I Need to Remember to ...

Make Connections:

Facebook: “SUNY Cortland Non-Traditional Students”
Twitter: @CortlandNonTrad

“The Juggler”
Handbook for Non-Traditional Students
2015-2016

“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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WEATHER CLOSINGS

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 stations serving the Cortland area as well as websites.

Campus announcements will be found on the college website and local television and radio stations.

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.

PLACES TO EAT

There are many locations you may purchase food on campus.

Neubig Hall: All-You-Prefer-to-Eat Buffet
Corey Union: Dunkin’ Donuts, Subway, Raquette Pizza and Dragon’s Court
Library: The Bookmark
Old Main: The Dragon’s Den  [website: cortlandasc.com/menus/]
Brockway Hall: Hilltop
Student Life Center: The Bistro and Fuel

MEAL PLANS

There are a variety of meal plans to choose from depending on if you are living on campus or off-campus. The off-campus meal plan can save you money at our on-campus dining facilities by using Dragon Dollars. You can also add money to your college ID card and use your Connections account to get 10% off of your costs. Check out options at http://tinyurl.com/offcampusplans

CODE OF STUDENT CONDUCT

You are responsible for following the “Code of Student Conduct”. This includes the time you are not on campus. Read the code at http://www2.cortland.edu/offices/judaffairs/code-of-conduct.dot.
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/. Parking permits may be purchased online or at the Parking Department located in Van Hoesen, Room B-38. Purchase your parking permit as soon as possible. First come, first serve basis.

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.

Open parking is permitted in parking lots after 5 p.m. (except the Child Care Center lot.)

Campus Shuttle Buses: Shuttle buses run between Park Center, Route 281 lot, West Campus Apartments, Student Life Center, Moffett Center and Corey Union.

Full schedules are available at the Information Desk in Corey Union and at the University Police Office. It can be found online at http://www2.cortland.edu/offices/university-police-department/parking/bus-schedule.dot. You can also download a bus location map.

Off-Campus Parking: City street parking is available on a first-come, first-serve basis. Please remember that 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 $2.00, each hour after is $1.00. The maximum fee is $8.00. No overnight parking.

Carpooling: If you have an interest in car pooling, please email me 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.) I will do my best to find other non-traditional student in your area who also wishes to carpool.

Welcome

Welcome to SUNY Cortland! I hope you find this handbook useful 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 350 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 adult student and campus community.

Welcome to our campus. 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
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 Aid 753-4717
Information Resources Support Center 753-2500
Memorial Library 753-2527
Registrar’s Office 753-4702
Residential Life and Housing 753-4724
School of Arts & Sciences 753-4334
School of Education 753-5431
School of Professional Studies 753-2702
Student Accounts 753-2313
**Non-Traditional Student 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 Student Lounge located in Cornish Hall, Room 1221. The lounge is open Monday-Friday.

A microwave, a Keurig coffeemaker and refrigerator are available to store and heat your lunch or dinner. Food is not supplied but feel free to bring in supplies for yourself (or to share if you wish). Please feel free to bring in your own K-cups.

In the lounge you will find new computers with Internet access. A couch, chairs, tables and desks are available along with basic office tools. Please note: this is not a quiet study lounge but please be courteous of your fellow non-traditional 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 monthly, 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:** cortland.edu/non-trads/

**Non-Traditional Students Week:** November 9-13, 2015. Watch your email for events that will celebrate our non-traditional students on campus.

**Alpha Sigma Lambda Honor Society:** SUNY Cortland is proud to have a chapter of Alpha Sigma Lambda (ASL), 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 be in the top 20 percent of those who are at least 24 years of age, have completed 24 credits at SUNY Cortland, and have at least a 3.2 GPA. Invitations are mailed March and the induction ceremony is held in April.

ASL’s motto: “First in Scholarship and Leadership”

**University Police:** The University Police Department is located in Van Hoesen Hall, Room C-17. For emergencies dial 911. For non-emergencies, call 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. 607-753-2112. University Police Website: http://www2.cortland.edu/offices/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.

**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. Currently, there are 28 emergency blue light phones. A few of the locations include: Miller Building parking lot, Old Main, Bowers Hall, Park Center, Professional Studies Building, the Route 281 parking lot, Memorial Library, Cornish Hall and West Campus Apartments. A complete listing of blue light phones can be obtained at the University Police Department.
SUPPORT SERVICES

There are many support services to help you during your time here at SUNY Cortland. These services include:

**Non-Traditional Student Support Services:** The coordinator is here to help support your time here at SUNY Cortland by providing information through workshops, social events, newsletters, a website and emails. Contact Cheryl Hines, Coordinator for Non-Traditional Student Support, at 607-753-4726, by email: cheryl.hines@cortland.edu or stop by Advisement and Transition, Memorial Library, Room A-111.

**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

**Student Health Service:** The Student Health Service Office is located in Van Hoesen Hall, Room B-26. Students pay the Mandatory Health fee and can be provided:
- accessible, high quality, ambulatory health care
- diagnosis and treatment of common medical illnesses
- self-help Cold Table
- flu shots during the winter months at a reduced rate

**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 adjustments.

**Veterans:** We are here and want to support you. Please let us know how we can help. Your VA certifying official is April Calale in the Financial Aid office.

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:

- Macy’s Make-a-Wish “Believe” fundraiser
- Pizza and wing party
- Bottle and can drive to benefit the American Red Cross of Cortland County
- Relay for Life team
- Non-Trads on Ice
- Food drives
- Rock Wall Climbing
- The BIG Event

**2015-2016 Non-Traditional Students’ Organization Officers**

Officers are elected each academic year to lead the organization. These student leaders volunteer their time to provide opportunities to connect with other non-traditional students; to make you part of the family of adult students at SUNY Cortland. NTSO is looking for volunteers. Please contact us if you want to help!

Check your email inbox for more information on 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. Find their website from the homepage, “Offices A-Z” and “Academic Support and Achievement (ASAP)” 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-111.

Faculty Mentors: Faculty mentors are a group of faculty specifically 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.

- Kathleen Burke, kathleen.burke@cortland.edu, Old Main 136-C, Economics
- Raymond Collings, raymond.collings@cortland.edu, MacDonald Building, Psychology
- Jena Curtis, jena.curtis@cortland.edu, Moffett 203, Health
- Rena Janke, rena.janke@cortland.edu, x2907, VH D 116, Biological Sciences
- Donna Videto, donna.videto@cortland.edu, Moffett 105, Health
- Orvil White, orvil.white@cortland.edu, Cornish, 1205, Childhood Education

myRedDragon: myRedDragon is the program you will use to register for classes, check your mid-semester and final grades, to see your unofficial transcripts and your Degree Works program requirements. For more information about myRedDragon please contact your advisor or the Registrar’s office at 607-753-4702.

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 is sign into myRedDragon and fill out the form under the Library tab.