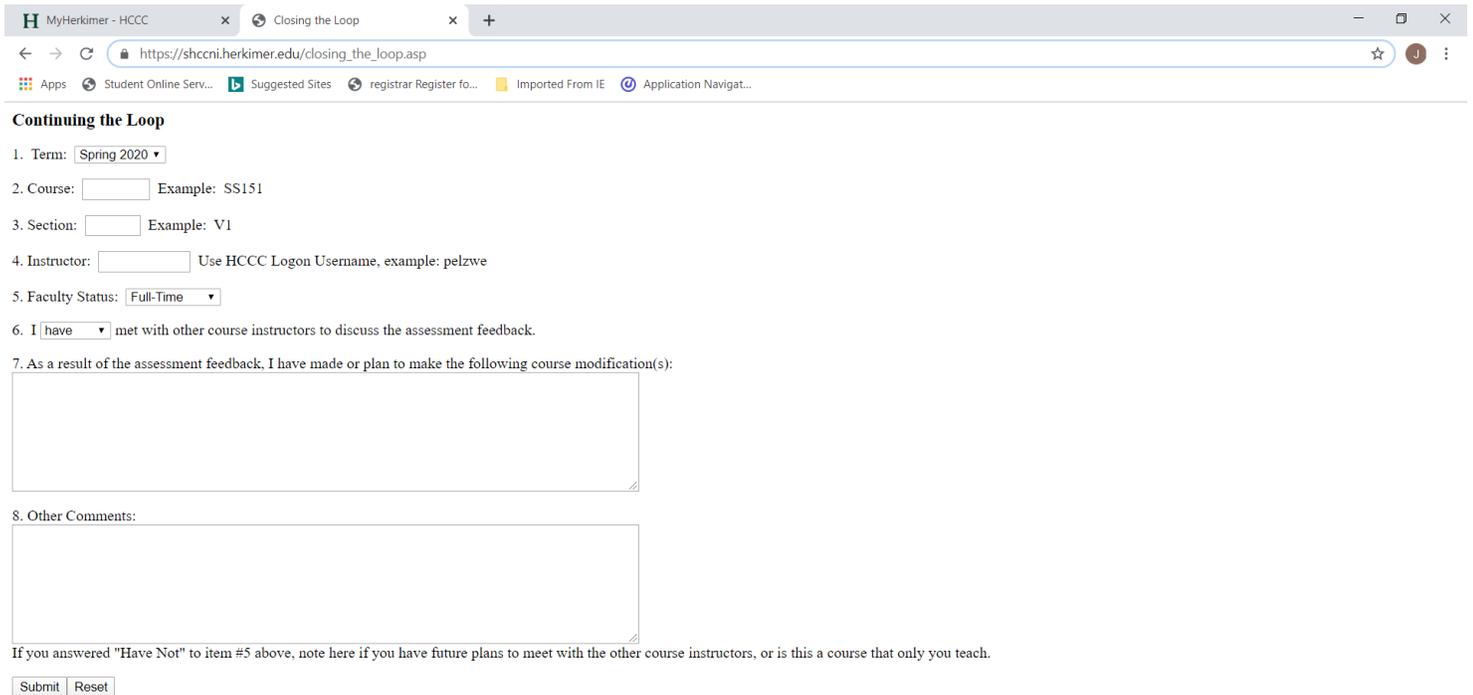
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			8 3.000	**Registered** Sep 25, 2013	B	Y	None	None	26	
2			6 3.000	**Registered** Sep 17, 2013	A-	Y	None	None	23	
3	Your students' names will appear here		2 3.000	**Registered** Aug 23, 2013	F	Y	11/13/2013	None	19	
4			9 3.000	**Registered** Sep 19, 2013	D+	Y	None	None	25	
5			9 3.000	Admin. Withdrawal Oct 11, 2013	AW	Y	None	0.00	4	

You only need to worry about putting in grades. Don't complete the other sections.

When you log in, this section will be blank. You do not need to complete anything in this section. If your student withdrew from your course (through the college), their grade will be a "W"—don't do anything with it.

How to Report on Assessment (Close the Loop)

1. Visit https://shccni.herkimer.edu/closing_the_loop.asp
2. Complete all fields. If you are unsure of your course or section, please check your syllabus or course list. You can also contact the College Now office.
3. Hit **SUBMIT** once you are ready to submit your information.



The screenshot shows a web browser window with the URL https://shccni.herkimer.edu/closing_the_loop.asp. The page title is "Continuing the Loop". The form contains the following fields:

1. Term:
2. Course: Example: SS151
3. Section: Example: V1
4. Instructor: Use HCCC Logon Username, example: pelzwe
5. Faculty Status:
6. I met with other course instructors to discuss the assessment feedback.
7. As a result of the assessment feedback, I have made or plan to make the following course modification(s):
8. Other Comments:

If you answered "Have Not" to item #5 above, note here if you have future plans to meet with the other course instructors, or is this a course that only you teach.