

SUNY Cortland 2010-2011 Academic Calendar

Fall Semester 2010

Academic Convocation	Sunday, Aug. 29
All classes begin.....	Monday, Aug. 30
Labor Day (no classes in session).....	Monday, Sept. 6
First-Quarter Student Teaching begins.....	Tuesday, Sept. 7
* Rosh Hashanah.....	Thursday, Friday, Sept. 9, 10
* Yom Kippur.....	Saturday, Sept. 18
First-Quarter Classes end.....	Thursday, Oct. 14
Fall Break begins — 8.m.	Friday, Oct. 15
Classes resume 8 a.m. and Second Quarter begins — 8 a.m.	Monday, Oct. 18
First-Quarter Student Teaching ends.....	Friday, Oct. 22
Second-Quarter Student Teaching begins.....	Monday, Oct. 25
Thanksgiving Break begins — 8 a.m.....	Wednesday, Nov. 24
Classes resume — 8 a.m.....	Monday, Nov. 29
** Last day for in-class examinations.....	Monday, Dec. 6
All classes end.....	Friday, Dec. 10
Study Days.....	Saturday, Sunday, Dec. 11, 12
Final Examination Period.....	Monday, Dec. 13 through Friday, Dec. 17
Second-Quarter Student Teaching ends.....	Wednesday, Dec. 22

Winter Session 2011

All classes begin.....	Monday, Jan. 3
All classes end.....	Friday, Jan. 14

Spring Semester 2011

All classes begin.....	Monday, Jan. 24
Third-Quarter Student Teaching begins.....	Monday, Jan. 24
Third-Quarter Classes end.....	Friday, March 11
Spring Break begins — 6 p.m.....	Friday, March 11
Third-Quarter Student Teaching ends.....	Friday, March 18
Classes resume and Fourth Quarter begins — 8 a.m.....	Monday, March 21
Fourth-Quarter Student Teaching begins.....	Monday, March 21
Scholars' Day (no classes in session).....	Friday, April 15
Honors Convocation.....	Saturday, April 16
* Passover.....	Tuesday, Wednesday, April 19, 20
* Good Friday.....	Friday, April 22
Easter.....	Sunday, April 24
**Last day for in-class examinations.....	Tuesday, May 3
All classes end.....	Tuesday, May 10
Study Days.....	Wednesday, Thursday, May 11, 12
Final Examination Period.....	Friday, May 13 through Wednesday, May 18
Fourth-Quarter Student Teaching ends.....	Wednesday, May 18
Undergraduate Commencement.....	Saturday, May 21

* No examinations or quizzes may be given during the period designated for observance of religious holidays. Observance of Jewish holidays will begin at 4 p.m. the day before the holiday and end at 7 p.m. the day of the holiday. Observance of Good Friday will begin at noon and end at 3 p.m.

** No examinations or quizzes may be given the five class days preceding the final exam period without the approval of the school dean.



THE JUGGLER

Handbook for Non-Traditional Students
2010-2011



“SUNY Cortland non-traditional students bring a unique dimension of understanding to the classroom that greatly enriches the teaching/learning process for everyone.”

Erik J. Bitterbaum, President

State University of New York College at Cortland



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STORMS AND WEATHER POLICY

As you are aware, the weather in Central New York is unpredictable. At times when severe weather conditions affect college operations, appropriate announcements will be carried by several radio and television station serving the Cortland area. (Radio stations are FM unless otherwise indicated.)

Cortland /Ithaca radio: WIII (99.9), WSUC (90.5)

Homer radio: WXHC (101.5)

Ithaca radio: WHCU (870 AM), WYXL (97.3)

Binghamton radio: WNBK (1290 AM), WAAL (99.1), and WHWK (98.1)

Syracuse radio: WBBS (104.7), WYYY (94), WWHT (107.9), WHEN (620 AM), and WSYR (570 AM)

Syracuse TV: WSTM (Channel 3), WTVH (Channel 5) and WSYR (Channel 9) and News10now



Campus announcements may be also found on the college website.

Please note, since the college is a residential college, it is unlikely that day classes are canceled because of weather conditions. If traveling is hazardous, the college may take the step of canceling evening classes.

A suggestion: if you do have school-aged children at home and may have a concern if the public schools are closed for snow days, please talk with your instructors on their policy about missing classes or bringing your children to class. The final decision belongs to the instructor but it can't hurt to ask.

MISCELLANEOUS

Lockers: Lockers are available for non-traditional and commuter students. The lockers are located on the top floor of Van Hoesen Hall for storing books and jackets. Bring your own padlock but just remember to remove everything by the end of the semester!

Places to Eat: There are many locations you may buy food on campus.

Neubig Hall: All-You-Prefer-to-Eat Buffett

Corey Union: Dragon's Court, Dunkin' Donuts, Subway, Raquette Pizza, Friendly's, and Veggie Patch

Library: The Bookmark Café

Old Main: Dragon's Den

Brockway Hall: The Hilltop

Park Center: Poolside

PARKING AND TRANSPORTATION

On-Campus Parking: You must have a parking permit to park on campus. Depending on which class year you are, there are designated parking lots available. To view the parking fee chart, parking regulations and to apply for your parking permit on-line, go to <http://www2.cortland.edu/offices/university-police-department/parking/>

If you drive a car other than the one you registered on your permit, call University Police at (607) 753-4123. Let them know the license number on the vehicle so you don't get a ticket. If you will be driving this vehicle several days or longer, get a temporary permit from the University Police Department.



Campus Shuttle Buses: Shuttle buses run between Park Center, Route 281, and the Moffett Center stopping in front of Corey Union (the same building the Non-Traditional Students Lounge is located).

Full schedules are available at the Information Desk in Corey Union and at the University Police Office. <http://www.cortland.edu/phyplant/Bussched.htm>

Off-Campus Parking: City street parking is available on a first-come, first-serve basis. Please remember all city parking rules apply.

Short-Time Paid Parking Lot: A pay-by-the-hour lot is located on Prospect Terrace between the Leadership House and Neubig Hall. On weekdays, the first hour is \$1.50, each hour after is \$.50. The maximum fee is \$7.00. No overnight parking.



Carpooling: With the continuing rise in gas prices, there has been interest expressed with car pooling. Please email Cheryl at cheryl.hines@cortland.edu with the following information: name, location and email address. (This email assumes permission to share with others interested in carpooling.)

WELCOME

Welcome to SUNY Cortland! I hope you find this handbook valuable while attending classes at Cortland. As the Coordinator for Non-Traditional Student Support, I am here to support you by providing informational workshops and social events as well as being an advocate for non-traditional student issues.

With approximately 450 self-identified non-traditional undergraduate students attending SUNY Cortland, you are part of a unique group on campus. Remember you are not alone! With support from the Non-Traditional Students' Organization to academic and other support services, we hope you will soon feel like "part of the family" and a member of our non-traditional student community.

Welcome to our campus and best wishes for an exciting and successful academic career at SUNY Cortland.

Cheryl Hines

Coordinator of Non-Traditional Student Support
Advisement and Transition

Telephone Directory (607 area code)

Academic Achievement and Support Program 753-4309
Academic Computing Help Desk 753-2500
Advisement and Transition 753-4726
Auxiliary Services Corporation (ASC) 753-4627
Bookstore 753-4621
Career Services 753-4715
Child Care Center 753-5955
Counseling Center 753-4728
Financial Advisement 753-4717
Memorial Library 753-2527
Registrar's Office 753-4702
Residential Life and Housing 753-4724
School of Arts & Sciences 753-4314
School of Education 753-5431
School of Professional Studies 753-2702
Student Accounts 753-2313
Student Health Services 753-4811
University Police Parking 753-4123

JUST FOR NON-TRADS...

Non-Traditional Students Lounge:

Are you looking for a place to relax between classes, catch up on homework or connect with other non-traditional students? The place to be is the Non-Traditional Students Lounge located in Corey Union, Room 139. The lounge is open Monday-Friday.



A microwave, coffeemaker and refrigerator are available to store and to cook your lunch or dinner. Food is not supplied but feel free to bring in supplies for yourself (or to share if you wish).

In the lounge you will find computers with Microsoft Office and Internet access. Couches, chairs, tables and desks are available along with a dictionary, hole punch and stapler. Please note: this is not a quiet study lounge but please be courteous of your fellow non-trad students while using the room.

A couple of simple requests when using the lounge:

- 1) Sign-in when you enter the room.
- 2) Keep it clean—please pick up after yourself.

Non-Traditional Student E-News: Emailed approximately every two weeks, this newsletter is sent to students who have signed up to receive this newsletter. This electronic publication provides updated information and reminders on dates and deadlines, a calendar of events and information regarding the Non-Traditional Students' Organization.

Non-Traditional Student Website: <http://www2.cortland.edu/offices/advisement-and-transition/nontrads/>

Non-Traditional Students Week: November 1-5, 2010. Watch your email for events that will highlight our non-traditional students on campus.

Alpha Sigma Lambda Honor Society: SUNY Cortland is proud



to have a chapter of Alpha Sigma Lambda, the national honor society for adult students. ASL recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. To be offered membership in ASL, you must complete 24 credits at SUNY Cortland, be in the top 10 percent of adult students and have at least a 3.2 GPA. Invitations are mailed in March and the induction ceremony is in April.

CAMPUS SAFETY

University Police: The University Police Department is located in Van Hoesen Hall, Room C-17. For emergencies dial 911. For non-emergencies, dial (607) 753-2112.

If your family needs to reach you due to an emergency, they should contact you through the University Police Department. It is helpful if you provide your family or child care provider a copy of your class schedule and usual "hang outs" so that the staff can find you if there is an emergency.

The Patrol Division operates 24 hours a day, 365 days a year and is responsible for law enforcement and security functions on campus and campus owned property. (607)753-4123.

University Police Website: <http://www2.cortland.edu/offices/university-police-department/>

Blue Light Phones: The blue lights are part of the emergency phone system and are provided and monitored by the University Police Department. To report an emergency, crimes in progress, or a suspicious person/event, just pick up the receiver. Each emergency phone is attached to a light pole or building. A few of the locations include: Miller Building parking lot, Old Main, Bowers Hall, Dowd Fine Arts, Park Center, Studio West, the Route 281 parking lot, Library/Cornish Area and the McDonald Building. A complete listing of blue light phones can be obtained at the University Police Department.

Safety Tips from the University Police Department website:

- Stay alert and tuned into your surroundings while walking on the streets or in office buildings.
- Send messages that you are calm, confident, and know where you are going.
- Trust your instincts.
- Stick to well light, well traveled areas. Never walk alone at night.
- Always roll up your windows and lock your vehicle doors even if you are only leaving your vehicle for a few minutes.



SUPPORT SERVICES

We are here to support you during your time here at SUNY Cortland.

Non-Traditional Student Support Services: Cheryl Hines is the Coordinator for Non-Traditional Student Support. As the Coordinator, she is an advocate for non-traditional students. If you have an issue, feel free to contact her. Cheryl will be able to guide you in the right direction. The Coordinator also plans information sessions and social events for non-traditional students. In the past, sessions on financial advisement, registration question and answer sessions, and educational sessions with staff from the Counseling Center and the Academic Support and Achievement Program have been offered. You may contact Cheryl at cheryl.hines@cortland.edu or phone (607) 753-4726 or stop by in the Advisement and Transition Office in Memorial Library, Room A-III.

Campus Health Services: Every student pays a mandatory Health Services fee, even if you have private health insurance. Since you pay this fee, you are entitled to FREE walk-in service, appointments and common medications such as: Tylenol, decongestant, cough medicine, and penicillin. You are also entitled to make an appointment to see the doctor. Flu shots are also offered for a small fee during the winter months. Since you are paying for the service in your fees, why not take advantage of this opportunity? You are already on campus so you won't need to leave campus for an appointment with your doctor and possibly struggle to find a parking spot when you come back for class. The Health Services Office is located in Van Hoesen Hall, Room B-26. Please don't be afraid to take advantage of this service.

Career Services: Located in Van Hoesen Hall, Room B-5, Career Services offers the following services to SUNY Cortland students:

Career Counseling and Resume Critiques—one-on-one counseling and resume critique appointments

Workshops—Graduate applications, resume writing and interviewing

Credential Services—keep letters of recommendation on file for job searches after you graduate

Career Library—holds resources such as profiles on internships and job sites, information about graduate schools, requirement for certain professions and tools to assist you with career exploration

Job Service—open daily 1-4 pm

Counseling Center: Located in Van Hoesen Hall, Room B-44, the Counseling Center provides free short-term therapeutic services to facilitate students' personal, social and educational adjustment.

NON-TRADITIONAL STUDENTS ORGANIZATION (NTSO)

The Non-Traditional Students' Organization is funded by the Student Government Association (SGA). Though all students are welcome, the organization's goal is to meet the unique needs of students over 24 years of age or those with dependent children. Membership is FREE!

The NTSO wants all non-traditional students to feel a part of the community at SUNY Cortland by offering opportunities for non-traditional students to connect with others. In the past, the NTSO has hosted Open Houses, educational and informational programs, fundraisers and family events. Past events include:

- Pizza and wing party
- Bottle and can drive to benefit the American Red Cross of Cortland County
- Relay for Life team
- Family bowling events at Cort-Lanes
- Food drive to benefit Loaves and Fishes
- Scholarship information sessions
- End-of-the-Year picnic



Officers are elected each academic year to lead the organization. These students volunteer their time to provide opportunities to connect with other non-traditional students; to make you part of the family of non-trad students at SUNY Cortland.

2010-2011 Non-Traditional Students' Organization Officers

President: Kendra Duquesne, Sociology major

Vice-President: Malinda Rees, Human Services major

Treasurer: Linda Eastman, Professional Writing major

Secretary: Cindy Nelson, Early Childhood Education major

Advisor: Cheryl Hines

Check out <http://www2.cortland.edu/offices/advisement-and-transition/nontrads/ntso.dot> for announcements of NTSO meetings and events.. Contact the officers at ntso@cortland.edu. We hope to see you in the lounge during our meetings soon!



ACADEMIC SUPPORT

Academic Support and Achievement Program (ASAP)

ASAP offers both professional and peer tutoring services in writing, reading, math and study skills. You can register for a tutor on-line by going to the Quick Links menu on the SUNY Cortland homepage and clicking on “Academic Support” or by calling (607) 753-4309. ASAP is located in Van Hoesen , Room B-205

Advising: Your advisor’s name and email can be found on myRedDragon by the second week of the semester. Each student is highly encouraged to become familiar with the requirements for their degree program in the online *College Catalog* and to contact the department of study for further information. If you still have additional questions after contacting your advisor, please feel free to contact Advisement and Transition at (607) 753-4726 or stop by Memorial Library, Room A-III.

myRedDragon: myRedDragon is the program used by all matriculated SUNY Cortland students to register for classes, check their mid-semester and final grades, to see their unofficial transcripts and their CAPP (Curriculum, Advising and Program Planning) report. For more information about myRedDragon please contact your advisor or the Registrar’s office at (607) 753-4702.

Faculty Mentors: Faculty mentors are a group of faculty especially selected to work with adult students. They may or may not be your advisor; but please feel free to contact any of the faculty listed below. They are ready and willing to answer questions, to listen, provide advice and help.

- Colleen Buchanan**, colleen.buchanan@cortland.edu, Park E-310, Physical Education
- Kathleen Burke**, kathleen.burke@cortland.edu, Old Main 136C, Economics
- Raymond Collings**, Raymond.collings@cortland.edu, Old Main 133A, Psychology
- Tim Gerhard**, timothy.gerhard@cortland.edu, Old Main 225A, ICC
- Rena Janke**, rena.janke@cortland.edu, x2907, Bowers 112, Biological Sciences
- Ibipo Johnston-Anumonwo**, ibipo.johnston-anumonwo@cortland.edu, Old Main 221, Geography
- Donna Videto**, donna.videto@cortland.edu, Moffett 205, Health
- Orvil White**, orvil.white@cortland.edu, Van Hoesen B-219, Childhood Education



Study Carrels: If you would like a quiet place to study, the fourth floor of Memorial Library has carrels that you may use. Study carrels are similar to office cubicles. You can leave your books, computers, etc, in the carrel because it locks. All you need to do is go online to request a carrel at http://library.cortland.edu/forms/carrel_request.asp or request one at the main desk of the library. You may reserve a carrel for the entire semester or while working on a special project.



FINANCIAL SUPPORT

Financial Advisement: The staff in the Financial Advisement Office not only provides information on financial aid but also provides financial information and education beyond just helping students pay for tuition and fees.

Did you know that you have a financial aid advisor assigned to you?
If your last name begins with.... Your financial advisor is...

A-F	Beth Langhans
G-N	Karen Taylor
O-Z	Kellie Swartwout

Call the Financial Advisement Office at (607) 753-4717 or visit them in the Miller Building, Room 205.

Scholarships: There are many scholarships just for non-traditional students! Some of these scholarships include: Non-Traditional Student Scholarship, Myrl Rose Crocker Howe Scholarship, Marilou Wright Scholarship for Non-Traditional Women, the Kenneth P. and Jo Ann G. '74 Wickman Scholarship, and the Alpha Sigma Lambda Scholarship. You may find information about these scholarships and others at <http://www2.cortland.edu/offices/finadv/scholarships/scholarships.dot>. Please be aware that most of these scholarships do require an established GPA at SUNY Cortland. Check each scholarship’s description for eligibility. For more information, contact Beth Langhans, Scholarship Coordinator in Financial Advisement. Beth can be emailed at beth.langhans@cortland.edu.

Tax Relief: The taxpayer relief act contains a number of income tax related provisions including tax incentives to encourage individuals to pursue higher education.

The Hope Scholarship is not a scholarship; it is an income tax credit and is subtracted from the tax a family owes rather than reducing taxable income. The tax credit is only for those who pay federal income tax. The program requires you to be registered and attending an eligible school in a program leading to a degree or certificate.

The Lifelong Learning Credit may be claimed for tuition and fee expenses. You cannot claim this and the Hope Scholarship in the same year. The credit, as with the Hope Scholarship, is for actual fees and expenses you pay and does not include that portion satisfied by grants and scholarships. Credits may not be claimed for books, transportation, etc.