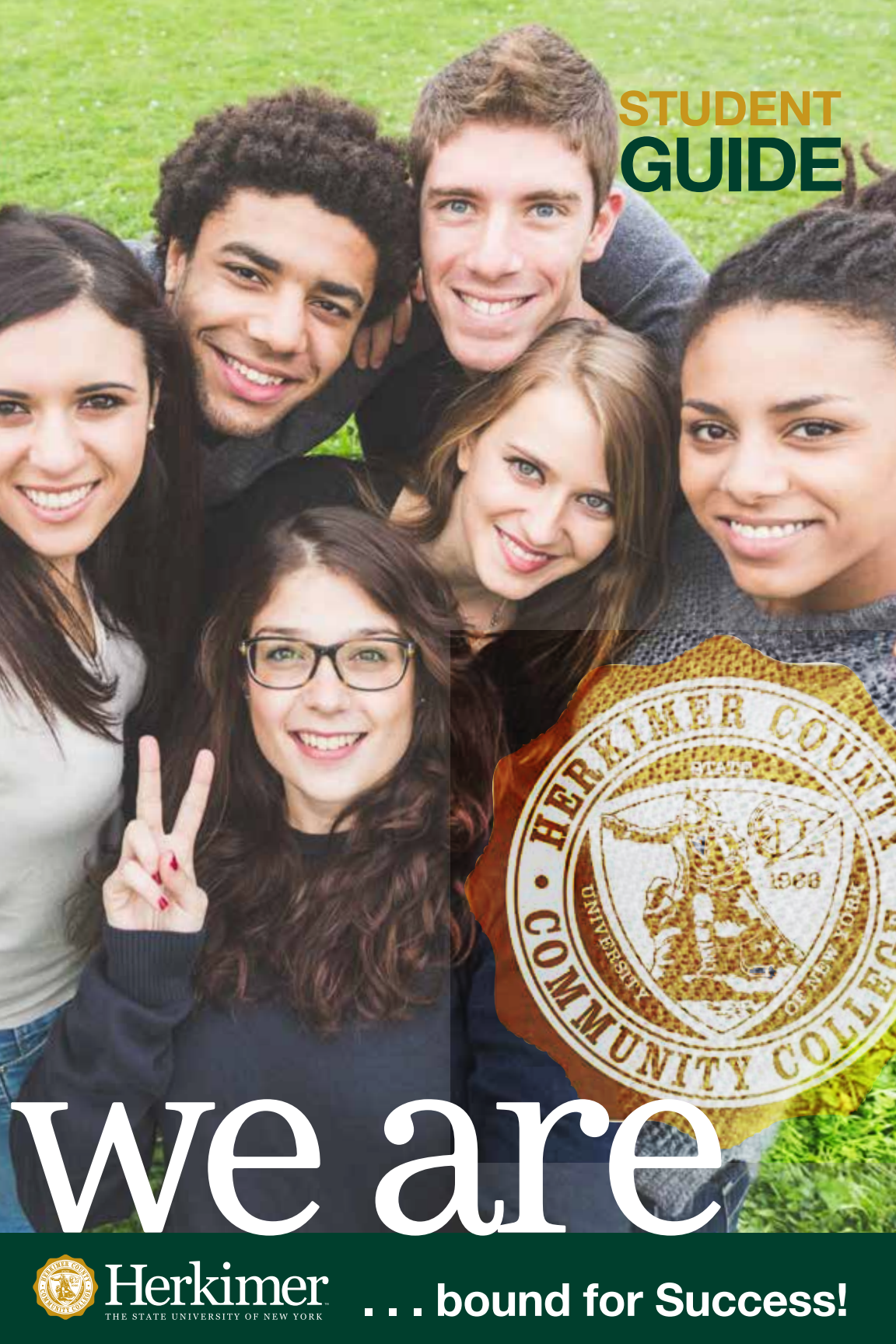


**STUDENT
GUIDE**



we are



Herkimer
THE STATE UNIVERSITY OF NEW YORK

... bound for Success!

Welcome to Herkimer College!



Connect &
Be Social

Connect & Be Social

- 1 » Get Involved
- 2 » Connect on Social
- 3 » Know Your Advisor

Set Yourself Up For Success

- 4 » Plan Your Career Path
- 5 » Keep a Sharp Mind, Library, Honors Program

Always Be Prepared

- 6 » Play By the Rules: Policies & Procedures
- 7 » Access Support
- 8 » Stay Mentally Healthy
- 9 » Know the Facts and Resources
- 10 » Stay Safe and Alert
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Essential Tools

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College is about trying new things and meeting new people.

Herkimer College provides all kinds of opportunities for students to connect with each other and explore new types of activities, ideas and experiences.

Students can get involved through clubs & organizations, athletics, intramurals, campus activities, or leadership roles, as well as by meeting new friends at the game room, rec gym, pool, or indoor track. Volunteer opportunities are another great way to meet people and to make a difference on campus and in the community.



herkimer.edu/clubs



herkimer.edu/calendar



herkimergenerals.com

Success is where Preparation and Opportunity Meet.

Bobby Unser

we are connected



Connect on Social with each other and the College



herkimer.edu/social

Facebook, Twitter, Instagram, and other social media sites 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:

Familiarize yourself with privacy settings on your account(s) to monitor who can see your profile. Although privacy settings can reduce the risk of personal material entering the public eye, even these aren't foolproof.

Once you post something, it may live long after you

take it down – future employers, teachers and even your parents might see it!

Google your name. See what is online about you.

Don't share personal information, like class schedules or addresses.

Have fun with social media, but be safe, legal and responsible!

Know Your Advisor

They make suggestions but **you** make the decisions. **PARTICIPATE** in your appointments and let your advisor get to know you and your needs.

Your academic advisor is familiar with the courses you are taking and serves as your primary resource for degree requirements, as well as to provide a personal connection to Herkimer College services.

Tips to use your Academic Advisor to your advantage:

- Prepare yourself for each advisement session.
- Be knowledgeable about program requirements.
- 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.

If your major no longer fits your needs, contact your academic advisor to discuss your options.

Find out who your academic advisor is in MyHerkimer under Student Online Services!

Think before you post.



IMAGE RELEASE POLICY

As a student, faculty or staff member, or visitor to the Herkimer College campus, or at an event not on campus, but sponsored by the College, you grant permission to Herkimer College and 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: Director of Public Relations, in writing, at Herkimer College, 100 Reservoir Road, Herkimer, NY, 13350.



we are

Successful



Keep a Sharp Mind

Plan Your Career Path

Understanding the many careers your major is preparing you for is key to your success. Career counseling is available through the Career Services office, and this will help you to identify jobs that are the right fit for you based on your personality, skills, and interests.

You can start the exploration process by completing assessments at www.herkimer.edu/focus using access code: hccc225. If you realize there is a better fit major to meet your career interests, we will help you work with your advisor for a curriculum change and a new educational plan.

Professional development paves your career path. Outside the classroom, attend professional development workshops, career fairs and work with an employment coach to:

- Develop a resume
- Practice interviewing
- Receive referrals for part-time jobs and internships
- Develop a job search plan

Career Services Office
RMCC 302
CareerServices@herkimer.edu

Handshake

Is the #1 Way College Students find Jobs.
Download the app today.



Connect & Be Successful

The Library

It helps keep your brain in tip-top shape!

- **Type a paper or browse the web.** There are many computers for student use.
- **Study alone or with a friend.** The Library is a quiet, comfortable study area with study rooms available for group work or study sessions.
- **Read!** A number of textbooks are on reserve at the circulation desk and are available with a student ID.
- **Do research.** From books and journals to online databases and websites, you'll find everything you need.
- **You have 24/7 access.** Homework and papers are no problem when you can get help with research and citations 24/7. Click on the ASK US 24/7 link on the library's web page to connect to a librarian.

www.herkimer.edu/library
library@herkimer.edu Text: 315-836-3796

Honors Program

This program provides qualified students with opportunities to expand their intellectual and artistic growth and to enrich their individual skills and abilities. Honors Program students work on an independent project in one-credit courses during two different semesters. Students select a concentration area, design a project with a mentor and work independently to complete it. During the fourth semester, students enroll in an Honors Seminar—a nontraditional, interdisciplinary course that challenges them to use high-level learning techniques and interact with others who excel academically. Those who successfully complete the Honors Program are given special recognition at commencement.

Get acquainted with the Library, flex your creativity by working on a College publication, or challenge yourself with the Honors Program.

Share your creativity!

Interested in writing, photography or the arts? Submit work for our literary and arts publication, *Phaethon*, or join the staff of *The General*, our student-run online newspaper.

Mind & Body Connections

Play Fair and Play Smart

The more you know, the better off you are. Take time to get familiar with Herkimer College's policies and procedures and do your best to follow them.



Prepare
for Success

Student Handbook

The Student Handbook is a guide to student policies and procedures at Herkimer College. Students should review the Student Code of Conduct along with other useful regulations and guidelines provided. All students are expected to be aware of these policies.

www.herkimer.edu/handbook

Alcohol & Other Drugs Policy

The Alcohol & Other Drugs Policy governs the activity of all students, including 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. The complete policy is available in the Student Handbook.

www.herkimer.edu/AODpolicy

GOOD SAMARITAN POLICY

Students who seek medical assistance in an alcohol and/or substance-abuse-related emergency should not be concerned with the potential disciplinary consequences for themselves and for the person in need of assistance.

DID YOU KNOW?

6



Access Support

When you need help, make sure you know where to turn to find it. Don't worry –we're here to help! www.herkimer.edu/asc

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)
- Workshops in time/task management, note-taking, test-taking, memorization and concept mapping strategies.

- Services for students with disabilities
- Evaluation of study skills and individual help in small groups or via an online conference
- Group project space with interactive white boards, 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!

7

Stay Mentally Healthy

It's common for students to become overwhelmed by challenges. Counseling services can get you through it and provide support to keep you in the game. Call to set up an appointment.

Counseling Center
herkimer.edu/
counseling
counseling@herkimer.edu
315-574-4034 • CA130

**988 Suicide and
Crisis Hotline**
Call or text 988

**National Suicide
Prevention Lifeline**
1-800-273-8255

**Free, anonymous
24/7 text line**
Text GOT 5U to 741741

**Trevor Helpline
(LGBTQ Crisis
Intervention)**
1-866-488-7386

**MCAT 24-hour
Crisis Intervention**
315-732-6228

FACT:

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.

Attending college can be a significant transition. It's easy to become overwhelmed. We encourage you to reach out as soon as you feel the need. **If we can't help you, we'll refer you to college offices, community services, or emergency services that can.**

We provide students with the opportunity to speak one-on-one with a professional counselor about problems which could interfere with personal growth and academic achievement. Students may seek out counseling for 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. All services are confidential.

The Zen Den A SPACE TO...JUST BE.



The Zen Den is a new wellness space for students to unwind. Located in Alumni Hall, the Zen Den is a comfortable, quiet space to rest, read, play board games, practice yoga, meditate, or just be. The Zen Den features two massage chairs, soft seating, a large screen TV for yoga, books, games, and more.

College can be **challenging, exciting, and stressful** — all at the same time.



KNOW THE **FACTS**

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

An estimated 26 percent of Americans ages 18 and older, or 1 in 4 adults, live with a diagnosable mental health disorder.

1 of 8 emergency department visits involves a mental health or substance use condition.

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 confidentially report the incident to a college or community official, who by law may maintain confidentiality, and can assist in obtaining services:

YWCA Mohawk Valley

Child Advocacy Center & Sexual Violence Services

284 West Main Street, Ilion, NY 13357 315-866-4120, 24-hr hotline.

we are aware



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 New York State.

Know your Surroundings

Staying Safe Means Staying Alert

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.

Students and faculty can report suspicious activity anonymously on the **Campus Safety Tip Line, x-8477 and silentwitness@herkimer.edu**

Information concerning registered sex offenders is available in the Director of Campus Safety 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. Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

Outdoor emergency phones can be found throughout campus.

They are marked by **BLUE LIGHTS** above the phone. Pushing a button inside the emergency telephone box immediately connects you to 911.

Better safe than sorry. In an emergency, dial 911!

➤ Report suspicious activities and persons immediately by calling 911. You can also email 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 on campus and use them, if needed.

➤ If you need an escort when you are walking on campus, call Campus Safety at x-8616 and they will provide one to you.

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 and then to Student Online Services. To receive emergency messages through NY-Alert, you must sign up.

When an imminent threat to the safety of the campus community exists, we will activate a **Shelter-in-Place directive.**

SEVERE (Code Red)

Communicated with NY-Alert and Campus Siren

- Immediately lock yourself and any other uninvolved persons in a classroom or office. If possible, cover windows or openings that have a direct line of site, silence your phone, but be sure you can still receive NY-Alert messages.
- Do not sound the fire alarm as this can put occupants in harm's way during evacuation.
- Call 911 with any information that may be useful to responders (if you can).
- Remain as calm as possible.
- If outside, stay out of open areas and be quiet.

MODERATE (Code Blue)

Communicated with NY-Alert

- You may move around within 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 information that may be useful to responders
- Remain as calm as possible.
- If outside, try to get in a building as quickly as possible.



Live and Learn

Have fun, get involved, and meet new friends.

Living on campus benefits students in many ways. Herkimer's on-campus housing options offer a supportive, well-maintained environment where students can learn, develop and succeed.

Managed and operated by the Herkimer County Community College Housing Corporation, the residential apartments are supervised by the **Office of Residence Life & Housing** with full-time, live-in professional staff members and student Resident Assistants. The staff is committed to safety and security, and the academic and personal success of every student.

Living on campus provides students with easy access to college services and support, and a wide variety of events and activities.

Kitchens are standard in all apartments; however, all residential students are required to purchase a **meal plan**. Meal plans can only be used in the cafeteria. Off-campus/commuter students may also purchase a meal plan, if they wish, but it is not required.

The Dining Center offers numerous specialty food stations. Menus are updated daily for breakfast, lunch, and dinner.

Students and parents can have peace of mind knowing that campus safety is a top priority. The residential facilities are patrolled by uniformed campus safety officers 24 hours a day throughout the year. Officers are trained in specific areas including CPR, first aid, emergency response procedures, cultural diversity, and sexual assault response. Video surveillance and outdoor emergency phones are a few of the tools in use to ensure student safety and security.

Food insecurity is an issue for many college students. **The General's Cupboard** is our on-campus food pantry open to all students regardless of income or need. It is located in the CA Building, room 103, and stocks a variety of FREE food and personal care items. A valid student ID is required.

Technology

Being tech savvy means not only knowing how to use technology, but where to go to find the information it provides. Stay connected and smart!

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 email address, which is your username@herkimer.edu. No additional logins are necessary for Student Online Services (SOS), Degree Works, Starfish, Generals Online, Herkimer email and more!

Student Online Services is a secure site allowing students to access, view, and update their student information online. SOS provides easy access to your financial aid status, grades, bill and class schedule.

Degree Works is a web-based advisement tool that shows student progress toward graduation requirements.

Starfish is an early alert and communication tool that informs students of academic concerns to allow for timely intervention. Students will also receive feedback from instructors and student services professionals in the way of messages, flags (academic concerns), kudos (positive feedback) and to-dos (action items to be completed by the student).

Generals Online (GO) is our digital learning environment for students taking online courses. Many professors now also use GO to enhance campus courses. You can track your current course grade and individual assignment grades throughout the semester by accessing the electronic gradebook.



MyHerkimer mobile app

Designed with students in mind, the mobile app provides a central hub to easily access College information and resources from a single interface.

Available for both iOS (version 10.0 or later) and Android (version 5.1 or later). Simply go to your phone/tablet app store, search for MyHerkimer, and install the app.



Herk email

Everyone has it and everyone needs to use it. The College uses this email address to communicate important campus information, including special events and emergency updates.



All students have email accounts automatically set up for them upon acceptance. It is disabled upon a student's withdrawal.

Q: Should I treat my Herkimer College mailbox like my other email accounts?

A: You should be aware that Herkimer College has a policy regarding unacceptable use of student email. Failure to adhere to the policy may result in a loss of all computer access at Herkimer College. Students should refrain from:

- Using the Herkimer College email system for chain letters and jokes since the attachments could lead to viruses.
- Sending unsolicited email messages, including junk mail or advertising to individuals who did not specifically request them (email spam).
- Harassing others whether through language, frequency, or size of messages.
- Forging email header information to deceive (or spoof) the recipient.
- Soliciting emails, or 'phishing' to harass or to collect replies that deceive others.

Q: I already have an email address. Can't I just use that one?

A: Students are free to keep email accounts in addition to Herkimer

College-assigned ones; however, the Herkimer College email account is the only address we will use to contact you regarding official College announcements and emergencies. Additionally, faculty and administrative offices will only accept student emails from Herkimer College-provided email accounts.

Q: How do I access my Herkimer College email account?

A: Download the Microsoft Outlook app from your phone/tablet app store and sign in using your Herkimer email address and password. **OR From residence halls and off campus:** <https://outlook.office.com/mail/>

From campus computers: log in 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?

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 email address is [username]@herkimer.edu. For example, smitherj123@herkimer.edu. Should you have any questions or suggestions, we're here to help! Contact the Student Help Desk at 315-574-4021 or helpdesk@herkimer.edu for assistance.

Money

Money doesn't grow on trees! Spend wisely, save wisely, and take advantage of the financial resources available to you.



Financial Aid

www.herkimer.edu/financialaid

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.

Student Accounts

www.herkimer.edu/billing

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) and get official forms notarized.

The Generals ID Card

www.generalscashcard.com

The Generals ID Card is the official identification card of Herkimer College. You are required to carry it at all times while on campus and at the housing complexes. You must show your card when asked by any College employee. Issued to all students, faculty and staff, it is required for identification, provides access to campus services and offers a convenient account for making purchases.

Your Generals ID Card is required to access your meal plan, make cashless purchases from your Generals Card Account at the dining center and bookstore. Your ID card is also required to check out materials from the library, use the fitness center, attend campus event and visit the General's Cupboard.

Bring a copy of your class schedule to RMCC 254 and we will print your ID/ cash card on the spot. Please protect your card. **Your Generals ID Card is THE most important card that you will ever have at Herkimer College.** There is a \$10 replacement fee if lost, stolen or broken.

Resources

If you need help, call. If you need direction, call.
If you're not sure where to turn, call.

Career Services

www.herkimer.edu/career-services

Uncertain about your major? Unclear about the types of occupations you're preparing for? Need assistance in developing a job search strategy? The Career Services Office offers career counseling, online career assessments, and assistance with the job search process. Free career assessments are available at www.herkimer.edu/focus (use access code hccc225).

Looking for part-time work or an internship? We can help with that as well. Search for opportunities on our Handshake job board.



Transfer Advising

www.herkimer.edu/transfer

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 articulations agreements with four-year colleges and individual transfer assistance sessions. Contact the Academic Advisement Center for further information.

Registrar's Office

www.herkimer.edu/registrar

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, and graduation information

The General's Cupboard

www.herkimer.edu/pantry

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.

Herkimer Bookstore

www.herkimer.edu/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.



On Campus

Important Phone Numbers

Academic Advisement Center	315-574-4029
Academic Support Center	315-574-4000
Admissions	315-574-4028
Athletics	315-574-4030
Bookstore	315-866-0300 x.8420
Business, Health, Science & Technology Division	315-574-4008
Campus Safety (non-emergency)	315-574-4020
Career Services	315-574-4031
Center for Student Leadership & Involvement	315-574-4032
Counseling Center	315-574-4034
Dean of Students Office	315-574-4009
Financial Aid	315-574-4035
Generals Online	315-574-4006
Help Desk (Information Technology)	315-574-4021
Humanities / Social Science Division	315-574-4004
International Programs	315-574-4005
Internet Academy	315-574-4006
Library	315-574-4007
Marketing & Communications	315-574-4026
President	315-574-4010
Provost	315-574-4012
Registrar	315-574-4037
Residence Life & Housing	315-574-4016
Student Accounts Office	315-574-4018

www.herkimer.edu/directory

Off Campus Important Phone Numbers

Addiction Crisis Center (24-Hour Treatment Center)	315-735-1116
Basset Health Care Convenient Care	315-867-2884
Beacon Center (chemical dependency and mental health treatment services)	315-717-0189
Domestic Violence Hotline	315-866-0458
Herkimer County Mental Health Clinic	315-867-1465
Herkimer County Public Health	315-867-1176
Herkimer Police Department	315-866-4330
Little Falls Hospital	315-823-1000
MCAT 24-Hour Crisis Intervention	315-732-6228
NY State Office of Mental Health Suicide + Crisis Lifeline	call or text: 988 chat: 988lifeline.org/chat
National Suicide Prevention Lifeline	1-888-273-TALK (8255)
Planned Parenthood	315-724-6146
RISE Recovery Community Outreach Center	315-219-5393
Sexual Violence Hotline	315-866-4120
Trevor Helpline (Crisis Intervention for LGBTQ)	1-866-488-7386

EMERGENCY

(on or off campus)

911

IF YOU NEED TO TALK

988

is here for you!



Herkimer
THE STATE UNIVERSITY OF NEW YORK