



College
Catalog
2022-2023

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ACADEMIC CATALOG 2021-22



[\(/academics/programs\)](#)

TRANSFER OR CAREER. OR BOTH.

Our programs lead to results. Transfer for a four-year degree or more.

Start working now. You get the skills you need for long-term success.

DEGREES AND CERTIFICATES

[\(/ACADEMICS/PROGRAMS\)](#)



(/academics/advising)

YOU DON'T DO THIS ALONE. YOU'RE ONE OF US.

You benefit from small classes and a community that feels like family.

You graduate without a mountain of debt, ready for long-term success.

STUDENT SUCCESS

(/ACADEMICS/ADVISING)

Archived Academic Catalog

- [2019-2020 \(/sites/default/files/documents/CatalogArchive-2019-20-web.pdf\)](/sites/default/files/documents/CatalogArchive-2019-20-web.pdf)
- [2018-2019 \(/sites/default/files/documents/CatalogArchive-2018-19-web.pdf\)](/sites/default/files/documents/CatalogArchive-2018-19-web.pdf)
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ADMISSIONS

COST OF ATTENDANCE



(/admissions)



(/admissions/tuition-and-fees)

RESIDENCE LIFE



(/campus-life/residence-life)

*You want the outcome: a rewarding career that's more than a job and a skillset that prepares you for a future you can't predict. Some people tell you to get to work, get that money now, stay out of debt. Some tell you to go to a four-year school: Get that fancy piece of paper. Here's what we know: We give you flexibility. Two years here and you'll save money (lots of money). But you'll also have the skills to get a job and, more importantly, get the next job — that's the one you really want. **The career.***

POPULAR LINKS

[Advising \(/node/750\)](#)

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[Hundreds of Courses \(https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&type=Trad&advanced=true&num=10&campus=0000013151&button=Search\)](https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&type=Trad&advanced=true&num=10&campus=0000013151&button=Search)

[Make a Schedule That Fits You \(/node/154#flexibility\)](#)

TRANSFER MADE EASY

[2 + 2 Articulation Agreements with Four-Year Schools \(/node/538\)](#)

[Transfer Potential to Hundreds of Schools \(/node/476\)](#)

CAREER COACH

TURN DEGREES INTO JOBS

Learn about salaries, openings,
predictions for future openings,
and other career options.

(<https://tompkinscortland.emsicc.com/?>

[radius=®ion=Tompkins%20and%20Cortland%20Counties](#))

OUR LOCATION



170 North St., P.O. Box 139

Dryden, New York 13053

Phone: 1.888.567.8211–1.607.844.8211

Web: [tompkinscortland.edu](https://www.tompkinscortland.edu) (<https://www.tompkinscortland.edu>)

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COLLEGE INFO

Tompkins Cortland Community College has grown from a tiny community college housed in an old high school to an integral part of the Tompkins and Cortland County communities located on a 220-acre rural campus in Dryden, New York.

The College is one of 30 community colleges in the State University of New York, and offers degrees and certificates in more than 40 academic programs including nursing, business administration, criminal justice, chemical dependency counseling, new media, sports management, culinary arts, sustainable

farming and food systems, and liberal arts programs, including education and general studies. The College is known for constantly expanding the boundaries of what is possible for a community college: recent innovations include a restaurant, organic-practices farm, and 10-acre solar array powering campus.

Perhaps more importantly, the College is known for its commitment to academic rigor and for its equally passionate commitment to providing the community support students need to succeed. With thousands of graduates in the area and throughout the country, we mean it when we say Your Community. Your College.



ENROLL
FREE APPLICATION
SAT ACT
 OPTIONAL

ROLLING
ADMISSIONS



(/node/490)


STUDY

STUDENT
PROFESSOR
 RATIO **15:1**

70% FULL TIME
30% PART TIME

40+
 DEGREE PROGRAMS

5 STUDY ABROAD TRIPS to three continents



(<https://www.tompkinscortland.edu/academics/programs/>)

SUCCEED

POPULAR
TRANSFER
SCHOOLS

SUNY Cortland
 Cornell University
 Binghamton University
 Ithaca College

93% OF GRADS WHO WANT WORK FIND IT RIGHT AWAY

(/node/476)

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MAPS AND LOCATIONS

Directions to Campus and Extension Center Locations



MAIN CAMPUS, DRYDEN

Tompkins Cortland Community College

170 North St, P.O. Box 139

Dryden, NY 13053

1.888.567.8211 – 1.607.844.8211

[Hours of Operation \(/node/365#Dryden_-_Main_Campus\)](#)

The main campus is located between Ithaca and Cortland on Route 13 just north of the Village of Dryden.

Locate (<https://goo.gl/maps/E4RdoepERpn>) with Google Maps.



Tompkins Cortland Community College
170 North St, P.O. Box 139, Dryden, NY 13053
1.888.567.8211 | [tompkinscortland.edu](https://www.tompkinscortland.edu)

First Floor Map



[Download the First Floor Main Building Map \(/sites/default/files/documents/main_building_first_floor.pdf\)](/sites/default/files/documents/main_building_first_floor.pdf)

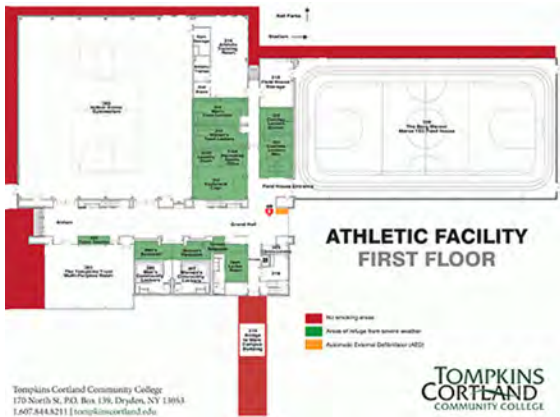


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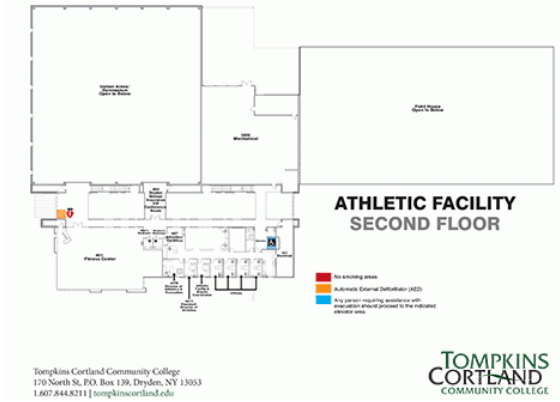
Second Floor Map



[Download the second floor building map \(/sites/default/files/documents/main_building_second_floor.pdf\)](/sites/default/files/documents/main_building_second_floor.pdf)



Download the first floor athletic facility map (/sites/default/files/documents/athletic_facility_first_floor.pdf)



Download the second floor athletic facility map (/sites/default/files/documents/athletic_facility_second_floor.pdf)



Download Campus Map (/sites/default/files/documents/campus_map.pdf)

CORTLAND EXTENSION CENTER

Cortland Extension Center
157 Main Street
Cortland, NY 13045
607.756.5275

Hours of Operation (/node/365#Cortland_Extension_Center)

The Cortland Extension Center is located in downtown Cortland fewer than two blocks south of the intersection of Main Street and Tompkins Street. **Locate** (<https://goo.gl/maps/nRUcUjqz3W92>) with Google Maps.

ITHACA EXTENSION CENTER

Nancy S. Lieberman Extension Center in Ithaca

Tioga Place

118 North Tioga Street

Ithaca Commons

Ithaca, NY 14850

607.272.3025

Hours of Operation (/node/365#Ithaca_Extension_Center)

The Ithaca Extension Center is situated in downtown Ithaca on The Commons. **Locate** (<https://goo.gl/maps/FTmcaKdK39x>) with Google Maps.

Directions from the Seneca Street Parking Garage to Tioga Place.

- Exit **LEFT** out of the garage's main entrance (on foot) to the traffic light. (Seneca Street)
- Cross the street.
- Tioga Place is on your right (M&T Bank on the corner)
- The Entrance is next to the ATM - not on the corner
Enter the building and walk past the bank.
- Elevators and stairs will be on your LEFT
- The Ithaca Extension Center is on the 5th and 6th floors.
- Office staff are on the 6th floor to answer any questions.

Directions from the Green Street Parking Garage to Tioga Place.

- Take the elevator or the stairs (in the middle of the garage) down to ground level.
- Exit the Green Street Garage through the ground level parking area and with Green Street behind you.
- Go north on Home Dairy Alley and turn right onto the Commons. For a street alternative route follow Green Street west to Cayuga Street, turn right on Cayuga Street and then right onto the Commons.
- At the American Crafts by Robbie Dein Store /covered Pavilion take a left and walk almost to the end of the Commons.
- Enter Tioga Place on the left next to the M&T Bank's ATM.
- The Tompkins Cortland office is on the 6th floor.

COLTIVARE

Classrooms for culinary and related courses.

235 S. Cayuga St.

Ithaca, NY 14850

Coltivare is a restaurant and culinary teaching center located in downtown Ithaca south of the public library, across the street from Hotel Ithaca. **Locate** (<https://www.google.com/maps/place/269+S+Cayuga+St,+Ithaca,+NY+14850/@42.4371376,-76.4989057,17z/data=!3m1!4b1!4m2!3m1!1s0x89d0819c3aac1449:0x1d4c0613329a3af2>) with Google Maps.

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

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The State University of New York (<http://www.suny.edu/>)

FIND US ON:

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MISSION



OUR MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society.

OUR VISION

To see strengths and unique potential in every person. To inspire people to make the courageous choice to learn, grow, and serve.

OUR VALUES

LEARNING

Learning is the most important outcome of our work. We are all learners and we know that teaching and learning happen both inside and outside the classroom. Each of us is responsible for our own learning and for supporting the learning of others.

EXCELLENCE

Exceptional teaching, programs, and service are critical to our success. We believe that excellence must be built on a foundation of integrity, honesty, and academic freedom. We achieve it by focusing on strengths, learning from experiences, and assessing our work.

OPPORTUNITY

Education transforms lives. We value access to education as a fundamental right. Our students can start here and go anywhere.

INNOVATION

Change creates vitality. We value active pursuit of thoughtful innovation and continuous improvement. We empower and challenge ourselves to create, innovate, take risks, and nurture an environment of trust.

RELATIONSHIPS

Relationships are the heart of our work. We value a caring, supportive community built on integrity, openness, honesty, and respect. Our internal and external relationships are flexible, collaborative, and interdependent.

DIVERSITY

Diversity enriches our learning. We embrace diversity in all of its contexts, including strengths, perspectives, and people. We seek to increase our capacity to understand issues of difference, power, and privilege and to constructively resolve conflict.

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HISTORY OF THE COLLEGE

When Tompkins Cortland Community College first opened its doors in September of 1968, 133 day students and 47 evening students were registered to attend. Classes were held in Groton in the old renovated high school building. The library's shelves were freshly stocked with 5,000 volumes, and the College catalog listed 34 courses in business and the liberal arts. Faculty members, drawn together from diverse areas of higher education, were bursting with innovative ideas. Since that first day of classes, Tompkins Cortland Community College has been a place of excitement and promise, committed to serving the growing and changing educational needs of its students and sponsoring communities.



The idea to create an institution for community-centered higher education in this locality came about in the mid-1960s, when Tompkins and Cortland counties were independently exploring the feasibility of establishing a community college. Both counties wanted an educational institution whose primary mission would be to respond to the educational needs of local residents. Because of their similar goals, Tompkins and Cortland counties joined forces, each approving resolutions in September 1966 to establish and jointly operate a two-county community college.

On November 10, 1966, the State University of New York approved the College's establishment. By 1968, a nine-member board of directors had developed an operating budget, chosen a site for classes, and named the first employee.

In September 1974, Tompkins Cortland Community College opened its new building in Dryden, with 1,092 day students and 977 evening students.

By 1983, the College had grown to serve nearly 5,300 students with day and evening classes at the main campus. The 1990s and forward brought about significant changes. The College has been enriched by extension centers in the cities of Ithaca and Cortland, the Global Initiatives program, online courses and degrees, on-campus housing, several new degree programs, and a new focus on learning. As we entered a new century, the College was honored as a Learning College Champion by the League for Innovation.

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BOARD OF TRUSTEES

The Board of Trustees is the governing body of the College. The board is comprised of representatives of both Tompkins and Cortland Counties, appointed by either the respective county legislature or the governor. The board also includes a student trustee, elected by the student body.

The primary responsibility of the Board is to establish policies governing the College. The Board also approves the College budget and the appointment of all personnel.

BOARD MEMBERS



Roxann Buck

Tompkins County Appointee – 1990

Term Expires 2024



Elizabeth Burns
Executive Committee Member
Governor's Appointee – 2008
Cortland County
Term Expires 2020



Judy K. Davison
Vice Chair of the Board
Cortland County Appointee – 2007
Term Expires 2023



Arthur Kuckes
Tompkins County Appointee – 2013
Term Expires 2025



Matthew McSherry
Treasurer
Cortland County Appointee - 2012
Term Expires 2026



Schelley Michell-Nunn
Tompkins County Appointee – 2018
Term Expires 2028



Raymond Schlather
Chair of the Board
Governor's Appointee – 2008
Tompkins County
Term Expires 2022



Bruce Tytler
Governor's Appointee – 2015
Cortland County
Term Expires 2022

Paige Innis
Student Trustee
2021-22

BOARD OF TRUSTEES CHAIRS

Ronald Space - 1967 - 1977
Bert Morse - 1977 - 1983
Georgia MacNeil - 1983 - 1988
Robert Corey - 1988 - 1993
Jean McPheeters - 1993 - 1998
Richard VanDonsel - 1998 - 2003
Roxann Buck - 2003 - 2011
Elizabeth Burns - 2011 - 2017
Raymond Schlather - 2017 - Present

TRUSTEE EMERITUS

The Board of Trustees has conferred the designation of Trustee Emeritus on individuals who served with great distinction and in an outstanding manner as a member of the Board of Trustees. The designation is recommended by a Board of Trustees committee, the Chair of the Board, and/or the College President and is then approved by the entire Board of Trustees. The following is a list of those with the title Trustee Emeritus, along with their years of service on the board.

Beverly Baker (1997-2011)
Dr. Robert Eberly (1998-2007)
Holly Greer (1987-1997)

Georgia MacNeil (1974-1989)
Jean McPheeters (1984-2002)
William Raynor (1985-2011)
Genevieve Suits (1999-2008)
Manley Thaler (1967-1977)
William Tucker (1997-2008)
Richard Van Donsel (1989-2003)
Nicholas Wharton (1993-2003)

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Dryden, New York 13053

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Since its founding, the Tompkins Cortland Community College Foundation has supported thousands of students with scholarships, grants, and assistance for unexpected transportation needs, food, and childcare challenges. Each and every day, the mission of the Tompkins Cortland Community College Foundation is first and foremost to secure resources to enhance the learning opportunities for students of the College.

The Tompkins Cortland Community College Foundation awarded \$515, 000 through scholarships and grants during the 2020-2021 academic year to 260 students. Tompkins Cortland is grateful to the many generous people, businesses, and foundations that have provided the donations and grants that allow the Foundation to achieve its powerful mission.



PHILANTHROPIC STATEMENT

Tompkins Cortland Community College Foundation's mission is to secure resources to enhance the learning opportunities for students of the College. That means, quite simply, every philanthropic dollar matters! Your support matters!

THE PANTHER PANTRY



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Through each gift, we feel your thoughtfulness and kindness extended to our students. As we begin a new decade, excitement builds for what the future holds for our students, College, and the communities that we serve, and how the Tompkins Cortland Community College Foundation and our donors will play a vital part in the learning opportunities for students of the College.

You can **donate online** ([/node/706](#)), by mail, or by phone!

TOMPKINS CORTLAND COMMUNITY COLLEGE

FOUNDATION

Office 200

Phone: 607.844.8211

Federal Tax ID Number: 23-7083038



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Monica Dykeman (mailto:md103@tompkinscortland.edu)

School Food Grant Coordinator



2020 ANNUAL REPORT

TOMPKINS
CORTLAND
COMMUNITY COLLEGE
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Tompkins Cortland Community College does not offer athletically related student aid, teacher preparation, or graduate courses.

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TUITION AND FEES

2022-2023 COST OF ATTENDANCE

NYS RESIDENT, ON CAMPUS

Cost of Attendance Detail

	Fall 2022	Spring 2023	Total
Tuition (1)	\$2,731	\$2,731	\$5,462
Fees (2)	\$825	\$775	\$1,600
Room (3)	\$3,800	\$3,800	\$7,600
Meals (4)	\$1,326	\$1,326	\$2,652
Billed Charges (5)	\$8,682	\$8,632	\$17,314
**Estimated Personal Expenses (6)	\$2,200	\$2,200	\$4,400
Cost of Attendance for the Academic Year			\$21,714

1. Cost listed for a full time student (12 or more credit hours).

2. Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.

3. Cost shown includes housing discount of \$500 per semester. To be eligible, submit your \$250 housing deposit by July 31, 2022 for Fall, and December 16, 2022 for Spring 2023.

4. Students living on campus are required to purchase a 17 meals/week plan. Other **meal plan (/node/606)** options are available.

5. Billed Charges are reflected on your tuition bill. These charges are charged directly by the college.

6. Based on information provided by the Financial Aid office. Expenses include, books/supplies, transportation, and miscellaneous. personal expenses not billed by the College.

NYS RESIDENT, OFF CAMPUS

Cost of Attendance Detail

	Fall 2022	Spring 2023	Total
Tuition (1)	\$2,731	\$2,731	\$5,462
Fees (2)	\$825	\$775	\$1,600
Billed Charges (3)	\$3,556	\$3,506	\$7,062
*Estimated Personal Expenses (4)	\$1,400	\$1,400	\$2,800
Cost of Attendance for the Academic Year			\$9,862

1. Cost listed for a full time student (12 or more credit hours).

2. Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.

3. Billed Charges are reflected on your tuition bill. These charges are charged directly by the college

4. Based on information provided by the Financial Aid office. Expenses include books/supplies, transportation, and other miscellaneous personal expenses. Meal Plans are available for purchase.

5. Reflects the estimated Cost of Attendance for the Academic Year.

NON-NYS RESIDENT, ON CAMPUS

Cost of Attendance Detail

	Fall 2022	Spring 2023	Total
Tuition (1)	\$5,615	\$5,615	\$11,230
Fees (2)	\$825	\$775	\$1,600
Room (3)	\$3,800	\$3,800	\$7,600
Meals (4)	\$1,326	\$1,326	\$2,652
Billed Charges (5)	\$11,566	\$11,516	\$23,802
**Estimated Personal Expenses (6)	\$2,200	\$2,200	\$4,400
Cost of Attendance for the Academic Year			\$27,482

1. Cost listed for a full time student (12 or more credits). Full-time out-of-state students who live on campus may be eligible for the Be One of Us Scholarship which will reduce tuition by \$4,568 for the academic year.

2. Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.

3. **Cost WITH the housing discount. Save \$500 per semester by submitting your \$250 housing deposit by July 31 for Fall 2022 and December 16 for Spring 2023.**

4. Students living on campus are required to purchase a 17 meals/week plan. Other **meal plan (/node/606)** options are available.

5. Billed Charges are reflected on your tuition bill. These charges are charged directly by the college.

6. Based on information provided by the Financial Aid office. Expenses include, books/supplies, transportation, and other miscellaneous personal expenses.

NON-NYS RESIDENT, OFF CAMPUS

Cost of Attendance Detail

Fall 2022	Spring 2023	Total
-----------	-------------	-------

Tuition (1)	\$5,615	\$5,615	\$11,230
Fees (2)	\$825	\$775	\$1,600
Billed Charges (3)	\$6,440	\$6,390	\$12,830
**Estimated Personal Expenses (4)	\$1,400	\$1,400	\$2,800
Cost of Attendance for the Academic Year			\$15,630

1. Cost listed for a full time student (12 or more credit hours).
2. Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.
3. Reflects the estimated Cost of Attendance for the Academic Year.
4. Based on information provided by the Financial Aid office. Expenses include, books/supplies, transportation, and other miscellaneous personal expenses.

COST OF ATTENDANCE

The Cost of Attendance is an **estimate** of what you can expect to pay to attend Tompkins Cortland Community College for an academic year. Your exact charges will be included on your billing statement.

The Cost of Attendance includes two types of expenses; **direct costs** and **indirect costs**. The total amount of Financial Aid you receive **cannot exceed** the Cost of Attendance.

DIRECT COSTS

Billed charges that are paid directly to the College for tuition, fees, housing, and meals. Only students living on campus are charged directly by the college for housing and meals.

INDIRECT COSTS

Expenses that are not billed by the college, but are still needed while you attend college. Indirect costs include books, supplies, transportation and miscellaneous/personal expenses. Students living off campus should budget for indirect expenses such as meals and housing.

VISIT MYTC3 ([HTTPS://MY.TC3.EDU/MYTC3/](https://my.tc3.edu/mytc3/)) TO PAY YOUR TUITION ONLINE!

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FINANCIAL AID

Begin the financial aid process early. A good resource for beginning your exploration of financial resources is the **HEATH Resource Center**. (<https://www.heath.gwu.edu/>)

If you are sponsored by a vocational rehabilitation agency (ACCES-VR, CBVH), you will need to determine your eligibility for financial assistance from them (e.g. tuition, transportation, assistive technology, etc.).

If you will need to purchase new assistive technology to support your disability needs in college, discuss your need with the financial aid office. The cost may be added to your budget increasing your pool of available aid.

If you are planning to attend a school in New York State, you may be eligible for part-time Tuition Assistance Program (known as ADATAP) aid; however, Aid for Part-Time Study (APTS) may provide a greater benefit. Apply for both TAP and APTS and the financial aid office will be able to determine which program provides the greatest benefits for you. See **Financial Aid (/node/507)** for all the links you'll need if you are applying to TC3.

In order to be eligible for federal and state financial aid such as PELL, TAP, or a student loan, you must have one of the following: a local or Regents high school diploma, a General Equivalency Diploma (GED), or a satisfactory score on the Test Assessing Secondary Completion (TASC). Neither an IEP diploma nor a New York State Career Development and Occupational Studies Commencement Credential (CDOC) is equivalent to a local or Regents diploma. If you received an IEP diploma or a CDOC without a local or Regents diploma, you are not eligible to be considered for admission or financial aid.

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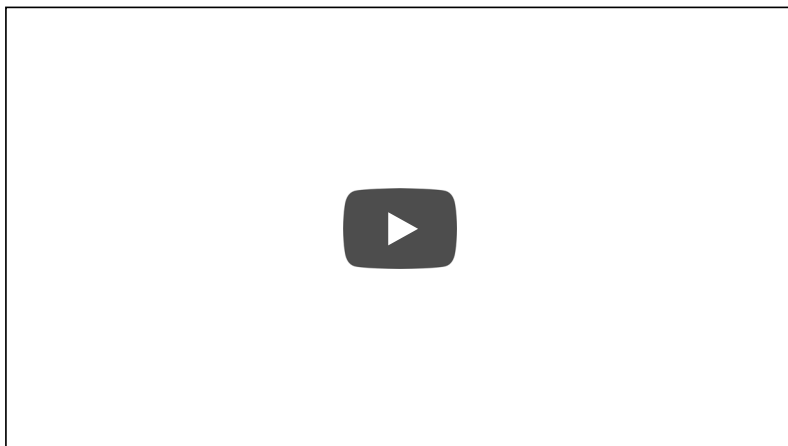
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TYPES OF FINANCIAL AID PROGRAMS

FEDERAL FINANCIAL AID PROGRAMS

Eligibility for all federal student aid programs is determined by the FAFSA. Federal financial aid is available in the form of **grants**, **loans**, and **work-study**.

1. A **federal grant** does not have to be repaid. Pell Grant and Federal Supplemental Education Opportunity Grant (FSEOG) are federal grants.
2. A **federal student loan** is money you borrow and must pay back with interest. There are three types of federal student loans; subsidized, unsubsidized and parent loans.
3. **Federal work study** provides part-time employment opportunities for students to work on campus when they are not attending class.



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NEW YORK STATE FINANCIAL AID PROGRAMS

New York state residents may apply for tuition assistance through the TAP or APTS programs. New York also offers merit-based scholarships, aid to eligible Native American students, and incentive programs for students studying in certain STEM programs. A complete list of **New York State aid programs is available online** (<https://www.hesc.ny.gov/pay-for-college/financial->

aid/types-of-financial-aid.html).

Students attending SUNY or CUNY colleges who meet certain financial, academic and residency requirements may also be eligible for New York's Excelsior Scholarship program. **The Excelsior Scholarship (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/the-excelsior-scholarship.html>)**, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free.

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ACADEMIC REQUIREMENTS OF RECEIVING FINANCIAL AID

All students who receive financial aid must make satisfactory academic progress in their degree program to continue eligibility for aid.

WHAT IS SATISFACTORY ACADEMIC PROGRESS (SAP)?

Federal regulations require colleges to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV financial aid. If you receive any form of federal student aid you must meet satisfactory academic progress to retain your federal aid eligibility. This means you must make good grades and successfully complete a certain amount of coursework within a specified time period. Federal student aid includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Subsidized and Unsubsidized Loans, Direct Parent Loans (PLUS) and College Work Study.

Satisfactory academic progress requirements for the retention of federal student aid are different from the college's academic standards.

HOW IS ACADEMIC PROGRESS MEASURED?

Satisfactory academic progress has three measurable components:

- Qualitative – Grade point average (GPA)
- Quantitative – Pace of completion
- Maximum Time Frame – 150% of the length of your major

GRADE POINT AVERAGE REQUIREMENT (QUALITATIVE STANDARDS)

Once you have attempted 12 - 20 credit hours, you must have a 1.6 minimum cumulative GPA

Once you have attempted 21 - 29 credit hours, you must have a 1.8 minimum cumulative GPA.

Once you have attempted 30+ credit hours, you must have a 2.0 minimum cumulative GPA.

PACE OF COMPLETION REQUIREMENTS (QUANTITATIVE STANDARDS)

The quantitative component refers to the pace at which you complete the coursework required for your major. Your pace of completion is calculated by dividing your total number of earned credits by your total number of attempted credits. Attempted credits include developmental courses. Developmental courses are those with less than a "100" course designation such as Math 095 or English 098. Let's say you have attempted 24 credits, but have only earned 13 credits. To calculate your pace of completion, you divide 13 by 24 to get a 54% completion rate.

Once you have attempted 12 credits, you must have earned 50% of all credits attempted. Attempted credits include all course work in your academic history at the College, except for advanced placement credits and test outs. Attempted credits include grades from Administrative Withdrawal (AW), Failing (F), Incomplete (I), MMR Withdrawal (MW), Pass (P), SUNY General Education (SUNY), Transfer Credit (TR), Withdrawal (W), Withdrawal Failure (WF) and Withdraw Passing (WP).

MAXIMUM TIME FRAME STANDARDS

Maximum time frame refers to the amount of time you may receive federal student aid while you are attending Tompkins Cortland. The maximum time period allowed for you to receive federal student aid is measured by the number of credits you have attempted in remedial and credit bearing courses. The U.S. Department of Education allows you to attempt up to 150% of the credits required for your major. If a degree audit conducted at any point during your enrollment at Tompkins Cortland indicates that it is mathematically impossible for you to complete your major within 150% of the length of your program, then you are no longer eligible for federal student aid for future semesters.

Developmental Coursework

You may receive federal student aid up to 30 credits of attempted remedial coursework. After 30 attempted credits, no further federal aid may be granted until all required remedial courses have been successfully completed.

First Degree

If you are attempting your first associate degree from Tompkins Cortland you may receive federal aid up to 92 attempted credits. At any time if a review of your academic records indicates that it will be mathematically impossible for you to complete your major within 92 credits, then you are no longer eligible for federal student aid for future semesters.

Second Degree

If you are seeking a second associate's degree from Tompkins Cortland you must complete graduation requirements within 114 attempted credits. The number of attempted credits will include credits from your first degree. If a review of your academic records indicates that it will be mathematically impossible for you to complete your second degree within 114 credits, then you are no longer eligible for federal student aid for future semesters.

WHEN IS SATISFACTORY ACADEMIC PROGRESS EVALUATED?

Satisfactory academic progress is evaluated at the end of each academic term; fall, spring and summer. When you fail to meet satisfactory academic progress standards you will receive a letter and/or an email indicating your status for federal student aid.

The communication you receive will also stipulate whether you can appeal your status and provide the necessary appeal instructions. If you are not eligible for federal student aid due to your academic performance, your financial aid record is placed on hold. You may view your hold status on MyInfo. The hold statuses are listed below along with the requirements for regaining federal student aid eligibility.

FINANCIAL AID PROBATION (FAPB)

The first time you fail to meet SAP standards, you are placed on financial aid probation (FAPB) for one semester. You may receive federal student aid during the semester you are on financial aid probation. You are removed from Financial Aid probation if you are SAP compliant at the end of your probationary semester.

You will receive a notice from the College informing you of your financial aid probation status. You will not need to appeal your financial aid probation status. However, you will need to complete an online survey and explain how you plan to improve your academic progress for the following term. The instructions for the online survey will be noted in your probationary letter.

FINANCIAL AID PLAN (FAPL)

The second consecutive time you fail to meet SAP standards, you may be eligible for a financial aid plan if you have both a 2.0 semester GPA and you completed 50 percent of the courses attempted during your probationary semester. You must follow your financial aid plan exactly as stated to remain eligible for federal student aid. If you fail to meet the requirements of your financial aid plan, your financial aid will be suspended for subsequent semesters until you meet SAP standards. You cannot be on financial aid probation for two consecutive terms.

FINANCIAL AID SUSPENSION (FASU)

After your financial aid probationary semester, if you fail to meet SAP standards and you do not qualify for a financial aid plan, you are placed on financial aid suspension. You may appeal a financial aid suspension status if you have unusual circumstances such as injury or illness, death in your immediate family or other special circumstances. You may only receive one appeal for a financial aid suspension status during your enrollment at the college. You will need to follow the appeal instructions outlined in the correspondence confirming your suspension status.

There are no additional appeals allowed if your financial aid is suspended a second time. You may still attend Tompkins Cortland. However, you will be required to make payment arrangements with the Billing and Registration Office prior to the start of classes. Students who are financial aid suspended are not eligible for Pell Grant, SEOG, Direct Subsidized/Unsubsidized Loans, Direct PLUS Loans or College Work-Study.

FINANCIAL AID EXHAUSTED (FAEX)

You are considered financial aid exhausted when any of the following conditions exist:

- You have exceeded the 30 credit hour limit for remedial courses.
- You are unable to complete your first degree within 92 credits.
- You are unable to complete your second degree within 114 credits.

There is no appeal process if you have exceeded the 30 credit hour limit for remedial courses. If you have not successfully completed your remedial coursework, you will need to make payment arrangements with the Billing and Registration Office for the term(s) you are non-compliant.

You may submit an Exhausted Financial Aid Appeal Form to the College if you can complete your first or second degree requirements within 18 credits or two semesters according to Degree Works and/or your advisor (this may require you to enroll part-time only). You will receive a notice from the college informing you of your exhausted financial aid status. You may appeal your status by following the instructions outlined in the correspondence confirming you exhausted aid status.

NURSING STUDENTS

Students who are admitted into the nursing program, and who otherwise would be financial aid exhausted due to an excessive amount of credits attempted, will have their prior coursework evaluated based on nursing curriculum requirements to determine their eligibility for federal financial aid. This evaluation will occur at the end of each term and you will be notified if you are **not** meeting maximum time frame standards. If at any time you are removed from the nursing program and you are determined to be financial aid exhausted, federal financial aid will cease immediately.

ACADEMIC SUSPENSION

If you are placed on academic suspension, your financial aid appeal cannot be considered until you have appealed your academic suspension with the Committee on Academic Status (COAS). The academic decision of COAS is not based on your ability to receive federal student aid.

RECALCULATION OF ATTEMPTED CREDITS AFTER A FIVE YEAR ABSENCE

You may be eligible for a recalculation of your attempted credits if you are returning to Tompkins Cortland after an absence of five years or more and you are entering a new program of study. The recalculation of attempted credits is available once and must be completed within the first year of returning to College.

Under the recalculation, attempted credits for which you received a passing grade, failing grade or withdrawal that do not meet graduation requirements for your new program of study are excluded from the maximum 92 credit limit for a first degree or 114 credit limit for a second degree.

INCOMPLETE GRADES

Incomplete grades are evaluated for SAP when the grade has been finalized.

REPEATED COURSEWORK

You may repeat a previously passed course only once and still receive federal student aid. You may receive federal aid for failed courses until you pass the class. Federal aid eligibility may be limited in this instance based on your attempted hours and quantitative standards.

TRANSFER CREDITS

Transfer credits from other colleges are included in attempted and earned credits for calculating quantitative and maximum time frame standards. Transfer credits are not part of either your academic or financial aid GPA.

-NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP) GUIDELINES- PURSUIT OF PROGRAM (POP)

POP is a requirement that a student receive a passing or failing grade (A-F letter grade) in a certain percentage of courses each term, depending on the number of stat awards the student has received. This is evaluated at the end of the term to establish eligibility for the next payment. The percentage is determined according to the following schedule:

Number of payments	Must receive a grade for
1,2	50% of minimum full-time requirement (6 credit hours on a semester calendar)
3,4	75% (9 credit hours)

5 or more	100% (12 credit hours)
-----------	------------------------

For this evaluation final grades are considered to be A,B,C,D, F or P. Grades of W (withdrawal), WP (withdrawal passing), or I (incomplete) are not considered to be course completions and do not count toward Pursuit of Program.

SATISFACTORY PROGRESS

Satisfactory Progress means earning a minimum number of cumulative credits and a minimum cumulative grade point average prior to receiving the next TAP payment. Students at 2 year institutions may only receive 6 TAP payments.

There are two sets of standards that may apply:

Standard 1

applies to students receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

Before being certified for this payment	A student must have accrued at least this many credits	With at least this grade point average
1st	0	0
2nd	3	0.5
3rd	9	0.75
4th	28	1.3
5th	30	2.0
6th	45	2.0

Standard 2

applies to non-remedial students first receiving aid in 2010-11 and thereafter.

Before being certified for this payment	A student must have accrued at least this many credits	With at least this grade point average
1st	0	0

2nd	6	1.3
3rd	15	1.5
4th	27	1.8
5th	39	2.0
6th	51	2.0

TIME OF ASSESSMENT

Good academic standing must be evaluated each term. Students must meet both Pursuit of Program and Satisfactory Academic Progress requirements for that term to be considered in good academic standing

REINSTATEMENT OF GOOD ACADEMIC STANDING

Students who have lost good academic standing may restore this standing in one of the following ways:

- Make up past academic deficiencies by completing one or more terms of study without receiving any state grants or scholarships
- Be readmitted to school after an absence of at least one calendar year
- Transfer to another institution; or
- Be granted a one-time waiver

One-time waiver

New York State Commissioner of Education regulations permit students to receive a one-time waiver of the good academic standing requirement. The institution issues the waiver if there are documented extenuating circumstances. The institution is required to publish and adhere to criteria under which it will grant a waiver. Institutional personnel are required to discuss the waiver with the student before granting one. Tompkins Cortland uses the following criteria to review waiver requests.

The College requires a written waiver request and documentation of the extenuating circumstances. This might be acute health problems, or the death of an immediate family member. Examples of documentation would include medical records or death certificate.

Note: Students who are in default on any student loan are not eligible for any state-sponsored grant or scholarship.

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STUDENT ELIGIBILITY CRITERIA

US CITIZENS

FEDERAL STUDENT AID CRITERIA

Minimum eligibility criteria for federal financial aid require a student to:

- Be a U.S. citizen or an eligible noncitizen
- Have a valid social security number
- Have a valid high school diploma or its equivalency
- Be registered with Selective Service, if male (required for all males between the ages of 18 and 25)
- Matriculate at Tompkins Cortland and enroll for a minimum of six credit hours

Students should submit their applications for admission and financial aid at the same time.

Learn more about criteria for federal student aid (<https://studentaid.ed.gov/sa/eligibility/basic-criteria>)

NEW YORK STATE AID CRITERIA

Minimum eligibility criteria for New York State aid require a student to:

- Be a U.S. citizen or eligible noncitizen (excludes World Trade Center Memorial Scholarship, Flight 587 and 3407 Memorial Scholarships)
- Be a legal resident of New York State (excludes World Trade Center Memorial Scholarship, Flight 587 and 3407 Memorial Scholarships)
- Have a valid high school diploma, GED or a New York State recognized equivalency
- Enroll as a full-time student taking 12 or more credits per semester
- Matriculate in an approved program of study at Tompkins Cortland
- Not be in default on any federal student loan or on any repayment of a New York State award
- Meet income eligibility limitations

Learn more about eligibility criteria for New York state aid (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/grants/tap-eligibility.html>)

GLOBAL

Global Connections participants who meet certain criteria may be eligible to receive federal financial aid. Minimum eligibility criteria require a student to:

- Be a U.S. citizen or an eligible noncitizen



- Have a valid social security number
- Have a valid high school diploma or its equivalency
- Be registered with Selective Service, if male (required for all males between the ages of 18 and 25)
- Matriculate at Tompkins Cortland and enroll for a minimum of six credit hours

Students considering the Global Connections summer program should submit their applications for admission and financial aid at the same time.

INTERNATIONAL STUDENTS

Most international students are not eligible for federal student aid from the U.S. Department of Education. There are, however, some instances in which noncitizens may be eligible for financial aid from the U.S. federal government. Visit the **U.S. Department of Education** (<https://studentaid.ed.gov/sa/eligibility/non-us-citizens>) website to

learn more about aid eligibility for noncitizens.

You should also check with your country's government to see what aid they might be able to offer you. At present, Tompkins Cortland does not offer institutional aid to international students.

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FEDERAL GRANTS

FEDERAL PELL GRANT

Pell Grant eligibility is determined by the **FAFSA (https://fafsa.gov/)**. **The maximum Federal Pell Grant award is \$6,345 for the 2020-2021 award year.** Awards vary and are based on your year in school, your enrollment status and the cost of attendance. Students may receive a maximum of twelve full-time semesters of Pell Grant funding as an undergraduate. Students who have already earned a bachelor's degree are not eligible for Pell Grant. **Learn more about the Pell Grant (https://studentaid.ed.gov/sa/types/grants-scholarships/pell)**

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is free money given to Pell Grant recipients who demonstrate exceptional financial need. Funds are very limited in this program. **Learn more about FSEOG (https://studentaid.ed.gov/sa/types/grants-scholarships/fseog)**

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FEDERAL DIRECT STUDENT LOANS

Federal direct student loans are low-interest government loans available to help students defray college costs. Student loans must be repaid. The interest rate is capped for direct student loan programs at 6.8%. The annual rate is determined by congress by July 1st of each year. The government charges you a fee to process the loan on your behalf. This fee is called an origination fee and is withheld from each payment sent to the college. Students must complete a Direct Loan Master Promissory Note and online entrance counseling to receive a federal student loan. Students must enroll in six credits to be eligible for a federal direct loan.

Repayment begins once the student is no longer enrolled in college for a minimum of six credit hours. Students who transfer from Tompkins Cortland to another college may have their loans deferred while they attend another Title IV eligible institution. There are two types of federal direct student loans; subsidized and unsubsidized.

SUBSIDIZED

Subsidized direct loans are based on financial need. Interest on a subsidized loan does not accrue until the student drops below half-time enrollment status or stops attending the college.

UNSUBSIDIZED

Unsubsidized direct loans are non-need based. Interest accrues on the loan while the student is enrolled in college.

The chart below summarizes the maximum student loan eligibility based on dependency status and number of earned credit hours.

Annual Direct Loan Limits

Status	Earned Credits	Subsidized	Unsubsidized
Dependent	0-29	\$3,500	\$2,000
Dependent	30 or more	\$4,500	\$2,000
Independent	0-29	\$3,500	\$6,000
Independent	30 or more	\$4,500	\$6,000

Aggregate Loan Limits: Maximum Outstanding Loan Debt

Dependent undergraduate students \$31,000
(maximum \$23,000 subsidized)

Independent undergraduate students \$57,500
(maximum \$23,000 subsidized)

Learn more about federal direct student loans (<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>)

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FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

The Direct PLUS Loan is a low interest government loan available to credit worthy parents of dependent students. PLUS loans can help pay for educational expenses that are not covered by other financial aid.

The PLUS loan requires approval from the U.S. Department of Education and is based on the parent borrower's credit worthiness as determined by a credit check. Parents who have passed a credit check are eligible to borrow the difference between the Tompkins Cortland cost of attendance minus any other financial aid the student receives. The maximum PLUS eligibility is included on a student's financial aid award letter.

PLUS borrowers must complete a PLUS Master Promissory Note and, in some cases, entrance counseling to learn about their rights and responsibilities as a parent loan borrower. The interest rate is capped at 7.9%. The parent borrower enters repayment sixty days after the loan proceeds are applied to the student's billing account. The parent borrower has the option to defer loan payments while the student is attending classes at Tompkins Cortland.

Learn more about federal direct PLUS Loans (<https://studentaid.ed.gov/sa/types/loans/plus>)

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FEDERAL WORK-STUDY

WORK-STUDY

If you are eligible for Work-Study, you will be contacted directly by the Financial Aid Office.

For questions regarding work-study eligibility or assistance finding a job, **contact Brenda Sweeney (mailto:bsc@tompkinscortland.edu).**

For questions about work-study forms, direct deposit, or payroll, **contact Human Resources (mailto:hr@tompkinscortland.edu).**

View Work-Study Handbook (/sites/default/files/documents/st_employment_handbook.pdf)

NON WORK STUDY

If you are enrolled and would like to find a non work study job on campus follow the instructions below:

- Log into your myTC3.
- Choose the student employment tab on the left hand side of the screen, this will bring you to the *Find a Job Page*.
- Select *On-campus Non-FWS Campus jobs* in the quick search box.
- A disclaimer will pop up! **READ IT** and click *I agree*.
- View the jobs that are listed and click on the job title of a particular job that you want to apply for.
- Once you have reviewed the job details you can apply for the job by clicking on the *click here to apply for this job link*.
- You will then need to fill out the online job application and choose submit application.



Once you have submitted a job application it will be forwarded to the listed supervisor and they will contact you via email.

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TYPES OF AID PROGRAMS

Tuition Assistance Program (TAP)

TAP is a tuition grant awarded to eligible New York State residents. You may receive a maximum of six full-time semesters of TAP at a two-year college. Awards are based on New York State net taxable income.

Learn more about TAP (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/tap.html>)

Aid for Part-Time Study (APTS)

The Aid for Part-time Study (APTS) program provides grant assistance for eligible part-time students enrolled in approved undergraduate studies. To be considered for an APTS award, you must:

Be a United States citizen or eligible noncitizen

Be a legal resident of New York State

Have graduated from a high school in the United States, earned a high school equivalency diploma by passing a Test Assessing Secondary Completion (TASC) formally known as a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department

Be enrolled as a part-time student (3-11 credits)

Be matriculated in an approved program of study

Be in good academic standing

Not have exhausted Tuition Assistance Program (TAP) eligibility

Not be in default on any Federal or State student loan or on any repayment of state awards

Meet income eligibility limitations

To apply for APTS obtain an application from the Financial Aid Office located in Room 101. Since funds are limited, you are encouraged to complete the application and return it to the college by the end of the first week of classes for processing.

Learn more about the APTS program (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/aid-for-part-time-study.html>)

New York State Native American Aid

New York State Native American Aid is available to enrolled members of a New York State tribe and their children who are New York State residents and attend Tompkins Cortland.

You are eligible to receive grant awards up to \$2,000 per year for up to four years of full-time study (five years for specific programs requiring five years to complete degree requirements). If you are registered for less than 12 credit hours per semester will be considered part-time and will be funded on a prorated basis.

If funding is available, you may receive aid for summer course work. Any aid you receive for summer school study is deducted from your maximum entitlement for four years of full-time college study.

Applications must be postmarked by July 15 for the fall semester, by December 31 for the spring semester, and by May 20 for the summer session. There are no fees for submitting an application. You must apply for each semester (not annually). Specific eligibility criteria, information and applications can be found at the **Native American Education Unit (<http://www.p12.nysed.gov/natamer/>)**. **Learn more about NYS Native American Aid. (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-aid-to-native-americans.html>)**

New York State World Trade Center Memorial Scholarship

The NYS World Trade Center Memorial Scholarship guarantees access to a college education for the families and financial dependents of innocent victims who died or were severely and permanently disabled as a result of the September 11, 2001 terrorist attacks on the United States of America and the resulting rescue and recovery efforts.

Requirements:

Be children, spouses and financial dependents of deceased or severely and permanently disabled victims of the Sept. 11, 2001 terrorist attacks on the United States or the subsequent rescue and recovery operations. This includes victims at the World Trade Center site, at the Pentagon, or on flights 11, 77, 93, or 175.

Be survivors of the terrorist attacks who are severely and permanently disabled as a result of injuries sustained in the attacks or the subsequent rescue and recovery operations.

Additionally you must:

Study at an approved postsecondary institution in New York State

Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department

Be enrolled as a full-time student taking 12 or more credits per semester

Be matriculated in an approved program of study

Be in good academic standing

Not be in default on a State or federal student loan or on any repayment of state awards.

World Trade Center Memorial Scholarships provide funds to help meet the cost of attending college. The award covers up to four years of full-time undergraduate study (or five years in an approved five-year bachelor's degree program) and includes the following components:

Tuition: The actual amount of your tuition at Tompkins Cortland Community College.

Non-tuition Costs: These include room, board and allowances for books, supplies and transportation up to the average cost at SUNY colleges. The Commissioner of Education sets the non-tuition cost allowances each year. Residence: If you live on campus you will receive a higher room and board allowance than a commuter student. Receipt of other grants and scholarships may reduce the WTC award. The total of all aid received cannot exceed your Title IV cost of attendance.

Learn more about the NYS World Trade Center Memorial Scholarship (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-world-trade-center-memorial-scholarship.html>)

The Excelsior Scholarship Program

The Excelsior Scholarship, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free.

Eligibility

An applicant must:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of \$110,000 or less;
- be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year (successively), applicable toward his or her degree program;
- if attended college prior to the 2018-19 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Excelsior Scholarship;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by a NYS award that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

Catching Up on Credits

A student who is not on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years (which requires completion of the equivalent of 30 credits each academic year) can catch up on missing credits to become eligible for an Excelsior Scholarship. If you successfully earn additional credits during a term or academic year and get back on track to completing your degree on time, you will be eligible to receive an Excelsior Scholarship for the remainder of your undergraduate degree program.

Opportunity Programs

If you are in an opportunity program, the Excelsior Scholarship program allows five years to complete your degree on time (which requires completion of the equivalent of 24 credits each academic year).

Five-Year Undergraduate Programs

If you are in an undergraduate program of study normally requiring five-years, the Excelsior Scholarship program allows five years to complete your degree on time (which requires completion of the equivalent of 30 credits each

academic year).

Students with Disabilities under the Americans with Disabilities Act of 1990

To be eligible for an Excelsior Scholarship, students with qualified disabilities under the Americans With Disabilities Act who attend less than full time must register with their college office for students with disabilities.

If you are a student with a disability under the Americans with Disabilities Act, the Excelsior Scholarship program requires that you be continuously enrolled and complete the number of credits you attempted each semester to fulfill the requirement for on-time degree completion. If you have not earned credits for all courses attempted, you can catch up on missing credits if you successfully earn additional credits during a Summer and/or Winter session(s) and get back on track for credits that were not previously completed.

Students with disabilities determined to be ineligible who can demonstrate good cause for completing fewer credits than attempted and/or a break in attendance may appeal the decision by completing and submitting the **Excelsior Scholarship Program Appeal Form** (https://www.hesc.ny.gov/images/docs/excelsior/HE9113-Appeal_Form-EXCELSIOR_SCHOLARSHIP_PROGRAM-1-25-2018.pdf) to **Excelsior.Appeals@hesc.ny.gov** (<mailto:Excelsior.Appeals@hesc.ny.gov>).

For more information, visit **NYS Student Financial Aid Programs and Students with Disabilities** (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/the-excelsior-scholarship/nys-student-financial-aid-programs-and-students-with-disabilities.html>).

Award Amount

A recipient of an Excelsior Scholarship may receive up to \$5,500.*

To determine the award amount, the 2016-17 resident tuition rate charged by SUNY (\$6,470) or CUNY (\$6,330) will be reduced by the amount of certain other student financial aid awards which an applicant has or will receive for the academic year, including a NYS Tuition Assistance Program (TAP) award and/or federal Pell grant. The Excelsior Scholarship will cover any remaining tuition liability up to \$5,500; and a tuition credit will cover any remaining tuition expenses not covered by the Excelsior Scholarship.

**Note: Any award payment received may have tax implications. Any questions regarding this should be directed to a tax professional, the Internal Revenue Service, or the NYS Department of Taxation and Finance.*

Duration

A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate's degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years, in a program leading to a bachelor's degree.

To receive award payments after the initial application year, an Excelsior Scholarship recipient must annually complete the **Free Application for Federal Student Aid (FAFSA)** (<https://fafsa.ed.gov/>) and the **NYS Student Aid Payment Application** (<https://www.tap.hesc.ny.gov/totw/>) each year.

Applying

Check HESC for updates on deadlines and to be notified when the application becomes available.

Learn more about the Excelsior Scholarship Program (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/the-excelsior-scholarship.html>)

Foster Youth College Success Initiative (FYCSI) Funding

Education Law §6456 defines the population of students eligible to receive funding under the FYCSI. There are four important matters to be aware of:

1. FYCSI funding is available to all students who meet the definition of Ed Law §6456 and are enrolled at a SUNY or CUNY college or university OR at a private college or university that hosts* a HEOP project. **A student attending a private college or university is not required to be enrolled in its HEOP program to be eligible of FYCSI funding.**
2. An eligible student includes any student – including undocumented youth – who is currently a resident of New York state and who is an orphan or spent time in foster care at any time after their 13th birthday.
3. Institutions of higher education (IHEs) must award FYCSI funds to eligible students based on their need, as determined by the IHE. FYCSI funds can be used for costs necessary for eligible students to attend college, as listed in Ed. Law §6456 and 8 CRR-NY 153-3.4(c), including but not limited to:

tuition and fees

books

transportation

meals and housing, including recess/intersession/winter break/summer break supplemental housing

summer college preparation programs

advisement, tutoring, and academic support

medical expenses including vision, dental, behavioral and primary health care which is not otherwise covered by an eligible student's health plan

For questions contact the Financial Aid Office (<mailto:aid@tompkincortland.edu>).

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VERIFICATION

Once you file your FAFSA, you may be selected by the U. S. Department of Education for review in a process called verification. A message included on your Student Aid Report (your FAFSA confirmation report) will inform you of your selection for this process. Students selected for federal verification are required to submit additional documents to the Financial Aid Office at Tompkins Cortland Community College before federal student aid can be awarded to you. The U.S. Department of Education authorizes colleges to compare data reported on the FAFSA with other agencies and documents to verify the accuracy of information reported on the FAFSA.

Students selected for verification will receive a letter or email from us asking for additional information or forms. Students may view the documents the Financial Aid Office is missing on their MyINFO account by clicking on "Finances" tab and selecting "Financial Aid." Students may download, print forms and submit them to our office via fax, mail or email.

Records selected for verification are reviewed once the Financial Aid Office has received all requested documents properly completed and signed. We may ask for additional documents once we begin the verification process to resolve conflicting information or to verify the accuracy of certain data elements of the FAFSA.

The deadline to submit verification documents to the financial aid office is ninety days from the last day of classes for the fall and spring terms and thirty days after the end of the summer term. Submission of verification documents after the last day of classes eliminates some forms of financial aid available to you. Most aid programs require classes to be in session when the funds are given to the student.

TAXPAYERS WITH AMENDED TAX RETURNS

For students and/or parents who filed an amended federal income tax return, the following documents are required to complete federal verification:

- IRS Tax Return Transcript that includes information from the original tax return **AND**
- A signed copy of Form 1040X that was filed with the IRS.

VICTIMS OF IRS IDENTITY THEFT

A victim of IRS identity theft who is not able to obtain an IRS Tax Return Transcript or use the IRS DRT must complete the following steps:

- Contact the IRS at 1-800-908-4490.
- Upon authentication of the taxpayer's identity, the IRS will provide, by U.S. Postal Service, an alternative transcript, Tax Return DataBase View (TRDV), of the taxpayer's IRS income tax return information. Send the TRDV to the Financial Aid Office. Remember to write the student's name and TC3 ID at the top of the TRDV.

- Provide a statement, signed and dated by the tax payer, indicating that he/she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

INDIVIDUALS WHO FILED FOREIGN INCOME TAX RETURNS

An individual who filed or will file an income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of their foreign income tax return(s).

OTHER VERIFICATION DATA ELEMENTS

While income is the primary verification data element, schools are also required to verify household size, number in college, high school completion status, untaxed income, citizenship and unusual enrollment history. The College will notify you of the documents needed to complete all verification requirements.

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OUR SCHOLARSHIPS

Alternatives Federal Credit Union (AFCU)

To award a scholarship for the Fall semester to a Tompkins Cortland Community College degree program student. It is made possible by Alternatives Federal Credit Union.

First preference will be given to Alternatives FCU members. The Student will have demonstrated financial need; can be a first time or continuing student, can be full or part-time in any degree program and will be in good academic standing as determined by the College. The recipient will demonstrate their interest or involvement in community development, socially responsible business, sustainability or green issues through related course work or community work.

Alumni Association Scholarship

This scholarship was established to provide college-related assistance to both full-time and part-time students in any academic program at TC3. Preference will be given to any daughter, son or spouse of a TC3 alumnus (degree or certificate holder).

Open to all entering and returning students. Full-time students must be enrolled for at least 12 credit hours in the semester in which the award is to be given. Academic achievement and financial need are considered. Student must be in good academic standing as described by the College.

American Association of University Women**AAUW Cortland Branch - Eleanor Blodgett**

This fund is to provide recognition for scholarly achievement while attending Tompkins Cortland Community College. The scholarships provided for this fund are made possible by an annual gift from the Cortland Branch of the AAUW.

Recipients must be a female, a returning student that had a break in their education, a Cortland County resident for a minimum of one year, enrolled at TC3 full- or part-time in an accredited degree program, and have completed at least 48 credit hours at the time the award is given. Financial need may be considered but primary emphasis should be given to academic achievement. GPA must be 2.5 or better. Recipient intends to earn a bachelor's degree.

AAUW - Ithaca Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from AAUW-Ithaca.

Recipients must be women, matriculated in a degree seeking program, 25 years old or older, have a gap in their educational experience, and have demonstrated financial need.

Andrew J. Barnes Nursing Scholarship

This fund is to provide college-related financial assistance to a nursing student studying at Tompkins Cortland Community College and is made possible by a gift from Joan E. Barnes Szarszewski and Andrew J. Barnes.

Recipients must be matriculated in the nursing program and be 25 years of age or older, resident of Tompkins or Cortland county, enrolled in a minimum of 6 credits and maintain a GPA of 3.0.

Andy Partis Memorial Scholarship

This fund is to provide educated-related financial assistance to a student at Tompkins Cortland Community College and honor the life of Andy Partis. It is made possible by an annual gift from alumnus Stella Partis. This is a five year commitment that is renewable.

Recipient will be a full-time student in the construction technology degree program with serious intent to work in the field upon completion of the degree. Recipient must have a 2.5 minimum GPA and demonstrated financial need.

Annual Gift from Paul and Genevieve Suits Scholarship

This fund is to provide College related financial assistance to recent graduate of the Homer High School who will be attending TC3. This scholarship is made possible by an annual gift from Paul and Genevieve Suits.

Recipient must be a recent graduate of Homer Senior High School who has applied for and been accepted at Tompkins Cortland Community College for the upcoming fall semester. The recipient must be enrolled for at least 12 credit hours. As a high school student, the recipient must have earned a C or better average and have demonstrated financial need. (other criteria may be included such as volunteer service, etc.) Recipients are chosen by Homer high School and the award is announced at graduation.

Bailey Place Insurance

Two award two scholarships annually to business or accounting degree program students. It is made possible by the Bailey Place Insurance offices in Drdyen, Cortland and Ithaca.

Recipients will be full time students in the business or accounting degree program. Students can be first-time students or continuing students who are in good academic standing. First preference: awards will be made to one recipient each from Tompkins County and Cortland County; two recipients from either county would be acceptable. Scholarships will be non-need based.

BorgWarner Morse TEC Scholarship

This fund is to provide College-related financial assistance to one male student and one female student preparing for a career in the fields of Computer Science, Engineering Science or Accounting.

Recipients must be matriculated in either the Accounting, Computer Science or Engineering Science program at Tompkins Cortland Community College and have completed at least twenty-four (24) credit hours toward the AS and AAS degree, with a minimum cumulative grade point average of 3.0.

Bunny (Elizabeth) O'Brien Schassburger Memorial Scholarship

To be awarded to a Tompkins Cortland Community College nursing program student.

Bunny passed away in 2008. She was a nurse practitioner and manager of Ithaca Dialysis prior to her retirement. Bunny touched numerous lives over her forty years in the nursing field.

This scholarship will go to a full-time, second year nursing student in the fall semester. The recipient must display compassion, competency, a kind bedside manner, and placing the needs of others above their own. The recipient must display a willingness to lend a hand to their classmates, peers, family and display a level of community involvement. The recipient must have an appreciation, zest and love of life, family, friends, peers, and education!

Carolyn Sotham Grant for Nursing

This fund is to provide college-related financial assistance to a students enrolled in the AAS degree program for nursing at TC3. The fund was established in 1990 by an endowment from Mr. John Sotham to honor his wife.

Recipients must have successfully completed the first two semesters of the Nursing program and have declared his/her intention to complete the two-year Nursing program. The student must demonstrate clinical excellence as determined by the Nursing staff. Financial need will also be considered.

The nursing faculty will recommend eligible students to the Office of Financial Aid.

Ciaschi, Dietershagen, Littleland Mickelson, LLP

Accounting Scholarship in Memory of Dennis G. Jones

This fund is to provide College related financial assistance to an Accounting student at Tompkins Cortland Community College and is made possible by an annual gift from the accounting firm of Ciaschi, Dietershagen, Little, and Mickelson in memory of Dennis G. Jones.

Recipient must be a returning student matriculated in an accounting degree program at Tompkins Cortland Community College and have completed a minimum of twenty-four (24) credit hours with a grade point average of 3.0 in the major area of study and an overall grade point average of 2.8. The recipient must have successfully completed Accounting 203 and be enrolled for at least seven (7) credit hours in the semester in which the award is to be made. The award will be made to the applicant who meets the above criteria. NOTE: Need should be a factor. Part-time students are encouraged to apply.

CFCU Community Credit Union

To award a scholarship for the Fall semester to a Tompkins Cortland Community College degree program student. It is made possible by CFCU Community Credit Union.

Recipient will have demonstrated financial need and can be a new or continuing full time student in any degree program. Student will have graduated from a Tompkins or Cortland County high school and needs to be a resident of Tompkins or Cortland County. New students will have a C or better high school average; continuing students at TC3 will be in good academic standing at the College.

CFWO Legacy Endowed Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from the City Federation of Women's Organizations in honor of the City Federation of Women's Organization Founders.

Recipient must be female resident of Tompkins County, who maintains a 2.5 GPA or higher, displays a commitment to her community, is a leader amongst her peers, and demonstrated financial need. The student recipient will be encouraged to attend the CFWO annual meeting, normally held in May, to speak briefly on her studies at TC3.

Charlotte and Riley Whittaker Memorial Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College students. This fund is made possible by an annual gift from Dennis Whittaker.

Recipients must be a full or part time students and graduates of Newark Valley High School with a 3.0 GPA.

Chemung Canal Trust Company

To award a scholarship for the Fall semesters of 2009-13 to Tompkins Cortland Community College degree program students. It is made possible by Chemung Canal Trust Company.

Recipients will have demonstrated financial need and will be full time students in any degree program. Students can be freshmen who have graduated from a Tompkins County high school with a C+ or higher average. Students can also be continuing, non-traditional students* at TC3 who are in good academic standing at the College, and are residents of Tompkins County.

* Non-traditional student being someone 25 years of age or older.

Clift-Cotterill Endowed

This fund is to provide education-related financial assistance to female students at Tompkins Cortland Community College. It is made possible by a bequest from the estate of Crystal A. Clift.

Recipients must be full or part-time matriculated female students in good academic standing as described by the College. Preference is given to rural or small-town Tompkins or Cortland County residents who have experienced a break in their educational path.

Students must have demonstrated financial need. A Free Application for Federal Student Aid (FAFSA) must be completed, along with any other documentation required by the financial aid office to determine need. This scholarship is a two-year commitment provided that the recipient continues to meet the scholarship criteria.

Compos Mentis Scholarship

This fund is to provide college-related assistance to students at Tompkins Cortland Community College. These tuition scholarships are made possible through Compos Mentis of Ithaca.

Applicants must be registered students at Tompkins Cortland Community College who have experienced a Major Mental Illness such as Bipolar Disorder, Major Depression or Schizophrenia. Applications from returning veterans are welcome. Preference may be given to those preparing for a career in a mental health profession.

Corbitt Endowed Scholarship Fund

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Bradley and Nancy Corbitt.

Needs based grant to women who find it necessary to return to school to support themselves and/or their families.

Cortland Standard Nursing Scholarship

This fund is to provide college-related financial assistance for four students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The fund was established to recognize the work of nurses within our community.

Recipients must be a Cortland county resident matriculated in the Nursing program at Tompkins Cortland Community College and demonstrate financial need. Students must be in good academic standing as described by the College.

CSA Scholarship

This fund is to provide college-related financial assistance to a student interested in purchasing a CSA share, either fall or full season, through The TC3 Farm, LLC.

Recipients must be enrolled and in good academic standing during the CSA season.

Diversity Scholars Book Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College students of diversity. This fund is made possible by an annual gift from Seth Thompson.

Recipients must be a matriculated second year student with a 2.5 GPA or higher. Open to students who have been historically under-represented and have graduated from a high school in New York State. Recipients must have demonstrated financial need. Free Application for Federal Student Aid (FAFSA) is required and any other documentation required by the financial aid office in order to determine need.

Donald W. and Joan E.B. Szarszewski Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Donald W. and Joan E. B. Szarszewski.

Recipients must be matriculated in any degree program. Resident of Tompkins or Cortland county, maintain a GPA of 3.0, and demonstrate financial need.

Dr. Eduardo Marti Scholarship

This fund is to provide college related financial assistance to a student at Tompkins Cortland Community College. The scholarship is made possible by an endowment offered through the TC3 Foundation in honor of former Tompkins Cortland Community College president, Eduardo J. Marti.

Recipient may be any second-year student enrolled at Tompkins Cortland Community College, with a preference given to a Phi Theta Kappa student enrolled in the Liberal Arts and Sciences-Math/Science program. Student must have earned a grade-point average of 3.0 or higher. The award will be made to the student meeting these criteria who has demonstrated the greatest financial need.

Dr. Kenneth Lieberman Memorial Scholarship

This fund is to provide college-related financial assistance to a student studying in the Liberal Arts Math/Science area. It is made possible by an endowment in memory of Dr. Kenneth Lieberman.

Recipients must be matriculated in the Liberal Arts Math/Science degree program and planning to transfer. Recipients must have completed at least fifteen (15) credit hours with a cumulative grade point average of 3.0 or better. The recipient may be enrolled full- or part-time. Individuals who plan to pursue careers in the health field will be given preference for this award. Financial need may also be a consideration in selecting qualified recipients.

Dr. Metz Nursing Scholarship

This fund is to provide college-related financial assistance for four students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The fund was established by Dr. Melita Mertz.

Recipients must be a second year student, matriculated in the Nursing program at Tompkins Cortland Community College and, demonstrate financial need. Students must be in good academic standing as described by the College. Students with the highest need will be awarded.

Dr. Robert L. Bruce Endowed Nursing Scholarship

This fund is to provide College-related financial assistance to students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The fund was established by an endowment from Charlotte Bruce and friends and family of Dr. Robert L. Bruce in 1990 in memory of Dr. Robert L. Bruce.

Recipient must be enrolled full-time at Tompkins Cortland Community College, have successfully completed the first semester of the Nursing program, and have declared his/her intention to complete the two-year Nursing program. To be eligible an applicant must have a grade point average of 3.0 or higher.

Dr. Robert L. Bruce Endowed Second Year Student Nursing Scholarship

This fund is to provide college-related financial assistance to students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The Fund was established by an endowment from Charlotte Bruce in memory of Dr. Robert L. Bruce.

Recipient must be a second year student, matriculated in the Nursing program at Tompkins Cortland Community College and, demonstrate financial need. Student must be in good academic standing as described by the College.

Dryden Mutual Insurance Company/Helen C. Gwilt Memorial Award

This fund is to provide College-related assistance to a business or accounting student at Tompkins Cortland Community College. It is made possible by an annual gift from the Dryden Mutual Insurance Company in memory of Helen C. Gwilt.

Recipient must be a full-time matriculated student in either the business or accounting degree program. The student could be either a first time student or a continuing student with a GPA of 2.8 or better. (This could be a two-year commitment.) Preference will be given to a Cortland County student (Homer, when possible). Students must also have on file a completed financial aid form and any other documentation required by the financial aid office in order to determine need. The award will be made to the applicant who meets the above criteria.

Eagle Scout/Girl Scout Gold Award Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Patrick Mercer and potentially others. The intent of this fund is to build an Endowment via splitting an annual gift.

Recipients must be matriculated in any degree program and be in good academic standing as described by the College (high school grades can be used to determine success of incoming students). Preference will be given to an incoming student, regardless of age. Recipient must be either a Girl Scout Gold Award Recipient or an Eagle Scout and must provide verification card or paperwork.

Elaine Brophy Squires Study Abroad

This fund is to provide financial assistance to Tompkins Cortland Community College students traveling abroad for reason of academic enhancement.

Recipients may be enrolled in any part-time or full-time program at Tompkins Cortland Community College. To be eligible, an applicant must be traveling abroad as part of an academic program. Further, eligible students must hold a GPA of 2.5 and have completed 12 credit hours. Financial need may be considered.

First Congressional Church of Ithaca Endowed Grant Fund for Students

This fund is to provide college-related assistance to students enrolled at Tompkins Cortland Community College.

Recipients may be enrolled in any part-time or full-time program at Tompkins Cortland Community College. To be eligible, an applicant must demonstrate a financial need that if not met will prevent the applicant from being able to continue as a student at the College.

First National Bank of Dryden Scholarship

This fund is to provide college-related financial assistance to recent high school graduates from Tompkins, Cortland, and Tioga Counties who will be enrolled in full-time study at Tompkins Cortland Community College. This scholarship is provided as a tribute to the work of Fay Stafford, and is made possible by an annual gift from the First National Bank of Dryden, New York.

Recipient must have applied for and been accepted into one of the business programs at Tompkins Cortland Community College. The individual, as a high school student, must have earned a minimum grade of C or better as an overall average and must have demonstrated financial need. The recipient must be enrolled for at least twelve (12) credit hours in each semester in which the award would be made. First preference shall be given to a Dryden district student with Tompkins, Cortland, and Tioga counties to follow in that order.

Follett Scholarship

To encourage students with academic achievement and financial need to enroll in TC3 by providing financial assistance for the purchase of books and course related supplies at the College bookstore.

Award is for entering full-time student with preference given to students from local areas (Cortland, Tompkins, or Tioga counties). Both documented financial need and academic achievement are considered. Continuing students will be considered after new students have been identified providing funds are remaining.

G. Arlene Baker Nursing Scholarship

This fund is to provide college-related financial assistance to a student studying in the Nursing Program and is made possible by endowment from Beverly Baker in memory of her mother, G. Arlene Baker.

The original intent of this scholarship was to award a \$1,000 scholarship.

Recipient must be first year students matriculated in the Nursing degree program who have demonstrated a financial need. Award will be made on the basis of demonstrated financial need and potential for academic success.

Graphic Design Scholarship in Memory of Dianne M. Hodack

This fund is to provide college-related financial assistance to a student in the graphic design program at Tompkins Cortland Community College. This scholarship is made possible through an anonymous gift.

The individual must be enrolled in the graphic design program, have completed 24 credit hours, and earned a minimum grade of "B" or better. Recipient must have demonstrated financial need.

Greater Ithaca Innkeepers Association Scholarship

This endowment is to provide college-related financial assistance to a student matriculated in the Hotel and Restaurant Management program at Tompkins Cortland Community College.

Recipient must have applied for and been accepted at Tompkins Cortland Community College. The individual must have earned a minimum grade of "B" or better as an overall average and must have demonstrated financial need. Preference shall be given to Ithaca Innkeepers Association employees, including Ramada and Clarion Inns.

Homer Men and Boys Business Scholarship

This fund is to provide college related financial assistance to two recent graduates of the Homer public school system (one male, one female) who will be studying in the business area at Tompkins Cortland Community College. This scholarship is made possible by an annual gift from the Homer Men & Boys Store in Homer, NY.

Recipients must be recent graduates of Homer Senior High School who have applied for and been accepted into one of the business programs at Tompkins Cortland Community College. As a high school student, the recipient must have earned a C or better average and have demonstrated financial need. Recipients chosen by Homer High School must be enrolled for at least 12 credit hours.

Ithaca Association of Insurance and Financial Advisors Endowed

This fund is to provide college-related financial assistance to a student studying in the Business Administration area and is made possible by an annual gift of the Ithaca Association of Insurance and Financial Advisors.

Recipients must be a second year, full-time, matriculated student seeking an Associates Degree in Business Administration with a minimum GPA of 3.0 who resides in Tompkins or Cortland County. Preference will be given first to an associate family member of the Association (not restricted to the Ithaca associates).

Ithaca Business and Professional Women's Club Scholarship

This fund is to provide College-related financial assistance to a female student at Tompkins Cortland Community College. It is made possible by an endowment from the Ithaca Business and Professional Women's Club.

Recipient must be a full-time matriculated student in any major who carries a 2.5 or better GPA. Preference will be given to a Tompkins County student. Financial Aid forms must be completed and demonstrate need. The award will be made to the applicant who meets the above criteria.

Ithaca Rotary Club

This fund is to provide recognition for scholarly achievement and community service for students while attending Tompkins Cortland Community College. Scholarships provided from this fund are made possible by an annual gift from Ithaca Rotary Club.

Recipients must be enrolled full-time, be pursuing a degree, active in community service while maintaining a grade point average of 3.0 or higher. Preference is Tompkins County residents.

Ithaca Woman's Club Scholarship

This scholarship is to provide college-related financial assistance to a woman student enrolled at Tompkins Cortland Community College and is made possible by a final gift from the Ithaca Woman's Club with the hope the fund will eventually be endowed by donors. The fund will continue as long as there are funds to distribute each year. Our current policies do not allow funds with zero balances.

Recipients must be enrolled full- or part-time, be pursuing a degree, and have a grade point average of 3.0 or higher. Preference is given to Tompkins County residents.

Izzy's Fund Scholarship

This scholarship fund has been created to honor the memory of Isidore "Izzy" Ellin. Izzy was a physics professor and entrepreneur in Connecticut. Izzy was a strong supporter of technical and community college education. Izzy's family and friends wish to remember Izzy as a lifelong friend and supporter of those in need.

First preference will be given to a female student within a science degree program in good academic standing as described by the College. Student will have a financial need that if not met will prevent them from continuing their educational path.

James R. Conners and John M. Gillen Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College students. This fund is made possible by gifts from John and Joan Conners.

Funds will be disbursed on an annual basis and will transition to an endowed fund once the minimum threshold, per the Foundation's policy, has been reached.

Recipient must be a veteran of the USA. Recipient must also have earned 15 credits and be in good academic standing, as described by the College. The award will be given to the applicant who meets the stated criteria.

Jane Allan International Nursing Travel Scholarship

This fund is to provide College-related financial assistance to a nursing student at Tompkins Cortland Community College. It is made possible by gifts from the family and friends of Jane Allan.

Recipient must be a full-time second year matriculated student in the nursing degree program. Students must be in good academic standing with a GPA of 2.5 or better. Preference will be given to a student studying abroad.

Janet Hoag Scholarship for Non-Traditional Students

This fund is to provide College-related financial assistance to a non-traditional student at Tompkins Cortland Community College. This student must have had a break in his or her educational experience.

Recipient may be matriculated in any major and attending Tompkins Cortland Community College part-time. This is a no-need-based award.

Joanne Thaler Scholarship Fund

This fund is to provide college-related financial assistance in the form of grants to students entering the nursing program at TC3

Recipients must be enrolled in the Nursing program. To be eligible, an applicant must demonstrate financial need.

Julia Cook Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College students. This fund is made possible by an endowment from the Civil War Nurses Fund Committee.

Recipients must be registered for the third semester of the nursing program. The award may be given to any student in good standing, as described by the College, but preference will be given to someone who is a single parent.

Louis Perlgut Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Sue Perlgut in memory of her father Louis Perlgut.

Recipients must be matriculated in biotechnology and be in good academic standing as described by the college. Student should also be planning a career in the biochemistry field. Preference will be given to a female student.

Lyn R. Briggs, LPN Memorial Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College

Recipients must be non-traditional student matriculated in Nursing program be in good academic standing as described by the college. Student should also be pursuing, through the nursing program, their second career. Preference of a student with an interest in art.

M&T Bank Scholarship

This fund is to provide recognition for scholarly achievement for students in the Business Administration program at Tompkins Cortland Community College. Scholarships provided from this fund are made possible by an annual gift from M&T Bank through M&T Charitable Committee.

The recipient must be a returning student matriculated in Business Administration degree program at Tompkins Cortland Community College and have completed a minimum of thirty (30) credit hours with a cumulative grade point average of 3.0 or higher. The recipient must be enrolled for at least twelve (12) credit hours in the semester in which the award is to be made. The awards will be made to the individual with the highest cumulative grade point average who meets the above criteria. If there is no suitable candidate with a 3.0 GPA, the Department Chair will recommend a promising student that he/she feels is a strong candidate.

M.F. Hatch Fund for the Education of International Students

This fund provides College-related financial assistance to international students (interested in Asian students especially those from South East Asia) enrolled at Tompkins Cortland Community College. The fund is made possible by annual gifts from The Martin F. Hatch Fund for Religious and Charitable Uses.

Recipients must be enrolled full-time at Tompkins Cortland Community College, be a citizen of a country other than the United States and hold a valid non-resident VISA. To be eligible, an applicant must have a grade point average of 2.5 or higher, or a first semester student must have demonstrated the potential for academic success.

Mallory Luciano Memorial Scholarship

This fund was created to honor the life and legacy of Mallory Luciano, a 2011 graduate of the Nursing program. It was created to provide college-related financial assistance to a second year student studying Nursing at Tompkins Cortland Community College from Tompkins County and is made possible by a gift from family and friends of Mallory Luciano.

Recipients must be second year students in the Nursing degree program, living in Tompkins County, with high financial need, and a GPA of 3.0 or higher.

Mildred Faulkner Truman Foundation Grants-in-Aid

This fund is to provide college related financial assistance to Tioga County students attending Tompkins Cortland Community College.

Recipients may be enrolled in an y part-time or full-time program at Tompkins Cortland Community College. To be eligible, an applicant must demonstrate a financial need which if not met will prevent the applicant from being able to continue as a student at the College.

Martha Gibbs Endowment for Nursing Students Grants-in-Aid

This fund is to provide college related financial assistance to nursing students enrolled at Tompkins Cortland Community College. It is a memorial fund named for Martha Gibbs, the first Nursing Department director at TC3, who was responsible for much of the planning of the two year RN degree program initiated in 1974 at TC3.

Recipients must be enrolled full-time in the nursing program at Tompkins Cortland Community College. To be eligible, an applicant must demonstrate a financial need which if not met will prevent applicant from being able to continue as a student at the College.

Michal Black Endowment

This fund is to provide college related financial assistance to women students enrolled at Tompkins Cortland Community College.

Recipients may be enrolled in any part-time or full-time program at Tompkins Cortland Community College. To be eligible, an applicant must demonstrate a financial need that if not met will prevent the applicant from being able to continue as a student at the College.

Michele E. McFadden Human Services

This fund is to provide college-related assistance to a woman student enrolled in the Human Services program at Tompkins Cortland Community College. The scholarship is made possible by an annual gift from the family and friends of Michele E. McFadden who was tragically killed in a car accident in 1989.

Recipient must be a woman enrolled full- or part-time in the Human Services program. If a major in Human Services does not apply, students with the established criteria majoring in Chemical Dependency or Early Childhood may be considered. Preference will be given to a student who has reentered college. Student must have a minimum of 3.0 GPA.

Mildred Lane Endowment

This fund is to provide college-related financial assistance to a students enrolled at TC3.

There are two separate awards. One is to help students in the Nursing program at the College, and the other is not restricted to a particular program. To be eligible, an applicant must demonstrate a financial need which if not met will prevent the applicant from being able to continue as a student at the College.

NBT Bank Scholarship

This Fund is to provide financial assistance to Tompkins Cortland Community College students. This fund is made possible by an annual gift from NBT Bank.

Recipients must be matriculated in any degree program with a "B" or better GPA. Students must reside in Cortland County and demonstrate financial need. The awards will be given to the applicants who meet the above criteria.

NBT Bank Scholarship - Greatest Need

This Fund is to provide financial assistance to Tompkins Cortland Community College students. This fund is made possible by an annual gift from NBT Bank.

Recipient must be a matriculated student who demonstrates the greatest need in the College and reside in Cortland County. Recipient must also have a "B" or better GPA. The award will be given to the applicant who meets the above criteria.

Neil B. Gutchess Scholarship

This fund is to provide college-related financial assistance to a Dryden High School graduate in recognition of academic merit. This student must be enrolled in full-time study at Tompkins Cortland Community College.

Recipient must have applied for and been accepted at Tompkins Cortland Community College. The individual, as a high school student, must have earned a minimum grade of "B" or better as an overall average and must have demonstrated financial need. The recipient must be enrolled for at least twelve (12) credit hours in each semester in which the award would be made. First preference shall be given to a Dryden resident. Second choice would be a resident of Cortland.

New York FireFighters Foundation

The mission of the Firefighters Foundation is to furnish scholarship assistance to the dependents and immediate family members of New York firefighters who were killed or disabled in the line of duty.

The criteria for scholarship assistance is that the recipient be a dependent or immediate family member of a New York firefighter who were killed or disabled in the line of duty.

Fields of study and grade point averages are not considerations with regard to the granting of this scholarship.

NYS Federation of Home Bureaus Scholarship

1. GPA of 2.5 or higher
2. Show demonstrated financial need
3. Must reside or parents reside in a participating county (see fact sheet on scholarship)
4. Must fill out special Home Bureaus scholarship form (see page 9 of NYSFEDHB scholarship booklet)
5. Must be humanities major
6. Cannot be a foreign student in the US on a student visa

New York State Society of Professional Engineers (NYSSPE) Scholarship

This fund is to provide college-related financial assistance to a student matriculated in the Engineering Science program at Tompkins Cortland Community College.

Recipient must be a second year student, matriculated in the Engineering Science program at Tompkins Cortland Community College. The individual must have earned a minimum grade of 3.0 or better as an overall average and must have graduated from a high school in one of the following counties: Broome, Chenango, Cortland, Delaware, Otsego, Tioga, Tompkins. The recipient must have demonstrated financial need.

Nursing Scholarships, in honor of Kathy Eliason

This fund is to provide college-related financial assistance to a student studying Nursing Tompkins Cortland Community College and is made possible by a gift from the Sandy and Jay True Fund of the Community Foundation of Tompkins County.

Recipients must be matriculated in the Nursing program and be in good academic standing as described by the college. Student should also demonstrate an interest in community health nursing.

Orthodontic Group of the Fingerlakes: Drs. Baker, Dr. Edward C. King Memorial Scholarship

This fund is to provide college-related financial assistance to a student studying in the Liberal Arts Math/Science area and is made possible by an annual gift from the office of Dr. Robert Baker, in memory of Dr. Edward C. King, D.D.S.

Recipients must be matriculated in the Liberal Arts Math/Science degree program and have completed at least thirty (30) credit hours toward earning a cumulative grade point average of 3.0 or better. Individuals who plan to pursue careers in dentistry or related health fields will be given preference for this award.

Pam and Spence Silverstein Entrepreneurial Scholarship

This fund provides college-related financial assistance to a student studying at Tompkins Cortland Community College. It is made possible by an annual gift from Pam Silverstein, in memory of her husband, Spence Silverstein, a true entrepreneur and in honor of all entrepreneurs.

Applicant must be enrolled either full/part time in any program, have completed 15 credit hours while maintaining a minimum grade point average of 2.5. The required essay must capture the essence of the entrepreneurial spirit. A reference is also required from either a TC3 faculty or staff.

***Pasto Family Scholarship**

This fund is to provide College-related financial assistance to a student at Tompkins Cortland Community College. It is made possible by the annual gift of Linda and Ed Pasto and family and friends of the Pasto family.

Recipient must be a full-time matriculated student in the human services, nursing, or chemical dependency degree program. Recipient must intend to pursue a career in serving populations at risk such as, mentally ill, developmentally challenged, drug/alcohol abuse, physically challenged, or elderly. Student must be in good academic standing with a GPA of 2.5 or better.

Phi Theta Kappa

This fund is to provide student recognition for academic achievement while attending Tompkins Cortland Community College, by paying for the PTK membership fee. This scholarship is made possible by an endowment.

Recipients must be joining Phi Theta Kappa Honor Society at the time the award(s) is given. Multiple students may receive the award.

Philip E. Donohue Childcare Center Scholarship

This fund is to provide College-related financial assistance to student-parents at Tompkins Cortland Community College to assist with funding their child or children at the Arthur Kuckes Childcare Center. This student(s) must demonstrate hard work, aptitude, and a desire to continue with his/her education and demonstrate financial need in order to qualify.

Recipient(s) must be matriculated in any program at Tompkins Cortland Community College. The student(s) must be in good academic standing as described by the College. The Director of the Childcare Center will administer the award(s) based on applicant pool and available funds.

PhotoSynthesis Productions Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Deborah Hoard.

Recipients must be matriculated in any academic program and be in good academic standing as described by the college. Student should also be planning a career in the social justice field.

Recipient will be invited to the studio of PhotoSynthesis and will make attempts to visit the studio. This will be coordinated through the alumni and development office.

Power of the Penny Student Leader Scholarship

This fund is to provide College-related financial assistance to a student leader on the TC3 campus. This fund was established in the 2007-2008 academic year with funds that were raised in an effort led by the Student Activities Office during the 2006-2007 academic year.

Recipient must be a matriculated student who is active or in a leadership role in a campus-sponsored club, organization, or committee. The student must have completed at least 15 credit hours toward his/her degree. The student must have a GPA of 2.5 or better. The award will be made to the applicant who meets the above criteria.

Precision Filters Scholarship

This fund is to provide college-related financial assistance to a student preparing for a career in the field of Electrical/Electronic Technology.

Recipients must be enrolled in the Electrical Technology program and have completed at least thirty (30) credit hours. The \$750 award will be presented to the student who has the highest GPA within his/her major. A second award of \$750 will be presented to the student who has the highest GPA within his/her major for the spring semester. Recipients must be a United States Citizen and reside in Broome, Cayuga, Chemung, Cortland, Onondaga, Schuyler, Seneca, Steuben, Tioga or Tompkins County.

If there is no student in the Electrical Technology program who meets all criteria, the award will be given to a student in the Engineering Science program who meets all the criteria. If there is no student in either the Electrical Technology or the Engineering Science program who meets all criteria, the award will be given to a student in the Computer Science program who meets all the criteria. If there is no student in any of the above three programs who meets all the criteria, the award will be held until the spring or the following fall and given to a student who meets all the criteria at that time.

Professional Secretaries International Ithaca Chapter Scholarship

This fund is to provide College-related financial assistance to an office management and administration student at Tompkins Cortland Community College. It is made possible by an endowment by the Ithaca Chapter of the Professional Secretary International.

Recipient must be a full-time matriculated student in the office management program. The student must be a second semester student with a GPA of 2.8 and participate in some form of community service. Students must also have on file a completed financial aid form and any other documentation required by the financial aid office in order to determine need. The award will be made to the applicant who meets the above criteria.

Richard R. Shaw Endowed Scholarship

This fund is to provide College-related financial assistance to a returning non-traditional student at Tompkins Cortland Community College. It is made possible by an endowment from the friends and family of Richard Shaw.

Recipient must be a non-traditional, matriculated student enrolled for at least nine credit hours in any major. The recipient must also be in good academic standing. Preference will be given to Tompkins and Cortland County students. Financial Aid forms must be completed. The award will be made to the applicant who most closely meets the above criteria. The award is need based and the recipient will be selected by the Financial Aid Office Staff.

Rita M. Bangs, RN Endowed Memorial Scholarship

This fund is to provide College-related financial assistance to students enrolled in the AAS Nursing degree program at Tompkins Cortland Community College. The fund was established by the Bangs family in memory of Rita M. Bangs, RN.

Recipient must be an incoming student enrolled full-time in the Nursing program. Student must reside in Tompkins or Cayuga County and demonstrate financial need. Student must exhibit an ongoing commitment to human service within their community and have intent to be active within the nursing or EMT career field.

Robin Wittner Marzolf Save a Life Scholarship

This fund is to provide college-related financial assistance to students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The fund was established in memory of Robin Wittner Marzolf.

Recipient must be a Dryden High School graduate, matriculated in the Nursing or Chemical Dependency Counseling program at Tompkins Cortland Community College. Student must have dedication, enthusiasm, and school spirit. Student must be in good academic standing as described by the College.

Roslyn Kaner Miller Paralegal Scholarship

This fund is to provide College related financial assistance to a paralegal student at Tompkins Cortland Community College and is made possible by an annual gift from the TC3's Paralegal Advisory Council.

Recipient must be matriculated in the paralegal degree program full- or part-time at Tompkins Cortland Community College. The recipient must have successfully completed Legal Research and Drafting (PARA 130) with a "B" or better. The student must have demonstrated financial need. The award will be made to the applicant who meets the above criteria.

Samuel and Marietta Davie Merit Award

Samuel and Marietta David felt that to make a community a special place for all to live you had to enhance your own life. This merit scholarship is intended to acknowledge a student who exemplifies the work and volunteer ethics of Samuel and Marietta Davie, two extraordinary people.

Recipient must be a full-time, matriculated student seeking a degree and enrolled for at least 12 credit hours and maintain a minimum GPA of 3.0 or better. Recipient must volunteer in the community for at least ten hours per month. This can be at their church, food banks, Red Cross, Boy Scouts or Girl Scouts, Student Government such as officer of SAB or PTK, or any other civil organization of their choosing just as long as their volunteer work benefits their community. They must also work at least ten hours a week; however, preference will be given to a student working more than ten hours. This merit scholarship is renewable each semester as long as the recipient continues to meet the criteria.

Sarah Graham Palmer ('Aunt Becky') Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College nursing students. This fund is made possible by an endowment from the Civil War Nurses Fund Committee.

Recipients must be registered for the second semester of the nursing program. The award may be given to any student in good standing, as described by the College, but preference will be given to someone who has served in the US military.

Scholarship for Native American Students

This fund provides College-related financial assistance to Native American students enrolled at Tompkins Cortland Community College. The fund is made possible by a generous gift from an anonymous donor and is meant to supplement funding through the United States Bureau of Indian Affairs and New York state scholarships for tribal members.

Recipients must be enrolled full-time at Tompkins Cortland Community College and be able to prove that they are a Native American. To be eligible, an applicant must have a grade point average of 2.5 or higher, or a first semester student must have demonstrated the potential for academic success. The student must also have demonstrated financial need.

Scholarship in Memory of Theodore M. and Barbara M. Brown

This fund is to provide College-related financial assistance to any employee of Oak Hill Manor wishing to obtain a nursing degree at Tompkins Cortland Community College. This student must be currently employed as a nurse's aide with Oak Hill Manor.

Recipient must be matriculated in nursing and attending Tompkins Cortland Community College full/part-time. They must be currently working at Oak Hill Manor and completed at least one year of service there at the time of application.

Susan E. Hall Scholarship

This fund is to provide financial assistance to Tompkins Cortland Community College nursing students. This fund is made possible by an endowment from the Civil War Nurses Fund Committee.

Recipients must be entering the first year of the nursing program, have a GPA of 3.0 or higher, and demonstrate financial need. Free Application for Federal Student Aid (FAFSA) is required and any other documentation required by the financial aid office in order to determine need.

SFFS Scholarship

This fund is to provide college-related financial assistance for students matriculated in the Sustainable Farming Program.

Recipients must be in good academic standing. Funds can be used to purchase class supplies.

Shirley Shultz Memorial Scholarship

This fund is intended to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from the Adjunct Association of Tompkins Cortland Community College.

Recipients must be part-time, matriculated in a degree-seeking program, in good academic standing as described by the college, and graduating or near graduating in May 2019.

Spencer Masonic Lodge Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from the Spencer Masonic Lodge.

Recipients must be first-year matriculated students in good academic standing as described by the college (one male recipient and one female recipient). Preference will be given to a recipient that shows a history of community service and demonstrates financial need and is a graduate of Spencer VanEtten school.

Strategic Financial Services Scholarship

This fund is to provide College related financial assistance to a Tompkins Cortland Community College business student and is made possible by a gift from Strategic Financial Services.

Recipient must be a full-time, second year student, matriculated in a business degree program at Tompkins Cortland Community College with a minimum grade point average of 2.8 and must have demonstrated financial need. If there is not a recipient that meets the criteria, the recipient will be selected by the scholarship selection committee.

Sue Perlgut/CloseToHome Productions Scholarship

This fund is to provide college-related financial assistance to a student studying at Tompkins Cortland Community College and is made possible by a gift from Sue Perlgut/CloseToHome Productions.

Recipients must be matriculated in Communications and Media Art program and be in good academic standing as described by the college. Student should also be interested in the production of documentaries. Preference will be given to a female student.

TC3 Foundation Child Care Grant for The Faculty Student Association Child Care Center

This fund is to provide help to student/parents to meet the cost of childcare at the FSA Child Care Center while attending Tompkins Cortland Community College.

Need must be verified. There should be little or no other sources of support for child care available.

REQUIREMENTS:

1. Students must apply for this program through the existing procedure in use by the child care center, using the standard application.
2. The Child Care Center will verify student income using its current procedures.
3. Students may apply on a revolving application basis - there is no deadline for application.
4. Students must pay a portion of their childcare costs.
5. Recipients of this award will be eligible for little or no other sources for support for child care costs.
6. Support will be placed against the cost of care.

7. FSA Child Care will advise Development Office of recipients.

8. The decision is handled by the Director of Child Care.

TC3 Memorial Scholarship

For a full-time student matriculated in a program of study at TC3. The award will be made on the basis of grade point average and demonstrated financial need.

TC3 Memorial Scholarship Fund

This endowed fund was established by numerous memorial gifts to the Foundation. It was established by the families and friends of the following individuals:

*Ruth Collins

*Robert Cole

*Diane Febo

*Frances Freitas - mother of Dr. Nancy Lieberman. Dr. Lieberman was an original faculty member and retired from the College in 2000.

*Reverend William Greer - husband of Holly Greer. Mrs. Greer served on the College Board of Trustees from 1987-1997.

*May G. Grossman - mother of faculty member Rick Grossman

*Keith Honnick

*Lee LaFite

*Linda Reynolds - member of our nursing faculty

*Ralph Smith

*Lee Swartwout - established by his wife Virginia Swartwout. Mrs. Swartwout was a member of the TC3 Board of Trustees from 1988 to 1999.

*Robert Owen Dingman

*Doris and Art Parker

*Joseph Sanford - Retiree of TC3

*Ed and Mary Tracy

Recipients must be a full-time student and matriculated in a program of study. The award will be made on the basis of the grade point average and demonstrated financial need.

Thaler/Howell Endowment Scholarship

This fund is to provide College related financial assistance to students enrolled in the AAS degree program in Nursing at Tompkins Cortland Community College. The fund was established by an endowment from the Howell Foundation, Inc. in September of 1980.

Recipients must be enrolled in the Nursing program. Preference will be given to recipients that have interest in working in the healthcare field in Tompkins County. Applicant must demonstrate financial need.

The Broadcasting Production/Communications Scholarship

This fund is to provide financial assistance to two Tompkins Cortland Community College students who are excelling through their academic studies and volunteer work in the Communication or Broadcasting Production Degree Program. This fund is made possible by an annual gift from Chris Xaver.

Recipients must volunteer with campus clubs or event which benefit fellow students and the College beyond that of classroom experience. The recipients must also be a matriculated sophomore in either the Communication or Broadcasting Production Degree Program with a 2.7 or higher GPA. The award will be given to the applicants who most closely meet the above criteria.

The Computing Center Award for Student Innovation and Entrepreneurship

An award of \$500 and a certificate of merit will be given to one Tompkins Cortland Community College student in the spring semester of each year. The purpose of this award is to encourage experiences beyond those available in the student's degree program.

Innovation and entrepreneurship can be defined as an initiative; the pursuit of new ideas and methods; or encouraging new and different ways of learning. Innovation and entrepreneurship can include (but is not limited to) such things as demonstrated leadership, service in or to an organization, undertaking a special project related to one's course of study or to something at TC3. Those selected for this award will be risk takers or idea pursuers.

Nomination Process:

*A TC3 faculty or staff member must nominate students for this award. A group of students may also be nominated; however, the award amount remains the same.

*The nomination deadline will be posted annually.

Open to all entering and returning students. Full-time students must be enrolled for at least 12 credit hours in the semester in which the award is to be given. Academic achievement and financial need are considered. Student must be in good academic standing as described by the College. Free Application for Federal Student Aid (FAFSA) is required and any other documentation required by the financial aid office in order to determine need.

The Computing Center Technology Scholarship

This scholarship was established to provide college-related assistance to a full-time student in any technology-related academic program at TC3. Preference will be given to students seeking careers as programmers, system engineers, technicians, and other similar occupations.

Open to all entering and returning students. Full-time students must be enrolled for at least 12 credit hours in the semester in which the award is to be given. Academic achievement and financial need are considered. Student must be in good academic standing as described by the College.

***The Marcham Family Scholarship**

To be awarded to a Tompkins Cortland Community College student to honor the 60th wedding anniversary of Jane and John Marcham. This scholarship is made possible through the Marcham family. This scholarship is a one year commitment and reviewable in spring 2014.

Jane and John Marcham attended Cornell University in the late 1940's and early 1950's and then made Ithaca their home. Active in local politics and the community, Jane and John support education in its many forms in Tompkins County. John chaired the Tompk

This scholarship will go to a financially needy second year student in the spring semester. Student must reside in Tompkins County and have demonstrated financial need.

The Next Step Endowed Scholarship

This fund is to provide financial assistance to a Tompkins Cortland Community College student.

Recipient must be directly out of high school and a first generation student (first in the family to attend college).

The Park Foundation Endowed Scholarship in Memory of Roy Park

This fund is to provide college-related financial assistance to students enrolled at Tompkins Cortland Community College.

Recipients must be full-time students enrolled in any program of study at Tompkins Cortland Community College. To be eligible, the student must be:

1) a single female head-of-household student with dependent(s);

or

2) a single male head-of-household student with dependent(s);

or

3) a Vietnam Veteran who no longer has access to educational benefits.

Student must be a custodial parent. Students must maintain a cumulative grade-point 3.0 or above. Student must demonstrate financial need.

The Patitucci-Cucina Italy Study Abroad Scholarship

This fund is to provide College related financial assistance to a Tompkins Cortland Community College student, participating in study abroad Italy, in the Hotel and Restaurant Management, Culinary Arts or Wine Marketing degree programs. This scholarship is supported by a gift from Patitucci-Cucina.

Recipients must be a second semester student, full time, the Hotel and Restaurant Management, Culinary Arts or Wine Marketing programs. Recipient must also be attending the Italy study abroad program with a grade point average of 2.7 and have financial need. Recipients must also be an active HRA member or volunteered. The award will be made to the applicant who meets the above criteria.

The Service Tradition of TC3 Scholarship

Established by an anonymous donor, this program will support the development of a strong work ethic among full time TC3 students, reinforce the value of community service, and reward academic success through a program of financial assistance designed to replace student loans.

Full-time students must: 1) have been employed for at least 10 hours per week prior to starting college. The student must either have, or be prepared to obtain, employment for at least 10 hours of work per week during the academic semester. 2) have a record of volunteer service as a high school student or as an adult member of the community and be willing to devote a minimum of 30 hours per semester to volunteer service while enrolled. Volunteer service may include a combination of service activities, leadership, and athletics. 3) have demonstrated the potential for academic success through high school grades or placement tests. Preference will be given to students who are working on their first TC3 degree.

Once a student is accepted to the program, the award will continue until he/she receives his/her degree, unless a recipient fails to meet the criteria for the second semester. In order to continue as a member of The Service Tradition of TC3 a student must: 1) be employed for at least 10 hours per week during the academic semester. 2) devoted a minimum of 30 hours per semester to volunteer service in community or College-based organizations in the past semester and be willing to provide 30 hours of volunteer service in the current semester. 3) maintain a GPA of 2.7 or better.

Tioga State Bank Scholarship

This fund is to provide college-related financial assistance to matriculated students at Tompkins Cortland Community College. This scholarship is made possible through the Tioga State Bank.

Recipients must be a graduate of Candor, Newfield, Owego, Spencer VanEtten, or Waverly. Students must also be full-time matriculated with a grade point average of 3.0 or higher. Recipients must have demonstrated a commitment to their community through community service.

Tompkins Cortland Study Abroad Scholarship

The Tompkins Cortland Community College Foundation established this fund to support the mission of the College to graduate globally aware citizens by lessening the financial burden for students wishing to participate in study abroad opportunities.

Recipients must be enrolled in an appropriate study abroad course and be in good academic standing with the College.

Yang/Chase Scholarship

This fund is to provide financial assistance, for textbooks, to Tompkins Cortland Community College students. This fund is made possible by an annual gift from Lucy Yang and Larry Chase.

Recipients must be matriculated full time, second year student with a "B" or better GPA. Preference will be given to students in the Sport Management degree program. The awards will be given to the applicants who meet the above criteria.

Zetta & Robert Sprole Endowed Memorial Nursing Scholarship

This fund is to provide College-related financial assistance to students enrolled in the AAS Nursing degree program at Tompkins Cortland Community College. The fund was established by an endowment from the Ithaca Rotary Club and Robert R. Sprole, Sr. in 1990 in memory of Zetta Sprole.

Recipient must be enrolled full-time and have successfully completed the first semester of the Nursing program and have declared his/her intention to complete the two-year Nursing program. To be eligible an applicant must have a grade point average of 3.0 or higher.

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LOCATION:

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170 North St., P.O. Box 139

Dryden, New York 13053

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BE ONE OF US SCHOLARSHIP

Non-NYS Residents have the opportunity to pay in state tuition through our Be One of US Scholarship! The Scholarship Program waives the non-resident portion of tuition to support non New-York resident students. This scholarship is administered through the Office of Global Initiatives.

You must be admitted and enrolled for classes to be considered for the scholarship. You must meet the following criteria to continue to qualify for the scholarship:

- Maintain a 2.5. GPA
- Live in TC3 Campus Housing during both Fall and Spring of your first year of enrollment at Tompkins Cortland Community College.
- Perform and **document 15 hours of community service** (/sites/default/files/documents/Be_One_of_Us_Community_Service_Verification_Form_F21.docx) each semester. The form must be returned to the Admissions Office.

Please submit the **scholarship commitment form**

(/sites/default/files/documents/Be_One_of_Us_Scholarship_Commitment_Form_F21.docx) to or mail to:

Mary Sue Keep (mailto:keepm@tompkinscortland.edu)

Office of Admissions

Room 101

170 North St.

Dryden, NY 13053-0139

For more information regarding this scholarship please email keepm@tompkinscortland.edu

(<mailto:keepm@tompkinscortland.edu>) or call 607.844.8222, Ext. 4302.

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PATHWAYS SCHOLARSHIP

AID AND SUPPORT FOR THE ADULT STUDENT

The Pathways scholarship is designed with the specific needs of adult student in mind. This scholarship can essentially fund your education at Tompkins Cortland Community College, with a maximum award of \$7,000. Full-time students will receive \$1,750 for up to four semesters. Part-time students will receive \$875 for up to eight semesters.

ELIGIBILITY

You are eligible for a Pathways Scholarship if:

- You reside in Cortland, Tompkins, or Tioga County
- You are 24 years of age or older when application is completed
- You have demonstrated financial need – as determined by filing the **FAFSA (https://studentaid.ed.gov/sa/fafsa)**.
- You enroll for at least six credits per semester
- You have never been a college student, you've been out of college at least five years, or you have attempted or earned 16 or fewer college credits
- You have never earned a degree

TO APPLY

- Complete the **FAFSA (https://studentaid.ed.gov/sa/fafsa)**.
- Apply for admission to the College **online (https://myinfo.tc3.edu/SelfService/Admissions/ApplicationSelectEnabledForm.aspx)** or, if you prefer, print the **admissions application (/sites/default/files/documents/application.pdf)** and mail it in.
- Complete the **Pathways Scholarship application online (/node/1028)** or print the **Pathways application (/sites/default/files/documents/Pathways_Application.pdf)** and mail it in (deadline July 31 for Fall and Dec. 1 for Spring).

Email pathways@tomkinscortland.edu (<mailto:pathways@tomkinscortland.edu>) or call 607.844.8222, Ext. 4441 with any questions to get started on your application.

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VETERANS BENEFITS

For Chapters 30, 33 (Post-9/11 GI Bill®), 1606 and 1607 if you have not applied for Veterans education benefits you will need to do so by completing VA Form 22-1990 which can be done on line at VA.gov (<https://www.va.gov/education/how-to-apply/>).

For Chapter 35 you will need to complete VA Form 22-5490 which can also be done online.

For Chapter 31 the application students must fill out is VA Form 22-1900. However, it is advised they call the VA rehabilitation counselor first. To learn more about or apply for Chapter 31 benefits in NYS, call the following number 1-800-827-1000.

EDUCATION FINANCING

- [Education Financing Information For Military Families and Veterans \(/node/526\)](#)

VA FREQUENTLY ASKED QUESTIONS

[Download FAQs \(pdf\) \(/sites/default/files/documents/fa_va_benefit_faq.pdf\)](#)

DOCUMENTS

[Memorandum of Understanding Regarding Veterans Education Benefits \(/sites/default/files/documents/VA%20Memorandum%20%2807-15-21%29.pdf\)](#)

[Veteran Certification Worksheet \(Word document download\) \(/sites/default/files/documents/20222023Veteran%27sCertificationWorksheet.docx\)](#)

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CERTIFICATION OF ENROLLMENT

For all chapter benefits (with the exception of Chapter 31) our certifying official must notify the DVA of your enrollment each semester. **It is your responsibility to contact our office at which time you are fully registered for a term.** Your enrollment will be certified with the DVA shortly thereafter. **The VA Certifying Official is located in the Office of Financial Aid.**

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

- Copy of completed application for (Veterans education benefits).
- Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).
- Copy of official transcripts from all previous colleges (if applicable).
- Copy of Kicker Program documentation (if applicable).
- Notice of basic eligibility (NOBE) if you are in the Reserves.
- Certificate of Eligibility (you will receive this from the Buffalo Regional VA office once a determination on your eligibility is made) or WAVE Benefits or eBenefits Education Status Pages showing education benefits.
- Signed copy of Memorandum of Understanding.
- Copy of Schools VA Enrollment Form.

Veterans receiving VA benefits may select any program that is approved by the Department of Veteran Affairs leading to a degree offered at TC3. Check with the VA Certifying Official if your program is approved by the VA before registering for classes.

CHAPTER 30 (VETERANS GI BILL®)

Educational assistance program available to fully honorably discharged veterans who meet the eligibility criteria explained in detail on the **Department of Veterans Affairs website** (http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rates/ch30/ch30rates100115.asp).

CHAPTER 33 (THE POST 9/11 GI BILL®)

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. More eligibility information on The Post 9/11 GI Bill is provided on the **Department of Veterans Affairs website** (https://www.benefits.va.gov/gibill/post911_gibill.asp).

CHAPTER 1606 (RESERVES/NATIONAL GUARD)

This program may be available if you are a member of a selected reserve. More eligibility information on Chapter 1606 is provided on the **Department of Veterans Affairs website** (https://www.benefits.va.gov/gibill/resources/benefits_resources/rates/CH1606/ch1606rates100100.asp).

CHAPTER 1607 (RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP))

More eligibility information on Chapter 1607 is provided on the **Department of Veterans Affairs website** (<https://www.benefits.va.gov/gibill/reap.asp>).

CHAPTER 35 (SURVIVOR'S AND DEPENDENTS EDUCATIONAL ASSISTANCE PROGRAM DEA)

The spouse, child, stepchild or adopted child of a veteran who is deceased (service-connected) or who is 100% disabled (service-connected) may qualify for Chapter 35 benefits. Visit the **Department of Veterans Affairs website** (<https://www.benefits.va.gov/GIBILL/DEA.asp>).

CHAPTER 31 (VOCATIONAL REHABILITATION)

Any veteran receiving at least 10% permanent, service-connected disability from the DVA can apply for this benefit. Approval is made on a case-by-case basis and is managed at the state level. To learn more about or apply for Chapter 31 benefits in NYS, call 1-800-827-1000.

MONTHLY ENROLLMENT VERIFICATION

Each month that you qualify for benefits, you must contact the DVA for enrollment certification. This should be done on the last day of each month, online at <https://www.gibill.va.gov/wave/index.do>

(<https://www.gibill.va.gov/wave/index.do>) Follow the WAVE (Web Automated Verification of Enrollment) link to complete electronic certification or via phone at 1-877-823-2378. If your enrollment certification has been submitted and you would like to check on the status of your payment, you can call the NYS regional office at 1-888-442-4551.

IMPORTANT: IT IS YOUR RESPONSIBILITY TO NOTIFY THE VA CERTIFYING OFFICIAL WHEN **WITHDRAWING** OR **ADDING** A COURSE. You can stop at our office and bring a copy of your official withdrawal showing the date(s) of withdrawal. Also if you plan on attending **SUMMER** courses, you need to contact the VA Certifying official at the College as well.

IMPORTANT: Chapter 33 (The Post 9/11 GI Bill). The veteran is responsible for any overpayment incurred as a result of not completing courses. In the event a veteran does not complete a course, schools should follow their established student refund policy. VA will work with student to resolve overpayment.

Bottom Line: Tuition and Fee payments are paid to the school on behalf of the veteran, overpayments for Tuition and Fees will be charged to the veteran.

Scholarships and Awards for Veterans: For further information about scholarships and awards for veterans and to apply please visit the **Military Corner** (<https://www.hesc.ny.gov/pay-for-college/military-corner.html>). Questions may be addressed to 1-888-697-4372 or email at militarycorner@hesc.com (<mailto:militarycorner@hesc.com>).

TRANSFER STUDENTS

TRANSFER OF BENEFITS

Students who were receiving veteran's benefits at another college must complete a **Change Program/Place of Training** form (VA form 22-1995) for Veterans, Servicepersons, & Members of the Selected Reserve or (VA form 22-5495) for Survivors' & Dependents' Education Assistance to receive benefits at your place of training. These forms can be completed online by going to <https://www.va.gov> (<https://www.va.gov>). A copy of this form needs to be sent to the VA Certifying official at Tompkins Cortland.

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

- Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).
- Copy of official transcripts from all previous colleges.
- Copy of Change of Program/Place of Training form.
- Copy of Certificate of Eligibility or WAVE Benefits or eBenefits Education Status Pages showing education benefits.
- Signed copy of Memorandum of Understanding.

- Copy of Schools VA Enrollment Form.

CONTINUING STUDENTS

Continuing Students are asked to contact the VA Certifying Official immediately when they have registered for classes not only for the FALL and SPRING semesters but if they are planning on taking any SUMMER classes as well!

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

- Copy of Schools VA Enrollment Form.

Have questions? benefits.va.gov/gibill/ (<http://benefits.va.gov/gibill/>)

CLASS ATTENDANCE

IMPORTANT: The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question.

VA STANDARDS OF PROGRESS

Veterans' Services will NOT pay educational benefits if one of the following should occur:

- The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.
- The veteran fails to submit all previous college transcripts for evaluation.
- The veteran registers for two or more courses and receives "F" (Fail), "NC" (No Credit) or "IP" (In Progress) grades for all courses for one semester.
- The veteran fails to convert an "I" (Incomplete) grade to a letter grade within one year from receipt of the "I" grade.
- The veteran fails to attend class for the semester for which VA benefits are received.
- The veteran fails to achieve the minimum cumulative GPA of 2.0 for two consecutive semesters or sessions.

All VA students must meet the Satisfactory Academic Progress policy as disclosed in the College Catalog. The veteran, like all students of the college, will be placed on academic probation until they meet the standards of academic progress set by the school. Students affected by these requirements must receive a financial aid waiver in addition to any academic probation interview or academic reinstatement procedure (see Financial Aid Waivers section). The VA Certifying Official will need a copy of the probation agreement and is required to report a termination of benefits if you remain on academic probation for more than two semesters with an overall GPA below 2.0. Student's certification will also be terminated if student is on progress probation more than two semesters regardless GPA

ENTITLEMENT TO BENEFITS

This school certifies your enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans' Affairs at 1-888-442-4551 or by sending an electronic inquiry by going to [benefits.va.gov/gibill/contact_us.asp](http://www.benefits.va.gov/gibill/contact_us.asp) (http://www.benefits.va.gov/gibill/contact_us.asp).

PAYMENT

The first check should arrive SIX TO EIGHT WEEKS after the first day of classes or later if the veteran should apply for certification after classes begin. **Make sure that you register for your courses on time to ensure prompt certification of your enrollment. Remember to register in courses according to your educational plan.**

Information about qualifying pay rates and payment dates is available only through direct contact between the student and the Department of Veterans Affairs. Go to the **rate tables**

(https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp) or call 1-888-442-4551.

YOUR PAYMENT RATES ARE BASED ON YOUR ENROLLMENT STATUS.

Status	Fall & Spring	Summer
Full-Time	12 Hours	6 Hours
3/4 Time	9 Hours	5 Hours
1/2 Time	6 Hours	3 Hours

*****Rates will be pro-rated if a student is enrolled in a non-standard term(s) classes or classes that have a beginning and end date different from the semester's beginning and end dates (For example: nursing classes and late start classes).**

CERTIFYING OFFICIAL

The Certifying Official is responsible for the accurate and prompt certification of enrollments and changes in enrollment of eligible students to the VA. The certifying official is an employee of the College, not the VA. The certifying official cannot determine eligibility for VA Educational Benefits.

THE JOHNNY ISAKSON AND DAVID P. ROE, M.D. VETERANS HEALTH CARE AND BENEFITS IMPROVEMENT ACT OF 2020

The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020

(<https://benefits.va.gov/gibill/isaksonroe/summaries.asp>) requires educational institutions to make certain disclosures to students using federal military and/or VA educational benefits. To view and print a copy of an estimated personalized cost of attendance visit **the SUNY Net Price Cost Calculator**

(<https://www.suny.edu/howmuch/netpricecalculator.xhtml>) and select Tompkins Cortland Community College from the dropdown. Additional financial information can be found at the **NCES College Navigator**

(<https://nces.ed.gov/collegenavigator/>).

The SUNY Financial Aid Plan (FAP) will provide a more in-depth analysis and accurate picture of student cost once the student has filed their FAFSA, completed a SUNY application, and has been accepted by a campus.

TO APPLY FOR FINANCIAL AID OR STATE PROGRAMS, YOU WILL NEED TO COMPLETE THESE FOLLOWING PROGRAMS:

(Forms 1, 2, and 3 are available in the College's Financial Aid Office)

1. **The Free Application for Federal Student Aid (FAFSA).** The School Code for Tompkins Cortland Community College is **006788**.
2. **Aid for Part-Time Study application** (for part-time students only)
3. **The Express TAP application** can be completed online while filing the FAFSA. If you do not complete your application at this time, New York state Higher Education Services will contact you to complete the application. TAP code is **2260**

STATE PROGRAMS

VETERANS TUITION AWARDS

Veterans Tuition Awards (VTA) is awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York state.

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

- Establish eligibility by applying to HESC.
- Be New York State residents.
- Be US Citizens or eligible non-citizens.
- Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

HOW TO ESTABLISH ELIGIBILITY

Complete the NYS Veteran Tuition Award application at NYS Higher Education Services Corporation - Veterans Tuition Awards (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/veterans-tuition-awards.html>) or contact HESC at 1-888-NYSHESC (1-888-697-4372) or scholarships@hesc.ny.gov (<mailto:scholarships@hesc.ny.gov>).

Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 1-888-697-4372. NYS VETERANS TUITION AWARDS - THIS IS A NY BENEFIT FOR VIET NAM, PERSIAN GULF, AFGAN. AND IRAQ VETS.

HESC Veterans_Tuition_Awards (<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/veterans-tuition-awards.html>)

Be sure to print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions.

NYS NATIONAL GUARD EDUCATIONAL INCENTIVE PROGRAM

This program provides up to \$4,350 of tuition assistance to members of the NYS National Guard or Naval Militia who are in good military and academic standing. To be eligible, Guard members must:

- be a legal resident of New York State
- have successfully completed Initial Active Duty training, Naval enlisted Code, or Commissioning Program
- be pursuing their first Baccalaureate Degree
- be enrolled in a degree program for at least 6 credit hours at a Board of Regents accredited college or university in New York state
- apply for all available tuition assistance and grants (i.e. Federal Pell Grant & NYS TAP).

For more information, call the NYS National Guard at (800)356-0552 or (518)786-4681, or visit their web site at **www.dmna.state.ny.us** (<http://www.dmna.state.ny.us/>).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>. (<https://benefits.va.gov/gibill/index.asp>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

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The State University of New York (<http://www.suny.edu/>)

FIND US ON:**CALL US AT:**

1.888.567.8211-1.607.844.8211

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COVID-19 Policies and Updates (/node/1281)**FINANCING FOR MILITARY FAMILIES AND VETERANS****NON-GOVERNMENTAL REFERENCE RESOURCES:**

- [American Council on Education \(ACE\) – Today’s GI Bill \(http://www.todaysgibill.org/\)](http://www.todaysgibill.org/)
- [MILITARY.COM – State Veterans Benefits Directory \(http://www.todaysgibill.org/\)](http://www.todaysgibill.org/)
- [Education Benefits \(http://www.military.com/education\)](http://www.military.com/education)
- [FINAID.ORG – Financial Aid for Veterans and their Dependents \(http://www.finaid.org/military/veterans.phtml\)](http://www.finaid.org/military/veterans.phtml)
- [Veterans and the FAFSA \(http://www.finaid.org/military/veterans.phtml\)](http://www.finaid.org/military/veterans.phtml)
- [Iraq and Afghanistan Veterans of America – New GI Bill \(Post 9/11 Veterans Education Benefits Info, Calculators\) \(http://newgibill.org/\)](http://newgibill.org/)
- [PAT TILLMAN FOUNDATION – Tillman Military Scholars \(http://www.pattillmanfoundation.org/tillman-military-scholars/apply/\)](http://www.pattillmanfoundation.org/tillman-military-scholars/apply/)

FINANCIAL LITERACY / WELLNESS RESOURCES FOR MILITARY FAMILIES:

- [SUNY Smart Track - a resource with tools and services to help with financial literacy \(https://fa.financialavenue.org/suny-home/\)](https://fa.financialavenue.org/suny-home/)
- [Consumer Financial Protection Bureau – “Know Before You Owe” \(http://www.consumerfinance.gov/credit-cards/knowbeforeyouowe/\)](http://www.consumerfinance.gov/credit-cards/knowbeforeyouowe/)
- [American Institute of CPA’s – 360 Degrees of Financial Literacy \(http://www.360financialliteracy.org/Life-Stages/Military-and-Reserves\)](http://www.360financialliteracy.org/Life-Stages/Military-and-Reserves)
- [Military and Reserves \(http://www.360financialliteracy.org/Life-Stages/Military-and-Reserves\)](http://www.360financialliteracy.org/Life-Stages/Military-and-Reserves)
- [Financial Industry Regulatory Authority – Save and Invest.Org Military Center \(http://www.saveandinvest.org/MilitaryCenter/\)](http://www.saveandinvest.org/MilitaryCenter/)
- [Consumer Financial Protection Bureau – Additional Resources for Service members \(https://www.consumerfinance.gov/consumer-tools/military-financial-lifecycle/\)](https://www.consumerfinance.gov/consumer-tools/military-financial-lifecycle/)
- [Military Hub \(http://www.militaryhub.com/\)](http://www.militaryhub.com/)

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READ CAREFULLY

- I. Educational Expenses – The veteran (or eligible dependent) is responsible for the payment of ALL educational expenses, including tuition and fees, room, board, books and supplies, etc. VA educational benefits normally require 2-6 weeks of processing time from the date of certification before benefits are received. **Chapter 33 veterans: although the VA will pay for your tuition, you (the veteran) are ultimately responsible for payment of any tuition, fees your benefits do not cover.**
- II. Education Objective – The veteran (or eligible dependent) must be in a VA approved degree or certificate program to receive VA education benefits. Any student who want to change their degree program must file a VA form 22-1995 or VA form 22-5495 (for dependents) by going to VONAPP at <http://vabenefits.vba.va.gov/vonapp/>. Be sure to supply a copy of the VA form you had completed or a confirmation page to the VCO.
- III. Satisfactory Progress – All VA students must follow TC3’s Satisfactory Academic Progress (SAP) Policy. This Policy requires that students maintain at least a 2.0 cumulative grade point average. Students who fail SAP may not be eligible to receive further veterans benefits at TC3.
- IV. THE VA WILL NOT PAY FOR THE FOLLOWING
- a) Repeat course with a “D” or better earned in residence or in transfer, unless a higher grade is required for graduation.
 - b) Course that is not required for completion of the program.
 - c) Course from which a veteran withdraws or stops attending without circumstances.
 - d) On-line course that is non-credit developmental or remedial course.
 - e) Chapter 33 housing allowance for less than 7 credits (all on-line classes are paid at ½ national BAH).
 - f) Interval pay (Christmas break, break between summer classes and fall/spring semester).
- V. THE VCO SHOULD BE IMMEDIATELY NOTIFIED OF THE FOLLOWING
- a) Change of program – VA form required
 - b) Change of address/phone/email
 - c) Academic issues
 - d) Graduating semester
 - e) Course withdrawal
- VI. STUDENT MONTHLY VERIFICATION – Veteran students who receive benefits under VA Chapters 30, 1606 and 1607 **MUST** verify their monthly enrollment at end of each month in wave to receive payment. Enroll at <https://www.gibill.va.gov/wave/index.do>. You may also call in your monthly verification at: **1-877-823-2378**.

Printed Name _____ Signature _____

Date _____

COMPLETE AND RETURN TO: Office of Financial Aid, Tompkins Cortland Community College
170 North Street, P.O. Box 139 Dryden, NY 13053 FAX: 607.844.6538
Attn: James Janke (VA Certifying Official) Email: jankej@TC3.edu

VISIT WWW.GIBILL.VA.GOV TO FIND OUT ABOUT ANY NEW REGULATION CHANGES THAT WILL AFFECT YOUR VA BENEFITS THIS YEAR.

VA Regional Processing Office
130 S Elmwood Ave #601
Buffalo, NY 14202

1-888-GIBILL-1
(1-888-442-4551)

www.gibill.va.gov
www.va.gov

“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about VA Education benefits offered by the VA is available at the official U.S. government website at www.benefits.va.gov/gibill

VA Frequently Asked Questions

1. When should I apply for my VA education benefits?

You should apply for your benefits at least six weeks prior to the eligible semester or session for which you enroll.

2. How much money will I receive?

Your VA education benefits will vary based on the type of benefit, the number of credit hours for which you are enrolled, and the current pay rates. For current rates, visit the Department of Veterans Affairs website: http://www.benefits.va.gov/gibill/comparison_tool.asp.

3. Will my VA education benefits cover my educational charges?

The amount of your VA education benefits will be based on the type of VA benefit for which you are eligible, the number or credit hours you schedule, and the current VA Rates. Unless you're receiving Chapter 33 (Post-9/11 GI Bill) or Chapter 31 (i.e. Vocational Rehabilitation) benefits, your VA education benefits will be paid to you directly in monthly installments over the enrollment period. It is the student's responsibility to pay those charges, in full, by the due date. If you need assistance paying your charges, you may apply for financial aid.

4. Can I receive regular financial aid while receiving VA education benefits?

Yes. Applying for financial aid will not affect your VA education benefits.

5. What should I do if I cannot pay my charges by the due date because my VA check is late?

Contact the Financial Aid office for information about available financial aid programs and advise them of your situation.

6. What should I do if I do not receive my VA check?

Call the Department of Veterans Affairs toll free number 1-888-GIBILL1 (888-442-4551) to see if the check has been mailed or the funds have been directly deposited. If the funds have not been released, be sure to ask why. If it is a school-related concern, contact the VA Certifying Official.

7. How do I request payment of benefits for summer and next year?

Each spring, typically in March, the student will need to contact the colleges Certifying Official of their enrollment plans for the upcoming summer and academic year. To ensure continued payment of benefits, be sure to attend to this correspondence in a timely manner.

8. I've been called to Active Duty and am withdrawing from school. What do I need to know?

Contact the VA Certifying Official.

9. If I withdraw from school while collecting VA education benefits and then return, will I automatically continue to receive my benefits?

No. Be sure to immediately notify the VA Certifying Official that you have withdrawn. When you decide to return to school, contact the VA Certifying Official to request that payment resume.

10. What changes should I report to the VA Certifying Official?

To avoid delays or overpayment of VA education benefits, each VA benefit recipient is responsible for reporting any changes in status to the VA Certifying Official, including:

- Change of Address
- Change of Program
- Change in Enrollment Status (e.g. drop from full- to part-time)
- Withdrawal from school

11. Can I transfer my GI Bill benefits to my spouse or child?

Yes, it is possible, in some instances, to transfer your GI Bill benefits to a dependent. For more information, please contact a VA education benefits counselor at 1-888-GIBILL1.

12. How can I find out about all VA benefits to which I am entitled?

Contact the Department of Veterans Affairs toll free 1-800-827-1000 or visit their website at: www.va.gov.

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WOUNDED WARRIORS

The Office of Access and Equity Services is ready, willing, and able to assist wounded warriors transitioning to Tompkins Cortland. While getting documentation of your disability from the military can sometimes be a difficult process, we can assist you with that process as well as put temporary measures in place to assure that you are provided appropriate modifications to fit your individual needs. Recent changes with the military's stance on diagnosing PTSD (Post Traumatic Stress Disorder) will provide many former active duty and current reserve service members with the opportunity to be provided with a reduced distraction (reduced stress) testing environment, among other possible modifications and/or auxiliary aids and services. Other diagnoses may also receive academic adjustments including, but not limited to: Traumatic Brain Injury, orthopedic injuries, pain management, Attention Deficit Hyperactivity Disorder, depression, and anxiety disorders.

Academic adjustments may include, but are not limited to:

- Test-taking modifications
- Special classroom seating (including padded chairs with or without arms)
- Note-taking assistance
- Being able to use a recorder to record the class
- Print materials in alternative formats
- Calculators, word processors, specialized computer software or hardware

Assistance with financial aid is available through a Financial Aid Counselor and Veteran's Coordinator. Scholarship information as well as information and links to the paperwork required by the military is available on that site.

Please allow us to assist you in meeting your postsecondary educational goals. Contact Carolyn Boone, ext 4283, clb@tompkinscortland.edu (<mailto:clb@tompkinscortland.edu>), Coordinator of Access and Equity Services or Scott Bennett, ext. 4416, smb066@tompkinscortland.edu (<mailto:smb066@tompkinscortland.edu>), Coordinator of Tutoring and Accommodation Services.

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ADMISSIONS

Whatever your goal, it starts here.



Transfer. Career. Success. Tompkins Cortland Community College has helped students earn thousands of bachelor's and master's degrees - and 93% of grads who want work find it right away. No matter the goal, no matter if you even know the goal yet, the journey starts here. Check out our **2021 Virtual Viewbook** (<https://www.youtube.com/watch?v=T1mAbq-20uk>) or visit our admissions office - either in-person or virtually.

OUR IN-PERSON OFFICE HOURS (ROOM 101)

8 a.m. - 4 p.m. | Monday, Wednesday, Thursday

8 a.m. - 6 p.m. | Tuesday

OUR VIRTUAL OFFICE HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday

9 a.m. - 6 p.m. | Tuesday

VIRTUAL OFFICE ROOM: ENROLLMENT SERVICES ([HTTPS://ZOOM.US/J/95644871534](https://zoom.us/j/95644871534))

Call in phone number: 1 646 558 8656

Meeting ID: 956 4487 1534

Password: 165142

Questions: admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

Also check out our **Late Registration Info Sessions** (</node/506>)

INSTANT REGISTRATION DAYS THROUGH AUGUST

Plan ahead to complete your registration process on one of our well-known Instant Registration Days running from May-August. Admissions and enrollment staff are on hand at these events to get you through the entire process and get you on track to start this fall. We're here to help you!

Saturday, August 14 | 9 a.m. to 3 p.m. | Second Saturday Instant Registration Day | Registration link coming soon!

Saturday, August 21 | 9 a.m. to 3 p.m. | Instant Registration Day

Saturday, August 28 | 9 a.m. to 3 p.m. | Instant Registration Day

VIRTUAL INFO SESSIONS

Check out recordings of our Fall 2020 Program-Specific Info Sessions

Nursing | watch the recording (https://zoom.us/rec/share/37k5FXsCDqsW_UuvA0ro6ftPeG4bvqEfKCwYuoEhQKeSg-nxtmwo5yAxPgylc2.L39aDsSWDKL5Edps) | download the PDF presentation

(</sites/default/files/documents/Tompkins%20Cortland%20Nursing%20Presentation%202020.pdf>) | Human Services |

watch the recording (https://zoom.us/rec/share/C8hnua2KSj6N87lq0zV8OuAiqZSa3SVxv16-oOJr8omCUAXBUho4e_0z890Ujk4a.xSQYp_P_WAd7ONwb) | download the PDF presentation

(</sites/default/files/documents/Human%20Services%20presentation%20V2.pdf>)

READY TO ENROLL?

Apply online (<https://myinfo.tc3.edu/SelfService/Admissions/ApplicationSelectEnabledForm.aspx>) **or, if you prefer, print the admissions application** (</sites/default/files/documents/TC%20Application%20updated%202018.pdf>) **and mail it in.**

- Have your official transcript(s) sent. Include high school and any colleges you have attended in the past
 - Electronic transcripts should be sent **directly from the institution** to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).

BE SURE TO...

- Apply for **Financial Aid** (</node/507>).
- Get your **certificate of residence** (</node/530>)
- Complete your **immunization requirements** (</node/891>).

INTERESTED IN TAKING JUST ONE CLASS?

If you are not officially enrolling in a degree program and are not planning to receive financial aid, then you can register for a class.



(<https://www3.tc3.edu/NonMatric/>)

If you are a high school student interested in taking a class through your high school, **CollegeNow (/node/412)** will guide you through the process.

OFFICE OF ADMISSIONS

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

Fax: 607.844.6560

Room 101

Request More Information (<https://myinfo.tc3.edu/SelfService/Admissions/InquirySelectEnabledForm.aspx>)

I'M INTERESTED IN...

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International Admissions (</node/1377>)

Adult Learning (</node/492>)

I'M LOOKING FOR...

Cost of Attendance (</node/510>)

Campus Life (</node/386>)

Transfer Opportunities (</node/476>)

POPULAR LINKS

Certificate of Residence (</node/530>)

Transcripts (</node/541>)

Registration (</node/527>)

Visit Campus (</node/506>)

Important Forms (</node/513>)

Veteran Benefits (</node/525>)



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VISIT OUR BEAUTIFUL CAMPUS! SIGN UP FOR AN IN-PERSON TOUR (/NODE/506)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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COVID-19 Policies and Updates (/node/1281)

REQUIREMENTS FOR ADMISSION (DOMESTIC)

ACCREDITATION

Tompkins Cortland Community College is fully accredited by the Board of Regents of the University of the State of New York and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. Copies of these documents are on file in the Office of the President.

ADMISSION OF NEW STUDENTS

If you wish to enroll as a new student in a degree program at Tompkins Cortland, either full-time or part-time, you will need to apply for admission. Enrolling in a degree program is called matriculation. Matriculation is required for financial aid eligibility. In other words, you must be enrolled in a degree program to be eligible for financial aid. In order to be accepted for matriculation you must submit an official high school transcript or GED/TASC score report. An application is available **online** (<https://myinfo.tc3.edu/SelfService/Admissions/Application.aspx>), or by contacting the admissions office.

NURSING ADMISSIONS

Although the College has an open enrollment admissions policy, admission to the Nursing program is selective. Visit the **Nursing Admissions (/node/496)** page for detailed information.

ADMISSION OF TRANSFER STUDENTS

Transferring from another college? As a transfer student, you will apply as a new student and, in addition, provide an official academic transcript from all colleges attended since graduating from high school (even if no college credit was earned). All official transcripts must be requested by you and sent directly from the former college or university to the admissions office. You will not be admitted and transfer credit cannot be granted unless all official transcripts are provided.

Transfer credit will be granted for course work completed with a minimum grade of 2.0 (C) at a regionally accredited college. If you attended any other college or university, request that your previous college send an official academic transcript to the admissions office. Transfer credit is not calculated into a student's grade point average at the College.

ADMISSION OF NON-HIGH SCHOOL GRADUATES

As of July 1, 2012, Federal and State regulations changed and no longer allow non-high school graduates (or equivalent) to be admitted at SUNY community colleges. However, you may still be admitted if you earned 6 college credits prior to July 1, 2012. To meet state requirements, you must have also met the "ability to benefit" on our Accuplacer test. If you do not meet this criteria, your options are to enroll at Tompkins Cortland as a non-admitted student to pursue the 24-credit hour equivalency diploma (no financial aid available/ must pay for all expenses) or to pursue a GED. Once you have earned a GED, you may reapply and be admitted at Tompkins Cortland.

ADMISSION OF HOME-SCHOOLED APPLICANTS

If you are home-schooled you may apply for admission to the College once you have reached compulsory age (the school year during which you turn 16 has ended). Documentation of a valid and in-effect individualized home instruction plan (IHIP) pursuant to section 100.10 of the Regulations of the Commissioner of Education must be submitted. You may also submit a letter of substantial equivalency from your home district Superintendent of Schools (or comparable chief school administrator) verifying that your program was substantially equivalent to a four-year high school program. If you are unable to obtain this documentation, you must receive a high school equivalency diploma by passing the TASC or by completing the 24-Credit Hour Program. In all cases, you must complete the College's assessment testing.

ADMISSION OF STUDENTS FROM NON-REGISTERED NYS HIGH SCHOOLS

If you have attended a non-registered high school in New York State a letter of substantial equivalency from your home district Superintendent of Schools (or comparable chief school administrator) verifying that your program was substantially equivalent to a four-year high school program is required. If you cannot get this letter, you must follow the requirements for admission of non-high school graduates.

ADMISSION OF STUDENTS WITH A DEGREE FROM A PREVIOUS COLLEGE/UNIVERSITY

If you are seeking to earn a degree and you have already earned a degree from a regionally accredited college or university or any institution in New York State authorized by the Board of Regents, applicants can use the prior degree as verification of high school graduation (or equivalent). An official transcript or copy of your diploma from the previous institution will be acceptable documentation for high school equivalency, however the official transcripts from all previous colleges and universities must be submitted for admission.

ADMISSION OF STUDENTS FROM NON-NEW YORK STATE CORRESPONDENCE SCHOOLS

According to the New York State Education Department, when you have completed a non-New York State high school program through correspondence study, the correspondence school must be recognized, authorized, or approved by the state educational entity where the correspondence school is located, and the student must be a resident of that state. Appropriate entities include: Middle States Association of Colleges and Schools; the New England Association of Colleges and Schools; the North Central Association of Schools and Colleges; the Northwest Association of Schools, Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges. Residents of New York state may not use a high school program of correspondence study to meet the requirements for a secondary education in New York state - you must follow the requirements for the admission of non-high school graduates.

ADMISSION OF STUDENTS PREVIOUSLY DISMISSED FROM A COLLEGE FOR DISCIPLINARY REASONS

DEADLINE FOR FALL: JULY 15

Tompkins Cortland will consider an application for your admission, however, the College reserves the right to admit or deny any application. After applying, you will be required to submit a detailed summary of the violations, a personal statement, and a letter of recommendation. Certain situations require additional information and, in most cases, a meeting with the ex-offender committee.

ADMISSION OF STUDENTS ON REPEAT SUSPENSION

An applicant placed on Repeat Suspension will be suspended for a full academic year including summer and winter sessions. To return to the College, you must reapply for admission.

ACADEMIC ASSESSMENT

Before admission to a degree or certificate program applicants will be academically assessed before registration. Academic assessment includes a review of high school and college (if applicable) transcripts and usually includes placement testing in reading, writing, and math to determine skill levels. In some cases, you may be required to register for skill building courses as a result of these initial placement tests. Non-native speakers of English may be required to take an English language proficiency test. Following assessment, an academic advisor will help you choose courses that suit your skills and interests. The admissions office evaluates credentials on a rolling basis. You will be notified of your status soon after we receive a completed application. If you're applying during your senior year of high school, follow up with your guidance office to ensure that your final high school transcript is submitted upon graduation.

INSURANCE

The College does not insure or assume responsibility for any personal property owned by an individual. Therefore, it is your responsibility to provide proper insurance protection against loss of any personal property brought on campus.

ACCIDENT INSURANCE – MANDATORY

Full-time students are charged a mandatory accident insurance fee. Students are provided with a brochure explaining the benefits in detail. Additional information is available from the Student Health Center.

TITLE IV REFUND POLICY

The U.S. Department of Education assumes that you earn your aid based on the period of time you remain enrolled. During the first 60 percent of the semester you earn Title IV funds in direct proportion to the length of time you remain enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester. Unearned funds must be returned to the U.S. Department of Education.

The key to determining the period of enrollment is the withdrawal date. The percentage of the period that you remain enrolled is derived by dividing the number of days prior to the withdrawal date by the number of days in the semester.

If, after returning unearned financial aid, there is insufficient financial aid to cover your charges, you will owe a balance to Tompkins Cortland Community College.

The College has 30 days to perform the Return of Title IV calculation from the date that they are notified you withdrew, and are required to return any unearned aid no later than 45 days from the date the College determines that the student withdrew.

The College follows the Department of Education's order of return of Title IV funds to the programs from which the student earned aid. Unearned federal aid is returned in the following order:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Parent Loans
4. Federal Pell Grant
5. SEOG

WITHDRAWAL FROM THE COLLEGE

You can officially withdraw by notifying the Enrollment Services Center at the College.

The withdrawal date for each is determined as follows:

Official Withdrawal: You should notify an enrollment services specialist of intent. A withdrawal form will be completed at that time and an exit interview conducted with appropriate College personnel.

Withdrawal Without Notification: In general, the College will use the midpoint of the semester as the withdrawal date for students ceasing academically related activity without notification to the College. If an academically related activity can be documented beyond this point, then that date will be used for the purposes of Title IV refunds.

Administrative Withdrawal (AW): Instructors may administratively withdraw students if they have ceased to attend classes prior to the end of the withdrawal period. A grade notation of "AW" will be made on the permanent academic record. The AW grade is not calculated into the student's GPA, but does count toward the student's earned/attempted credit ratio. If the instructor does not assign as AW to a non-attending student, a final grade of F will be posted at the end of the semester.

DELINQUENT ACCOUNTS

Students with delinquent accounts will be placed on the stop list. You will not be allowed to register for any future semesters and your transcripts will be withheld until the account is paid in full. The account may be assigned to a collection agency. The College will assign the outstanding balance plus the collection agency fees and/or reasonable cost for collection.

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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INTERNATIONAL ADMISSIONS

WHY TOMPKINS CORTLAND?

By beginning your higher education with Tompkins Cortland Community College, you will enjoy affordable, small classes with personalized instruction that will help you ease into your United States education experience.

You will study within reach of the cosmopolitan city of Ithaca, world-class Ivy League Cornell University, and a half-day's travel from New York City, but have the benefit of the lower costs and safety of a rural community college.

We will prepare you for whatever is next on your journey after Tompkins Cortland, from which you can choose to engage in practical training associated with your major or transfer to a Bachelor's-granting institution. Tompkins Cortland students transfer to hundreds of universities throughout the United States, including all of the major SUNY schools, as Ivy League institutions.

So, what are you waiting for? Choose your **major** (<http://catalog.tompkinscortland.edu/academics>) and **apply online today** (<https://myinfo.tc3.edu/SelfService/Admissions/Application.aspx?applicationformid=2>)

International Student Cost of Attendance

The cost of attendance is an estimate of what you can expect to pay to attend Tompkins Cortland Community College for an academic year. The cost of attendance includes components that are charged by the college, like tuition, fees, room, and meals, as well as estimates for living expenses in the local college area.

Components of the cost of attendance are split between direct and indirect costs. Direct costs are charges billed to you by the college. These include tuition, fees, campus housing and meals. The housing component is listed for all students regardless of where you live. Students living on campus pay the college for housing and fees.

Tompkins Cortland: A welcoming, small college



Direct and Indirect Cost of Attendance for International Students

The Application Process

If you have any questions about the admissions process or Tompkins Cortland, please contact:

Global@tompkinscortland.edu (mailto:global@tompkinscortland.edu)

+011 1 607.844.8211, Ext. 4522

We look forward to welcoming you to Tompkins Cortland and Dryden!

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Tompkins Cortland: Meeting international students



YOUR JOURNEY BEGINS WITH US.

By beginning your higher education with Tompkins Cortland Community College, you will enjoy affordable, small classes with personalized instruction that will help you ease into your United States education experience.

- High academic standards and the support to help you meet them
- Faculty who love teaching and who support your success
- We're small enough that campus feels like family
- We take pride in our diversity and welcome all students as a part of our community
- Transition to American higher education while earning academic credits in a friendly, supportive environment

HOME AWAY FROM HOME

SCENIC LOCATION IN A CENTER OF CULTURE

Our campus is located in a peaceful upstate New York village about four hours from New York City. Tourists and international students come to the beautiful Finger Lakes region from around the world to experience the natural beauty, flavorful food, local wine, and seasonal delights.

We are close to Cornell University, Ithaca College, SUNY Cortland, and numerous other colleges and universities – the Finger Lakes truly is a hub of higher education in the United States.

A NATURAL PARADISE

Home to the 11 Finger Lakes, the region also claims the Great Lake Ontario. There are more than **100 waterfalls** (<https://www.visitithaca.com/attractions/waterfalls>) within 20 miles of Dryden and our campus is only three hours away from the famous Niagara Falls. **Outdoor activities** (<https://www.visitithaca.com/attractions>) around Ithaca provide seasonal adventures in **hiking** (<https://ithacatrails.org/>), **swimming** (<https://www.visitithaca.com/attractions/cayuga-lake>), boating, **skiing/snowboarding** (<https://www.greekpeak.net/>), **fall foliage** (<https://www.visitfingerlakes.com/events-festivals/finger-lakes-fall-foliage/>) tours, and more!



PLENTY TO DO

Nearby vibrant **Ithaca** (<https://www.visitithaca.com/attractions>) has a variety of attractions ranging from nightlife to cuisine to events. **Dryden** (<https://www.visitithaca.com/town/dryden#:~:text=Things%20to%20do%20in%20Dryden&text=Enjoy%20hiking%20and%20mountain%20biking,fascinating%20wildlife%20around%20Drj>) home to TC3, is a tranquil setting for activities. **Campus Life** (<https://www.tompkinscortland.edu/campus-life>) brings fun, educational, social, and leadership opportunities to you through **Student Activities** (<https://www.tompkinscortland.edu/campus-life/student-activities>), **Student Organizations** (<https://www.tompkinscortland.edu/campus-life/student-clubs>), **Athletics** (<https://www.tompkinscortland.edu/campus-life/athletics>), the campus **Fitness Center** (<https://www.tompkinscortland.edu/campus-life/fitness-center>), and **Recreation** (<https://www.tompkinscortland.edu/campus-life/recreation>). Current international students are also invited to activities planned by the Global Initiatives office, such as regular International Coffee hours.



The College is located on a peaceful, rural campus in a natural setting in the small town of Dryden, New York. **Transportation** (<https://www.tompkinscortland.edu/college-info/transportation>) via public bus is available during the week and on a limited basis on weekends. Additionally, regular **commercial bus service** (<https://www.ourbus.com/>) runs from Ithaca to New York City, Boston, Philadelphia, Washington, D.C., as well as a variety of other major cities in New York state.

A SAFE AND WELCOMING CAMPUS

The **Residence Life** (<https://www.tompkinscortland.edu/campus-life/residence-life>) office manages the experience of living on campus in Dryden. Living on campus also means enjoying our **Dining Services** (<https://www.tompkinscortland.edu/campus-life/dining>), and friendly community-based protection of our campus **Safety Officers** (<https://www.tompkinscortland.edu/campus-life/campus-police>). The **Office of Diversity Education and Support Services** (<https://www.tompkinscortland.edu/campus-life/diversity-education-and-support-services>) provides a welcome space for all students to celebrate their diversity.

SUPPORT EVERY STEP OF THE WAY

Tompkins Cortland is here to support you so you can finish your degree successfully. This includes the option of affordable **Child Care** (<https://www.tompkinscortland.edu/campus-life/child-care>) while you attend classes, as well as the **Health and Wellness Services** ([/node/1428](https://www.tompkinscortland.edu/node/1428)) for when you need support for your well-being. Academic support from **Advisors** (<https://www.tompkinscortland.edu/academics/academic-advising>), **Tutors** (<https://www.tompkinscortland.edu/library/tutoring-schedule>), and **Success Coaches** (<https://www.tompkinscortland.edu/academics/student-success>) are available to all students, as well as **Transfer** (<https://www.tompkinscortland.edu/academics/transfer>) advising and **Career Coaches** (<https://www.tompkinscortland.edu/academics/career-services>).

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NURSING ADMISSIONS

Fall 2022 nursing applications are no longer being accepted and the rolling admissions process has been suspended.

Applications for Spring and Fall 2023 will be made available in early September 2022.

SELECTION PROCESS

Although the College has an open-door admissions policy, admission to the nursing program is selective, and there will be more applicants than spots available. Admissions decisions are made by members of the nursing faculty working together with the admissions office. Admissions decisions are based on high school or college grade average (whichever is more recent), grades in required science and math courses, and a personal statement of application, and references (if applicable). An interview and/or entrance exam may be required. The average GPA of accepted applicants in the most recent class was 3.4.

ADMISSION ELIGIBILITY REQUIREMENTS

To be eligible for admission into the nursing program, an applicant must meet all admission eligibility requirements listed below under Option I or Option II. Candidates who do not meet the admission eligibility criteria will, upon their request, be considered for admission into other programs at Tompkins Cortland. Additional requirements are necessary for admission consideration and can be found under "Contents" within the admission specific category as applicable. Students with a prior felony conviction may be considered for admission into the nursing program, however, may not be granted RN licensure by the state of New York.

Make sure to visit our [Program Requirements \(/node/497\)](#) page for additional program academic requirements.

ADMISSION ACADEMIC REQUIREMENTS

In addition to what is listed here, the following requirements apply to both courses taken at Tompkins Cortland and courses taken elsewhere:

- A "C" or higher grade is required in all courses required by the nursing program.
- All required science courses must have been taken within the **last 5 years**.
- All required materials for admission must be submitted by the admission deadline.
- Overall GPA must be 2.5 or above to be considered for admission.

OPTION I – FOR APPLICANTS WHO GRADUATED FROM HIGH SCHOOL WITHIN THE LAST 5 YEARS:

- Final high school academic average of 80 or above.
- High school coursework must include: NYS math courses in algebra, biology, and chemistry with Regent’s scores of 80 percent or above in each course.
- All other criteria being equal, preference is given to students who reside in Tompkins, Cortland, or Tioga counties.

OPTION II – FOR APPLICANTS WHO GRADUATED FROM HIGH SCHOOL MORE THAN 5 YEARS AGO, OR EARNED A GED (NOTE: OPTION 1 REQUIREMENTS DO NOT APPLY):

- 12 credits of course work at Tompkins Cortland or another regionally accredited college.
- College coursework must include:
 - An algebra course, MATH 095 or higher, with a grade of C or better. The math requirement may be waived based on entrance assessments.
 - BIOL 101 and CHEM 101, both taken within the past five years, with a grade of C or better, or BIOL 104, taken within the last five years, with a grade of C or better. BIOL 101 and CHEM 101, or BIOL 104, are the required prerequisites for BIOL 131 and BIOL 132, Principles of Anatomy and Physiology I and II.
 - Based on assessment, a student may be required to take ENGL 100 prior to enrollment in the first semester of the nursing program.
- Applicants with more college credits with a grade of C or above are ranked higher than those with fewer credits. When all other academic criteria are equal, preference is given to students who have completed course work at Tompkins Cortland.
- All other criteria being equal, preference is given to students who reside in Tompkins, Cortland, or Tioga counties.

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ADMISSIONS

Phone: 607.844.6580

Fax: 607.844.6560

Room 101

admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)

ACCREDITATION

The Tompkins Cortland's **nursing degree program (/node/66)** is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

404.975.5000

www.acenursing.org (http://www.acenursing.org)

NY State Education Department

Office of the Professions

Division of Professional Licensing Services

Nurse Unit

89 Washington Ave

Albany, NY 12234-1000

518.474.3817

HESC code: 006788

NURSING COURSES AND INTERNET ACCESS

Since all nursing courses contain an online component, nursing students need to have the ability to access the internet on a daily basis.

FEES

There are additional fees associated with nursing, including online testing, uniforms, and equipment for clinical practice. For a complete list of fees, please contact the **department chair (/node/66)**.

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PROGRAM REQUIREMENTS

Required Courses and Sequence - Please see [Nursing A.A.S. Degree Requirements \(/node/66\)](#)

PROGRAM ACADEMIC REQUIREMENTS

- All courses listed in the first 2 semesters of the program must be completed before a student can progress to the third semester nursing course. All courses from the first 3 semester must be completed before a student can progress to the fourth semester of the course.
- Required courses must be taken in sequence.
- A minimum grade of "C" (75 percent) in theory and "S" (Satisfactory) in clinical in each nursing (NURS) course is required to earn a degree in Nursing.
- A minimum grade of "C" is required for each course required for the nursing program.

PROGRAM TIME REQUIREMENTS

The nursing program must be completed within five years from the time of first enrollment in NURS 110, Fundamentals of Nursing. If the five-year time frame is exceeded, the student may apply to restart the program. Alternatively, if a student passed NURS 110 more than five years ago, but did not graduate from the nursing program, the student may take the Excelsior College examination NURX 210, the student may apply to enter the second semester of then Nursing program. Testing information is available from Excelsior College, 1.888.647.2388 or <https://www.excelsior.edu/exam/fundamentals-of-nursing/> (<https://www.excelsior.edu/exam/fundamentals-of-nursing/>).

MORAL CHARACTER

Nursing students must demonstrate good moral character as defined by the New York State Education Department as part of the requirements for licensure. Current felony or misdemeanor charges or previous convictions in any state or county may interfere with nursing licensure. In addition, unprofessional behavior in previous work situations might necessitate further investigation by the state education department. For more details, contact the NYS Education Department, Office of the Professions, State Board for Nursing, 518.474.3704, or email nursbd@mail.nysed.gov (<mailto:nursbd@mail.nysed.gov>).

HEALTH REQUIREMENTS

A complete physical exam by a licensed practitioner (within six months of clinical) is mandatory for all new students entering the nursing program. A PPD (tuberculosis test) current within six months is mandatory (two step testing may be required if you have never been tested, have no documentation of prior testing, or have tested negative over twelve months ago). In the event of a positive PPD test, the student is required to submit the results and a copy of a clear X-Ray (within five years) and a signed annual review of symptoms. Students admitted to the nursing program are required to provide evidence of vaccination coverage (proof of vaccination and/or serological evidence of titer) for MMR, Meningococcal, Hep B, Varicella, and Tdap. Annual flu immunizations are mandatory while in the program.

New nursing admitted students and readmitted nursing students to the program should have the **Certificate of Health Statement form (/sites/default/files/documents/Cert_of_Health_Statement.pdf)** completed.

Students who have already submitted the Certificate of Health Statement within the last academic year only need to complete the **Nursing Student-Instructor Physical Update form (/sites/default/files/documents/Nursing_Student-Instructor_Physical_Update.pdf)**.

If you have any questions regarding health requirements, please contact the Tompkins Cortland Community College's Health Center.

INSURANCE

All students must have malpractice insurance while in the nursing program. Once admitted information is sent to students about registering for this.

CPR

Students must be CPR/AED certified at the healthcare professional rescuer level before entering the nursing program. The minimum requirement is American Heart Association Basic Life Support (BLS) or American Red Cross CPR for Healthcare Providers certification. CPR/AED certification must be kept current while in the program.

TECHNICAL STANDARDS

Candidates for the nursing program must possess abilities necessary for learning skills related to the provision of nursing care and must be able to perform, with or without reasonable accommodation, certain essential technical skills. Candidates must be able to perform, with or without accommodation, certain essential functions in the areas of communication, observation, motor skills, conceptual and analytical reasoning, and social skills. It is advised to bring the **Technical Standards document (/sites/default/files/documents/Technical_Standards.docx)** with you for a health provider to consider during your physical exam. If you are unsure about either your ability to perform the essential functions (listed in Section I), or your ability to learn the nursing skills (listed in Section II), or if you have questions about accommodations, please direct those questions to the Chair of the Nursing Program and/or the Coordinator of **Access & Equity Services (<https://www.tompkinscortland.edu/library/access-and-equity>)**.

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PERSONAL STATEMENT

Nursing applicants must submit a personal statement to be returned as part of the application.

The Tompkins Cortland College Nursing program contains several essential elements that are necessary in order for students to progress into the role of professional registered nurses. In order to foster this professional development, Tompkins Cortland nursing students are engaged in rigorous academic coursework and are expected to adhere to strict deadline requirements and procedures. Students will interact with, and care physically and emotionally for, both healthy and ill clients in a variety of settings beginning in the first semester of the program. These clients come from a variety of cultural, religious, socioeconomic, and educational backgrounds, and nurses are expected to care for them without judgement or discrimination. Through the use of hands-on technical skills and the art of making caring connections with clients, students are expected to become increasingly independent in achieving their goal of becoming a registered nurse.

Tell us a little about yourself, what experiences and strengths you bring to the program, and how you feel they will help you in your individual journey to becoming a nurse.

Please provide a concise submission (no more than 300 words), along with the rest of your application materials, to the admissions office.

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FIRST SEMESTER NURSING ADMISSIONS

Students applying for admission to the first semester nursing course, NURS 110, will be considered using the same criteria and **selection process (/node/496)** described for new applicants.

Students applying for first semester admission must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**)
- Official High School (or GED certificate), & College Transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**

Review of applications with all required materials submitted will begin on February 16th and will continue until the class is full.

Admission decisions will start being sent out in March.

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EVENING NURSING PROGRAM

On January 4, 2019, Tompkins Cortland Community College and Guthrie Cortland Medical Center formed a new collaborative partnership that allow both institutions to better serve the community by expanding the College's nursing program through the creation of an evening nursing program. This evening nursing program will allow Tompkins Cortland to admit twenty new students starting in January 2020 (graduate December 2021) and again in January 2022 (graduate December 2023).

The Tompkins Cortland Evening Nursing Program is a Hybrid program. Instruction will be online, in class, and clinical based (skills lab on campus & clinical at Guthrie Cortland Medical Center). Students will have in-person instruction three days a week, Mondays, Tuesdays, and Wednesdays from 4 p.m. - 10 p.m.

Preference for this program is given to students who have completed or are currently in progress with all first year liberal arts and science courses (ENGL 101, PSYC 103, SOCI 101, BIOL 131, & BIOL 132) at the time of application.

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EVENING PROGRAM NURSING COURSE ADMISSION (FIRST SEMESTER)

Students applying for admission to the first year semester evening nurse course, NURS 110, will be considered using the same criteria and **selection process (/node/496)** described for new applicants.

Students applying for first semester Evening admission must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**).

- Official High School (or GED certificate), & College transcripts not already on file at Tompkins Cortland. Electronic Transcripts should be sent directly from the institution via email to **transcripts@tompkinscortland.edu** (**mailto:transcripts@tompkinscortland.edu**).

Application submissions for the January 2022 evening program will be open after September 1st, 2021.

Review of applications with all required materials submitted will begin on November 16th, 2021 and will continue until the class is full.

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CNA APPLICANTS

Space is reserved each year for students enrolled in the certified nurse assistant program at either Onondaga-Cortland-Madison or Tompkins-Seneca-Tioga BOCES. Two spaces are guaranteed for students from each school who meet the criteria set forth in written agreements between BOCES and the College. BOCES students interested in this option should contact their CNA program director.

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PRACTICAL NURSE ADMISSIONS

Practical nurses (LPNs, LVNs) may apply to come into the first or second semester of the nursing program or apply for advanced entry into the third semester of the nursing program. Students are strongly encouraged to meet with their nursing advisor or speak with nursing admissions to discuss their appropriate path.

FIRST SEMESTER NURSING COURSE ADMISSION

LPN students applying for admission to the first semester nursing course, NURS 110, will be considered using the same criteria and **selection process (/node/496)** described for new applicants.

Students applying for first semester admission must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**)
- Official High School (or GED certificate), and College transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**

Review of applications with all required materials submitted will begin on February 16th and will continue until the class is full.

Admission decisions will start being sent out in March.

SECOND SEMESTER NURSING COURSE ADMISSION

LPN students applying for admission into the second semester nursing course, NURS 120, will be considered using the same criteria and **selection process (/node/496)** described for new applicants.

The following courses must have been completed at Tompkins Cortland or transferred to Tompkins Cortland from another regionally accredited College: ENGL 101, PSYC 103, AND BIOL 131.

Students applying for admission into Second Semester must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**)
- Official High School (or GED certificate), and College transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**
- Copy of Official PN license (can be attached to nursing application).

Review of applications with all required materials submitted will begin on November 16th and will continue until the class is full.

ADVANCED ENTRY (THIRD SEMESTER NURS 208)

In order to be eligible to apply for advanced entry admission, the NY PN to RN coalition transition course (NURS 102; spring only) must be successfully completed. Successful completion of this course qualifies the applicant to be granted experiential learning credits in nursing at Tompkins Cortland. NURS 102 at the college satisfies this requirement. Taking NURS 102 does not guarantee Nursing admission, it just makes the student eligible to apply for third-semester admission. The following courses must have been completed at Tompkins Cortland or transferred to Tompkins Cortland from another regionally accredited College: NURS 102, ENGL 101, PSYC 103, SOCI 101, BIOL 131, and BIOL 132.

Students applying for third semester admission must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**)
- Official High School (or GED certificate), and College transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**
- Copy of Official PN license (can be attached to nursing application).

*A personal interview may be required.

Admission decisions will be based on college grade average, grades in required science and math courses, personal statement of application, and a possible interview. Practical nurses who are admitted to the third semester of the nursing program must attend the mandatory "*Refresher Class for the Tompkins Cortland Nursing Program*" Students who do not attend this workshop will forfeit their admission for that academic year. Other progression and readmission policies are the same as for other students,

Review of third semester LPN advanced entry applications with all required materials submitted will begin on May 16th and will continue until the class is full.

Admission decisions will start being sent out in June.

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NURSING TRANSFER APPLICANTS

Nursing Transfer Applicants, students with nursing credit (C or better) from another program, may apply to come into the second or third semester. Tompkins Cortland does not admit new students into the fourth semester of the program. Nursing courses taken at other schools will be evaluated for transfer credit when the student provides an official transcript. Nursing courses that are more than five years old will not be accepted. Transcripts must be sent directly to the enrollment services center.

If there are more applicants than spaces available in a given semester, selection will be based on grades in science, math, nursing courses, overall GPA, and a personal statement of application. An interview may be required. Letters of recommendation from previous nursing faculty or nursing supervisors are strongly suggested.

SECOND SEMESTER NURSING COURSE ADMISSION

Transfer students applying for admission into the second semester nursing course, NURS 120, will be considered using the same criteria and **selection process (/node/496)** described for new applicants. New students accepted into the second semester of the program must complete the program within three years.

At the time of admission, the following courses must have been completed at Tompkins Cortland or transferred to Tompkins Cortland from another regionally accredited College: ENGL 101, PSYC 103, AND BIOL 131 and a minimum of 7 credits of nursing credit (C or better) in a fundamentals based nursing course(s) upon transcript evaluation.

Students applying for Transfer admission into Second Semester must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**).
- Official Transcripts: High School (or GED certificate), previous Nursing Program, and any College not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**

Review of applications with all required materials submitted for second semester will begin on November 16th and will continue until the class is full.

THIRD SEMESTER NURSING COURSE ADMISSION

Transfer students applying for admission into the third semester nursing course, NURS 208, will be considered using the same criteria and **selection process (/node/496)** describe for new applicants. New students accepted into the third semester must complete the program within two years.

At the time of admission, the following courses must have been completed at Tompkins Cortland or transferred to Tompkins Cortland from another regionally accredited College: ENGL 101, PSYC 103, SOCI 101, BIOL 131, AND BIOL 132, and a minimum of 16 credits (C or better) in nursing courses equivalent to Tompkins Cortland's NURS 110 AND NURS 120 upon transcript evaluation.

Students applying to Transfer admission into Third Semester must submit:

- A Tompkins Cortland Nursing Application (which includes a **personal statement (/node/1051)**)
- Official Transcripts: High School (or GED certificate), previous Nursing Program, and any College not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).**

Review of third semester applications with all required materials submitted will begin on May 16th and will continue until the class is full.

Admission decisions will start being sent out in June.

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NURSING READMISSIONS

Students who receive a grade of W, WP, WF or F in a required nursing course may apply for readmission to the nursing program. Upon readmission, the student will have one opportunity to repeat the failed course and attain a passing grade. A student can do this with only two nursing courses. Having been admitted previously to the Tompkins Cortland nursing program does not guarantee readmission. Applicants are considered using the same criteria and **selection process (/node/496)** described for new applicants.

A student who is readmitted must complete the nursing program within five years of first enrollment in NURS 110.

FIRST SEMESTER NURSING COURSE READMISSION

Students applying for readmission to the first semester nursing course, NURS 110, will be considered using the same criteria and selection process described for new applicants. A previous grade of F in NURS 110 will not be considered when the applicant's overall GPA is computed.

Students applying for readmission must submit:

- A new Tompkins Cortland Nursing Application (which includes a NEW **personal statement (/node/1051)**).
- Official College Transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (mailto:transcripts@tompkinscortland.edu).**

Review of applications with all required materials submitted will begin on February 16th and will continue until the class is full.

Admission decisions will start being sent out in March.

SECOND, THIRD, OR FOURTH SEMESTER NURSING COURSE READMISSION

Students applying for readmission to the second, third, or fourth semester nursing courses, NURS 120, NURS 208, or NURS 225, respectively, will be considered using the same criteria and selection process described for new applicants. A previous grade of F in NURS courses will not be considered when the applicant's overall GPA is computed.

Students applying for readmission must submit:

- A new Tompkins Cortland Nursing application (which includes a NEW **personal statement (/node/1051)**).
- Official College transcripts not already on file at Tompkins Cortland. **Electronic Transcripts should be sent directly from the institution via email to transcripts@tompkinscortland.edu (mailto:transcripts@tompkinscortland.edu).**
- A personal letter describing a plan for success in the nursing program (included in the Nursing Application).
- Three letters of reference:

- **1)** A letter from a member of the College's nursing faculty.
- **2)** A letter from another member of the nursing profession, preferably a nursing supervisor/employer.
- **3)** A letter from a personal reference.

Students who wish to be readmitted to the second, third, or fourth semester must have an overall GPA of 2.0, not counting grades in failed nursing courses. If there are more applicants than spaces available in a given semester, selection will be based on grades in science, math, and nursing courses, overall GPA, the personal statement of application form, the applicant's personal letter, and letters of reference.

Review of applications with all required materials submitted for second and fourth semester readmission will begin on November 16th and will continue until the class is full.

Admission decisions will start being sent out in March.

Review of applications with all required materials submitted for third semester readmission will begin on May 16th and will continue until the class is full.

Admission decisions will start being sent out in June.

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Payment information varies depending on the semester (**Fall (/sites/default/files/documents/Billing%20Info%20sheet%20-%20Fall%202021.pdf)**, **Spring (/sites/default/files/documents/Spring20-Payment%20Information.pdf)**, **Summer (/sites/default/files/documents/Summer%202021%20information%20sheet.pdf)**, and **Winter (/sites/default/files/documents/Winter20-Payment%20Information.pdf)**). You may pay your college charges with cash, check, VISA, Discover, or MasterCard. Other methods of payment, such as financial aid, are available.

METHODS OF PAYMENT

ONLINE BILLING AND PAYMENT

Through your **myINFO (https://myinfo.tc3.edu/SelfService/Home.aspx)** account you can:

- Pay your bill.
- Set up a payment plan.
- Authorize someone else to pay your bill.
- Sign up to receive your financial aid refund by direct deposit.

DEFERRALS

You may defer payment of your bill if you have evidence at the time of registration that:

- A third party will be paying your bill
- You have been awarded a grant or scholarship
- You have been awarded financial aid

*Financial aid deferrals are granted based upon actual or estimated awards. If you do not have an actual financial aid award by the first day of classes, late payment charges will be added.

THIRD-PARTY OUTSIDE PAYERS

In the case your bill will be paid by an employer, or a scholarship administered outside of the College, or by any other outside agency, formal documentation from the source of payment is necessary. Written documentation should specify what types of charges and amounts will be paid by the third party, where the bill should be sent and where, if required for payment, grades should be sent.

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CERTIFICATE OF RESIDENCE

The Certificate of Residence proves you are a New York state resident. This is **required to qualify for reduced in-state tuition**.

TO QUALIFY

In order to qualify, you must prove you have lived in New York state for 12 months prior to registration and in the same county for at least six months. If you lived in more than one county in the past six months, you will need certificates from each county.

APPLICATION GUIDELINES

If you are a dependent student, you must apply in the county in which your parents reside. You must apply for the certificate of residence between the period **60 days before classes begin and 30 days after the first day of class. For the Fall 2020 semester this means you must apply for your certificate between July 1, 2020 and October 1, 2020.** However it is in your best interest to provide the certificate BEFORE classes start. If we do not receive your certificate of residence, you will be responsible for paying the non-resident portion of your tuition.

TO APPLY

Fill out the application for your home county.

Have your application signature notarized by a New York State notary public. There is a notary public available on campus in the Enrollment Services Center, room 101.

Follow your county's specific instructions and either mail, deliver, or fax the application with required proof of residence to your county.

Your county's treasurer will issue a Certificate of Residence. Send or bring **the original** certificate to the Enrollment Services Center, room 101.



CERTIFICATE OF RESIDENCE BY COUNTY/BOROUGH

Please select your county link below for your Certificate of Residence application and instructions. You may need the free **Adobe Acrobat Reader** (<http://get.adobe.com/reader/>) to view PDF format documents.

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A

- Albany (<https://www.albanycounty.com/departments/management-and-budget/finance-division/certificate-of-residence>)
- Allegany (<http://www.alleganyco.com/departments/treasurer/>)

B

- Broome (</sites/default/files/documents/broome.pdf>)
- Bronx (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)

C

- Cattaraugus (</sites/default/files/documents/cattaraugus.pdf>)
- Cayuga (<http://www.cayugacounty.us/DocumentCenter/View/960/Application-for-Certificate-of-Residence-for-Community-Colleges-PDF>)
- Chautauqua (<http://www.co.chautauqua.ny.us/>) (search on 'certificate of residence')
- Chemung (</sites/default/files/documents/chemung.pdf>)
- Chenango (</sites/default/files/documents/chenango.pdf>)
- Clinton (<http://www.clintoncountygov.com/Departments/TreasurersOffice/TreasurerHome.html>)
- Columbia (<http://www.columbiacountyny.com/schools.html>)
- Cortland (<http://www.cortland-co.org/228/Treasurers-Office>)

D

- Delaware (</sites/default/files/documents/delaware.pdf>)
- Dutchess (<http://www.co.dutchess.ny.us/CountyGov/Departments/Finance/FNcertofres.htm>)

E

- Erie (http://www.erie.gov/comptroller/certificate_residence.asp)
- Essex (<https://www.co.essex.ny.us/wp/forms/>)

F

- Franklin (https://cms8.revize.com/revize/franklincountyny/Document_Center/Finance/Treasurer/3623.pdf)
- Fulton (</sites/default/files/documents/fulton.pdf>)

G

- Genesee (<http://co.genesee.ny.us/departments/countytreasurer/index/index.php>)
- Greene (<http://www.greenegov.com/>)

H

- Hamilton (</sites/default/files/documents/hamilton.pdf>)
- Herkimer (/sites/default/files/documents/Herkimer_County.pdf)

J

- Jefferson (</sites/default/files/documents/jefferson.pdf>)

K

- King (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)

L

- Lewis (<https://www.lewiscounty.org/media/Departments/Treasurey/Certificate%20of%20Residence%20Application.pdf>)
- Livingston (<http://www.co.livingston.state.ny.us/treasurer.htm>)

M

- Madison (</sites/default/files/documents/madison.pdf>)
- Monroe (<http://www.monroecounty.gov/property-residency.php>)
- Montgomery (</sites/default/files/documents/Montgomery.pdf>)

N

- Nassau (<https://www.nassaucountyny.gov/533/Certificate-of-Residence>)
- New York City (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)
- Niagara (<http://www.niagaracounty.com/Departments/Treasurer.aspx>)
- NY (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)

O

- Oneida (</sites/default/files/documents/oneida.pdf>)
- Onondaga (<http://www.ongov.net/finance/certificateResidence.html>)
- Ontario (<http://www.co.ontario.ny.us/index.aspx?nid=91>)
- Orange (<https://www.orangecountygov.com/1762/Certificate-of-Residence-Form-Instructio>)
- Orleans (</sites/default/files/documents/orleans.pdf>)
- Oswego (</sites/default/files/documents/oswego.pdf>)
- Otsego (https://www.otsegocounty.com/departments/s-y/treasurer/document_center.php#)

P

- Putnam (<https://putnamcountyny.com/finance/downloadable-forms/>)

Q

- Queens (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)

R

- Rensselaer (<http://www.rensco.com/departments/bureau-of-finance/>)
- Richmond (<http://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/>)
- Rockland (<http://rocklandgov.com/departments/finance/>)

S

- St. Lawrence (<https://www.stlawco.org/Departments/Treasurer/GuidelinesCertificateResidency>)
- Saratoga (<http://www.saratogacountyny.gov/departments/county-treasurer/certificate-of-residency/>)
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- Schoharie (<https://www4.schohariecounty-ny.gov/departments/schoharie-county-treasurer/>)
- Schuyler (</sites/default/files/documents/schuyler.pdf>)
- Seneca (https://www.co.seneca.ny.us/wp-content/uploads/2019/12/treasurer_certificate_residence-ADA.pdf)
- Steuben (<http://www.steubencony.org/pages.asp?PID=131>)
- Suffolk (<http://suffolkcountyny.gov/comptroller/CertificateofResidence.aspx>)
- Sullivan (</sites/default/files/documents/sullivan.pdf>)

T

- Tioga (</sites/default/files/documents/tioga.pdf>)
- Tompkins (<http://www.tompkinscountyny.gov/finance/Treasury-0>)

U

- Ulster (<https://ulstercountyny.gov/sites/default/files/documents/INFORMATION-AND-APPLICATION-FOR-CERTIFICATE-OF-RESIDENCE.pdf>)

W

- Warren (<http://www.warrencountyny.gov/treasurer/residency>)
- Washington (<http://washingtoncountyny.gov/documentcenter/view/771>)

- [Wayne \(/sites/default/files/documents/wayne.pdf\)](/sites/default/files/documents/wayne.pdf)
- [Westchester \(https://finance.westchestergov.com/services/certificate-of-residence\)](https://finance.westchestergov.com/services/certificate-of-residence)
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COVID-19 Policies and Updates (/node/1281)**FORM 1098-T INFORMATION**

The IRS requires all Colleges and Universities to prepare form 1098-T for students who were billed for credit courses during the past year. These students (or their parents) may be eligible to take either a tuition and fee deduction or claim an educational credit on their tax return.

The College contracts with an outside agency (EC SI) to process the 1098-T forms electronically. **These forms will be available each January 31.** Until the first of January, students will have the ability to opt-in to an electronic delivery of the form. Otherwise a form will be sent to them in the mail. Whether a form is mailed electronically or on paper, students will have the ability to go online to print their 1098-T form.

EC SI also provides a call center and online chat for questions about the 1098-T tax form. The toll free number to contact them is 1.866.428.1098. For more information about the 1098-T tax form and the electronic opt-in program, please visit the **EC SI website (<https://heartland.ecsi.net/>)**. If students have questions specifically regarding their tuition statement and account at Tompkins Cortland, they can access this information online through myInfo, accessed through **myTC3 (<https://my.tc3.edu/>)**, or contact the Enrollment Services Center.

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Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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REGISTRATION

ENROLLMENT SERVICES CENTER VIRTUAL HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday

9 a.m. - 6 p.m. | Tuesday

Room: Enrollment Services (<https://zoom.us/j/95644871534>)

Call in phone number: 1 646 558 8656

Meeting ID: 956 4487 1534

Password: 165142

Questions: admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.



REGISTER ONLINE

You can **register online** ([https://myinfo.tc3.edu/SelfService/Login.aspx?](https://myinfo.tc3.edu/SelfService/Login.aspx?ReturnUrl=%2FSelfService%2FCustom%2FRegistrationCheckList.aspx)

[ReturnUrl=%2FSelfService%2FCustom%2FRegistrationCheckList.aspx](https://myinfo.tc3.edu/SelfService/Login.aspx?ReturnUrl=%2FSelfService%2FCustom%2FRegistrationCheckList.aspx)) if you meet certain criteria and are authorized by your advisor.

If you have questions or problems, review the **course search (/node/528)**, **contact the Enrollment Services Center** (<mailto:regbilling@tompkinscortland.edu>), or call **607.844.6580**.

REGISTRATION DAY

Each fall and spring semester a registration day is held for you to register for the following semester. There are no classes held during the day as faculty and staff are dedicated to assisting you with your course registration for the next semester. Check the academic calendar for exact dates. Registration day is the first opportunity for you to enroll in courses for the upcoming semester. After that day, registration is open to both currently enrolled and new students until the start of classes.

You should meet with your advisor prior to registration day to make your plans for the upcoming semester. You are encouraged to register for classes on registration day or shortly thereafter to obtain the best possible schedule of courses. If schedule changes are necessary later on, you can work with an advisor to add and drop courses before classes begin.

Use the **Online Catalog (/node/99)** to check your degree program requirements.

PREREQUISITES

You must complete course prerequisites prior to the start of classes. At the time of advance registration you may preregister for the course as long as you are currently enrolled in the prerequisite. If you do not successfully complete the prerequisite for a course you are registered for in advance, you will be removed from the course. You must obtain instructor permission to register for any course you have not met the prerequisite for.

If you do not meet established basic skills guidelines you must take placement tests in appropriate areas before taking ENGL 101, Academic Writing, a MATH course or other courses that require extensive reading or writing. Before you register for a class requiring a prerequisite course, proof of successful completion of the prerequisite course must be submitted.

COURSE LOAD

Fall and Spring semesters: The average course load for a full-time matriculated student is 14-16 credit hours per semester. The minimum full-time load is 12 credit hours. The maximum load is 18 credit hours. Except where required by the academic program, students wishing to register for 19 or more credit hours must have the approval of the Office of the Provost. Summer: Students may take up to four courses (12-16 credits) during the summer semester. Students may only take two courses (6-8 credits) per summer session. Exceptions to this policy must be approved by the Office of the Provost.

CROSS REGISTRATION

To provide more flexibility in the choice of courses toward the associate degree, the College has arranged a cross-registration program with SUNY Cortland. If you are a full-time matriculated student in good standing you may take one course at SUNY Cortland. There is no extra tuition charge involved. Courses taken at SUNY Cortland must be applicable to your degree program and not offered at Tompkins Cortland at any time. Students at Cortland may cross-register for one course at Tompkins Cortland as well.

Grades earned in such courses will not appear on the Tompkins Cortland transcript, nor will they count toward your GPA at Tompkins Cortland. You are responsible for having official transcripts sent to the College after you have completed the semester. Contact an enrollment services specialist at 607.844.6580 for registration information.

SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

If you wish to change your schedule by adding, dropping, or withdrawing from a course, complete a change of schedule form and go to the Enrollment Services Center for processing. If you are a continuing student authorized by your advisor to register online, you may change your schedule using myTC3 prior to the start of classes. The College offers courses in a variety of academic sessions with different start and end dates. Refer to the Academic Calendar for dates.

ADDING COURSES

Generally, once a course has started, instructor permission is required in addition to an advisor's approval to enroll in that course during the "add" period specified for each academic session. To enroll in a course once the "add" deadline has passed, you are required to obtain the Dean of Instruction's signature in addition to your advisor and instructor's signatures.

DROPPING/WITHDRAWING COURSES

You may drop courses with your advisor's approval through the end of the "drop" period specified for each academic session. After the "drop" deadline has passed, a grade of "W" will be assigned until the withdrawal deadline. Remember that dropping or withdrawing from courses can affect your financial aid and your academic status. Make an appointment with a financial aid counselor to discuss the potential effect on your current financial aid award.

REFUND POLICY

Fall/Spring Only; based on a 15-week schedule

If you drop a course or withdraw from the College, you will be charged **non-refundable** tuition, fees, housing and meals according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student. Non-payment of tuition and fees does not constitute an automatic withdrawal.

Prior to the start of classes: 0%

During the first week of classes: 25%

During the second week of classes: 50%

During the third week of classes: 75%

After the third week of classes: 100%

COURSE CANCELLATION

The College reserves the right to cancel any courses because of insufficient enrollment, instructor availability, or other circumstances. To find out if any course has been canceled, check myTC3. If your course is canceled, you will receive a full refund unless you sign up for another course. Contact the Enrollment Services Center or use myTC3 to select another course.

AUDITING

Auditing a course means that you attend class but do not take exams or receive credit. You may register to audit any credit course using the same registration procedures. Regular tuition and fees are charged for audit status. People age 60 and over may audit credit courses tuition free (fees may apply) if there is space available after the regular registration period.

Audit status must be declared at the time of registration and you must pay regular tuition for the courses. The notation of "X" will be made on your academic record for an audited course. A change from audit to credit status must be made within the add/drop period – within three weeks of the start of regular 15-week courses.

Lifetime Alumni Association: If you are a lifetime member of the Tompkins Cortland Community College Alumni Association you may audit, tuition free, one course per year. You will be responsible to pay the fees. The course must have space available after regular registration. Call the Office of Alumni/ Development, 607.844.8222, Ext. 4369 for information.

Senior Citizen Auditors: If you are age 60 or older, you may audit, tuition free (fees may apply), any credit course that has space available the last day before classes begin. Call the Enrollment Services Center, 607.844.6580 for information on how to register.

LEAVE OF ABSENCE

Maintaining Matriculation: Missing the next consecutive Fall or Spring semester will not require you to reapply for readmission. However, an absence of two or more semesters will require an application for readmission and cause you to be subject to new degree requirements.

Leave of Absence Policy: If you need a documented leave of absence you must petition the Associate Dean for Curriculum and Academic Records. A leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship and requires detailed documentation. A leave of absence may not exceed two consecutive semesters (not including the semester in which the leave is granted or summers). If you are granted a leave of absence before the end of a semester, you will receive a grade of W, WP, or WF according to the current withdrawal policy.

PERMISSION TO ATTEND ANOTHER INSTITUTION

If you wish to take a course at another institution approval from the Dean of Instruction prior to enrolling in the course. Receiving prior permission to attend the other institution guarantees that the course will be accepted at Tompkins Cortland if the student receives a C (2.0) or better grade in the course. In order to be eligible, a student must be matriculated, have a cumulative GPA of at least a 2.0, and be in good academic standing. Only course work that applies towards the student's degree program at Tompkins Cortland will be approved. Contact the Academic Records Office for further information.

REGISTRATION AND BILLING

regbilling@tompkinscortland.edu (mailto:regbilling@tompkinscortland.edu)

607.844.6580

Fax: 607.844.6541

Room 101

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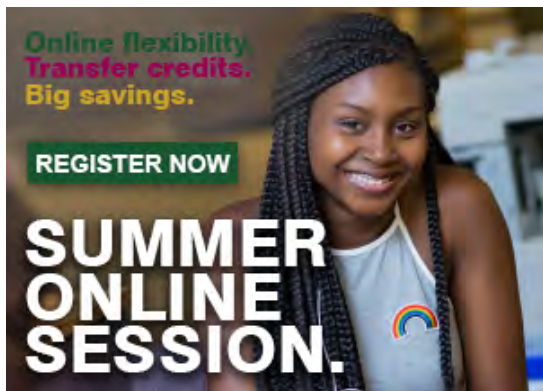
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SUMMER SESSION

Save money with SUNY credits that transfer. Tompkins Cortland's Summer Session emphasizes flexibility - courses that fit your schedule, with many online options. SUNY credits that meet your needs and transfer if you need them to transfer. Summer session courses are open to everyone who meets course pre-requisites – **you do not need to be a currently enrolled student.**

REGISTRATION AND PAYMENT

You can now **register for your summer classes online** (<https://www3.tc3.edu/NonMatric/>) (DO NOT use this form if you are currently a student at Tompkins Cortland - visit myINFO to register)!



(<https://www3.tc3.edu/NonMatric/>)

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WINTER ONLINE SESSION

AFFORDABLE SUNY CREDITS TO STAY ON TRACK

Registration for Winter 2021-22 is over.

Tompkins Cortland's all-online winter session can help students stay on track with the affordable SUNY credits they need. Classes are open to everyone who meets the course pre-requisites. All winter classes are online asynchronous (instruction not occurring at a specified meeting time).

3 CREDIT COURSE (NYS RESIDENT WITH VALID CERTIFICATE OF RESIDENCE OR NON-NYS RESIDENT)

NYS Resident Tuition \$200 per credit hour x 3	\$ 600
Technology Fee \$23 per credit hour x 3	69
Web Course Fee \$6 per credit hour x 3	18
ID Services Fee	<u>19</u>
TOTAL	\$ 706

4 CREDIT COURSE (NYS RESIDENT WITH VALID CERTIFICATE OF RESIDENCE OR NON-NYS RESIDENT)

NYS Resident Tuition \$200 per credit hour x 4	\$ 800
Technology Fee \$23 per credit hour x 4	92
Web Course Fee \$6 per credit hour x 4	24
ID Services Fee	<u>19</u>
TOTAL	\$ 935

REGISTRATION

New to Tompkins Cortland?

Register for our Online Winter Session (<https://www3.tc3.edu/NonMatric/>) if you are not currently a Tompkins Cortland student. Winter classes are affordable and feature classes common to a number of majors – and because they're SUNY credits, transfer is easy.

Are you a current student?

Check out the Winter Online Session offerings in **myINFO**

([https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?](https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&type=Trad&year=2021&term=WINTER&num=10)

[sort=CourseId&type=Trad&year=2021&term=WINTER&num=10](https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&type=Trad&year=2021&term=WINTER&num=10)) and speak to your advisor about registering online through myINFO.

Currently enrolled high school students, please **contact CollegeNow for registration** (<mailto:collegenow@tomkinscortland.edu>).

FINANCIAL AID AND PAYMENT

There is no financial aid available for Winter Session, **even if you are a currently enrolled student**. Payment must be made by cash, credit card, check, or money order. Payment must be made by Dec. 10. After Dec. 10, payment must be made at the time of registration.

If you drop a course or withdraw from the College, you will be charged non-refundable tuition and fees according to the following schedule:

REFUND POLICY

Before December 22, 2021: Tuition and fees are 100% refundable

On or after the first day of class: Tuition and fees are 100% NON-refundable

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2022-2023



August 22						
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Class Day

H College Holiday

F Fall Day: Oct 11

M Mid Winter Day: Feb 22

Faculty Non-Class
Contract Day

C Commencement

Fall Day and Mid-Winter Day are Contract Days
New Student Orientation: 8-27/8-28 & 1-23/1-24

2022-2023

- College Holiday**
- Winter Session**
- Summer First Five Week**
- Summer Second Five Week**
- Summer 8 Week**
- Summer 10 Week**

- Dec 21- Jan 20
- May 31 - July 7
- July 10 - August 11
- May 31- July 28
- May 31- August 11

December 22						
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August 23						
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CAMPUS POLICIES AND PROCEDURES

OFFICE OF PUBLIC SAFETY

Policies (/node/188) regarding alcohol, maintenance of order, weapons on campus, sex crimes prevention, crime statistics, and felony offenses are maintained by the College's Office of Public Safety, which is staffed by armed peace officers who have full authority to make arrests and/or referrals to the local criminal courts or the campus judicial administrator.

HEALTH AND SAFETY COMMITTEE

Students who have a health and safety concern can use the **Health and Safety Committee (/node/636)** to address their issues. The committee is comprised of a representative body of faculty, staff, and students, and meets once a month during the fall and spring semesters.

BOARD OF TRUSTEES POLICIES

The Tompkins Cortland Board of Trustees, which meets monthly throughout the year, establishes general **campus policies (/node/407)** that guide the College's specific enforcement of certain issues.

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Dryden, New York 13053

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POLICIES AND PROCEDURES

In Order to Receive Accommodations:

- 1. Students must identify the disability.** Students may self-identify at any time by contacting the Office of Access & Equity Services directly or by self-identifying to staff or faculty member who will advise students to contact the office of the Coordinator or Access & Equity Services.
- 2. Students must provide the Coordinator of Access & Equity Services with documentation of the disability.** Documentation of the disability must be current and appropriate. All documentation must identify the nature of the disability, how the disability will limit participation in courses, programs, services, employment, or activities, and the need for academic adjustments. Each student's input with respect to how the disability impacts him or her will be considered (this is considered part of the documentation). Hand-written documentation will require follow-up. Further information is available in **Documentation Guidelines (/sites/default/files/documents/Documentation%20Guidelines%20September%202017.pdf)**.
- 3. The student requesting accommodations must work with BCL staff to develop an appropriate and reasonable accommodation plan during an intake meeting.** The access plan could serve the student throughout his or her academic career at TC3 and may be modified through contact and discussion with the Coordinator of Access and Equity.
- 4. In order to receive academic adjustments for a particular semester, students must review their individual access plan with BCL staff.** After reviewing their individual access plan, students will receive a memo addressed to each of their instructors describing the approved range of academic adjustments for their courses that semester. Students who wish to use their academic adjustments must deliver the memo to their instructor(s) prior to receiving modifications or auxiliary aids or services in that class.
- 5. Students must meet with instructors individually to discuss implementation of their access plan.** Students are encouraged to meet with their instructors during office hours early in the semester to discuss specific needs and method(s) for implementing their access plan within each course.

Privacy: All information provided concerning a disability is confidential and is released only with the student's consent. A student must sign a consent form to allow BCL staff to discuss planning, progress, and concerns with parents or guardians.

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Testing Modifications: Students must make an appointment every time they wish to take a test in the BCL. Under most circumstances, students must request an appointment with one school day in between their request and the day of their test. (For example, if a test is on Wednesday, an appointment needs to be requested by Monday. If a test is on Monday, an appointment needs to be made by Thursday because of the weekend.) This provides the BCL staff enough time to retrieve the test/exam from the student's instructor and to reserve a space for test administration. Exceptions are made for pop-quizzes and other evaluations for which the student has short or no notice.

Students must request appointments electronically through their myINFO accounts.

Note that the link in myINFO will only work after the student has picked up the memos for his/her instructors (which must be done each semester).

Alternate Format: Alternate format, or **alt format (/sites/default/files/documents/Alt_Format_Handout_2012.pdf)**, is an accommodation that provides accessible digital texts to students with a print disabilities.

Assistive Technology: Some students will automatically have access to certain assistive technology hardware and software depending upon their individual access plan. For example, as student with a visual disability could have access to Window-Eyes or Zoom Text software. The BCL provides training for students to use adaptive technology as part of an access plan.

Other forms of adaptive technology are available to all students at TC3. For more details about available hardware and software, including information about adaptive technology specifically for students with disabilities, see the **Assistive Technology (/node/252)** page.

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Note-Taking Assistance: Students eligible for note taking assistance will receive information from the Baker Center about finding a note taker, how to organize copies of the notes, and study tips when they sign their academic adjustment paperwork at the beginning of each semester. Students are generally responsible for finding a note taker in their classes; however, BCL staff and classroom faculty can help with this process as needed.

Once a student has found a note taker, the Baker Center will provide him or her with a copy card or NCR (carbon) paper to make copies of the note taker's notes. Copy cards are signed out on a semester-by-semester basis and must be returned to Access and Equity at the end of the semester. Students may have the copy card refilled as needed by consulting the Access & Equity secretary.

For students with certain functional limitations, the Baker Center can help you obtain copies of in-class presentation materials (such as PowerPoint) in addition to notes. Unlike high school, college lectures move much more quickly and last longer, so obtaining presentation materials allows students to study at their own pace. For more information about note taking assistance and study tips, see our **Note-Taking handout (/sites/default/files/documents/PP%20Library%20Note%20Taking%202012.pdf)**.

Classroom Seating: Those needing alternative seating in classrooms to accommodate physical disabilities should contact the Office of Access & Equity Services to make this request. Alternate seating can be arranged in each classroom.

Requesting Interpreter Services: Students who need interpreter services in order to participate in classes and college programs should contact the Office of Access & Equity Services (AES) as soon as possible so that this service can be arranged. When classes or schedules change, notify the AES as soon as possible. We need to have two-weeks notice as a minimum for requesting semester-long interpreter services or and a minimum of 2 business days' to change prior arrangements.

Emergency Evacuation

For information on students with disabilities or medical conditions who may require assistance with emergency evacuation, please go to the **Emergency Evacuation (/node/256)** page.

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) requires Tompkins Cortland Community College, with certain exceptions, to obtain a student's written consent before disclosing educational records with personally identifiable information.

DIRECTORY INFORMATION

The College may disclose information designated "directory information" without written consent, unless the student has advised the college to the contrary in accordance with college procedures.

Directory information is defined by FERPA as information in an education record of a student that would not generally be considered harmful or an invasion of privacy if released.

TOMPKINS CORTLAND HAS DESIGNATED THE FOLLOWING INFORMATION AS DIRECTORY INFORMATION:

- Name
- Address
- Date of birth
- Phone numbers
- Email address
- Photo
- Dates of attendance
- Program of study
- Enrollment status (Full-time/Part-time)
- Previous institution attended
- Degrees awarded
- Honor and awards
- Participation in officially recognized activities and sports
- Athlete height/weight

The Solomon Amendment requires the College to provide directory-type information on students who are at least 17 years of age, upon request from representatives of the Department of Defense for military recruiting purposes.

If a student does not want the College to disclose directory information from his/her education record without his/her prior written consent, he/she must complete and submit a signed and dated Directory Information Withholding Form (/sites/default/files/documents/information_withholding_1.pdf) to Academic Records, Room 248, by the end of the third week of classes in a semester or summer session.

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STUDENT RIGHTS UNDER FERPA

The law provides students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review his/her education record within 45 days of the day the college receives a request for access. A student who wishes to review his/her education record must submit a written request to the Registrar that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request amendment of his/her education records. A student may ask the College to amend a record that he/ she believes is inaccurate. The student should submit a written request to the Registrar, clearly identify the part of the record he/she wants changed, and specify why the record is inaccurate. If the Registrar decides not to amend the record as requested, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college releases personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The college will disclose a student's educational records without prior written consent in the following instances:

- To college officials with legitimate educational interests. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A college official is a person employed by Tompkins Cortland in an administrative, supervisory, academic or research, or support staff position (including public safety/campus police, residence life, and health center staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; a person serving as a member of SUNY system administration; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- **DISCLOSURE TO PARENTS. THE COLLEGE WILL RELEASE INFORMATION TO PARENTS UNDER THE FOLLOWING CIRCUMSTANCES (FINANCIAL DEPENDENCE IS DEFINED BY THE INTERNAL REVENUE CODE):**
 - Notice of alcohol or controlled substance violations will be provided to parents of all students under 21 years of age at the time of the violation, regardless of financial dependency.
 - Notice of alcohol or controlled substance violations will be provided to parents of all financially dependent students, regardless of age.
 - Notice of other non-academic judicial proceedings may, at the college's discretion, be provided to parents of financially dependent students when the college has determined that disclosure is in the best interests of the student or the college as the result of behavior calling into question the appropriateness of the student's continued living in the residence halls or enrollment at the college.
- **DISCLOSURE TO OTHER PERSONS (INCLUDING PARENTS):**
 - When the college determines that there is a significant threat to the health or safety of a student or other individuals, information from education records may be disclosed to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - The final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or any sex offense may be disclosed to any person when the student is found to have also committed a violation of Tompkins Cortland's codes of conduct with respect to such crime or offense. Such disclosure will include only the name of the student, the violation committed and the sanctions imposed by the College. The results of such a disciplinary proceeding, whether or not a violation is found, will be released to the alleged victim of the offense.
 - Note: Law enforcement records maintained by the Tompkins Cortland Office of Public Safety/Campus Police are not considered educational records and may be disclosed to any person. The Tompkins Cortland Office of Public Safety/Campus Police is designated as the college's law enforcement unit.
- **OTHER EXCEPTIONS:**
 - The college must disclose records in response to a judicial order or lawfully issued subpoena. The college will attempt to notify the student of the request before providing information.
 - The college may disclose records, including disciplinary records, to another institution where a student seeks or intends to enroll or is already enrolled. Unless the request is initiated by the student, the college will attempt to notify the student before releasing records. Upon request, a copy of all records disclosed will be provided to the student.

- The college may disclose records, under certain circumstances, to certain federal, state and local government representatives, accrediting organizations, and other organizations conducting studies for educational agencies or institutions. This includes information requests from federal agencies related to international student compliance with the requirements of the Student and Exchange Visitor Information System.
- The college may disclose records in connection with financial aid.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901


More information is available from the U.S. Department of Education at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

For more information about Tompkins Cortland’s policies, contact Katrina Campbell, Registrar, campbek2@tompkinscortland.edu (<mailto:campbek2@tompkinscortland.edu>) or 607.844.8211, Ext. 4305.

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ACADEMIC REGULATIONS

TRANSFER CREDIT POLICY

Transfer courses are evaluated individually. Credits for all courses passed with a letter grade of C or higher at regionally accredited institutions and recorded on official transcripts will be evaluated and may be accepted for applicability to specific Tompkins Cortland degree or certificate requirements. College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country.

Grades and credits earned at another institution are not calculated into a student's grade point average at Tompkins Cortland.

OFFICIAL TRANSCRIPTS

Official transcripts bear the College seal and must be received by the addressee in a sealed envelope. You may request that an official copy of your permanent academic record be sent directly to the college or agency designated.

All requests for transcripts must be made in writing as required by law, through the College's website, by letter, or on the form provided by an enrollment services specialist. Anyone who has not paid his or her financial obligations to the college will not receive transcripts from Tompkins Cortland Community College.

Because of the large volume of transcripts, the College requires at least two business days to send out transcripts requested online. Written requests may take 4-5 business days to process.

CHANGE OF PROGRAM

You may change your curriculum if you find that your abilities and interests are better suited to another program of study. Such a change should be discussed with your academic advisor or a counselor.

A change of program form must be filed in the office of student success and advisement services, at which point you will be assigned a new advisor. Students who change their curriculum will be bound by the current graduation requirements at the time of the program change.

WAIVERS AND SUBSTITUTIONS

Under special circumstances, program requirements may be waived or other courses substituted for a requirement by completing a waiver request form available in the enrollment services center. New York State Department regulations, such as the minimum number of credits required for graduation and the required number of Liberal Arts and Science credits, may not be waived.

Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for you to meet a graduation requirement or when you need to meet a specific requirement of a four-year college to which you intend to transfer.

The waiver form should normally be approved before you enroll in a substitute course. The approval process is initiated by your academic advisor, reviewed by the appropriate department chairperson, and finally acted upon by the Provost and Vice President of Academic Affairs. It should be noted that waivers are never automatic.

Waiver of any particular course does not reduce the credit requirements for graduation. Any student requesting a substitution (waiver) for a course that has a minimum grade of C or C- must meet this requirement for the course being substituted.

CREDIT/CONTACT HOURS

Following State University of New York (SUNY) regulations, Tompkins Cortland has adopted the following definitions and practices regarding credit and required contact hours.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

I. LECTURE, SEMINAR, QUIZ, DISCUSSION, RECITATION

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

II. ACTIVITY SUPERVISED AS A GROUP (LABORATORY, FIELD TRIP, PRACTICUM, WORKSHOP, GROUP STUDIO)

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

III. SUPERVISED INDIVIDUAL ACTIVITY (INDEPENDENT STUDY, INDIVIDUAL STUDIO, TUTORIAL)

a) One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

b) Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions."

Credit/Contact Hour Source: SUNY Policy

Document Number: 1305

Effective Date: June 30, 1976

DIRECTED STUDY COURSE SECTION

Directed Study is an independent study instructional format for a section of a regular course required for a student's program of study that is not available in a particular semester. The material covered in such courses is the same as what is covered in the traditional course. The directed study option is used only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that only instructors who normally teach the course will be responsible for a directed study course. Regular tuition and fees will be charged for each directed study credit. Approval of the Provost is required.

INDEPENDENT STUDY COURSES

Independent Study is intended to expand a student's learning experience beyond the normal program curriculum. It provides the student with an opportunity to pursue/ research a subject in more depth, and in a more independent manner than would be possible in a traditional course. A supervising Tompkins Cortland faculty member and the student cooperatively design a written contract equivalent to college-level study within a specific discipline. Each hour of credit should reflect a minimum of 45 hours of work. Approval of the Provost is required.

GRADUATION

APPLICATION FOR DEGREE

A student must be matriculated into a degree program and file an application for degree in order to graduate. The application form, available through myINFO, must be submitted by the deadline dates. Records will be reviewed and the student will be notified by the Academic Records Office regarding degree status. A student who applies for a degree but who does not meet all of the requirements must reapply during the semester prior to when they will meet the requirements. In order for applications to be accepted, the student must be matriculated in a degree program.

GRADUATION REQUIREMENTS

All students who are degree candidates must meet these general requirements for graduation.

Satisfactory completion of all courses prescribed in the curriculum to which the student has been accepted/matriculated.

A minimum of 15 academic credits in residency successfully completed at Tompkins Cortland Community College. (These credits must be exclusive of experiential learning or proficiency credits.)

A cumulative grade point average of 2.0 or higher.

Up to three fitness credits may be applied toward unrestricted elective requirements in any degree program.

Students must submit a final high school transcript documenting graduation or a high school equivalency diploma (GED) prior to receiving their degree.

Settlement of all financial or other obligations to the College.

GRADUATION WITH HONORS

To qualify for honors recognition at graduation, the student must have completed at least 30 hours at Tompkins Cortland Community College. Honors will be awarded when students meet the following requirements:

Honor GPA = 3.20 - 3.49
High Honor GPA = 3.50 - 3.79
Highest Honor GPA = 3.80 - 4.00

MULTIPLE DEGREES

Consistent with the policy of the NYS Department of Education, you can earn more than one degree or certificate at Tompkins Cortland Community College, with some conditions.

All required courses must be successfully completed for each degree or certificate program.

A minimum of 15 academic credits beyond those required for the first degree must be completed at Tompkins Cortland Community College. Any courses applied to previously earned degrees cannot be counted as part of these additional 15 credits.

If the degrees are to be awarded simultaneously, the student should submit a separate application for graduation for each degree and the \$20 fee.

If the degrees are not to be awarded simultaneously and enrollment is uninterrupted, the student should submit an application for graduation for the first degree. Then, at the beginning of the next semester after the degree has been awarded, a program change form must be filed with the Office of Student Success and Advisement Services changing from the first degree program to the second degree program. A second application for graduation must also be submitted. There is an additional matriculation fee of \$20.

If the degrees are not to be awarded simultaneously and enrollment is interrupted, then the student should reapply for admission to the college and indicate the second degree program on the application form. A second application for graduation must also be filed along with the \$20 fee.

NOTE

Multiple degrees will only be awarded for individual degree programs. A student may not receive an additional degree in a degree's concentration, sequence, or option.

RELIGIOUS HOLIDAYS

New York State Education Law section 224-A mandates that the college, like all educational institutions, ensures students the opportunity to observe religious holidays without penalty. Students are required to notify faculty of their impending absence at least one class session in advance so arrangements can be made for making up assignments.

GUIDELINES FOR RESEARCH INVOLVING HUMAN SUBJECTS

The College guidelines for research involving human subjects recognize that the primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or staff person, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments. The full written policy is available in the president's office. Students wishing to

conduct surveys or other research must obtain approval from appropriate college staff. More information is available through the **Office of Institutional Research (/node/323)**.

ALCOHOL POLICY

CURRICULUM EXEMPTION

A person under 21 who is a student in a curriculum licensed or registered by the State Education Department may taste or imbibe alcoholic beverages in courses that are a part of the required curriculum, provided such alcoholic beverages are used only for instructional purposes during classes conducted according to course/curriculum outlines.

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GRADING POLICIES

At the beginning of each College course, the instructor will inform students of the criteria to be used in determining the final grade. Students who enter the course late should be sure that they know these criteria. For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system.

GRADING DEFINITIONS

Grading Definitions	Grade	Quality Points per academic credit hour*
High Achievement	A	4.0
	A-	3.7
Good Achievement	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
Satisfactory Achievement	C	2.0
Below Satisfactory Achievement	C-	1.7
	D+	1.3
	D	1.0
	D-	0.7
	F	0.0
Other Grade Notations		
Withdrawal	W	-----
Withdrawal Passing	WP	-----
Withdrawal Failing	WF	0.0
Incomplete	I or •	-----
In Progress	IP	-----
Audit	X	-----
Pass	P	-----
Administrative Withdrawal	AW	-----
SUNY GenEd	SUNY	-----
Transfer Credit	TR	-----
Immunization Withdrawn	MW	-----

* GPA credits are assessed for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), MW (Immunitization Withdrawal), W (Withdrawal), and WP (Withdrawal Passing), SUNY (SUNY GenEd), and TR (Transfer Credit).

GRADE NOTATIONS

W - WITHDRAWAL:

The W will be given to students who have officially withdrawn from a class after the third week and up to the end of the ninth week of classes.

WP/WF - WITHDRAWAL PASSING/WITHDRAWAL FAILING:

The WP notation will be given for any course dropped after the ninth week of classes and up to the end of the 14th week of classes, if the student is passing the course at the time of withdrawal. Otherwise, the student will receive a WF, which factors into the GPA.

Note: The W, WP, and WF deadlines apply to regular 15-week courses. Courses running for shorter periods of time will have different W, WP, and WF deadline dates. Check the semester calendar for details.

X - AUDIT:

Students must declare their preference for audit at the time of registration.

I OR • - INCOMPLETE:

An incomplete may be issued upon the student's request at the discretion of the instructor in situations in which a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. The student and the instructor must jointly notify academic records of the request and approval via the incomplete request form available from the academic records office. If the student fails to complete the requirements before the end of the fourth week of the semester following the semester in which the Incomplete was assigned, the grade will be changed automatically to an F. For self-paced courses, students must re-register for the course if requirements are not completed by the end of the fourth week of the semester following the semester in which the incomplete grade was assigned.

IP - IN PROGRESS:

The IP grade is designed to allow a student to reregister for a course in the next sequential semester or session, if the student has made significant progress in the course in the previous semester, but not progress sufficient to demonstrate mastery of the subject matter. Rather than have the student repeat the entire course, the student who receives the IP grade can pick up those learning objectives necessary to complete the course in the next sequential semester or session. Only courses with an approved continuance procedure can utilize the IP grade. Such a procedure spells out the process by which students continue their progress in the next semester or session. The procedure must be approved by the academic standards committee and the dean of instruction. No instructor will be required to accept IP students whose IP grades were assigned by another instructor. An IP grade will change to an F if a student has not re-registered for and achieved success in the course during the next sequential full semester.

AW - ADMINISTRATIVE WITHDRAWAL:

Instructors are required to administratively withdraw students who have ceased to attend or participate in classes prior to the end of the withdrawal period. A grade notation of "AW" will be made on the permanent academic record. The AW grade is not calculated into the student's GPA, but would affect the earned/attempted ratio in determining academic and financial aid status.

F - FAILING:

This grade will be given to students who have failed to complete course requirements. F is a failing grade and factors into the GPA.

MW - IMMUNIZATION WITHDRAWAL:

Students who do not submit their immunization records will be withdrawn from their courses. The MW grade is not calculated into the student's GPA.

PASS/FAIL:

Students may apply up to six credit hours of coursework toward a degree program on a pass/fail basis. A pass grade will be assigned only if the student earns a minimum grade of C in the course. A written request to take a course pass/fail must be approved by the instructor and the program coordinator, and filed with the academic records office by the end of the drop period. Credits earned with a grade of P for courses taken on a pass/fail basis are not used in calculating the grade point average.

SUNY:

This grade is given for coursework accepted by Tompkins Cortland that meets the SUNY General Education (Gen. Ed.) requirements where the grade is a passing grade below a C (2.0). This coursework does not factor in a student's GPA or count toward degree requirements.

TR - TRANSFER CREDIT:

This grade is given to coursework accepted by Tompkins Cortland from another college and does not factor into the GPA.

GRADE CHALLENGE

To start the process of challenging a course grade, **submit a Grade Challenge Request** (https://cm.maxient.com/reportingform.php?TompkinsCortlandCC&layout_id=33).

EARLY STUDENT PROGRESS REPORTS

Early Student Progress Reports are posted by the instructor in each 15-week course to provide the student an approximate assessment of early course achievement. The performance indicators are posted in the grades section of myTC3/myINFO by the end of the fourth full week of classes. This information does not appear on a student's transcript and is not calculated into a student's GPA. Students who receive S- or U grades are encouraged to consult with their instructors and advisors as soon as possible. The instructor's approximate assessment of each student's achievement will be in accordance with the following grade notations:

Performance Indicators	Grades
Satisfactory Performance & Achievement	S
Less than Satisfactory Performance & Achievement	S-

Unsatisfactory Performance & Achievement and/or Failing (This includes performance below a C level in classes where a C or higher is required – e.g., ENGL100, MATH090)	U
--	---

REPEATING COURSES

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record.

WITHDRAWAL FROM THE COLLEGE

To withdraw from the College, a student must contact the Enrollment Services Center. Filling out the withdrawal form means your intention is to withdraw from every course for that semester. The regulation for assigning grades of W (withdrawal), WP (withdrawal passing), or WF (withdrawal/failing) are noted under Grade Notations, previous page.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by:

1. Multiplying the quality points for the letter grade earned by the number of GPA credits for the course.
2. Adding the quality points earned in all courses taken.
3. Dividing the sum of quality points by the total number of GPA credits.

Grades for equivalent credit courses and the grade notations of AW, W, WP, I, IP, P, SUNY, TR, MW, NC, and X are not used to calculate the GPA.

In computing grade point averages only credit courses taken at Tompkins Cortland are included.

SAMPLE GRADE POINT AVERAGE CALCULATION

Example of GPA (Grade Point Average) calculation, with a failing grade (F) and a pass (P) included to demonstrate how they are calculated:

Course	Credits	Total GPA Credits	Grade	Quality Points	Total Quality Points
ACCT 101	4	4	A	4.0	16.0
BIOL 104	4	4	C-	1.7	6.8
SOCI 101	3	3	B+	3.3	9.9
MATH 102	3	3	F	0.0	0.0
FITN 108	1	--	P	--	--
PSYC 101	3	3	C+	2.3	6.9
Totals		17			39.6

Total Quality Points/Total GPA Credits = GPA

39.6/17 = 2.329 GPA

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COVID-19 Policies and Updates (/node/1281)**ACADEMIC STANDARDS****MAINTENANCE OF ACADEMIC STANDARDS**

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice. Continuance in college thus implies a dual responsibility on the part of the institution and the student. Through its instructional program, supplemented by academic advising and other available support, the College provides students the opportunity to maintain a satisfactory level of achievement. However, unless the student maintains minimum scholastic requirements, the College will intervene with actions deemed appropriate in the best interest of the College and the student.

MINIMUM STANDARDS OF ACADEMIC PERFORMANCE

The requirements stated below represent the minimum academic performance expected at Tompkins Cortland Community College. Students' academic progress will be evaluated with respect to both GPA and Earned/Attempted Ratio Standards at the end of each Fall and Spring semester in order to determine their current academic standing.

Effective Fall 2019

GPA Credits	Minimum Grade Point Average (GPA)
12 - 20	1.6
21 - 29	1.8
30 or more	2.0

GPA credits are assigned for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), W (Withdrawal), WP (Withdraw Passing), MW (Immunization Withdrawal), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

EARNED/ATTEMPTED RATIO STANDARDS

Attempted Credits	Earned Credits
0-11	0 credits
12 or more	50%

In calculating the ratio of earned to attempted credits, all courses will be included. Unlike the GPA standard, the earned/attempted ratio also includes developmental courses (those with numbers below 100, such as ENGL098 and MATH095). Also, in calculating the ratio of earned/attempted credits, the following will be included: P (Pass), AW (Administrative Withdrawal), MW (Immunization Withdrawal), W (Withdrawal), and WP (Withdraw Passing).

ACADEMIC WARNING

Students who fail to earn a 2.0 GPA in the most recent semester but who have a cumulative record that meets minimum academic standards will be issued an Academic Warning and strongly advised to consult with their academic advisor and develop a plan to avoid more severe academic consequences. Academic Warning is not noted on the student's transcript.

ACADEMIC PROBATION

Students who fail to achieve minimum academic standards will be placed on academic probation for the next semester in which they are enrolled. Students on Academic Probation must complete several steps prior to the beginning of the next semester of enrollment including completion of an online student success survey and working with an advisor to develop a plan to be more successful. The notation "Probation" will be placed on the student's transcript.

It is the student's responsibility to ensure that the required steps are completed before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

REPEAT ACADEMIC PROBATION

Students whose overall GPA and/or earned/attempted ratio is still below the minimum standard but who have shown "significant progress" by earning at least a 2.0 GPA and successfully completing at least 50 percent of attempted credits in their current semester, will be granted another semester on probation. All courses will be considered in the calculations, whether college-level or developmental. The notation "Repeat Probation" will be placed on the student's transcript. The student must again complete several required steps with a student success advisor before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

ACADEMIC SUSPENSION

Students who fail to meet minimum academic standards for two consecutive semesters and who do not meet the requirements for Repeat Probation will be suspended for the period of one semester, including any intervening summer and winter sessions. If already registered for courses in the following semester, they will be de-registered. The notation "Suspension" will be placed on the student's transcript.

Students who are academically suspended for a second or subsequent time will be suspended for a full academic year including summer and winter sessions. The notation "Repeat Suspension" will be placed on the student's transcript.

COMMITTEE ON ACADEMIC STATUS

Students who have been academically suspended may request from the Committee on Academic Status permission to enroll while suspended. Procedures and requirements for the request can be obtained from the Office of the Provost. Students are strongly encouraged to appear in person before the committee to present their request, but are not required to do so. If the request is approved, the student will be allowed to enroll pursuant to the conditions determined by the Committee. The decision of the committee is final. Failure to comply with the enrollment conditions may cause the student to be removed from classes and permission to attend revoked.

Students on Repeat Suspension may file a request to enroll only for the second semester of the suspension period.

REINSTATEMENT AFTER FIRST ACADEMIC SUSPENSION

During the first semester of enrollment following suspension must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

REINSTATEMENT AFTER REPEAT SUSPENSION

Students who have been placed on Repeat Suspension will be suspended for a full academic year including summer and winter sessions. To return to the College, students must reapply for admission.

During the first semester of enrollment following Repeat Suspension, students must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

RECALCULATION POLICY

The Recalculation Policy provides students with a one-time opportunity to discount coursework from their cumulative grade point average or their earned/attempted ratio. Its purpose is to help students meet the 2.0 GPA requirements for graduation.

ELIGIBILITY

To be eligible for a recalculation, students must meet ALL of the following criteria:

Student has not previously been granted a recalculation, GPA recalculation, or internal transfer. Student's cumulative GPA or earned/attempted ratio has been below the minimum standard for the two most recent semesters.

Student has changed his/her academic program. Only grades for courses that are not required in the new (current) program will be discounted. Grades of F and WF will automatically be discounted; grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP must be requested for discount.

PROCEDURE TO DISCOUNT

Each student must complete a recalculation petition. Grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP requested for discount, must be specified on the petition.

The student must submit and discuss the petition with staff in the Student Success and Advisement Services office. Signature of the petition by Student Success and Advisement Services, attests that the student and course work are eligible for discount. Final review and a decision are made by the Dean of Instruction. Recalculation petitions will be processed on an ongoing basis.

Upon approval, the Academic Records Office will discount the grades for the approved course work from the student's academic record.

The recalculation may only be granted once. Student will lose credits toward graduation for the discounted grades of D-, D, and D+. All course work and grades will remain on the student's academic transcript. Transfer schools may recalculate the student's GPA and not discount any course work. This recalculation is void for honors determination.

DEAN'S LIST

At the end of each semester, the provost recognizes students who have demonstrated high academic achievement by naming them to the dean's list. These students must have completed at least 12 GPA credit hours in residence during the semester, or in the case of part-time students, have completed a block of 12 GPA credit hours (e.g. 12, 24, 36, etc.). The student must be matriculated in a

program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete will not immediately be eligible for the dean's list, but may petition the provost for consideration after the successful completion of the course. Only courses providing college credit will be included in the calculation of the grade point average.

PRESIDENT'S CITATION

This award will be granted only once to students who are matriculated in a program of study, have completed at least 30 GPA credit hours in residence, and have earned an overall grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete grade will not immediately be eligible for the president's citation, but may petition the provost and the president for consideration after the successful completion of the incomplete grade. Only courses providing college credit will be included in the calculation of the grade point average.

HONOR SOCIETY

A chapter of Phi Theta Kappa (PTK), the only international honor society for American community colleges, was established at the College in 1977. The Alpha Gamma Nu chapter has among its goals the promotion of scholarship, the development of leadership, and the cultivation of fellowship among students. Members of the chapter are involved in many projects, including serving in an advisory capacity to the Office of Academic Affairs regarding academic programs. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have maintained a cumulative average of at least 3.5 and have completed 15 or more GPA credit hours. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

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STATEMENT OF ACADEMIC INTEGRITY POLICY

CLASSROOM BEHAVIOR

Tompkins Cortland values every student's right to learn and each faculty member's right to teach in an uninterrupted environment. To foster that environment, proper etiquette in the classroom is essential. The instructor has the right and responsibility to take appropriate action when a student's behavior interrupts another student's right to learn. Each individual course outline will establish both the classroom behavioral and academic integrity expectations from the instructor.

Disruptions to classroom behavioral expectations may include, but are not limited to interruptions through use of cell phones or other electronic devices, video/audio recording or classes including any such recording of events taking place in class, not necessarily limited to course lectures, unnecessary or boisterous talking during lecture and exam sessions, arriving to class late or leaving a class early, inappropriate language and tone. Instructors may remove a student for the class session for such disruptive behavior, any may begin disciplinary proceedings in accordance with the Tompkins Cortland Non-Academic Code of Conduct.

STATEMENT OF ACADEMIC INTEGRITY POLICY

All students at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of their academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and may result in sanctions and/or penalties.

Our Library has created a repository of resources on the topic of Academic Integrity, which can be found here:

Plagiarism and Academic Integrity Resources for Faculty (https://tc3.libguides.com/plagiarism_faculty).

Plagiarism and Academic Integrity Resources for students (https://tc3.libguides.com/plagiarism_students).

Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.

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VIOLATION OF ACADEMIC INTEGRITY POLICY

The faculty member who discovers an instance of academic dishonesty or professional misconduct shall be responsible for determining and administering sanctions. Potential sanctions for a violation of the college's policy on academic integrity include, but are not limited to reduction in grade and failure for the course.

- The faculty member shall discuss the incident with the student prior to any formal action.
- The faculty member shall notify the Provost regarding all instances of academic dishonesty where a penalty has been administered to a student **via this reporting form. (https://cm.maxient.com/reportingform.php?TompkinsCortlandCC&layout_id=34)** These recommendations and a report of the violation shall be sent to the Provost within five class days.
- The Provost may recommend additional sanctions relative to the student's status, depending on the severity of the infraction. Flagrant violations (violating computer security, submitting false information about a student's condition, etc.) may result in probation, suspension, or expulsion from a program or the college.
- The Provost may impose further sanctions for repeated offenses; these may include probation, suspension, or expulsion from the college. In addition, a notation that the student has violated the Policy on Academic Integrity may be made on the official academic records of the student.
- Extenuating circumstances will be considered for each individual case. Counseling may be recommended.

If a student believes that the determination of a violation is made in error or that the sanction is inappropriate, the student may request a review by the Provost. A written request for review should be delivered by **email to the Provost's office (<mailto:provost@tompkinscortland.edu>)** within a reasonable time, generally within two (2) weeks of the notification of sanctions (or two weeks into the next semester if the sanctions were imposed less than two weeks before the last day of a semester).

Following filing of the written request for review, the Provost will conduct an independent investigation, including interviewing all parties and any witnesses deemed relevant and material to the issues raised, and shall make a final determination in the matter and notify all parties of the final decision, in writing, within two (2) weeks. Either party shall have the further right to appeal the decision of the Provost to the President. The appeal shall be in writing, setting forth the reasons the decision of the Provost should not be carried out and specifically setting forth the grounds for such appeal. This request must be made within ten (10) days after receiving the written decision.

Requirements for the appeal can be found in **General Information Related To All Grievance And Conduct Violation Procedures (<https://www.tompkinscortland.edu/node/179>)**. The President shall make a final adjudication and determination in the matter and notify both parties and the Provost of the final decision in writing within thirty (30) days. The Provost will administer the decision of the President.

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ATTENDANCE POLICY

In order to maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter, and absence never excuses a student from class work.

It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Unless otherwise provided for by the instructor, all students are expected to attend, promptly, every class session for which they are registered. If absence from class is anticipated, it is the student's responsibility to inform the instructor as far in advance as possible. If the student is absent on the day of an examination or the day an assignment is due, the instructor will decide whether the exam or assignment may be submitted late. In all cases, it is the student's responsibility to find out what happened in class.

Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York.

Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. A copy of the law can be found in the Office of the Dean of Instruction.

The College reserves the right to schedule additional class time to compensate for time lost because of weather, road conditions, or other reasons.

Any student who wishes to challenge the application of the attendance portion of a course grade should refer to the college's Other Student Grievances process.

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(<https://system.suny.edu/sci/postedtraining>)

INTRODUCTION

Tompkins Cortland Community College is committed to developing and sustaining an environment where all students feel safe and empowered to pursue and achieve their academic goals. In fact, our sole continuing institutional goal is Student Success – your success. That can only happen in learning and living environments that are open atmospheres for the search for knowledge and truth, critical thinking and personal growth.

We are committed to you as a whole person – both inside and outside the classroom. This means we seek to support your social, emotional, physical and intellectual development in all of our learning and living environments. We encourage you to participate in the broad array of programs available to you and to actively reflect on what it means to be part of the Tompkins Cortland community. “...Everyone at Tompkins Cortland – faculty, staff and students – assumes an obligation to conduct themselves in a manner compatible with the functions of the College as an educational institution and to abide to all local, state, and federal laws.

All conduct that interferes with the educational function of the College will result in appropriate disciplinary action and will be confronted and addressed in a positive, straightforward manner.

The College recognizes and understands the proliferation of electronic devices generally and students’ regular use of these devices. The College does not discourage use of such devices, consistent with its policies. Additionally, it is the policy of the College to expect students to use such devices in a manner which respects the rights and privacy of other students, faculty, staff and visitors. Tompkins Cortland further expects students not to interfere with law enforcement activities including through video/audio recording.

Individuals and organizations should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the community that in their public expressions or demonstrations, individuals or organizations speak only for themselves, not the College.

Generally, student conduct will refer to that which occurs on-campus or at College-sponsored events and activities. However, jurisdiction and discipline may also be applied, at the discretion of the College, for conduct that occurs off-campus and that adversely affects the College, the College community, or the interests and mission of the College.

In civil or criminal cases the College will cooperate with both the civil authorities and the student defendant regarding background information for the particular case in question. Should students charged with a violation of the law request assistance from the College, a representative from the Dean of Student Life office will advise them and offer the appropriate help. However, no attempt will be made to isolate students from the legal consequences of their actions.

As fully engaged members of the College community, Tompkins Cortland students pride themselves in setting a standard of conduct that makes the campus a welcome, dynamic environment. The rights and responsibilities of our students are explained in detail in the College's Student Rights and Responsibilities, which covers such topics as Student Email Accounts, Human Rights, the Family Educational Rights and Privacy Act (FERPA), Policy on HIV and AIDS, Grievance and Conduct Violation Policies, Academic Policies and Regulations, and Non-Academic Policies and Regulation. The full contents are listed to the left.

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STUDENT CONDUCT

INFORMATION FOR STUDENTS & PARENTS

The Office of Student Conduct and Community Standards is responsible for the Handbook of Rights and Responsibilities and the **Non-Academic Code of Conduct (/node/188)** that support the College's values, goals and priorities. The program strives to create an educational environment that promotes a safe and healthy environment for all of our students.

Utilizing an educational philosophy, the program informs students of their responsibilities as members of the community, administers the student conduct process, and assists all members of the campus community to live and learn in an environment that is orderly, peaceful and supportive of the College's educational mission.

- **Darese Doskal**
Director, 607.844.6591, **email Darese (mailto:doskald@tompkinscortland.edu)**
- **Barb Thayer**
Assistant to the Director, 607.844.8222, Ext. 4316, **email Barb (mailto:nelsonb@tompkinscortland.edu)**
- **Sidney Hill**
Conduct Liaison, 607.844.8222, Ext. 4530, **email Sidney (mailto:hillc@tompkinscortland.edu)**
- **Amber Boulay**
Residence Director and Hearing Officer, 607.844.6590, **email Amber (mailto:AJB044@tompkinscortland.edu)**
- **Gio Isaacs**
Residence Director and Hearing Officer, 607.844.8222, Ext. 4531, **email Gio (mailto:ARI001@tompkinscortland.edu)**
- **Michael Oyelola**
Residence Director and Hearing Officer, 607.844.6585, **email Michael (mailto:moo003@tompkinscortland.edu)**

All information regarding the conduct code and hearing process is contained within the **Student Rights and Responsibilities (/node/175)** section of the catalog.

HOW TO REPORT A CONDUCT INCIDENT (/NODE/892)

HOW DOES THE STUDENT CONDUCT PROCESS WORK?

When student behavior is documented, an incident report is submitted to the Office of Student Conduct and Community Standards. This office is responsible for reviewing and handling all reports of alleged student violations. When a report is received, a hearing officer begins processing the information for a student conduct hearing.

WHAT IS A STUDENT CONDUCT HEARING?

A student conduct hearing is a meeting between the student charged with alleged violations and a hearing officer. During the meeting, the student is given the opportunity to discuss the situation and share their version of events. The student may choose to take responsibility for his or her actions or the hearing officer will make a determination as to responsibility. If a student is found responsible, he or she will be assigned appropriate behavioral sanctions

CAN I ATTEND THE HEARING WITH MY STUDENT?

Students are entitled to have one advisor with them throughout the hearing process. If a student opts to have an advisor, typically the student will choose a parent, coach, academic advisor, or professor. Advisors can attend and advise the student but are not formally part of the process and cannot answer for the student.

DOES MY STUDENT NEED A LAWYER?

No, the student conduct process is not the same as a criminal process, and lawyers are not necessary. However, a student is entitled to have one advisor for their student conduct process. Anyone, including an attorney, parent, coach, or faculty/staff member may serve as an advisor at a hearing. Advisors are NOT permitted to speak during a hearing. Students must represent themselves. Keep in mind that if a student is facing both college student conduct charges and criminal charges for the same incident, a student may wish to consult an attorney regarding any concurrent or subsequent criminal case.

DOES BEING FOUND RESPONSIBLE FOR A COLLEGE VIOLATION GIVE YOU A CRIMINAL RECORD?

No, student violations do not result in a criminal record. However, if a student is going through the criminal process, as well as the student conduct process for the same incident and is found guilty in the criminal process, it may result in a criminal record. A student's college disciplinary record is considered part of the education record and is maintained in the Office of Student Conduct and Community Standards. Education records are protected by privacy laws as outlined in the **Family Educational Rights and Privacy Act (FERPA)** (<http://catalog.tompkinscortland.edu/academics/family-educational-rights-and-privacy-act-ferpa>).

HOW LONG DOES IT TAKE TO RESOLVE A CASE?

The Office of Student Conduct and Community Standards will try to resolve a case as quickly as possible. However, we are required by the Code of Student Conduct to give students at least 48 hours notice for a hearing.

HOW IS A STUDENT FOUND RESPONSIBLE IN THE STUDENT CONDUCT SYSTEM?

The standard of proof used within the Tompkins Cortland Community College student conduct system is the preponderance of evidence, or it is more likely than not (51% or greater probability) based on evidence presented that a respondent violated the policy.

CAN A STUDENT APPEAL A HEARING DECISION?

Students can appeal a hearing decision. To do so, he or she must submit that appeal in writing to the Office of Student Conduct and Community Standards. The letter must indicate the incident report number, the reason for the appeal and the justification for the reason. The letter must be submitted within 10 days of the student's receipt of his or her findings notification letter.

A student may appeal based on the any of following:

- Procedural Error that can be shown to have had a detrimental effect on the outcome;
- Errors in the interpretation of College policy substantially denying someone a fair hearing;
- Inappropriate Sanction having no relation to the charges;
- New Evidence not available at the time of the original decision.

SANCTIONS

WHAT ARE SANCTIONS?

Anyone can make a bad decision here or there. We want students to learn from any poor choices. Therefore, sanctions assigned to a student are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future. While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the college community. Sanctions may range from probation to suspension or expulsion. There are a variety of sanctions outlined in the **Student Rights and Responsibilities (/node/275)** section of the catalog.

HOW ARE SANCTIONS DETERMINED?

Each student and each student conduct situation is looked at on a case-by-case basis. Many factors go into reaching a decision regarding sanctions. For example, hearing officers takes into consideration the nature of the alleged violation and whether or not a student has a prior student conduct record. Precedent and consistency are important factors in the sanctioning process. We have developed typical sanctions for alcohol and drug violations in order to be as consistent as possible, however some situations may warrant departures from the typical sanctions.

PARENTAL NOTIFICATION

HOW WILL I FIND OUT MY SON/DAUGHTER HAS A CONDUCT HEARING?

Communicate with your son/daughter. Student Conduct will notify a student of when their meeting will take place. Parents of resident students under the age of 21 are notified once the assigned sanctions are final, at the expiration of any appeals process, of any drug or alcohol incidents. Additionally, parents of students under 21 are notified if their housing or student status comes into jeopardy.

HOW WILL I BE NOTIFIED?

Parental notification will consist of a copy of the decision letter sent to the student, and a cover letter mailed to the parents from the hearing officer.

STUDENT CONDUCT RECORDS

WILL EMPLOYERS FIND OUT ABOUT A STUDENT'S CONDUCT RECORD?

Per FERPA, a student conduct record is part of their education record, which means it is confidential information and will not be shared without consent of the student. Employers are not informed of a student's prior student conduct record unless a student gives the employer permission. Typically, a student will sign a written consent form indicating that the College may release information to the employer or agency. Often, the employers interested in student conduct files include government agencies such as the FBI, CIA, NYPD, etc.

WHAT HAPPENS TO A STUDENT'S CONDUCT FILE AFTER GRADUATION?

Student disciplinary records are retained in accordance with SUNY Records Retention Policy (accessible at <http://www.suny.edu/sunypp> (<http://www.suny.edu/sunypp>)(Document Number 6609). Student records for major Code of Student Conduct violations and drug and alcohol policy violations are retained for a minimum of 7 years after the end of the academic year of said violation(s) to comply with federal recordkeeping requirements. Records of minor Code of Student Conduct violations will be retained for a minimum of three years after the end of the academic year of said violation(s). Cases involving Disciplinary Suspension will be retained permanently. Case files involving Expulsion will be retained permanently.

OTHER IMPORTANT INFORMATION FOR PARENTS

Association for Student Conduct Administrators (ASCA) Parent Publication **The Student Conduct Process - A Guide for Parents**
<http://www2.cortland.edu/dotAsset/79211.pdf>

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HARASSMENT/DISCRIMINATION POLICY

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Unlawful discrimination or harassment based on including race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

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- [Diversity \(/node/340\)](#)
- [Equal Opportunity/Affirmative Action Policy \(/node/341\)](#)
- [Family and Medical Leave Act \(/sites/default/files/documents/fmlaen.pdf\)](/sites/default/files/documents/fmlaen.pdf)
- [Harassment/Discrimination Procedure \(/node/343\)](#)
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SEXUAL HARASSMENT

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

OTHER UNLAWFUL DISCRIMINATION/HARASSMENT

These same guidelines also apply to unlawful discrimination or harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.

- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, scd@tomkinscortland.edu (<mailto:scd@tomkinscortland.edu>).

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TITLE IX

WHAT IS TITLE IX?

Title IX reads, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

BRIEF STATEMENT ON SEXUAL HARASSMENT AND DISCRIMINATION

Tompkins Cortland Community College is committed to maintaining an educational and work environment that is free of any sexual discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a non-discriminatory environment.

TITLE IX COORDINATORS

The College's Title IX coordinators are a resource for support and information. They are, Sharon Clark, Darese Dosal, Carolyn Boone, and Seth Thompson.

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- [Title IX: Overview \(/node/349\)](#)
- [Title IX: Definitions \(/node/350\)](#)
- [Title IX: How to Report \(/node/351\)](#)
- [Title IX: Grievance Policy: 2020 Regulations \(/sites/default/files/documents/TC3_Title%20IX_2020.pdf\)](#)
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(<https://system.suny.edu/sci/postedtraining>)

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VOTER REGISTRATION INFORMATION

VOTING IS YOUR RIGHT, and no one can stand in your way when you want to exercise that right. It's a fairly simple process to get registered and vote - but there are a few things to know.

GENERAL INFO

The National Association of Secretaries of State offers an **easy-to-understand guide** (<https://www.nass.org/can-i-vote>) for new and registered voters. All the paperwork you could ever need is there, along with links to register, change parties, change addresses, or just voter rolls to see if you're there.

NEW YORK

New York has a closed primary system. What does that mean? A closed primary system means that only registered party members may vote in a party's primary. If you would like to vote in the Democratic primary, you must be registered as a Democrat. If you would like to vote in the Republican primary, you must be registered as a Republican. The same is true for any other party's primary held in New York.

NOT SURE IF YOU'RE REGISTERED?

Check your registration status on the **New York State DMV website** (https://voterreg.dmv.ny.gov/MotorVoter/?link_id=1&can_id=145ee6efb8414fee6912e9217932da10&source=email-tell-your-assembly-member-to-pass-avr-now-4&email_referrer=email_715379&email_subject=feb-14-voter-registration-deadline). Check that you're registered in a party if you want to vote in their primary, and that your registration status is listed as active. If you're not active in a party, update your registration.

HOW DO YOU REGISTER?

Register online at the **New York State DMV website** (https://voterreg.dmv.ny.gov/MotorVoter/?link_id=1&can_id=145ee6efb8414fee6912e9217932da10&source=email-tell-your-assembly-member-to-pass-avr-now-4&email_referrer=email_715379&email_subject=feb-14-voter-registration-deadline) if you have a New York State driver's license or non-driver state ID. **Download printable registration forms** (https://www.elections.ny.gov/NYSBOE/download/voting/voteform_enterable.pdf?link_id=2&can_id=145ee6efb8414fee6912e9217932da10&source=email-tell-your-assembly-member-to-pass-avr-now-4&email_referrer=email_715379&email_subject=feb-14-voter-registration-deadline) to mail in your registration.

You're not committed for life; you can always change your party again after the primary if you choose to.

Find more information on the **Tompkins County Board of Elections website** (<http://tompkinscountyny.gov/boe>).

WON'T BE NEAR YOUR POLLING PLACE TO VOTE?

You'll need your FULL dorm address (this is your local address if you live on campus) to request an absentee ballot. This can be found in myTC3 by visiting myINFO/My Profile/Addresses.

WHO GETS YOUR VOTE?

Nationally, **Isidewith** (<https://www.isidewith.com/>) is a great place to get an idea of which party or parties you align with, and which candidates share similar beliefs and convictions to you.

For New York-specific races, **NY State of Politics** (<https://nystateofpolitics.com/state-of-politics/new-york>) gives a rundown of what candidates say about particular issues and also what proposals are up for vote.

The **New York State Board** (<https://www.elections.ny.gov/>) of Elections also includes helpful information about registering, polling places, and more.



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The Office of Access and Equity Services is a National Voter Registration Act (NVRA) voter registration site.

<http://www.elections.ny.gov/NVRA.html> (<http://www.elections.ny.gov/NVRA.html>)

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ACADEMIC RECORDS

The Office of Academic Records manages transcript requests, enrollment verification, and application for graduation.

Academic Records can best be reached at acadrec@tompkinscortland.edu (<mailto:acadrec@tompkinscortland.edu>) or by phone at 607.844.6500 (fax: 607.844.6550). Student appointments can also be made if needed.

ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to the high **academic standards (/node/171)** while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice.

DIRECTORY INFORMATION AND INFORMATION WITHHOLDING

The Family and Educational Rights and Privacy Act of 1974 (FERPA) states that no information will be given out regarding a student's progress in class, attendance, or behavior unless authorized by the student.

HOWEVER, "Directory Information" will be given out at the discretion of the Registrar. The **Information Withholding Form (pdf) (/sites/default/files/documents/information_withholding.pdf)** provides more details and a form to request that all "Directory Information" be withheld

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TRANSCRIPTS

SENDING TRANSCRIPTS *TO* THE COLLEGE:

Applying for admission to Tompkins Cortland and need to send us your transcripts? Electronic Transcripts should be sent directly from the institution to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).

REQUESTING A TRANSCRIPT *FROM* THE COLLEGE:

The College requires at least two business days to send requested transcripts. Allow additional time for postal delivery. Transcripts may be ordered online, in writing, or in person. We cannot accept transcript requests by phone or email. The option to send a transcript electronically (PDF) is available for students who first attended the College in 2000 or later. The fee for a transcript requested online is \$8 per transcript. The fee for transcript requested in writing is \$15. Any outstanding financial obligations to the college must be resolved before an office transcript will be released.

WAYS TO ORDER YOUR OFFICIAL TRANSCRIPT

Request a Transcript Online

- Transcripts ordered online from TranscriptPlus® are \$8 per transcript. A major credit card and valid email address are required to place requests online.
- To begin your online order, go to the **TranscriptsPlus® website** (<https://www.credentials-inc.com/tplus/?ALUMTRO006788>).



Request a Transcript by mail or fax

- Transcripts ordered by mail or fax are \$15 per transcript.
- Download, complete, and mail or fax the **transcript request form** (/sites/default/files/documents/Transcript_Request.pdf).

On-demand transcripts can be picked up at the College main campus and will be released only to the student, who must provide an in-person signature. The cost is \$25. This service is available ONLY to students who attended the College in 2000 or later. For on-demand transcript requests, please call the Academic Records office at 607-844-6500 before coming to campus to verify that staff will be available at the time you plan to arrive. Office hours for this service are generally 9 a.m. - 4 p.m. Monday through Friday.

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CREDIT FOR EXPERIENTIAL LEARNING

A college degree is awarded after you have completed all of the course requirements for the program in which you are matriculated. Traditionally, credit is received by completing college courses, but sometimes you can receive college credit for life experiences. The college recognizes that college-level learning may occur outside the traditional classroom setting.

For experiential learning to be converted to college credit it must be equivalent to a college-level learning experience. Did you gain from your experiences the same knowledge, content, and outcomes that you would have learned in a course offered at Tompkins Cortland?

If you are seeking course credit via experiential learning, you will need to complete a portfolio to demonstrate their proficiency in the content and outcomes of the course. There is a fee for the portfolio to be reviewed by a qualified Tompkins Cortland faculty member, so you must consult with your advisor or chair of your degree program to determine in advance whether a portfolio review may be available for the course being sought. If a CLEP exam is available for the course, CLEP exams in which an established minimum score is met can also be accepted by having a score report sent to Tompkins Cortland.

Please note that credit awarded by portfolio assessment or by CLEP exam is typically not directly transferable and would instead be evaluated independently by the transfer college.

If you have further questions about the process for seeking experiential learning credit may contact the Academic Records office.

Academic Records Office

Phone: 607.844.6500

Fax: 607.844.6550

acadrec@tompkinscortland.edu (mailto:acadrec@tompkinscortland.edu)

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COMMENCEMENT

CLASS OF 2022 COMMENCEMENT IS MAY 24, 2022 AT 6 P.M.

Recording of 2022 Commencement (https://youtu.be/yMZmulkM8JI)

The College holds two ceremonies each year to honor graduating students. The December Graduates Recognition Ceremony is an opportunity to pay tribute to those completing their degrees after the fall semester. The December ceremony is smaller and less formal than Commencement in May, but it is still full of excitement and pride in the accomplishments of our students and their families. More information will be provided in the spring about the Class of 2022 Commencement.

CAPS AND GOWNS

Caps and gowns are worn for the May commencement ceremony and not for the December Graduates Recognition Ceremony. Good news: Your cap and gown is included in student fees. If you would like to have your regalia shipped to your home address, place your order online at <https://collegegrad.herffjones.com/> (<https://collegegrad.herffjones.com/>) by April 22, 2022. Regalia that is not ordered online and requested after April 22, 2022, can be picked up in the Bookstore beginning Monday, May 2, 2022, up until the day of the ceremony. Any questions, please contact the Bookstore directly at 607.844.6587, tc3@bkstr.com (<mailto:tc3@bkstr.com>), or by just stopping in.

DIPLOMAS

Students do not receive an official diploma at commencement or the December Graduates Recognition Ceremony. Diplomas will be mailed to students' permanent address once grades are entered and completion is confirmed.

GENERAL INFORMATION FOR STUDENTS PLANNING TO GRADUATE

Students must **apply to graduate (/node/537)** in the semester prior to completing their program requirements.

For instance, a student planning to graduate in May must apply to graduate by the deadline set in the fall semester. *Even if a student does not plan to participate in the commencement ceremony, they must still apply to graduate.*

After a student submits their application to graduate, the Office of Academic Records will begin a review of degree progress.

The status of the graduation application and degree audit can be checked in DegreeWorks, or under the Planning tab in Self-Service (previously *myINFO*). An alert is sent to students once the official degree audit has been completed by the office of Academic Records.

COMMENCEMENT COVID-19 GUIDELINES

MASKS:

Tompkins County is currently under a mask advisory due to the CDC designation as a HIGH risk level for COVID-19. Upon consultation from the Tompkins County Health Department, we will continue to strongly encourage mask wearing indoors but will not require it at this time. Per Frank Kruppa, Public Health Director for Tompkins County, “the advisory is alerting the community to our strong recommendation that you wear a mask while indoors and around others in public settings, as this will limit spread, help bring down our positive case and hospitalization numbers, and help protect vulnerable community members.”

If participants are in need of a high quality mask for the ceremony, please ask for one at the Commencement registration table upon arrival.

VISITORS:

Visitors who come to campus for the ceremony are not required to wear a mask, show proof of vaccination, or be tested to attend. We strongly encourage individuals who are at higher-risk to wear a mask while indoors. We discourage anyone from attending if they are experiencing any symptoms and recommend rapid-testing at home before participating.

GRADUATE VACCINATIONS:

In accordance with the SUNY Policy, graduates who participate in Commencement ceremonies must be fully vaccinated, including the COVID-19 booster if eligible, or have been pre-approved for a medical or religious exemption. Students with exemptions are required to wear a mask.

FREQUENTLY ASKED QUESTIONS

When is the final day to apply for my college degree?

The final day to apply was April 10, 2022. However, your request will still be processed through the Academic Records Office. Your name may not be published in official commencement programs due to the late submission, but you will still be able to participate in the commencement ceremony if you are eligible.

Is applying to graduate the same as participating/walking for commencement?

No, applying to graduate is your request to finalize your degree. By submitting this request, we have your name and information for commencement day.

Are guests allowed to attend May 2022 Commencement?

Yes, barring any changes to local health department mandates, guests can attend commencement! We are allowing 5 guests per graduate. **Please register on Campus Groups** (https://tompkinscortland.campusgroups.com/admin/rsvp_boot?id=1586335) if you will be walking for commencement, so we can track our expected attendance.

Will the ceremony be livestreamed or recorded?

Yes, the ceremony will be both livestreamed and recorded for viewing. The link for the livestream, and eventual recording will be on TC3 Commencement page.

I plan to walk for Commencement, what time should I be at the gym?

To ensure ample time for lining up and organization, we suggest our graduates come to get dressed in their caps and gowns, and line up at least 45 minutes before commencement begins (5:15 p.m.). This will allow any guests in attendance to also be seated in the gym for the ceremony in the meantime.

I will need special accommodations for commencement, who should I contact?

If you, or a guest needs accommodations for the ceremony, please let us know and email us at **commencement@tompkinscortland.edu** (<mailto:commencement@tompkinscortland.edu>) or contact Carolyn L. Boone, Coordinator of Access and Equity Services at **clb@tompkinscortland.edu** (<mailto:clb@tompkinscortland.edu>) for further assistance.

2021 DECEMBER GRADUATES RECOGNITION CEREMONY**Recording of the 2021 December Graduates Recognition Ceremony (https://youtu.be/9C_wFIGgIXs)**

The December Graduates Recognition Ceremony was held in the gym on Friday, December 10, 2021. The ceremony started at 6 p.m. with greetings from College officials and the Board of Trustees, remarks by a representative of the student government, and a keynote address by a member of the College community chosen by the students. Each candidate for graduation had the opportunity to have their name read and cross the stage; a celebratory moment for the student, family, friends, and the entire College community.

A few notes for the December Graduates Recognition Ceremony in 2021:

- Caps and gowns are not worn for the December Graduates Recognition Ceremony.
- All students must be vaccinated against COVID-19 prior to attending this event.
- EVERYONE will need to wear a face mask throughout the ceremony.
- Please direct any questions about the December Graduates Recognition Ceremony or the Class of 2022 Commencement in May to **commencement@tompkinscortland.edu** (<mailto:commencement@tompkinscortland.edu>).

MAY 18, 2021 - VIRTUAL COMMENCEMENT

Enjoy the inspiring speeches, the animation (really!), the wonderful music video performed and produced by TC3 students, and of course enjoy your moment in the sun in the graduation section.

Tompkins Cortland Community College 2021 Virtual Com...



ANNUAL GRAD SURVEY

Class of 2020-2021 Graduates, we'd love to hear from you! Your response to this voluntary annual survey will help provide a more complete picture of your degree program as it is used for program assessment and grants that will help benefit future TC3 students. **Complete the survey now!** (<https://forms.office.com/r/b5RyxTsSni>)

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STUDENT SUCCESS

STUDENT SUCCESS: ADVISING, CAREER, AND TRANSFER SUPPORTS STUDENTS FROM ENROLLMENT THROUGH GRADUATION.

We are located in room **101, the Enrollment Services Center.**

OUR MISSION:

Student Success assists students develop and achieve their academic, career, and transfer goals. We foster student development, success, and retention by helping students navigate college transitions and academic decision-making.

OUR SERVICES

- **Advisement (/node/750)**
 - New Students
 - **Placement Testing (/node/470)**
 - **START (/node/468)**
 - Continuing Students
 - Change your degree program
 - Academic Advisor Assignments
 - Academic Probation
 - Advisement walk-ins available daily
 - Appointments upon request
 - **Pathways Scholarship (/node/1028)**
- **Career Services**
 - Peer Career Coaches
 - Career Assessments including **Career Coach (https://tompkinscortland.emsicc.com/?radius=®ion=Tompkins%20and%20Cortland%20Counties)**, Strong Interest Inventory, and Clifton Strengths.
 - Schedule Appointments for job search, resume, cover letter, and interview skills.
- **Transfer Services**
 - Schedule an appointment to discuss transfer pathways, your applications, and paying for your degree.
 - **Satellite office for SUNY Cortland transfer advisor, Greg Diller. (http://www2.cortland.edu/transfer-path/)**

Contact us at success@tompkinscortland.edu (mailto:"success@tompkinscortland.edu"). You may also schedule appointments through Starfish.

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ACADEMIC ADVISING

ADVISORS

Each **full-time student** is assigned to a faculty member for academic advisement, and usually stays with the same advisor until graduation unless you change degree programs. **Part-time students** are usually advised through the Student Success and Advisement office. Academic advisors have an understanding of the degree requirements for each degree program, as well as information about career and transfer possibilities for the program. In addition, advisors can explain College policies and regulations. An advisor is accessible through regularly posted office hours or by appointment and can also be reached via office phone and email. Advisors can also be helpful in connecting you with campus resources, such as tutoring or counseling.

MEETING AN ADVISOR

It is recommended that you meet with your advisors for the first time early in your first semester at the College to discuss goals and to begin long-term planning for your degree program. At a minimum, you will meet with your advisor each semester prior to registering for the following semester's classes. You will also need to meet with your advisor any time you want to make changes to your schedule during a semester (drop/add/withdraw).

CHANGING DEGREE PROGRAMS

If you are interested in **changing degree programs** (<http://catalog.tompkinscortland.edu/academics/programs>) you need to meet with an academic advisor to fill out a Change of Program form. If you are staying within the same discipline, such as changing from the Criminal Justice A.S. to the A.A.S., you can meet with your current academic advisor to make the change. Otherwise, you should make an appointment with someone from the Student Success and Advisement office to assist you with the change. It is important to understand how any courses you have already taken will fit into the new degree program, as well as understand the impact of the change in academic goals. Sometimes, there are also financial aid considerations that need to be discussed.

CONTACTING AN ADVISOR

Academic advisement is available for you even if you do not take classes on the main campus. You can always contact your advisor via phone or email. Also, an advisor from the Student Success and Advisement office holds office hours at each Extension Center several times during the semester.

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ADVISING

The Office of Student Success and Advisement Services supports you throughout your educational experience at Tompkins Cortland, from enrollment through graduation. We are located in room 101, the Enrollment Services Center, on campus.

Most new students first meet with advisors at their START session. During **START (/node/468)**, you are introduced to a variety of campus resources and begin to learn about academic expectations with the goal of meeting each of our **student learning outcomes (/sites/default/files/documents/SP19%20Student%20outcomes.pdf)** for new students. **Placement Testing (/node/470)** is required for most incoming students. **Testing and Scheduling START (/node/469)** are crucial steps in the new student enrollment process. **New Student Orientation (/node/463)** provides another opportunity for you to learn about campus culture and expectations right before the semester begins.

The Student Success Office continues to meet with part-time students, and also works with you if you fall below the College's **academic standards (/node/171)**. We also offer a variety of **advising resources (/node/461)** to help with your academic planning. Faculty advisors advise all full-time students with interests related to their academic disciplines.

Please feel free to email success@tompkinscortland.edu (<mailto:success@tompkinscortland.edu>) with questions any time.



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START

STUDENT TESTING, ADVISEMENT, REGISTRATION AND TRANSITION

All students must attend a **START session prior to beginning their first semester**. You can complete START at our main campus in Dryden, at one of our extension centers in Ithaca or Cortland, or over the phone. To schedule a phone START session, please email success@tompkinscortland.edu (<mailto:success@tompkinscortland.edu>).

At START students will:

- Meet individually with an academic advisor to discuss their interests, degree program, placement test results or transfer credits, and select their first semester courses.
- Learn what careers connect with their academic program.
- Learn how to use their myTC3 account.
- Be introduced to important campus resources.
- Review their student bill and financial aid package.

START typically takes 2 - 3 hours. Morning, afternoon, evening, and evening sessions are available. You will receive an email to schedule your START session.



Can't find your link to schedule START? Let us know at success@tompkinscortland.edu (<mailto:sucess@tompkinscortland.edu>) or call 607.844.6580.



Prior to attending START, students should:

- Submit all prior college transcripts and AP score sheets
- Complete the Pre-Advising Questionnaire

After START check your myTC3 (<https://my.tc3.edu/myTC3/>) account regularly, specifically your myMAIL, for important email updates.

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TESTING AND SCHEDULING START

Get ready to enroll! For most students, the enrollment process has several steps:

- Many students who do not have prior college credit in English and/or Math start with a placement test.
- All students complete the Pre-Advising Questionnaire prior to their START session to help our advisors get to know them better.
- Lastly, students meet with an advisor at a START session to review their degree program and register for classes.



STARTING EARLY LEADS TO SUCCESS!

- Complete the enrollment process as soon as possible.
- Register early to make sure you get the courses you need at the days and times that work best for you.
- Check your email regularly, test early, and schedule START as soon as possible.

TAKING THE PLACEMENT TESTS

New students must meet certain Admissions criteria to take their placement tests and will receive email communication from the college when they are ready to test. Directly after completing their placement test, students can meet with an advisor to complete START and select courses. Placement testing will begin on Tuesday March 3, 2020 for students planning to attend for the Fall 2020 semester.

5 DIFFERENT PLACEMENT TESTING OPTIONS

1. Test at the Dryden Main Campus – To schedule your placement tests, please use the link in your email or call 607.844.6580.

2. Test in the evening at one of our Extension Centers –

Testing is available on select dates in the evening at our Ithaca and Cortland Extension Centers. You must schedule online using the link in your email or call 607.844.6580 to set up your test.

3. Test closer to home

- Tompkins Cortland students who are unable to come to one of our locations to test can test closer to home.
- To do so **you must find an approved proctor** who has a .gov, .edu, or .org email address who is not related to you.
- Students may check with a local high school, college or university, or library to see if the staff there can proctor your tests..
- Once you have found a proctor who meets this criteria, you must complete the **Distance Proctor Request Form** (<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtScn0cTRCYERArCZV9iSBYFUMUhQV084MVBYOvdBQjJOU0s1VTdEWTIHSC4u>) **NO LATER THAN three (3) business days prior to the date you have scheduled/would like to take your test.**
- Tompkins Cortland staff will set up an account for your proctor and will communicate with you and your proctor via email to send instructions for your tests.

4. Test at the SUNY Welcome Center in New York City

- If you live near New York City, you may take your placement tests at the **SUNY Welcome Center** (<https://www.suny.edu/attend/suny-in-nyc/>) on select dates.
- Tompkins Cortland staff will create a voucher for your test at **SUNY in NYC** (<https://www.suny.edu/attend/suny-in-nyc/>). Once you have your voucher number, you need to schedule your test online through the link provided in your voucher.
 - **To test at the SUNY Welcome Center, students MUST** complete the **Distance Proctor Request Form** (<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtScn0cTRCYERArCZV9iSBYFUMUhQV084MVBYOvdBQjJOU0s1VTdEWTIHSC4u>) **NO LATER THAN three (3) business days prior to the date you have scheduled/would like to take your test.**

SCHEDULING START

- Students will receive an email from the college when they are ready to schedule their START session.
- START sessions will begin on March 3 for students entering in the Fall 2020 semester, however it's important to note that advisors wont be able to process registration until April 24, when registration officially opens for new students.



For more information about what to expect at your START session, visit our **START page (/node/468)**.

Space is limited and students must sign up to attend START using the personalized link received by email. We cannot accept walk-ins.

***NOTE:** Students pursuing a fully online degree at the College or those who live too far away to reasonably travel to Tompkins Cortland can work with an advisor from

the Student Success office to complete START without visiting campus, usually via phone. Email success@tompkinscortland.edu (<mailto:success@tompkinscortland.edu>) to request a phone START appointment.

RESCHEDULING START

There are a limited number of START sessions offered. **Students must register for START.** If an emergency arises and a student cannot attend, they must contact us at 607.844.6580 or **success@tompkinscortland.edu** (**mailto:success@tompkinscortland.edu**) at least 24 hours in advance.

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COURSE PLACEMENT INFORMATION

Before registering for first-semester classes, new and transfer students meet with an advisor to discuss their course placement. When reviewing student records to prepare for the advising meeting, our advisors review your high school and/or college transcripts, information provided by the student on their Pre-Advising Questionnaire, and the student's degree program and requirements.

Tompkins Cortland Community College tries to minimize the use of placement tests in course placement. We use multiple measures to place most students in their first semester courses by looking at criteria such as:

- High school GPA (for students who graduated in the past ten years)
- Regents exam scores (for recent New York high school graduates)
- Other standardized test scores (like the SAT, ACT, TASC, or GED)
- Student provided information

Based on this holistic assessment, some students may be required to complete pre-college courses. Some pre-college (non-credit) courses are taken in the same semester as a support course for a college level course. TC3 English courses use this model. Some courses require that pre-college courses are complete before moving on to college-level courses, like in math

Students who have college credit in English or Math are placed according to their transcript evaluation. Grades of C or better in college credit bearing English composition or math courses are required for credits to transfer to Tompkins Cortland.

Some prospective students may need to take a placement test. This includes:

- Speakers for whom English is not their native language (ESL – English as a Second Language students)
- Students seeking to place into a higher level course in English (writing), reading or math
- Students seeking to meet the Ability to Benefit standards for college admission

If you have questions about whether or not you need to take a placement test, please email success@tomkinscortland.edu (<mailto:success@tomkinscortland.edu>).

If testing is required, students' test scores help determine which courses they may take in their first semester. It is best to prepare for these tests ahead of time.



WHAT TO KNOW ABOUT PLACEMENT TESTS:

- Students who need to test will take a test called ACCUPLACER on a computer.
- Bring a photo ID to the test. Government issued photo ID is best (e.g. driver's license, learner's permit, state issued photo ID card, or passport). If you only have a high school photo ID, bring a photocopy of your birth certificate as well.
- Only basic keyboard and/or mouse skills are necessary.
- Most questions are multiple-choice.
- The multiple-choice portions of the tests are not timed.
- Students may use scrap paper and a pencil for math calculations. Calculators are not permitted on the test. Some questions provide a calculator within the ACCUPLACER system that may be used.
- Remote proctoring is available

Students with Disabilities should contact **Access & Equity Services** (<mailto:clb@tompkinscortland.edu>) in the Baker Center for Learning to arrange accommodations for placement testing. Test accommodations must be arranged **BEFORE** the test date. Accommodations may include, but are not limited to, screen magnification, taped administration, screen reader, writing accommodations, or use of a calculator. **Documentation** (<https://www.tompkinscortland.edu/library/academic-adjustments>) is required to provide test accommodations.

WHERE TO FIND PREPARATION MATERIALS FOR THE PLACEMENT TEST:

There are numerous websites that contain practice tests and information to help "brush up" on your skills.

ACCUPLACER Next-Generation Tests (<https://accuplacer.collegeboard.org/sites/default/files/next-generation-sample-questions-reading.pdf>)

Use this site to obtain basic descriptions and sample questions for all the ACCUPLACER Next-Generation tests. Student can also download a **free study app** (<https://accuplacerpractice.collegeboard.org/login>).

Go2Guide (<http://tc3.libguides.com/c.php?g=21201&p=124218>)

This guide provides an overview of the content of MATH090, 095, 120, 138, and 200. There are additional "self-assessments" in this guide which students can take to practice. Paper and pencil math tests are available to place up into the next level of math. Students must contact **Danielle Bethoney** (<mailto:dzb@tompkinscortland.edu>), chair of the Math Department, to request to take these tests. Students should review the Go2Guide content, which includes chapter by chapter outlines and videos which demonstrate each mathematical concept prior to trying to test into a higher level math course.

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NEW STUDENT ORIENTATION

MAKING CONNECTIONS FOR SUCCESS

Your Orientation is just the beginning! Attending Welcome Week is integral to your success as a student, and the Welcome Week activities are designed to help you “get connected” to Tompkins Cortland. New students are **required** to attend many Welcome Week events. During Welcome Week you will get the information you need and connect with the people at the College who can help you succeed. Welcome Week will also help you understand the beliefs and skills necessary for college success. You will have the opportunity to meet faculty in your academic program and to learn what they expect in the classroom.

Details of Orientation can be found on the **Orientation Schedule (/node/464)** page. Please refer to the materials you received at Orientation to make sure you are prepared for the start of classes.

If you have questions about Orientation or Welcome Week, or need more information, please email activities@tompkinscortland.edu (<mailto:activities@tompkinscortland.edu>) or call 607.844.6580.

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CAREER SERVICES

Career Services is located in room 101. We are a part of Student Success: Advising, Career, and Transfer Services Office. We are a team of professional advisors, career professionals, and peer career coaches. Whether it's helping you determine your academic major, your future career path, or editing your resume and assisting you with your job search, we are here to help you!

VISIT US FOR:

- Career exploration
- Creating and editing your resume
- Searching for jobs and internships
- Practicing your interview skills
- Taking a career assessment

IN THIS SECTION:

- [Schedule Appointment \(https://tc3.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4201/schedule\)](https://tc3.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4201/schedule)
- [Guides and Templates \(/node/484\)](#)
- [Career Exploration \(/node/481\)](#)
- [Career Coach \(/careercoach\)](#)
- [Handshake \(https://tccc.joinhandshake.com/login\)](https://tccc.joinhandshake.com/login)
- [Employment Websites \(/sites/default/files/documents/Employment_Websites_S20.pdf\)](#)
- [Candid Career \(https://www.candidcareer.com/\)](https://www.candidcareer.com/)
- [For Employers \(/node/482\)](#)



Whether you are exploring majors or careers or preparing for a job interview Candid Career has the videos to help!

Start Watching Today!

APPOINTMENTS

Current students and alumni can make individual appointments to fit their schedule. You can schedule an appointment for 30 minutes or up to 1 hour with an advisor, career professional, and/or a peer career coach.

SCHEDULING

Virtual Walk-In Wednesdays: 9 a.m. - 2 p.m. **Meet** (/node/490/) with an online career professional for real time answers to your questions.

Phone and Online Video Chat Appointments: To schedule an appointment **sign into Starfish** (<https://tc3.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4201/schedule>), choose a career professional you'd like to work with, and sign up on their schedule.

HANDSHAKE

Handshake is a widely-used recruiting platform that connects TC3 students to employers, opportunities, and career resources. Find jobs, internships, apprenticeships, career events, interview sign-ups, on-campus recruiting opportunities, and more. *Handshake* is available to all Tompkins Cortland Community College students and alumni. Sign up today with your TC3 email address at <https://tccc.joinhandshake.com/login> (<https://tccc.joinhandshake.com/login>). Questions about *Handshake* can be sent to Carrie Whitmore, Director of Continuing Education & Workforce Development, at clw@tompkinscortland.edu (<mailto:clw@tompkinscortland.edu>).

Handshake Student User Guide (/sites/default/files/documents/Handshake-Student-User-Guide.pdf) (pdf)

Student Handshake Recruiting Policies (/sites/default/files/documents/Student-Handshake-Recruiting-Policies.pdf) (pdf)

CAREER TEAM MEMBERS HERE TO ASSIST YOU:

Hal Pietros-Brown

Coordinator of Career Development

Professional and Student Success Advisor

Email: hfb@tomkinscortland.edu (<mailto:hfb@tomkinscortland.edu>)

Schedule an Appointment (<https://tc3.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/5250/schedule>)

Call Us: Our office phone number is 607.844.8222 Ext. 4521. Leave a message and we'll get back to you as soon as possible.

CAREER CENTER RESOURCES

You are invited to use our office resources! We have:

- Computer Work Stations
- **Resume, Interview, and Cover Letter Guides** (<https://www.tomkinscortland.edu/academics/guides-and-templates>)
- **Resume Templates** (<https://www.tomkinscortland.edu/academics/guides-and-templates>)
- **List of Job Search Websites**
(https://www.tomkinscortland.edu/sites/default/files/documents/Employment_Websites_S20.pdf)
- Career and Transfer Advisors

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TRANSFER

QUICK LINKS

- [Transfer Resources \(/node/477\)](#)
- [Colleges \(/node/478\)](#)
- [FAQs \(/node/479\)](#)

PLAN NOW FOR TRANSFER SUCCESS

Transfer services can get you on the path to transfer to a four-year college or university with the programs and experience that interest you.

STEPS TO SUCCESSFUL TRANSFER

1. IDENTIFY A CAREER PATH AND MAJOR

- Use [Career Coach \(/node/471\)](#) to assist you in your search

2. RESEARCH TRANSFER COLLEGES

- [SUNY \(http://www.suny.edu/attend/get-started/transfer-students/\)](http://www.suny.edu/attend/get-started/transfer-students/)
- [CUNY \(http://www2.cuny.edu/admissions/undergraduate/\)](http://www2.cuny.edu/admissions/undergraduate/)

3. PLAN YOUR COURSEWORK

- [SUNY Transfer Paths \(http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/\)](http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/)
- [SUNY transfer course equivalencies \(http://www.suny.edu/attend/get-started/transfer-students/course-equivalencies/\)](http://www.suny.edu/attend/get-started/transfer-students/course-equivalencies/)
- [Easy Transfer with SUNY Seamless Transfer Paths \(/node/462\)](#)

4. TRANSFER APPLICATION PROCESS

- [Request Tompkins Cortland Community College Transcript \(/node/541\)](#)
- College Applications
 - [SUNY \(https://www.suny.edu/applysuny/\)](https://www.suny.edu/applysuny/)
 - [CUNY \(http://www2.cuny.edu/admissions/apply-to-cuny/\)](http://www2.cuny.edu/admissions/apply-to-cuny/)
 - [Common Application \(http://www.commonapp.org/\)](http://www.commonapp.org/)
 - [Universal Application \(https://www.universalcollegeapp.com/\)](https://www.universalcollegeapp.com/)

FINANCIAL AID APPLICATION

- [FAFSA \(https://fafsa.ed.gov/\)](https://fafsa.ed.gov/)
- [CSS Profile \(https://cssprofile.collegeboard.org/\)](https://cssprofile.collegeboard.org/)

- **Scholarships - Fastweb (<http://www.fastweb.com/>)**

TRANSFER MADE EASY

2 + 2 Articulation Agreements with Four-Year Schools ([/node/538](#))

Transfer Potential to Hundreds of Schools ([/node/476](#))



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ADULT LEARNING

We get it. We know the challenges adults face when going to school. From working parents to military veterans, returning students, transfer students, and first-time students, we've seen it all. We have over 50 years of experience serving adult students, and that experience matters. Your experience does, too. Adults contribute to our classrooms and enrich our community. We want you here. You don't make the decision to invest your time and money lightly, so we make affordability, flexibility, and accessibility a priority. You have the drive to reach higher, and we have the resources and services to help you succeed.

As an adult student looking to enroll at the College, know that we offer flexible and convenient programs to fit your busy schedule. Fifteen of our **degrees (/node/99)** and certificates can be completed fully **online (/node/154)** with many others offered half or more online. In-person alternatives in the afternoon and evening are available, too. In addition to our variety of class times and formats, we also offer a choice of locations. Our main campus in Dryden is supplemented by extension centers in **Cortland (/node/367#cortland)** and **Ithaca (/node/367#ithaca)**. Extension centers deliver classes in the heart of our sponsoring counties, offering a targeted selection of general education courses and in-demand career areas as part of our new Make it Work program.

Interested in non-credit options? We also offer professional development and workforce training opportunities through our **BIZ (/node/708)** department. With over 40 degree programs and a growing list of certificates and micro-credentials, you're sure to find a fit with us. It all starts with a conversation.



Learning online doesn't mean you have to sacrifice quality for convenience while you earn your degree. All of our online degree programs and courses are fully accredited the same as our traditional classroom courses and programs.

Also, many of the classes required to complete other degree programs are offered online, allowing students to tailor their schedule to their specific needs.

You can access your Tompkins Cortland online course using any Internet connection, anytime, anywhere.

Degrees Offered Fully Online

These degree programs can be completed fully online:

- **Accounting (/node/37)**, A.A.S.
- **Business Administration (/node/8)**, A.A.S
- **Computer Information Systems (/node/44)**, A.A.S.
- **Computer Support Specialist (/node/46)**, A.A.S.
- **Creative Writing/Screenwriting (/node/48)**, A.A.
- **Criminal Justice (/node/49)**, A.A.S., A.S.
- **Hotel and Restaurant Management (/node/57)**, A.A.S.
- **Paralegal (/node/67)**, A.A.S.

Certificates Offered Fully Online

These certificates can be completed fully online:

- **Accounting (/node/37)**
- **Business Management (/node/8)**
- **Chemical Dependency Counseling (/node/42)**
- **Criminal Justice (/node/49)**
- **General Studies (/node/61)**
- **Paralegal Studies (/node/67)**

Visit **online learning (/node/154)**, use the **Course Search (/node/159)** to search for online courses by semester and discipline, or **view all online courses (<https://myinfo.tc3.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&type=Trad&advanced=true&num=10&campus=0000013151&button=Search>)** to browse the entire list of offerings.



ENROLLMENT

FIRST STEPS (IN THE FOLLOWING ORDER)

- Apply online (<https://myinfo.tc3.edu/SelfService/Admissions/ApplicationSelectEnabledForm.aspx>) or, if you prefer, print the **admissions application** (</sites/default/files/documents/TC%20Application%20updated%202018.pdf>) and mail it in.
- Have your official transcript(s) sent. Include high school and any colleges you have attended in the past. Electronic transcripts should be sent directly from the institution to transcripts@tompkinscortland.edu (<mailto:transcripts@tompkinscortland.edu>).

NEXT STEPS (ORDER IS FLEXIBLE)

- Complete your **immunization requirements** (</node/891>).
- Apply for **Financial Aid** (</node/507>).
- After you're accepted, take **placement tests** (</node/469>) (if needed).
- Attend new student **orientation** (</node/463>), where you'll get registered for classes.
- Get your **certificate of residence** (</node/530>) and pay your **tuition** (</node/510>) bill.
- Get your student ID and **purchase books** (<http://www.tc3.bkstr.com/>).

FINAL STEP

- Attend **Welcome Week (/node/464)** events (extended Orientation) and go to class!

PAYING FOR CLASSES

FINANCIAL AID

Financial Aid (/node/507) is key to opening the door to college for almost all of our students, yet it can be the most intimidating part of the applications process. As a working adult, you may still qualify for Financial Aid.

SCHOLARSHIP

Pathways Scholarship - Aid and Support for the Adult Student

The Pathways scholarship is designed with the specific needs of adult student in mind. This scholarship can essentially fund your education at Tompkins Cortland Community College, with a maximum award of \$7,000. Full-time students will receive \$1,750 for up to four semesters. Part-time students will receive \$875 for up to eight semesters.

ELIGIBILITY

You are eligible for a Pathways Scholarship if:

- You reside in Cortland, Tompkins, or Tioga County
- You are 24 years of age or older when application is completed
- You have demonstrated financial need – as determined by filing the **FAFSA (<https://studentaid.ed.gov/sa/fafsa>)**.
- You enroll for at least six credits per semester
- You have never been a college student, you've been out of college at least five years, or you have attempted or earned 16 or fewer college credits
- You have never earned a degree

TO APPLY

- Complete the **FAFSA (<https://studentaid.ed.gov/sa/fafsa>)**.
- Apply for admission to the College **online (<https://myinfo.tc3.edu/SelfService/Admissions/ApplicationSelectEnabledForm.aspx>)** or, if you prefer, print the **admissions application (/sites/default/files/documents/application.pdf)** and mail it in.
- Complete the **Pathways Scholarship application online (/node/1028)** or print the **Pathways application (/sites/default/files/documents/Pathways_Application.pdf)** and mail it in (deadline July 31 for Fall and Dec. 1 for Spring).

Email **pathways@tompkinscortland.edu** (**<mailto:pathways@tompkinscortland.edu>**) or call 607.844.8222, Ext. 4441 with any questions to get started on your application.

CHILDCARE

As a resource for our students, faculty, staff and members of the community, the College operates the **Arthur Kuckes Childcare Center (/node/609)** at the main campus in Dryden. The Center provides care from 6 weeks through pre-kindergarten.

For more information or to schedule a visit contact **Casey Goodwin (mailto:cg069@tompkinscortland.edu)**, the center director, at 607.844.8222, Ext. 4477.

Other Location Options

The **Cortland Area Child Care Council (<http://www.cortlandchildcare.org/>)** offers information about other childcare options in Cortland County.

The **Child Development Council (<http://childdevelopmentcouncil.org/>)** offers childcare information for residents of Tompkins County.



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SERVICES

Ask the Librarian

Book Return Shipping Label (/node/715) - Have books or DVDs to return? Can't make it to campus? Mail them to us, using our prepaid shipping label.

College Archives (<https://www.tompkinscortland.edu/library/college-archives>) - Yearbooks, news clippings, student publications, photographs, interviews, recordings, artifacts and more about TC3 and its history.

Feedback (/library/feedback) - Did you get good help and want to let us know? Did something happen that gave you concern? Do you have a suggestion to make? Do you have a question to ask? Let us know!

Gadgets and Gear - Headphones, calculators, flashdrives, earbuds, earplugs, and more. Available at the Service Desk.

Library Account - See what you have checked out. Extend your due dates and check your requests. **Sign in** (https://suny-tcc.primo.exlibrisgroup.com/discovery/account?vid=01SUNY_TCC:01SUNY_TCC§ion=overview&lang=en) to your account. Get **more information** (<https://tc3.libanswers.com/faq/334847>).

Off Campus Students (<https://tc3.libanswers.com/faq/341996>) - If you are taking TC3 classes online, at your high school, or at the Cortland or Ithaca extension centers and don't come to campus, you are still welcome to use our Library.

Policies (/node/262)- What can I borrow? For how long? Can community members use the library? What can I get online?

Printing, Copying, Scanning - Where are the printers? Where can I make copies? What about color copies? Do you have a scanner? **Answers to Frequently Asked Questions** (<https://tc3.libanswers.com/search/?t=0&g=7119&topics=Printing%2C%20Photocopying%20and%20Scanning&adv=1>).

Professional Development Resources (<https://tc3.libguides.com/profdev>) - Suggestions for free and low-cost professional development resources for TC3 staff and faculty. Some sites may require free registration.

Purchase Requests - Something you think the Library should own? **Let a librarian know** (<https://tc3.libguides.com/ask>).

Quiet Zones - Looking for a quiet place to work? Try the back of the Library on the second floor, or go "under the stairs" (in the Access & Equity area) on the first floor.

Research Help (<https://tc3.libguides.com/ask>) - Have an assignment that requires sources? Curious about something? Need more information? Are you a teacher looking for materials? Librarians are here to help you.

Tech Support (<https://www.tompkinscortland.edu/college-info/technology-support>) - For help with myTC3, myInfo, web courses and campus email. Room 208. Telephone (607) 844-8222, ext 4550. Email help@tompkinscortland.on.spiceworks.com (<mailto:help@tompkinscortland.on.spiceworks.com>)

Tutoring (<https://www.tompkinscortland.edu/library/tutoring-general-information>) - Tutors are available to help you with your work. **Check the schedule** (<https://www.tompkinscortland.edu/library/tutoring-schedule>) for hours.

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TUTORING GENERAL INFORMATION

USING THE COLLEGE'S TUTORING SERVICES IS EASY! (/SITES/DEFAULT/FILES/DOCUMENTS/LAB-RULES.PDF)

Drop-in tutoring in-person takes place on the 2nd Floor of Baker Commons in our Tutoring Center area. It is also **available online**

(<https://teams.microsoft.com/l/channel/19:5ecae149167d477da450023fde1e21d2@thread.tacv2/General?groupId=bb19b452-7de8-430f-9e60-debd87fb27d6&tenantId=8df4046f-d9e6-488a-82fa-84452f0aad49>) on a drop-in basis. Any questions can be directed to Scott Bennett at smb066@tomkinscortland.edu (<mailto:smb066@tomkinscortland.edu>) or 607.844.8222, Ext. 4416.

BCL Online Tutoring video for utilizing Microsoft Teams (<https://ensemble.itec.suny.edu/Watch/Wy2x8ASb>)

Check the Tutoring Schedule [link \(https://www.tomkinscortland.edu/library/tutoring-schedule\)](https://www.tomkinscortland.edu/library/tutoring-schedule) to verify that there is a tutor available as we do not offer tutoring for every course.

If you have any questions, please contact Scott Bennett. (<mailto:smb066@tomkinscortland.edu>)



WHAT DOES IT COST?

Tutoring is free to current Tompkins Cortland Community College students on a drop-in, first-come, first-served basis. We do ask students to sign in (and out) so that we can keep data on our services to receive some state funding.

WHAT DO I NEED TO DO?

- Come Prepared: Before asking for help, spend some time with your work so that you have a better sense of what you need help with. Bring a copy of your assignment with you.
- Take an active role. Don't expect to sit back and "leave the driving to us." You will learn more when you are an active participant so let us guide you and not drive you.
- Be patient and respectful toward the tutors and students. We will try to help everyone as efficiently as possible, but at times, you might have to wait a few minutes. Try to plan enough time in your schedule.

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ACCESS AND EQUITY

Tompkins Cortland Community College is committed to providing equal access for all qualified individuals to its programs and educational opportunities.

It is the College's policy to provide, on an individual basis, academic adjustments to its requirements for students who have disabilities that may affect their ability to fully participate in program or course activities or to meet course requirements as well as nonacademic program or activity requirements, including, but not limited to clubs, residence life and meal plans, and athletics. Modifications may include, but are not limited to: testing or classroom modifications, modifications to policies and practices in academic and student activities, and use of auxiliary aids or services. Baker Center for Learning (BCL) staff members are available to work with students with physical, learning, psychological, medical, or other disabilities to help them better understand the nature of their disability, develop self-advocacy skills, and to determine appropriate access plans.

To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability, and work with BCL personnel and classroom faculty and/or other Tompkins Cortland staff to develop and implement an appropriate plan for access. All specific information provided concerning a disability is confidential and is released only with the student's consent.

A person with a disability is "any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a history of such an impairment, or (3) is regarded as having such an impairment. Substantial impairment means that an individual cannot perform the life activity at all, or that he or she is limited in the condition, manner, or duration of the activity. Major life activities include, but are not limited to, walking, seeing, breathing, learning, working or performing manual tasks."

For further information, or to identify a disability, students should contact:

Carolyn L. Boone

Coordinator of Access and Equity Services

Room 130

Phone: 607.844.8222, Ext. 4283

clb@tomkinscortland.edu (mailto:clb@tomkinscortland.edu)

Fax: 607.844.6549

A note about the term "reasonable accommodations," which has been widely used in postsecondary education. "Reasonable accommodations" is a term that is not found in Section 504 Subpart E (Postsecondary Education) but is found in Subpart B (Employment). At Tompkins Cortland, we have eliminated that term in favor of the terminology in Subpart E – "academic adjustments." "Academic Adjustments" are modifications (to policies and practices) and auxiliary aids and/or services (such as captioning, interpreters, use of a recorder or smart pen, etc.).

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ACADEMIC ADJUSTMENTS

Students with documented disabilities are entitled by law to have necessary academic adjustments (modifications and/or auxiliary aids and services) provided by the college. Academic adjustments may not lower academic standards, substantially alter a program or a course's essential requirements, pose a direct threat to the health or safety of others, or place undue financial hardship on the institution.

It is important to understand that academic adjustments do not guarantee academic success, nor do they provide an advantage to a student. They serve to "level the playing field" and provide equal access to the College's programs, services, and activities.

There is no general access plan that is appropriate for all students or for a particular disability. Students may require different academic adjustments in different courses. The most appropriate plan provides equal access coupled with consideration of the disability and documentation, student preferences, program, faculty, and institutional requirements for a particular course, and applicable laws.

- Academic adjustments may include, but are not limited to:
- Test-taking modifications
- Print materials in alternative formats
- Auxiliary aids, such as calculators, word processors, specialized computer software or hardware
- Special classroom seating
- Note-taking assistance
- Auxiliary services, such as sign language interpreters

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To receive modifications and/or auxiliary aids and services, students must engage in the interactive process by:

Identifying the disability. Students may self-identify at any time. Carolyn Boone, Coordinator of Access & Equity Services, is the designated campus contact for students with disabilities. If identification is made to another staff or faculty member, he or she should notify the Coordinator and advise the student to contact the Coordinator.

Providing the Coordinator of Access and Equity Services with current, appropriate documentation of the disability.

Guidelines for documentation are available in the Baker Center for Learning. All documentation should identify the nature of the disability, how the disability will limit participation in courses, programs, services, student employment, or activities, and the need for specific academic adjustments (or in the case of student employment, reasonable accommodation).

Work with Baker Center for Learning staff and classroom faculty to develop an appropriate access plan. Each semester, following a meeting with an appropriate BCL staff member, students will be given copies of an Access Plan Memorandum identifying recommended modifications and/or auxiliary aids and services. Students are responsible for providing a copy of the memo to the

instructor of each course in which he or she plans to use any part of the access plan.

The college encourages students to meet with faculty members early in the semester during office hours to discuss specific needs and method(s) for modifications within a particular course.

The need for academic adjustment is not negotiable, but there may be alternate ways to provide access for a particular student. If a student and faculty member are unable to agree on how to implement the academic adjustments, consult with Carolyn Boone, Coordinator of Access & Equity Services, or Scott Bennett, Coordinator of Tutoring and Accommodation Services. The college is committed to providing appropriate modifications, and/or auxiliary aids and services for students with disabilities while maintaining academic standards of excellence.

If a faculty member believes that any academic adjustments will substantially alter the fundamental objectives of a course or program, he or she should immediately consult with the Coordinator of Access & Equity Services. In the event that the faculty member disagrees with the Coordinator, he or she should follow the **[grievance procedure \(/node/186\)](#)**.

The Baker Center for Learning maintains a variety of assistive technology for student use including Premier Accessibility Suite, Window-Eyes screenreaders, Kurzweil 1000, ZoomText, Dragon Naturally Speaking, Smart Pens, Digital Recorders, Inspiration, and other software.

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STUDENTS WITH DISABILITIES HAVE THE RIGHT TO:

- full and equal access to and the opportunity to participate in all programs, services, and activities of the College
- be evaluated based on ability, not disability
- academic adjustments and reasonable accommodations
- appropriate auxiliary aids and services
- privacy: no confidential information will be released without consent except as permitted or required by law
- information and course materials readily available in accessible formats.

STUDENTS WITH DISABILITIES HAVE THE RESPONSIBILITY TO:

- identify their disability in a timely manner to Carolyn Boone, Coordinator of Access and Equity Services and, when an academic adjustment is desired, seek information, counsel, and assistance as needed
- provide Carolyn Boone, Coordinator of Access and Equity, current, relevant, appropriate documentation in a timely manner
- follow published procedures for obtaining academic adjustments and/or auxiliary aids and services, or reasonable accommodations (for student employment)
- meet college, course, and program qualifications and maintain essential institutional standards for academic standing, courses, programs, services, employment, and activities
- abide by the Student Code of Conduct.

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SECURITY AND EMERGENCY PROCEDURES

All medical and emergency problems that occur on campus are handled by the Office of Campus Police. If a student has a disability that may result in a medical emergency (or the perception of one) or if the student will require assistance in the event of emergency evacuation, he/she should notify the Office of Campus Police, Room 118, 607-844-6511. **Additional information ([/node/257](#))** is

available in a brochure titled "Emergency Evacuation Procedures for Persons with Disabilities."

FOR ADDITIONAL INFORMATION CONTACT

Carolyn Boone

Coordinator of Access and Equity Services

ADA/504 Compliance Officer

607.844.8222, Ext. 4283

clb@tompkinscortland.edu (mailto:clb@tompkinscortland.edu)

Scott Bennett

Coordinator of Accommodation Services

607.844.8222, Ext. 4416

smb066@tompkinscortland.edu (mailto:smb066@tompkinscortland.edu)

Sharon Clark

Affirmative Action Officer

607.844.8222, Ext. 4440

scd@tompkinscortland.edu (mailto:scd@tompkinscortland.edu)

If you believe your rights have been violated, you may file a grievance under the college's student **[grievance policy \(/node/186\)](#)** or you may file a complaint with the college's affirmative action officer.

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RESIDENCE LIFE

WELCOME HOME!

We've had housing longer, and we do it better. With seven residence halls and all the amenities of a fully functional residential campus, you'll find a home in our fun, vibrant, supportive program. At Tompkins Cortland you'll experience college life as it is meant to be and build friendships that last a lifetime.



https://www.tompkinscortland.edu/sites/default/files/documents/res_life_handbook_21_22_updated.pdf

OUR SAFE COMMUNITY

- A three-minute walk to class

- Single bedrooms for each student; kitchen, bathroom and common room are shared with suitemates
- Experienced Resident Directors and student Resident Assistants are a part of the community, even on nights and weekends
- 24/7 emergency response
- Campus Police Officers who understand college students and our campus community

COVID TESTING

COVID tests will be **in student's rooms** when they arrive. Students must take the test and **register with Cayuga Health System (<https://bit.ly/TC3testing>)** within 24 hours of arrival on campus to pick up the sample, which students will return to the campus health center or a drop box in Tioga Hall.

OUR VIBRANT CAMPUS

- 7 residence halls, each with its own unique feel
- Engaging events for students happening every week
- Regular van trips to the local grocery store
- Cable, WiFi, and laundry are all included in your housing costs
- Every apartment has a full kitchen, including a full-sized refrigerator, stove, and oven
- Various housing options are available, including Quiet Living and Gender-Inclusive apartments
- You'll find a welcoming, diverse, and vibrant home here

OFFICE OF RESIDENCE LIFE

r (<mailto:residencelife@tompkinscortland.edu>)
(<mailto:residencelife@tompkinscortland.edu>)

607.844.6589

24 Farview Drive

Dryden, NY 13053

IN THIS SECTION:

Apply for Housing (<https://tc3.erezlife.com/>)

FAQs ([/node/648](#))

Housing Supply List ([/node/650](#))

Off-Campus Housing ([/node/652](#))

Report a Residence Hall Incident ([/node/892](#))

Resident Assistant Position ([/node/657](#))

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Residence Life Staff (/node/658)

Special Housing or Dining Requests (/node/661)

Themed and Special Housing (/node/660)

Campus Map (/sites/default/files/documents/CampusHousingMap.pdf)(pdf)



2021-22 RESIDENCE LIFE HANDBOOK



(https://www.tompkinscortland.edu/sites/default/files/documents/res_life_handbook_21_22_updated.pdf)

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DINING

PANTHER DINING

Choose from numerous specialty food stations and menus updated daily. We serve breakfast, lunch, and dinner.

Stations include "Breakfast at Sunrise," "Crock and Ladle," the "Produce Stand," the "Market Place" featuring home-style comfort foods, "World Fair/Fusion," "The American Grill and Griddle," "MaMa's Italian Kitchen," "The Panini Press," and "Show Time," an exhibition cooking station that alternates between pastas and made-to-order stir fry.

Food service on campus is provided by American Dining Creations. The TC3 Eatery accepts cash and credit cards in addition to student meal plans and Panther Dollars.

Please be sure to **view our weekly menu** (<https://amerifit.afvusa.com/MenuMain.aspx?a=ODExMjY1NzUy>) options.

HOURS:

Monday – Friday

Breakfast 7:30 a.m. – Noon, Fireside Café

Lunch 11:30 a.m. – 2:30 p.m, Main Cafeteria

Dinner 4:30 p.m. – 7:00 p.m, Main Cafeteria

Saturday, Sunday

Brunch Noon – 3 p.m.

MEAL PLANS

Students living in TC3 residence halls **MUST sign up for a meal plan (/node/606)**. Commuter students wanting to purchase a meal plan should contact RegBilling@tompkinscortland.edu (<mailto:RegBilling@tompkinscortland.edu>).

MEAL PLAN OPTIONS (2021-2022)

17 meals per week - Required for Student Residents

\$1,326 per semester - includes \$50 Flex

10 meals per week – COMMUTER ONLY

\$1,315 per semester includes \$100 Flex

5 meals per week – COMMUTER ONLY

\$770 per semester includes \$100 Flex

MEAL PLAN FORMS (/NODE/615)

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ATHLETICS



TOMPKINS CORTLAND
PANTHERS

The College fields intercollegiate teams in several sports, competing as a member of the National Junior College Athletic Association (NJCAA). **TCPanthers.com (https://www.tcpanters.com)** is the official online home of Tompkins Cortland Community College athletics.

Are you interested in putting on a Panthers uniform and playing a sport at the college level? Fill out an **online interest form**

(https://tcpanters.com/general/Student-Athlete_Interest_Form) and a coach will be in touch.

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LOCATION:

<https://www.tompkinscortland.edu/campus-life/athletics>

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HEALTH AND WELLNESS SERVICES

Tompkins Cortland Health and Wellness Services provides integrated services and programs to promote inclusive individual and community well-being. We offer five distinct areas devoted to students: the Health Center, Mental Health Counseling, the Collegiate Recovery Program, Health Education and Alcohol and Drug Prevention programs, and the on-campus Panther Pantry.

TOMPKINS CORTLAND HEALTH CENTER



(/campus-life/health-center-0)

MENTAL HEALTH COUNSELING



(/campus-life/mental-health-counseling)

COLLEGIATE RECOVERY PROGRAM



(/campus-life/collegiate-recovery-community)

ALCOHOL AND DRUG PREVENTION PROGRAMS

ON-CAMPUS PANTHER PANTRY



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(/campus-life/panther-food-pantry)

COVID-19 UPDATES

The most recent College news and updates can be found at the **Tompkins Cortland Community College COVID Update page** (/node/1281).

COVID testing step by step



COVID-19 RESOURCES

The College is monitoring the coronavirus outbreak carefully, working with various agencies to insure the safety of our campus community. The **Tompkins County Health Department** (<http://tompkinscountyny.gov/health>) is the lead local agency, while the **Centers for Disease Control** (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) is the managing agency for the United States. These two agencies will provide the best and most current information on the virus nationally and locally.

Additional information about public health guidelines related to the virus can be found online:

- **SUNY COVID -19 Information and Updates** (https://www.suny.edu/health-alert/?utm_source=home&utm_campaign=012020)
- **World Health Organization (WHO) information about Coronavirus** (<https://www.who.int/health-topics/coronavirus>)
- **US Centers for Disease Control and Prevention (CDC) Situation Summary** (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)
- **Tompkins County Health Department** (<http://tompkinscountyny.gov/health/factsheets/coronavirus>) (<http://tompkinscountyny.gov/health/factsheets/coronavirus>)

HEALTH AND WELLNESS SERVICES

Room 118A

Phone: 607.844.8222, Ext.4487

Email the **Health Center** (<mailto:healthcenter@tompkinscortland.edu>)

Fax: 607.844.6533

Email **Mental Health Counseling** (<mailto:omhs@tompkinscortland.edu>)

Tompkins Cortland Community College

Attn: Health and Wellness Services

170 North St.

Dryden, NY 13053

RESOURCES

Emergencies

For a medical emergency or any other emergency **DIAL 911**

Non-emergency on-campus contacts

To schedule a health appointment call **607.844.8222, Ext. 4487**

To schedule a counseling appointment call **607.844.6577**

For general questions including immunizations **607.844.8222, Ext. 4387**

To schedule an appointment with the Options Program **607.844.8222, Ext. 4387**

For student support from the Recovery Program | Contact Coordinator **Ashley Dickson**
(<mailto:AFD004@tompkinscortland.edu>)

Non-emergency after-hours health care visit **24/7 Telemedicine Doctor via UCM**
(<https://www.unitedconcierngemedicine.com/>)* or call hotline at 844.484.7362

*Tompkins Cortland students (except strictly online students)

Additional State and Local Crisis Resources

New York State Office of Mental Health Support Line call **1.844.863.9314**

SUNY Crisis Text Line text **"GOT5"** to **741.74.741**

SUNY Middle Earth Peer-to-Peer Assistance Hotline call **518.442.5777**

Advocacy Center 24 Hour Hotline call **607.277.5000**

Aid to Victims of Violence 24 Hour Hotline call **607.756.6363**

HEALTH AND WELLNESS SERVICES STAFF

Matthew Kiechle (<mailto:kiechlm@tompkincortland.edu>), MS, MCHES, Director

Sayre Paradiso (<mailto:sep011@tompkincortland.edu>), Office Manager, NYSIIS Coordinator

Angeline McComb (<mailto:aem036@tompkincortland.edu>), RN, BSN

John Witkiewicz (<mailto:jw082@tompkincortland.edu>), MA, LMHC Counselor

Juliana Garcia (<mailto:jg108@tompkincortland.edu>), MSW, Adjunct Counselor

Kevin Broderick (<mailto:ktb007@tompkincortland.edu>), College Prevention Coordinator

Ashley Dickson (<mailto:afd004@tompkincortland.edu>), Recovery Coordinator, CRPA Trainer

Nick Kent (<mailto:kentpantherpantry@gmail.com>), Panther Pantry Associate

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DIVERSITY EDUCATION AND SUPPORT SERVICES

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WELCOME TO THE OFFICE OF DIVERSITY EDUCATION AND SUPPORT SERVICES!

Learning about other people can be fun, enjoyable, exciting and interesting. We can learn about each other and what makes us different and have those same things bring us closer together. There is diversity inside all of us ... look inside!

Seth A. Thompson

Director

Office of Diversity Education and Support Services

MISSION STATEMENT

The Office of Diversity Education and Support Services (ODESS) envisions a positive and inclusive campus community where underrepresented student groups achieve equity in every respect and have full access to academic success and personal development. ODESS operates in partnership with other college departments to acknowledge the value of diversity by providing all students quality cross cultural programs, needed services, and engaging leadership development opportunities.

DIVERSITY EDUCATION AND LEADERSHIP TRAINING

Staff members from the Office of Diversity Education and Support Services serve as facilitators for presenting workshops in classrooms, residence halls, and for student organizations. Please complete the **Diversity Workshop Request Form** (/sites/default/files/documents/diversity_workshop.pdf) to request a diversity workshop.

SCHEDULING A CLASSROOM DIVERSITY WORKSHOP

To request a workshop in your office or class fill out the **request form** (<http://www.surveymonkey.com/s/DiversityWorkshopRequestForm>) including the type of workshop.



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DIVERSITY

THE STATE OF DIVERSITY REPORT

Tompkins Cortland Community College's first State of Diversity report was presented in Fall 2008. The DEAC Assessment committee examined various sources of reported data to provide a baseline of information. Written every five years, this Diversity and Equity Action Council document has become more encompassing through the use of the College's Institutional Research data and submitted reports, the Campus Climate survey that was administered by the Office of Diversity Education and Support Services, applicant and FSA data from the Human Resources department; the Quality of Life survey from the Office of Residence Life and Judicial Affairs, as well as information from other areas of the College. The report shows progress since the last State of Diversity report and highlights evolving challenges.

[Download Spring 2016 Report \(pdf\) \(/sites/default/files/documents/State_of_Diversity.pdf\)](/sites/default/files/documents/State_of_Diversity.pdf)

DIVERSITY, EQUITY, AND INCLUSION PLAN

The drafting of this new **Diversity, Equity, and Inclusion Plan (/sites/default/files/documents/DEI-Plan.pdf)**, *Step Forward*, began in the Fall 2016, and is informed by a series of student, faculty, and staff listening sessions, the College's strategic priorities, the most recent State of Diversity Report, and extensive data analysis. The plan is intended to expand both understanding and actions to address and support the three primary goals of the SUNY System Plan:

- eliminate achievement gaps for minority and low-income students,
- insure that the student population and staff and faculty are representative of the diversity of New York state, and
- recognize the value of international experiences and interactions.

PULSE CAMPUS CLIMATE SURVEY SUMMARY

The Office of Diversity Education and Support Services (in collaboration with the Diversity Equity and Action Council) has completed three assessments of the campus climate for students of Tompkins Cortland Community College, in 2007, 2010, and 2013. The study had three purposes: (1) to help College officials gain a better understanding of what it is like being a student at Tompkins Cortland; (2) to help college officials be proactive in identifying student concerns; and (3) to provide a benchmark for future examinations of the campus climate at Tompkins Cortland.

[Download 2013 Survey Results \(pdf\) \(/sites/default/files/documents/PULSE_Report_2013.pdf\)](/sites/default/files/documents/PULSE_Report_2013.pdf)

[Download 2010 Survey Results \(pdf\) \(/sites/default/files/documents/PULSE_Report_2010.pdf\)](/sites/default/files/documents/PULSE_Report_2010.pdf)

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The Vector Network assists first-generation students, socio-economic disadvantaged students, and students from historically underrepresented groups in making a successful academic and social transition to life at Tompkins Cortland Community College. Peer mentors undergo specialized training and offer social, academic, and philosophical support to student mentees. In addition to the peer relationship, the program supports students' academic progress and social adjustment to the Tompkins Cortland environment by utilizing Vector Faculty Mentors, College offices, departments, leadership programs, and student organizations to provide assistance, encouragement, and practical experiences.



PROGRAM GOALS

The program enriches the learning experiences and social network of first-year students; helps to develop study skills and time management skills; encourages positive social interactions; shows students the full breadth of the College's academic and social offerings, as well as those of the surrounding community; helps to develop intellectual curiosity; provides advice regarding college life and personal concerns.

Vector Network at TC3 | a pathway to success



JOIN THE VECTOR NETWORK PROGRAM

Vector Network Mentees who participate in the summer institute and first-year program are first-year students who are interested in achieving success in college, meeting new people, and having fun! The Summer Institute begins three weeks before the start of classes and the first -year program begins the start of classes.

REQUIREMENTS OF THE PROGRAM:

1. Register for and successfully complete an early start session of the FSS Introduction to College Success Course beginning in August.
2. Attend one-on-one goal alignment (Compass) meetings with Vector Network twice per semester of your First Year.
3. Regular participation in Vector Network activities. All activities are included in program funding for Vector Network students.

SUMMER INSTITUTE

BENEFITS OF JOINING THE SUMMER INSTITUTE PROGRAM:

1. Early completion of Tompkins Cortland coursework - up to 1 credit of coursework.
2. Access to personalized academic and social support system, mentoring, and leadership development.
3. Access to earn a book stipend.

REQUIREMENTS OF THE SUMMER INSTITUTE PROGRAM

1. New student of Tompkins Cortland Community College (earned no more than 15 college credits).
2. Identify as one or more of the following: First generation college student, from a historically underrepresented background, or a student with an annual family income at or below the SUNY EOP Economic Eligibility Guidelines.

FIRST YEAR PROGRAM

BENEFITS OF JOINING THE FIRST YEAR PROGRAM:

1. Access to personalized academic and social support system, mentoring, and leadership development.
2. Access to earn a book stipend.

REQUIREMENTS OF THE FIRST YEAR PROGRAM:

1. Attend one-on-one goal alignment (Compass) meetings with Vector Network twice per semester of your First Year.
2. Regular participation in Vector Network activities. All activities are included in program funding for Vector Network students.

SUMMER INSTITUTE SCHEDULE

Week of August 9 - Meet 2 times per week for 50 minutes each (virtually)

Week of August 16 - Meet 2 times per week for 50 minutes each (virtually)

August 22 - Move In - for resident students

Week of August 23 - Two-hour workshops per day (on and off campus)

Week of August 30 - Meet 1 time for 50 minutes (on campus)

Week of September 6 - Meet 1 time for 50 minutes (on campus)

Week of September 13 - Meet 1 time for 50 minutes (on campus)

*1 college credit will be awarded at the completion of the Institute.



TO BECOME A MENTEE, FILL OUT AN APPLICATION FORM

([HTTPS://FORMS.OFFICE.COM/PAGES/RESPONSEPAGE.ASPX?ID=BWT0JEBZIKIC-](https://forms.office.com/pages/responsepage.aspx?id=BWT0JEBZIKIC-ORFLWQTSQYWWP0LACHDJLLXLF_YUOJUOTDMQTZKWJA5MFRITDRWOFYZWWDK0TFFLVC4U)

[ORFLWQTSQYWWP0LACHDJLLXLF_YUOJUOTDMQTZKWJA5MFRITDRWOFYZWWDK0TFFLVC4U](https://forms.office.com/pages/responsepage.aspx?id=BWT0JEBZIKIC-ORFLWQTSQYWWP0LACHDJLLXLF_YUOJUOTDMQTZKWJA5MFRITDRWOFYZWWDK0TFFLVC4U)). **DEADLINE TO APPLY: JULY 20, 2021**

BECOME A VECTOR NETWORK MENTOR

Vector Network Mentors work closely with first-year students, and particularly students from diverse backgrounds at Tompkins Cortland. Mentors are knowledgeable, caring, and able to function in a variety of roles including peer mentor, peer advisor, tutor, event assistant, team member, and role model.

Applicant Requirements:

1. Must have a GPA of 2.3 or higher
2. Must be enrolled in second semester of college (one semester must have been at TC3)
3. Required to commit to required events

While the Office of Diversity Education and Support Services actively recruits mentors, interested students should visit room 230 or email diversity@tompkinscortland.edu (<mailto:diversity@tompkinscortland.edu>).

SUNY EOP ECONOMIC ELIGIBILITY GUIDELINES

Academic Year 2021-22

Household size (including head of household)

1 \$23,606 2 \$31,894 3 \$40,182 4 \$48,470

5 \$56,758 6 \$65,046 7 \$73,334 8 \$81,622*

*For households with more than 8 people, add \$8,288 for each additional person.

Contact Financial Aid by **email at aid@tompkinscortland.edu** (<mailto:aid@tompkinscortland.edu>) or phone, 607.844.8222, if you have questions about whether you meet these guidelines.

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STUDENT ACTIVITIES

THE HUB OF STUDENT LEADERSHIP

The Office of Student Activities is located in the Student Center: the hub of student leadership on campus and home to the Student Government Association office, the Leadership Lounge, the Interfaith Room, the Family Room, and general use space for all students.

Staff in student activities provide leadership opportunities and leadership training for all students, coordinate **Panther Pride** events, and provide and encourage participation in volunteer and civic engagement programs.

Student Activities staff also provide event management support for programming from on and off campus organizations and serve as advisors for the **Student Government Association (/node/602)(SGA)**.

CAMPUS GROUPS: THE HOME FOR STUDENT ACTIVITIES

Campus Groups lets you know what activities are scheduled for the year and allows you to register for events or attend virtual activities. Look for emails that tell you to sign up for updates, too!

UPCOMING STUDENT ACTIVITIES


 (/groups)



 (/login_onl

Events (0)

Search Events		
---------------	---	---

No result found

Have questions? Contact Student Activities at 607.844.8211 ext. 4442

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STUDENT CLUBS

Interested in joining a club? Our campus is home to clubs and organizations created by students, for students. Visit the Get Connected Fair at the beginning of the semester for your chance to browse the various offerings. You are welcome to join as many as you want, and encouraged to pursue starting your own.

START A CLUB

Before starting a club, make sure there isn't one that already exists below. If there is student interest for a new club, complete the MeetUp Request form and email Cheyenne Gorton, Assistant Director of Student Activities and the Student Center, at [CMG033@tompkinscortland.edu \(mailto:cmg033@tompkinscortland.edu\)](mailto:cmg033@tompkinscortland.edu)

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ACTIVE CLUBS

AFRICAN CARIBBEAN CLUB (ACA)

The ACA is about making stories and listening to them. Through these stories and experiences, we learn about ourselves, each other and different cultures. We give voices to, and deal with, real social issues. Our club provides a place to speak your mind and stand in your truth without any judgement. ACA will always be with you when you start your journey at Tompkins Cortland Community College.

HOSPITALITY AND RESTAURANT ASSOCIATION (HRA)

The goal of the HRA is to contribute to the college in a significant organized way and to help people learn about opportunities and resources in Hospitality.

LGBTQ CLUB

We know that having a safe space for LGBTQ+ students is important! We offer games, snacks, and the ability to talk and spend time with other members of the community.

OUTDOOR ADVENTURE CLUB (OAC)

OAC is a group of students who meet and plan outdoor activities and trips. We provide adventures that students may or may not have had the opportunity to experience.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association is the bridge between the school and the Residence Halls. Not only are we the voice of the residence halls, but we also bring educational and creative activities to the halls to enrich the resident experience.

SPORT MANAGEMENT CLUB

The Sport Management Club provides hands on experience in the Sport industry.

SUSTAINABLE GROWERS CLUB

The mission of the Sustainable Growers Club is to promote sustainability and environmental awareness at Tompkins Cortland Community College through community-based explorations of farming and food systems.

STAND

STAND is an educational and activism based club. For example, our efforts in Spring 2019 centered on voter registration.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the student voice for Tompkins Cortland Community College. Learn about campus services, leadership skills, or bring your talents to our Student Involvement Council.

STRATEGIC GAMING CLUB

The Strategic Gaming Club provides a place for people to learn how to play games that stimulate the mind and promote thinking.

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CHILD CARE

The Arthur Kuckes Childcare Center at the College is a licensed, not-for-profit child care facility providing services to children of college students, faculty, staff and as space permits, members of the community. The Center provides care from 6 weeks through pre-kindergarten. Students have first priority, and a sliding fee scale is offered to students to help with the cost of child care. The Center is open Monday through Friday from 7:30 a.m. - 5 p.m.

OUR MISSION

To provide child care services to the College campus and the local community in a safe and nurturing environment which promotes the social, emotional, physical, language, and cognitive development of children.

PROGRAMS AVAILABLE

Infant program 6 weeks - 18 months

Toddler program 18 - 36 months

Preschool program





REGISTRATION

Early registration is essential to reserve a place for your child. You will receive a registration packet which will include general information, a confidential income statement and a medical form which is to be filled out and signed by your physician. A nonrefundable \$50 registration fee must be included with your completed registration packet and will assure you a space in our program. Preference is given to children of students and those children requiring full-time care.

APPLICATION

- **Family Handbook** (/sites/default/files/documents/Childcare_Center_FamilyHandbook.docx)
- **Application** (/sites/default/files/documents/toddler_application.pdf)
- **Toddler Developmental Survey** (/sites/default/files/documents/toddler_developmental_survey.pdf)
- **Preschool Developmental Survey** (/sites/default/files/documents/preschool_emergency_authorization.pdf)
- **Medication Consent Form** (/sites/default/files/documents/fsa_medical_form.pdf)

For more information on Child Care or to ask questions about the application process, please contact the Center Director, **Casey Goodwin** (<mailto:cg069@tompkinscortland.edu>), at 607.844.8222, ext 4477.

Completed applications can be mailed to:

Tompkins Cortland Community College
P.O. Box 139, 170 North Street
Dryden, NY 13053-0139

OR

Faxed to 607.844.6547



A SPECIAL THANKS

The Childcare Center would like to thank **Gutchess Lumber** for donating wood chips and **RMS Gravel** for donating sand. Our playground is safer and more fun thanks to these two generous community businesses. THANKS!

ACCREDITATION

The Childcare Center at Tompkins Cortland Community College is nationally accredited by the National Association for the Education of Young Children (NAEYC). The center has been housed on the campus since 1969.

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CAMPUS TECHNOLOGY

WELCOME!

Welcome students, faculty and staff. This site will provide you with information and links for all of the computer and technology services on campus.

Please use the links on the right to get connected to myTC3, a portal containing access to myINFO, myMAIL, Web Courses (Blackboard), TC3 Card, and much more. In addition, there is information about wireless access on campus, technology requirements in residence life, and opportunities for purchasing discounted software.

NEED HELP?

Submit a ticket using our [portal \(https://tompkinscortland.on.spiceworks.com/portal\)](https://tompkinscortland.on.spiceworks.com/portal).

FEEDBACK

TC3 strives to provide secure and easy access to your information via our systems and technology. The College has received awards from the Digital Community College Survey for three consecutive years for providing a high level of service using information technology. TC3 was honored with the Best of NY award for 2008 in recognition of our mobile initiative.

We welcome your feedback and suggestions. Please email [Campus Technology \(mailto:pauckem@tompkinscortland.edu\)](mailto:pauckem@tompkinscortland.edu) and we will be sure to get back to you.

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TECHNOLOGY SUPPORT

REGULAR HOURS

Monday–Thursday, 8 a.m.–6:30 p.m.

Friday 8 a.m.–4 p.m.

Technology Learning and Support Services is located in Room 208. Call 607.844.8222, Ext. 4550 or email us at help@tompkinscortland.on.spiceworks.com (<mailto:help@tompkinscortland.on.spiceworks.com>). We will do our best to assist you with your technology needs:

- Password assistance, accessing your myTC3 account and related services such as myINFO, Web Courses (Blackboard) and myMAIL
- Navigating your online courses
- Using your College email account
- Setting up your email account on your mobile device
- Connecting your mobile device to the College WiFi
- Scheduling equipment for making in-class presentations

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CAMPUS POLICE



Tompkins Cortland Community College is committed to creating an environment for student success and learning for all. To that end, the College has devoted resources to allow that environment to grow and prosper in a safe and secure setting. Your Campus Police are proud to be a campus partner supporting student success.

We are reachable 24 hours a day, seven days a week. To contact us, dial 607.844.6511, or Ext.6511 from any campus phone. For emergencies, dial 911, and the 911 Center will immediately dispatch us along with other needed agencies to help with the emergency.

CAMPUS POLICE ON FACEBOOK



We invite you to become a fan of our official page, **Tompkins Cortland Campus Police**. (<http://www.facebook.com/TCCampusPolice>)

WHAT IS AN EMERGENCY?

An emergency is any situation that requires an immediate law enforcement, fire, or medical response to preserve life or property.

THESE INCLUDE:

- Serious illness or injury
- Fires
- Assault or immediate danger of assault
- Fight
- Violent or criminal behavior
- Explosions
- Situation involving weapons
- Chemical spill
- Someone choking or drowning
- Loss of consciousness
- Any other serious threat to the health and safety of you or another person

Your campus police staff includes sworn, armed officers pursuant to New York State Criminal Procedure Law, section 2.10(78). The officers have full authority to make arrests and/or referrals to the local criminal courts or the campus judicial administrator. These officers are highly trained officers who have either completed the rigorous six month NYS Municipal Police Training Council's academy, or are already NYS Certified police officers.

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SAFETY TAKEN SERIOUSLY

Campus police staff will aim to protect the rights of all individuals to live, learn, work, and visit our campus. The Campus Police staff is committed to providing the highest quality services for our community by embracing the core values of truth, respect, excellence, teamwork, and integrity.

The potential for problems is reduced when students follow sound safety-oriented practices. While the residence halls may quickly feel like home, you have to remember they are not. Each of you must assume the responsibility for your own personal safety and the security of personal belongings by taking simple, common sense precautions. Simply put: lock up your valuables - ALWAYS. Lock your bedroom and your apartment door. Remind your apartment mates to lock the apartment door, too.

Everybody who violates the law on campus is subject to arrest and prosecution regardless of their status. Students, staff, and faculty who violate the law on campus may not only be subject to criminal prosecution, but also to the campus judicial process if the conduct leading to the arrest also constitutes a violation of campus regulations. We also patrol the roads on and adjacent to the campus and issue traffic tickets if warranted.

Throughout your time here, you will see Campus Police staff throughout our beautiful campus. We are in the residence halls everyday and even have satellite offices in Cayuga Lake and Cascadilla Halls. All your campus police are, by nature, very outgoing and personable. Feel free to interact with them and do not hesitate to use them as a learning reference should you have questions.

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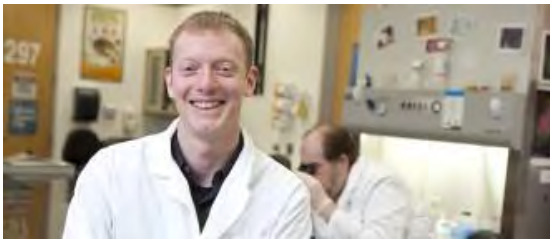
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Accounting
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A.S. Degree, Biotechnology Certificate



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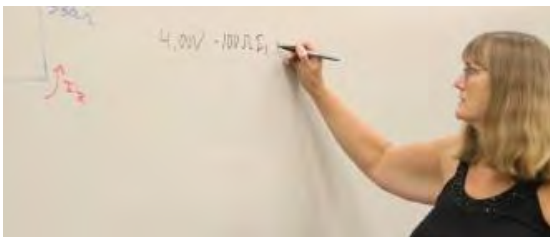
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A.S. Degree



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Entrepreneurship

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A.A.S. Degree



A.S. Degree
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Hotel and Restaurant Management



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International Business (/academics/programs/international-business)



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Liberal Arts and Sciences: General Studies



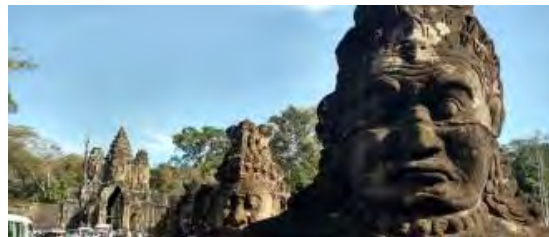
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A.A.S. Degree, Certificate

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Accounting

A.S. Degree, A.A.S. Degree, Certificate

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[STUDENT SHOWCASE](#)

ACCOUNTING

The Accounting program prepares you for a career in the public, private, governmental and not-for-profit sectors. Accountants specialize in financial and managerial accounting, auditing, tax, financial analysis and budgeting. Students have three options including the A.S. and A.A.S degrees and Certificate.

The A.S. degree is for transfer to an accounting program at a four year college or university. With additional education and work experience, you will find many employment opportunities including Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and Certified Management Accountant (CMA), controller or business manager.

The A.A.S. degree prepares you with the skills needed for a paraprofessional entry-level position in accounting. Employment possibilities include staff accountant, accounting specialist, clerk, cost accountant, accounts payable/receivable coordinator, and payroll accountant.

The Certificate program is designed to give you the specialized set of tools you will need for immediate employment in a broad range of entry-level accounting positions or to upgrade your existing skills.

CAREERS ON CAREER COACH

According to the U.S. Bureau of Labor Statistics, employment of accountants is expected to grow 22 percent between 2008-18, much faster than the average expected growth for other occupations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Business Teachers** (<https://tompkinscortland.emsicc.com/careers/business-teacher-postsecondary>)
- **Treasurers and Controllers** (<https://tompkinscortland.emsicc.com/careers/treasurer-and-controller>)
- **Auditors** (<https://tompkinscortland.emsicc.com/careers/auditor>)
- **Financial Analysts** (<https://tompkinscortland.emsicc.com/careers/financial-analyst>)

- **Payroll and Timekeeping Clerks** (<https://tompkinscortland.emsicc.com/careers/payroll-and-timekeeping-clerk>)
- **Accountants** (<https://tompkinscortland.emsicc.com/careers/accountant>)
- **Credit Analysts** (<https://tompkinscortland.emsicc.com/careers/credit-analyst>)
- **Bookkeeping, Accounting, and Auditing Clerks** (<https://tompkinscortland.emsicc.com/careers/bookkeeping-accounting-and-auditing-clerk>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc2>) | **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc1>) | **Accounting Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc3>)

PROGRAM CHAIR



GARY FORD

Professor, Accounting

Gary is a Certified Public Accountant, a Chartered Global Management Accountant, and a member of the American Institute of CPAs and the NY State Society of CPAs. He earned his Bachelor of Business Administration in Accounting from the University of Alaska Anchorage and Master of Science in Accounting from SUNY Polytechnic Institute in Utica/Rome.

[Read more \(/node/103\)](#)

TRANSFER OPTIONS

Recent graduates have continued their education at a four-year college or university. Transfer institutions include:

- Cornell University
- Ithaca College
- Binghamton University
- University at Albany
- Baruch College
- Fordham University
- University at Buffalo
- SUNY Polytechnic Institute

- SUNY Oswego
- SUNY New Paltz
- SUNY Delhi
- Empire State College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

ACCT101 - Principles of Accounting I

ACCT102 - Principles of Accounting II

ACCT203 - Intermediate Accounting I

ACCT204 - Intermediate Accounting II

ACCT205 - Cost Accounting

ACCT207 - Income Taxation

BUAD201 - Business Law I

ECON120 - Microeconomics

ECON121 - Macroeconomics

PROGRAM AT A GLANCE

HEGIS:	5002
A.S.:	63 credits
A.A.S.:	60 credits
Certificate:	<i>Accounting</i> 29 credits

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[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company (<http://www.tompkinstrust.com/>)

Sciarabba Walker & Co., CPAs (<https://swcllp.com/>)

Port, Kashdin & McSherry, CPAs (<http://www.pkmcpa.com/home.html>)

Finger Lakes Fire & Casualty Co. (<https://www.flfcc.com/index.cfm>)

Cornell College of Human Ecology (<https://www.human.cornell.edu/>)

Ithaca Sciencenter Museum (<http://www.sciencenter.org/>)

Ithaca Children's Garden (<http://ithacachildrengarden.org/>)

FOR FURTHER INFORMATION CONTACT

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admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

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A PART OF SUNY

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The College is member of The State University of New York (SUNY) (<http://www.suny.edu/>) system and provides many opportunities for transfer to SUNY 4-year schools and university centers.



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Accounting, A.A.S.				Fall 2022	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100				
	<input type="checkbox"/> MATH 090 – Pre-Algebra	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ACCT 101	Principles of Accounting I	4	C		
BUAD 106	Foundations of Business	3			
CAPS Elective		1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Total Credits		13			
SPRING					
ACCT 102	Principles of Accounting II	4	C		
ACCT 120	Accounting on Microcomputers	3	C		
ENGL 101	Academic Writing II	3			
Humanities Elective		3			
MATH Elective		3			
Total Credits		16			
SECOND YEAR					
FALL					
ACCT 203	Intermediate Accounting I	4	C		
ACCT 207	Income Taxation	4	C		
BUAD 201	Business Law I	3			
ECON Elective		3			
Science Elective		3			
Total Credits		17			
SPRING					
ACCT 204	Intermediate Accounting II	4	C		
ACCT 205	Cost Accounting	4	C		
BUAD 203	Business Communications	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Total Credits		14			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in ENGL 100 and each of the major courses: ACCT 101, 102, 120, 203, 204, 205, and 207.					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
Notes:					

Accounting, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I ¹	3	C		
MATH 120 OR MATH 138 OR MATH 201	College Algebra OR Pre-Calculus Mathematics OR Calculus I	4			
SUNY GEN ED Restricted Elective ²		3			
Total Credits		17			

SPRING

ACCT 102	Principles of Accounting II	4	C		
ENGL 101	Academic Writing II	3			
SUNY GEN ED Lab Science Elective		3			
SUNY GEN ED Restricted Elective ²		3			
Unrestricted Elective		3			
Total Credits		16			

SECOND YEAR

FALL

BUAD 201	Business Law I	3	C		
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD, OR Liberal Arts Elective		3	C		
Total Credits		15			

SPRING

BUAD 202	Business Law II	3	C		
ECON 121	Principles of Macroeconomics	3			
ENGL 201	Public Speaking	3			
ACCT, BUAD, OR Liberal Arts Elective		3	C		
Unrestricted Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100, and in all ACCT and BUAD courses.

¹ A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED Elective. The course should be selected in consultation with the student's advisor.

² Select two courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

Notes:

Accounting, Certificate

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	
	<input type="checkbox"/> ENGL 100 – Academic Writing I	<input type="checkbox"/> MATH 090 - Pre-Algebra
	<input type="checkbox"/> ENGL 101 – Academic Writing II	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
ACCT 101	Principles of Accounting I	4	C		
ACCT 102	Principles of Accounting II	4	C		
ACCT 203	Intermediate Accounting I	4	C		
ACCT 204	Intermediate Accounting II	4	C		
Restricted Accounting Electives Choose 2 of the following: ACCT 120 Accounting on Microcomputers ACCT 205 Cost Accounting ACCT 207 Income Taxation		7	C		
ACCT OR BUAD OR ECON Elective		3			
ACCT OR BUAD OR ECON Elective		3			

Minimum Credits Required for Graduation: 29 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Note: While ENGL 100 and ENGL 101 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

A "C" or better grade is required in all ACCT courses.

Notes:

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Applied Science and Technology

A.A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

APPLIED SCIENCE AND TECHNOLOGY

The Applied Science and Technology Associate in Applied Science (A.A.S.) degree program is designed to give students the technical skills high-tech employers in our area need, right now.

Students in the program will learn the foundational STEM and problem-solving skills that make them an in-demand, immediately employable technician with knowledge in science, technology, and math.

This program is ideal for veterans, workers eligible for Trade Adjustment Assistance, adult students, employees looking to upgrade skills, and past or present manufacturing employees.

CAREERS ON CAREER COACH

The Applied Science and Technology program was designed with flexibility in mind to ensure that students are able to take coursework that will best support their search for a career path in an ever-changing field of varied science and technology opportunities. Likewise, the college has regular conversation with area employers to make sure that we sustain and develop course offerings that meet in-demand skills in the local area, throughout New York State, and beyond.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chemical Technicians** (<https://tompkinscortland.emsicc.com/careers/chemical-technician>)
- **Environmental Scientists and Specialists** (<https://tompkinscortland.emsicc.com/careers/environmental-scientist-and-specialist-including-health>)
- **Chemists** (<https://tompkinscortland.emsicc.com/careers/chemist>)

- **Animal Scientists** (<https://tompkinscortland.emsicc.com/careers/animal-scientist>)
- **Microbiologists** (<https://tompkinscortland.emsicc.com/careers/microbiologist>)
- **Zoologists and Wildlife Biologists** (<https://tompkinscortland.emsicc.com/careers/zoologist-and-wildlife-biologist>)
- **Soil and Plant Scientists** (<https://tompkinscortland.emsicc.com/careers/soil-and-plant-scientist>)
- **Biochemical Engineers** (<https://tompkinscortland.emsicc.com/careers/biochemical-engineer?>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc60>)

PROGRAM CHAIR



SOPHIA GEORGIAKAKI

Professor, Mathematics

[Read more \(/node/105\)](#)

TRANSFER OPTIONS

With careful planning with an academic advisor, graduates can continue their education at a four-year college or university. Possible transfer institutions include:

- Binghamton University
- Cornell University
- Ithaca College
- Rochester Institute of Technology
- SUNY Polytechnic
- SUNY Upstate Medical University

HIGHLIGHTED COURSES

BIOT101 - Introduction to Biotechnology

DRAF107 - Engineering Graphics

DRAF117 - Architectural Drafting

MATH122 - Technical Mathematics

MATH200 - Statistics

ENGL103 - Report Writing

ENVS102 - Technology and the Environment

PROGRAM AT A GLANCE

HEGIS:

5301

A.A.S.:

60 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

📍 Campus/extension centers locations

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Applied Science and Technology A.A.S.

Fall 2022

Civil Engineering Technology Track

Student's Name:

Advisor's Name:

Student may need to take the following courses:

ENGL 049 **OR** Accelerated Reading & Writing Skills for ENGL100
 ENGL 098

MATH 022 Skills & Support for Tech Math

RDNG116 College Reading & Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
FSS 140	Freshman Seminar AST	1			
CONT 104	Print Reading for Construction	3			
CONT 107	Construction Materials	3			
DRAF 117	Architectural Drafting I	3			
ENGL 100 ¹	Academic Writing I	3			
Social Science Elective ²		3			
Total Credits		16			
SPRING					
CONT 216	Materials Testing	2			
DRAF 118	Architectural Drafting II	3			
ENGL 103	Report Writing	3			
MATH 122	Technical Mathematics	3			
Restricted Lab Science Elective ³		3			
Total Credits		14			
SECOND YEAR					
FALL					
CONT 202	Surveying I	3			
CONT 209	Soil Mechanics	3			
ENGL 101	Academic Writing II	3			
ENVS 102	Technology and the Environment	3			
MATH 200	Statistics	3			
Total Credits		15			
SPRING					
CONT 203	Surveying II	3			
CONT 210	Structural Design	4			
CONT 260	Hydraulics - Hydrology	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Fundamentals of Speech OR Interpersonal Communication OR Intercultural Communication	3			
Humanities Elective ⁴		3			
Total Credits		17			
Minimum Credits Required for Graduation: 62					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Social Science Elective: GEOG 130 recommended.					
³ Restricted Lab Science: ENVS 101, GEOL 101, or PHSC 104.					
⁴ Humanities Elective: ENVS 105 recommended.					
NOTES:					

Applied Science and Technology A.A.S.
Electrical Engineering Technology Track

Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 – College Reading & Study Skills	<input type="checkbox"/> MATH 022 – Skills and Support for Technical Mathematics <input type="checkbox"/> MATH 029 – Skills and Support for Statistics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

FSS 140	Freshman Seminar: Applied Science & Technology	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
DRAF 107	Engineering Graphics	2			
ELEC 102	Introduction to Electrical Engineering Applications	4			
ENGL100 ¹	Academic Writing I	3	C		
Social Sciences Elective ²		3			

Total Credits **16**

SPRING

CIS 108 OR CSCI 160 ³	Introduction to Computer Information Systems OR Computer Science I	3			
ELEC 128	Fundamentals of Electricity	4			
ENGL101	Academic Writing II	3			
ENVS 102	Technology and the Environment	3			
MATH 122	Technical Mathematics	3			

Total Credits **16**

SECOND YEAR

FALL

ELEC 224	Digital Electronics	4			
ELEC 234	Analog Electronics	4			
ENGL103	Report Writing	3			
SUNY GEN ED Lab Science Elective ⁴		3			

Total Credits **14**

SPRING

ELEC 244	Industrial Electronics with PLCs	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Humanities Elective ⁵		3			
MATH 200	Statistics	3			
SUNY GEN ED Lab Science Elective ⁴		3			

Total Credits **16**

Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective to be selected in consultation with the student's advisor.

² Social Science Elective: Select in consultation with student's advisor. A SUNY GEN ED Social Science course is recommended.

³ CIS 108 recommended.

⁴ SUNY GEN ED Lab Science Electives: CHEM 101 or CHEM 107 or PHSC 104 and PHSC 105 recommended.

⁵ Humanities Elective: ENVS 105 or other SUNY GEN ED Humanities course is recommended

NOTES:

Applied Science and Technology A.A.S.

Fall 2022

Environmental Technology Track

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra
	<input type="checkbox"/> RDNG 116	<input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH022 – Skills & Support for Math 122

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BIOL 221	Cell Culture Techniques	1			
BIOT 101 OR FSS 140	Introduction to Biotechnology OR Freshman Seminar - Applied Science & Technology	1			
ENGL 100	Academic Writing I ¹	3	C		
ENVS 101	Intro to Environmental Science	3			
ENVS 116	Soil Science	3			
ENVT 121	Stream Bioassessment	1			
GEOG 130	Geovisualization: Mapping to Understand	3			

Total Credits 15

SPRING

BIOL101 OR BIOL 104	Principles of Biology I OR General Biology I	3			
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			
ENGL101	Academic Writing II	3			
GIS 110	Intro to GIS	3			
MATH 122	Technical Mathematics	3			

Total Credits 16

SECOND YEAR

FALL

BIOL102 OR BIOL105	Principles of Biology II OR General Biology II	3			
BIOL 211 OR ENVS 202	Ecology OR Integrated Pest Management ²	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL103	Report Writing	3			
MATH 200	Statistics	3			

Total Credits 15

SPRING

BIOL119 OR ENVS 141	Botany OR Agroecology	3			
BIOL 216	General Microbiology	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Fundamentals of Speech OR Interpersonal Communication OR Intercultural Communication	3			
ENVS 102	Technology and the Environment	3			
Humanities Elective ³		3			

Total Credits 16

Minimum Credits Required for Graduation: 62

¹ A student exempted from ENGL 100 must substitute a three-credit liberal arts elective, which should be selected in consultation with the student's advisor.

² ENVS 202, if chosen, is offered only in summer.

³ Humanities Elective: ENVS 105 recommended.

NOTES:

Applied Science & Technology, A.A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 022 – Skills and Support for Technical Mathematics
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 120 - College Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BIOT 101 or FSS 140	Introduction to Biotechnology or Freshman Seminar- Applied Science & Technology	1			
DRAF 107 OR DRAF 117 OR GIS 110	Engineering Graphics OR Architectural Drafting I OR Introduction to GIS	2			
ENGL 100 ¹	Academic Writing I	3	C		
Technical Elective ²		3			
Technical Elective ²		3			
Social Science Elective ³		3			
Total Credits		15			

SPRING

ENGL 101	Academic Writing II	3			
Mathematics Elective : MATH 122 or higher		3			
Restricted CAPS Electives (Choose 3) ⁴ OR DRAF 118 Architectural Drafting II		3			
Technical Elective ²		3			
Technical Elective ²		3			
Total Credits		15			

SECOND YEAR

FALL

ENGL 103	Report Writing	3			
MATH 200	Statistics	3			
Restricted Lab Science Elective ⁵		3			
Technical Elective ²		3			
Technical Elective ²		3			
Total Credits		15			

SPRING

ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
ENVS 102	Technology & the Environment	3			
Humanities Elective ⁶		3			
Restricted Lab Science Elective ⁴		3			
Technical Elective ²		3			
Total Credits		15			

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective, which should be selected in consultation with the student's advisor.

² Technical Electives: Select from BIOL, CHEM, CIS, CONT, CSCI, ELEC, ENSC, ENVT, ENVS (except ENVS 105, 107, 108), MATH (138 or higher), or PHSC. Choose courses appropriate to career goals in consultation with advisor.

³ Social Science Elective: Select in consultation with student's advisor.

⁴ Restricted CAPS Electives: Select three courses from CAPS 111, 121, 123, 131, 133, 141, or 152.

⁵ Lab Science Elective: Choose from BIOL, CHEM, CONT 209, ENVS 101, GEOL, METR, or PHSC.

⁶ Humanities Elective: Foreign Language or ENVS105 recommended.

NOTES:

Academics (/academics)

[A-Z Index \(/a-z\)](#) [Directory \(/college-info/department-directory\)](#) [Library \(/library\)](#) [myTC3 \(https://my.tc3.edu/mytc3/\)](https://my.tc3.edu/mytc3/)



Biology

A.S. Degree, Biotechnology Certificate

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[FEATURED FACULTY](#)

[STUDENT SHOWCASE](#)

BIOLOGY

The Biology Program is designed to prepare students for seamless transfer into a four-year SUNY institution as a Biology or Biotechnology major. The curriculum provides academic tracks for Bachelor degrees in **biochemistry** (/sites/default/files/documents/transferSUNY_Chemistry.pdf), **cell-molecular biology** (/sites/default/files/documents/transferSUNY_biology.pdf), **microbiology** (/sites/default/files/documents/transferSUNY_biology.pdf), **organismal biology** (/sites/default/files/documents/transferSUNY_biology.pdf), **physiology** (/sites/default/files/documents/transferSUNY_biology.pdf), **nutrition** (/sites/default/files/documents/transferSUNY_Nutrition_Science.pdf), and the **health sciences** (/sites/default/files/documents/transferSUNY_biology.pdf). The program provides students the opportunity for entrepreneurship in science and technology so they appreciate their intellectual property rights and value to the industry. The Biology A.S. degree and Biotechnology Certificate provides students authentic lab skills required for transfer into a four-year research program and marketable soft skills for career advancement.

"The field needs researchers who can also act as interpreters for the general public. And I've been able to sharpen my communication skills at Tompkins Cortland (along with expanding math skills for the science work)."

– Marc Harrison, 2014 graduate of the Biology program

CERTIFICATE

Reverse transfers, can prepare for graduate (Masters and PhD) and advanced health professional (PA and Pharmacy) school admissions by augmenting their principle Bachelors' degree with science-majors level courses and hands-on lab research experience in the life sciences. There are 24 credits from the core Biology Program curriculum that can be applied towards a

Biotechnology Certificate for students preparing for GRE, MCAT or PCAT exams.

CAREER OPPORTUNITIES

The market for biotechnology and medical technicians has expanded. Biotechnology (genetics, biochemistry and microbiology) is applied in all sectors of the medical, food, and agricultural industries. New York State has developed several biotechnology corridors and small business incubators in response to rapid growth in these sectors. In the 12 county central NY regions there are 172 companies, employing over 6,000 persons in the biosciences with an average salary of \$43,909, 30 percent higher than the regional average. Career opportunities exist as Laboratory Associates or Technicians in research, quality control, and production in areas related to medicine, diagnostics, and manufacturing.

CAREERS ON CAREER COACH

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Secondary School Teachers** (<https://tompkinscortland.emsicc.com/careers/secondary-school-teacher-except-special-and-career-technical-education>)
- **Forestry and Conservation Science Teachers** (<https://tompkinscortland.emsicc.com/careers/forestry-and-conservation-science-teachers-postsecondary>)
- **Biological Technicians** (<https://tompkinscortland.emsicc.com/careers/biological-technician>)
- **Bioinformatics Scientist** (<https://tompkinscortland.emsicc.com/careers/bioinformatics-scientist>)

- **Biologists** (<https://tompkinscortland.emsicc.com/careers/biologist>)
- **Biological Science Teachers** (<https://tompkinscortland.emsicc.com/careers/biological-science-teacher-postsecondary>)
- **Sales Representatives** (<https://tompkinscortland.emsicc.com/careers/sales-representative-wholesale-and-manufacturing-technical-and-scientific-products>)
- **Inspectors, Testers, and sorters** (<https://tompkinscortland.emsicc.com/careers/inspector-tester-sorter-sampler-or-weigher>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc5>) | **Biotechnology Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc6> target=)

PROGRAM CHAIR



JACOB, JAMES R., PH.D.

Professor, Biology

Dr. Jacob has published over 25 papers in peer-reviewed journals during his two decades of scientific research performed at Baylor College of Medicine, Southwest Foundation for Biomedical Research, and Cornell University.

[Read more \(/node/2\)](#)

TRANSFER OPTIONS

Graduates may continue their education via seamless transfer to a four-year SUNY college or university. Students have successfully transferred to:

- Cornell University
- SUNY College at Cobleskill
- SUNY Upstate Medical University
- Ithaca College
- SUNY College at Fredonia
- Rochester Institute of Technology
- Rensselaer Polytechnic Institute
- SUNY College at Oswego
- Binghamton University
- SUNY College of Environmental Science and Forestry
- Jefferson School of Health Professions
- University at Buffalo

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

BIOT101 - Introduction to Biotechnology

BIOL104 - General Biology I

BIOL105 - General Biology II

CHEM107 - General Chemistry I

CHEM108 - General Chemistry II

CHEM205 - Organic Chemistry I

BIOL205 - General Genetics

BIOL206 - Molecular Genetic Techniques

BIOL211 - Ecology

PROGRAM AT A GLANCE

HEGIS:	5604
A.S.:	60 credits
Certificate:	<i>Biotechnology</i> 24 credits

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Admissions (/admissions)

Degree Programs (/academics/programs)

Estimated Cost (/admissions/tuition-and-fees)

Financial Aid (/admissions/financial-aid)

Register for Classes (/admissions/registration)

Transfer Opportunities (/academics/transfer)

Visit Campus (/admissions/visit-campus)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Bio-Link (<https://www.bio-link.org/home2/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)

607.844.6580

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[BIZ \(/ACADEMICS/BIZ\)](#)

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LOCATION:

Tompkins Cortland Community College

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Biology, A.S.			Fall 2022		
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR		<input type="checkbox"/> MATH 090 - Pre-Algebra		
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100		<input type="checkbox"/> MATH 095 - Beginning Algebra		
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills		<input type="checkbox"/> MATH 120 - College Algebra		
	<input type="checkbox"/> BIOL 101 – Principles of Biology I		<input type="checkbox"/> CHEM 101 – Principles of Chemistry I		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					

FALL					
BIOL 104	General Biology I	4	C		
CHEM 107	General Chemistry I	4			
ENGL 100	Academic Writing I ¹	3	C		
BIOT 101 OR FSS 138	Intro to Biotechnology OR Freshman Seminar – Math/Science	1			
CAPS 121 OR CAPS 123	Intro to Spreadsheets OR Advanced Spreadsheets	1			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		16			
SPRING					
BIOL 105	General Biology II	4	C		
CHEM 108	General Chemistry II	4			
ENGL 101	Academic Writing II	3			
MATH 138	Precalculus Mathematics	4			
Total Credits		15			
SECOND YEAR					
FALL					
CHEM 205	Organic Chemistry I	4			
BIOL 205 AND 206 OR BIOL 211	General Genetics and Molecular Genetic Techniques OR Ecology	4			
MATH 200 OR MATH 201	Statistics OR Calculus I	3			
Restricted Elective ²		3			
Total Credits		14			
SPRING					
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SUNY GEN ED Humanities Elective		3			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Restricted Elective ³		3			
Restricted Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
² Select from BIOL 201; BIOL 202; BIOL 205 and 206; BIOL 211; BIOL 216; BIOL 220 and 221; BIOT 295; CHEM 206; MATH 200; MATH 201; MATH 202; PHSC 211; PHSC 212; PSYC 103; or SOCI 101. Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.					
³ Select two courses from two of the following categories: 4–American History; 5–Western Civilization; 6–Other World Civilizations; 8–The Arts; or 9–Foreign Language.					
Notes:					

Biotechnology, Certificate

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- | | |
|---|--|
| <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR | <input type="checkbox"/> MATH 090 - Pre-Algebra |
| <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 | <input type="checkbox"/> MATH 095 - Beginning Algebra OR |
| <input type="checkbox"/> ENGL 100 – Academic Writing I | <input type="checkbox"/> MATH 098 – Quantitative Literacy |
| <input type="checkbox"/> ENGL 101 – Academic Writing II | <input type="checkbox"/> RDNG 116 - College Reading and Study Skills |

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FALL					
BIOL 101 OR BIOL 104	Principles of Biology OR General Biology I	3	C		
BIOL 206	Molecular Genetic Techniques	1			
BIOT 101 OR FSS 138	Introduction to Biotechnology OR Freshman Seminar-Math & Sciences	1			
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			
MATH Elective: MATH 120 or higher		3			
Total Credits		12			
SPRING					
BIOL 112 OR BIOL 216	Essentials of Medical Microbiology OR General Microbiology	3	C		
BIOL 221	Cell Culture Techniques	1			
BIOT 295	Biotechnology Seminar	3			
CAPS 121 OR CAPS 123	Introduction to Spreadsheets OR Advanced Spreadsheets	1			
CHEM 102 OR CHEM 108	Principles of Chemistry II OR General Chemistry II	4			
Total Credits		12			

Minimum Credits Required for Graduation: 24 A cumulative GPA of at least 2.0 is required for conferral of degree.

Note: While ENGL 100 and ENGL 101, *Academic Writing I and II*, INTD 095 *Integrated Developmental Reading/Writing*, RDNG 116 *College Reading and Study Skills*, and either MATH 090 *Pre-algebra*, MATH 095 *Beginning Algebra*, or MATH 098 *Quantitative Literacy* are not required for the certificate, they may be prerequisites for one or more of the program courses.

Notes:

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Broadcast Production

AA S Degree

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

BROADCAST PRODUCTION

Never in the history of the world has there been a more exciting time to study communications. Technology changes at the speed of light and employers demand trained people. At Tompkins Cortland Community College, you'll benefit from a hands-on program that allows you to work with broadcast quality equipment from your first semester to your last. You'll work with trained professional instructors who bring the latest technology and techniques straight from the field into the classroom. The broadcast production program allows you to choose or combine television, radio, and digital media courses to create a tailored program of study.

CAREERS ON CAREER COACH

As a student in the broadcast production program, you will be prepared for entry-level positions in broadcasting, corporate media, advertising agencies, sound studios, and cable television operations. Specific positions include camera operators, production assistants, technical directors, audio technicians, video editors, on-air talent, and web designers. In small studios found in industry, schools and cable systems, graduates may take on a role that encompasses many of these functions.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Audio and Video Equipment Technicians** (<https://tompkinscortland.emsicc.com/careers/audio-and-video-equipment-technician>)
- **Copy Writers** (<https://tompkinscortland.emsicc.com/careers/copy-writer>)
- **Technical Director/Managers** (<https://tompkinscortland.emsicc.com/careers/technical-director-manager>)
- **Program Directors** (<https://tompkinscortland.emsicc.com/careers/program-director>)

- **Camera Operators** (<https://tompkinscortland.emsicc.com/careers/camera-operator-television-video-and-motion-picture>)
- **Sound Engineering Technicians** (<https://tompkinscortland.emsicc.com/careers/sound-engineering-technician>)
- **Producers** (<https://tompkinscortland.emsicc.com/careers/producer>)
- **Broadcast Technicians** (<https://tompkinscortland.emsicc.com/careers/broadcast-technician>)

Explore more career options: **A.A.S. Radio Concentration** (<https://tompkinscortland.emsicc.com/program-code/tc7>) | **A.A.S. Television Concentration** (<https://tompkinscortland.emsicc.com/program-code/tc8>)

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse in political science from the Maxwell School of Citizenship, and her Ph.D. in Higher Education Leadership from Capella University.

Read more (</node/151>)

TRANSFER OPTIONS

The radio and television sequence is aligned with related bachelor's degree programs so you can transfer as a junior. Graduates of this program have transferred to:

- Buffalo State College
- SUNY College at Cortland
- SUNY College at Fredonia
- Full Sail University
- Ithaca College
- SUNY College at Oswego
- SUNY College at Plattsburgh
- SUNY College at Purchase
- St. John Fisher College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree.

COMM101 - Mass Media

COMM111 - Foundations of Digital Editing

COMM112 - Foundations of Motion Graphics

COMM120 - Broadcast Operations

COMM127 - Audio Production I

COMM135 - Recording Technology

COMM160 - Media Writing

COMM170 - Broadcast Copywriting

COMM245 - Professional Video Editing & Post Production

COMM290 - Television News Production

PROGRAM AT A GLANCE

HEGIS:	5008
A.A.S.:	<i>Concentration, Radio</i> 61 credits
A.A.S.:	<i>Concentration, Television</i> 60 credits

ATTENDING TOMPKINS CORTLAND

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Action 12 News (Television) (<http://www.wbng.com/>)

93Q WNTQ (Radio) (<http://www.93q.com/>)

Cayuga Radio Group (Radio) (<http://cyradiogroup.com/>)

CNY Central (Radio/Television) (<http://www.cnycentral.com/>)

ESPN Ithaca (Radio/Television) (<http://www.espnithaca.com/>)

FOX 40 (Television) (<http://www.wicz.com/>)

FOX News 10 Rochester (Television) (<https://www.rochesterfirst.com/>)

News 10 NBC (Television) (<http://www.whec.com/index.shtml>)

Always Classic 101.5 (Radio) (<http://www.wxhc.com/>)

Time Warner Cable News (Television) (<http://centralny.twcnews.com/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tomkinscortland.edu (<mailto:admissions@tomkinscortland.edu>)

607.844.6580

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Tompkins Cortland Community College

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[ADMISSIONS \(/ADMISSIONS\)](#)

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[\(HTTPS://WWW.TCPANTERS.COM/LANDING/INDEX\)](https://www.tcpanters.com/landing/index)

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[TC3 FARM \(/TC3FARM\)](#)

[TITLE IX \(/CAMPUS-LIFE/TITLE-IX\)](#)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Broadcast Production - Radio Concentration, A.A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 – Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

COMM 100	Creating Online Media	3			
COMM 101	Mass Media	3			
COMM 110	Aesthetics/Techniques of Video & Film Editing	1			
COMM 127	Audio Production I	3			
COMM 135	Recording Technology I	3			
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar-Communication & Media Arts	1			
Total Credits		17			

SPRING

COMM 105	Careers in Audio/Music	1			
COMM 227	Audio Production II	3			
COMM 235	Recording Technology II	3			
ENGL 101	Academic Writing II	3			
MATH Elective		3			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
Total Credits		16			

SECOND YEAR

FALL

COMM 170	Broadcast Copywriting	3			
COMM 230	Broadcast Communication Skills	3			
ENGL 201	Public Speaking	3			
Humanities Elective		3			
Restricted Program Elective**		3			
Total Credits		15			

SPRING

COMM 160	Media Writing	3			
COMM 225	Communication Law & Ethics	3			
COMM 262	Portfolio Preparation - Communication	1			
Lab Science Elective		3			
Restricted Program Elective**		3			
Total Credits		13			

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

** Restricted Program Electives (two courses): Select from Liberal Arts, Business, or Communication areas. Program advisor approval is required. ENGL 237 is recommended for students who wish to develop strengths in print and/or online writing.

NOTES:

Broadcast Production - Television Concentration, A.A.S. Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned	T - Transfer	Semester Completed
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FIRST YEAR

FALL

COMM 101	Mass Media	3				
COMM 110	Aesthetics/Techniques of Video & Film Editing	1				
COMM 111	Foundations of Digital Editing	1				
COMM 112	Foundations of Motion Graphics	1				
COMM 120	Broadcast Operations	3				
COMM 127	Audio Production I	3				
ENGL 100	Academic Writing I*	3	C			
FSS 160	Freshman Seminar-Communication & Media Arts	1				
Total Credits		16				

SPRING

ART 104 OR ART 106 OR ART 111	History of Photography and Video OR Introduction to Photojournalism OR Photography I	3				
COMM 140	Introduction to Field Production	3				
COMM 210	Production & Direction	3				
ENGL 101	Academic Writing II	3				
MATH Elective		3				
Total Credits		15				

SECOND YEAR

FALL

COMM 170	Broadcast Copywriting	3				
COMM 245	Professional Video Editing & Post Production	3				
ENGL 201	Public Speaking	3				
Humanities Elective		3				
Restricted Program Elective**		3				
Total Credits		15				

SPRING

COMM 145	DVD Authoring	1				
COMM 225	Communication Law & Ethics	3				
COMM 262	Portfolio Preparation - Communication	1				
COMM 290	Television News Production	3				
PSYC 103 OR SOC 101	Introduction to Psychology OR Introduction to Sociology	3				
Lab Science Elective		3				
Total Credits		14				

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

** Restricted Program Elective: Select from Liberal Arts, Business, or Communication areas. Program advisor approval is required. ENGL 237 is recommended for students who wish to develop strengths in print and/or online writing.

Notes:

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Business Administration

A.S. Degree, A.A.S. Degree, Certificate, Micro-Credential

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

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BUSINESS ADMINISTRATION

Students interested in pursuing a career in the business field have two degree options. If you plan to go to work after earning an associate degree, enroll in the business administration A.A.S. degree. If you wish to earn a bachelor's degree in business, economics, labor relations, management, marketing, or related business fields, enroll in the business administration A.S. degree. In addition, certificates in Business Management and Executive Office Assistant are offered for those intending to pursue or advance their employment opportunities in a business-related occupation.

ONLINE DEGREE AND CERTIFICATE

All course requirements for a degree in business administration or a certificate in business management may be completed online. The programs are offered through the SUNY Learning Network (SLN). Online courses may be combined with traditional classroom-based courses. Consult with the the College's enrollment services center for specific information.

CAREERS ON CAREER COACH

Graduates of our business programs qualify for positions in production planning, management, communication and support systems coordination, general contracting, retail sales, auditing, microcomputer administration, quality control, retirement and compensation analysis, and customer relations.

Graduates have been placed with many firms, including The CBORD Group, Inc., CFCU Community Credit Union, Cornell University, Ithaca College, Cortland County Sheriff's Department, Elmira Savings and Loan, Alliance Bank of Cortland, Pall Trinity Micro Corp., Tompkins County Trust Company and other state and local employers.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Loss Prevention Managers** (<https://tompkinscortland.emsicc.com/careers/loss-prevention-manager>)
- **First-Line Supervisors** (<https://tompkinscortland.emsicc.com/careers/first-line-supervisor-of-non-retail-sales-workers>)
- **Demonstrators and Product Promoters** (<https://tompkinscortland.emsicc.com/careers/demonstrator-and-product-promoter>)
- **Sales Managers** (<https://tompkinscortland.emsicc.com/careers/sales-manager>)

- **Purchasing Managers** (<https://tompkinscortland.emsicc.com/careers/purchasing-manager>)
- **First-Line Supervisors of Production** (<https://tompkinscortland.emsicc.com/careers/first-line-supervisor-of-production-and-operating-workers>)
- **Supply Chain Managers** (<https://tompkinscortland.emsicc.com/careers/supply-chain-manager>)
- **Chief Executives** (<https://tompkinscortland.emsicc.com/careers/chief-executive>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc10>) | **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc9>) | **Business Management Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc11>)

PROGRAM CHAIR



KEVIN HAVERLOCK

Professor, Business

[Read more \(/node/81/\)](#)

TRANSFER OPTIONS

Recent graduates have continued their education at a four-year college or university. Transfer institutions include:

- Binghamton University
- Cornell University
- SUNY College at Cortland
- SUNY Delhi
- Empire State College
- SUNY College at Fredonia
- Ithaca College
- SUNY College at Oswego
- SUNY College at Oneonta

- SUNY College at Brockport

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

BUAD106 - Foundations of Business

BUAD111 - International Business

BUAD201 - Business Law

BUAD203 - Business Communications

BUAD204 - Principles of Marketing

BUAD208 - Principles of Management

ACCT101 - Principles of Accounting I

ACCT102 - Principles of Accounting II

ECON120 - Principles of Microeconomics

PROGRAM AT A GLANCE

HEGIS:	5004
A.S.:	63 credits
A.A.S.:	62 credits
Certificate:	<i>Business Management</i> 35 credits
Microcredential:	<i>Risk Management*</i> 12 credits

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[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI



HILINA TIBA

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Coltivare (<http://coltivareithaca.com/>)

The Statler Hotel- Cornell University (<https://statlerhotel.cornell.edu/>)

Tompkins County Youth Services Department (<http://tompkinscountyny.gov/youth>)

Tompkins Trust Company (<http://www.tompkinstrust.com/>)

FOR FURTHER INFORMATION CONTACT

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admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Business Administration, A.A.S.

Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BUAD 106	Foundations of Business	3	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Humanities Elective		3			
MATH Elective		3			
Total Credits		15			

SPRING

ACCT 101	Principles of Accounting I	4			
BUAD 204	Principles of Marketing	3	C		
BUAD 208	Principles of Management	3	C		
ENGL 101	Academic Writing II	3			
BUAD Elective**		3	C		
Total Credits		16			

SECOND YEAR

FALL

ACCT 102	Principles of Accounting II	4			
BUAD 201	Business Law I	3	C		
BUAD 203	Business Communications	3	C		
ECON 120	Principles of Microeconomics	3			
BUAD Elective**		3	C		
Total Credits		16			

SPRING

BUAD 290	Strategic Management	3	C		
BUAD Elective**		3	C		
BUAD Elective**		3	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Science Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100 and all Business Administration (BUAD) courses.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

** SOCE 205 Organizational Behavior may be taken for one of the BUAD Electives.

Notes:

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Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4			
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
MATH 120, 138, OR 201		4			
SUNY GEN ED Restricted Elective**		3			

Total Credits 17

SPRING

ACCT 102	Principles of Accounting II	4			
BUAD 111	International Business	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Restricted Elective**		3			
Unrestricted Elective		3			

Total Credits 16

SECOND YEAR

FALL

BUAD 201	Business Law I	3			
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD OR Liberal Arts Elective***		3			

Total Credits 15

SPRING

ECON 121	Principles of Macroeconomics	3			
ENGL 201	Public Speaking	3			
ACCT, BUAD OR Liberal Arts Elective***		3			
ACCT, BUAD OR Liberal Arts Elective***		3			
SUNY GEN ED Lab Science Elective		3			

Total Credits 15

Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.

* A student exempted from ENGL 100 must substitute a three credit SUNY GEN ED elective. The course should be selected in consultation with the student's advisor.

** Select courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

*** Based on transfer plans, a student may want to select a SUNY GEN ED approved course for one of these requirements in order to completely satisfy SUNY GEN ED requirements for a baccalaureate degree.

Notes:

Business Management, Certificate

Fall 2022

Student's Name:

Advisor's Name:

- | | | |
|--|---|--|
| Student may need to take the following courses: | <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100
<input type="checkbox"/> ENGL100 - Academic Writing I
<input type="checkbox"/> ENGL101 – Academic Writing II | <input type="checkbox"/> RDNG 116 - College Reading and Study Skills |
| | | <input type="checkbox"/> MATH 090 - Pre-Algebra |

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
ACCT 101	Principles of Accounting I	4			
ACCT 102	Principles of Accounting II	4			
BUAD 103	Entrepreneurship I	3			
BUAD 104 OR BUAD 109	Business Mathematics OR Personal Money Management	3			
BUAD 106	Foundations of Business	3			
BUAD 201	Business Law I	3			
BUAD 203	Business Communications	3			
BUAD 204	Principles of Marketing	3			
BUAD 208	Principles of Management	3			
CAPS 111	Introduction To Word Processing	1			
CAPS 121	Introduction To Spreadsheets	1			
CAPS 131	Introduction To Databases	1			
ECON 101 OR ECON 120	Introduction to Economics OR Principles of Microeconomics	3			

Minimum Credits Required for Graduation: 35 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Note: While ENGL 100 and ENGL 101 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

Notes:

Academics (/academics)

[A-Z Index \(/a-z\)](#) [Directory \(/college-info/department-directory\)](#) [Library \(/library\)](#) [myTC3 \(https://my.tc3.edu/mytc3/\)](https://my.tc3.edu/mytc3/)



Chemical Dependency Counseling

A.A.S. Degree, Certificate, Micro-Credential

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

CHEMICAL DEPENDENCY COUNSELING

Qualified specialists are in demand as we learn more about the frequency and severity of alcoholism and other substance abuse. The Chemical Dependency Counseling degree prepares you as a professional in the addictions field for practice experiences in rehabilitation centers, educational settings, community organizations, inpatient/outpatient programs, residential settings, correctional facilities, hospitals, and related public agencies.

Specialized courses in counseling and prevention are combined with courses in the humanities, social sciences, math, and science. The program also provides required continuing education and clock hours for those already working in the field.

The 350-clock-hour certificate program in Chemical Dependency Counseling is also available at Tompkins Cortland Community College. It is intended for individuals who are, A) seeking a 350-clock-hour certificate to meet New York State Office of Alcohol and Substance Abuse Services (OASAS) credentialing requirements, B) seeking to enhance their current employment or academic experience with concentrated study in a specialized career field, or C) seeking to complete their certificate program requirements partially or entirely online. Beside the 350 clock hours of education/training, students must also complete one to three years of specific work experience in the chemical dependency field to meet eligibility requirements for the NYS OASAS credentialing examination.

In addition to the degree and certificate, the 250-clock-hour Credentialed Prevention Professional (CPP) and the 120-clock-hour Credentialed Prevention Specialist (CPS) are now also available at TC3. Students interested in prevention credentialing would complete either the chemical dependency degree or certificate program, along with prevention specific coursework. The CPP is intended for individuals with an existing bachelor's degree who have completed 4,000 hours of relevant paid work experience and

have completed the 250-clock-hour program, along with successful completion of the IC&RC exam. The CPS is intended for those who have completed 2,000 hours of paid work experience, have completed the 120-clock-hour program, and have successfully completed the IC&RC exam.

CLOCK HOURS AND CONTINUING EDUCATION

The Chemical Dependency Counseling degree and certificate programs provide the 350 clock hours of education and training for credentialed alcoholism and substance counselors (CASAC), the 250 clock hours of education and training for credentialed prevention professionals (CPP), and the 120 clock hours of education and training for credentialed prevention specialists (CPS) required by the New York State Office of Alcoholism and Substance Abuse, The programs also provide course work for counselors/prevention workers pursuing re-credentialing.

FIELD EXPERIENCE

Students will participate in one semester of counseling or prevention related field experience as part of the Chemical Dependency Counseling program. Each four-credit fieldwork course requires 120-150 hours of work experience under the direction of a licensed, certified, or credentialed health care or treatment professional, plus one hour of classroom instruction per week.

CAREERS ON CAREER COACH

This program provides training for employment in human service and criminal justice agencies as case managers, case workers, social welfare examiners, youth and child care workers, and home visitors. Examples of employers of our graduates include: Cayuga Addiction Recovery Services, Catholic Charities, Seven Valleys Council, Tully Hill CD Treatment Center, Veterans Administration Medical Hospital, the William George Agency, Dick VanDyke ATC, and Willard Drug Treatment Center.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Counseling Psychologists** (<https://tompkinscortland.emsicc.com/careers/counseling-psychologist>)
- **Substance Abuse Counselors** (<https://tompkinscortland.emsicc.com/careers/substance-abuse-and-behavioral-disorder-counselor>)
- **Health Educators** (<https://tompkinscortland.emsicc.com/careers/health-educator>)
- **Rehabilitation Counselors** (<https://tompkinscortland.emsicc.com/careers/rehabilitation-counselor>)
- **Social and Human Service Assistants** (<https://tompkinscortland.emsicc.com/careers/social-and-human-service-assistant>)
- **Mental Health Social Workers** (<https://tompkinscortland.emsicc.com/careers/mental-health-and-substance-abuse-social-worker>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc12>) | **Chemical Dependency Counseling Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc13>)

PROGRAM CHAIR



JOSEPH L. SMITH, PH.D., LCSW-R, CASAC

Professor, Chemical Dependency Counseling

Dr. Smith is the Program Chair of both the Human Services and Chemical Dependency Counseling Programs at Tompkins Cortland Community College. He is a NYS Licensed Clinical Social Worker, and a NYS Credentialed Alcoholism and Substance Abuse Counselor.

Read more (/node/141)

TRANSFER OPTIONS

Recent graduates have continued their education in addiction studies, psychology, human services, health education, and social work at:

- Binghamton University
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- Empire State College
- Ithaca College
- University of Phoenix
- SUNY College at Plattsburgh
- Syracuse University

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

CDSC103 - Introduction to Prevention

CDSC110 - Foundations of Clinical Supervision II

CDSC101 - Intro. to Chemical Dependency Counseling

PSYC103 - Introduction to Psychology

BIOL101 - Principles of Biology

HLTH207 - Drug Studies

HLTH208 - Alcohol and Alcoholism

CDSC 200 - Chemical Dependency Fieldwork I

CDSC201 - Counseling Theories and Interventions I

CDSC220 - Chemical Dependency Fieldwork II

CDSC225 - Counseling Theories and Interventions II

PROGRAM AT A GLANCE

A.A.S.:	62 credits
Certificate:	<i>Chemical Dependency Counseling</i> 26 credits
Microcredential:	<i>Chemical Dependency Counselor Assistant*</i> 16 credits
Microcredential:	<i>Residential Aide*</i> 15 credits

ATTENDING TOMPKINS CORTLAND

Admissions (/admissions)

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Alcohol and Drug Council of Tompkins County (<http://www.alcoholdrugcouncil.org>)

Arnot Health (<http://www.arnothealth.org/>)

Catholic Charities (<http://www.ccocc.org/>)

Cayuga Addiction Recovery Services (<http://www.carsny.org>)

Cortland Prevention Resources (<http://www.cortlandprevention.org/>)

Office of Addiction Services and Supports (<http://www.oasas.ny.gov>)

Family Counseling Services (<http://www.fcscortland.org/>)

Long Island Center for Recovery (<http://www.longislandcenterrecovery.com/>)

Phoenix House (<http://www.phoenixhouse.org>)

Rescue Mission of Utica, Addictions Crisis Center (<http://www.uticamission.org/>)

FOR FURTHER INFORMATION CONTACT

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admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

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170 North St., P.O. Box 139

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Chemical Dependency Counseling, A.A.S.				Fall 2022	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ¹	3	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			
Unrestricted Elective ²		3			
Total Credits		15			
SPRING					
CDSC 101	Intro to Chem. Dependency Counseling	4	C		
ENGL 101	Academic Writing II	3			
PSYC 209	Abnormal Psychology	3			
SOCI 101	Introduction to Sociology	3			
MATH Elective ³		3			
Total Credits		16			
SECOND YEAR					
FALL					
CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
ENGL 102	Approaches to Literature	3			
PSYC 207 OR PSYC 208	Adolescent Psychology OR Adult Psychology	3			
Restricted BIOL Elective ⁴		3			
Total Credits		16			
SPRING					
CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 225	Counseling Families & Significant Others: Theory & Practice	3	C		
ENGL 201 OR ENGL 204 OR ENGL 210 ⁵	Public Speaking OR Interpersonal Communication OR Intercultural Communication ⁴	3			
Liberal Arts Elective ⁶		3			
Unrestricted Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of the degree.					
NOTE: A C or better grade is required in ENGL 100, HLTH 207 and 208, and all CDSC courses.					
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
² Unrestricted Elective: Students pursuing the Credentialed Prevention Specialist (CPS) certification must complete CDSC 103 and CDSC 110.					
³ MATH 200 is recommended for students planning to transfer.					
⁴ Restricted BIOL Elective: Choose from BIOL 100, 101, or 114. Students planning to transfer should select BIOL 101.					
⁵ Students planning to transfer should choose ENGL 201.					
⁶ Liberal Arts Elective: Students planning to transfer should select BIOL 102.					

Chemical Dependency Counseling, Certificate

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
		<input type="checkbox"/> MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
CDSC 101	Intro. to Chem. Dependency Counseling	4	C		
CDSC 110	Clinical Supervision Foundations II	1	C		
CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 103 OR CDSC 225 ¹	Introduction to Prevention OR Counseling Families & Significant Others: Theory and Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			

Minimum Credits Required for Graduation: 27 A cumulative GPA of at least 2.0 is required for conferral of the certificate.

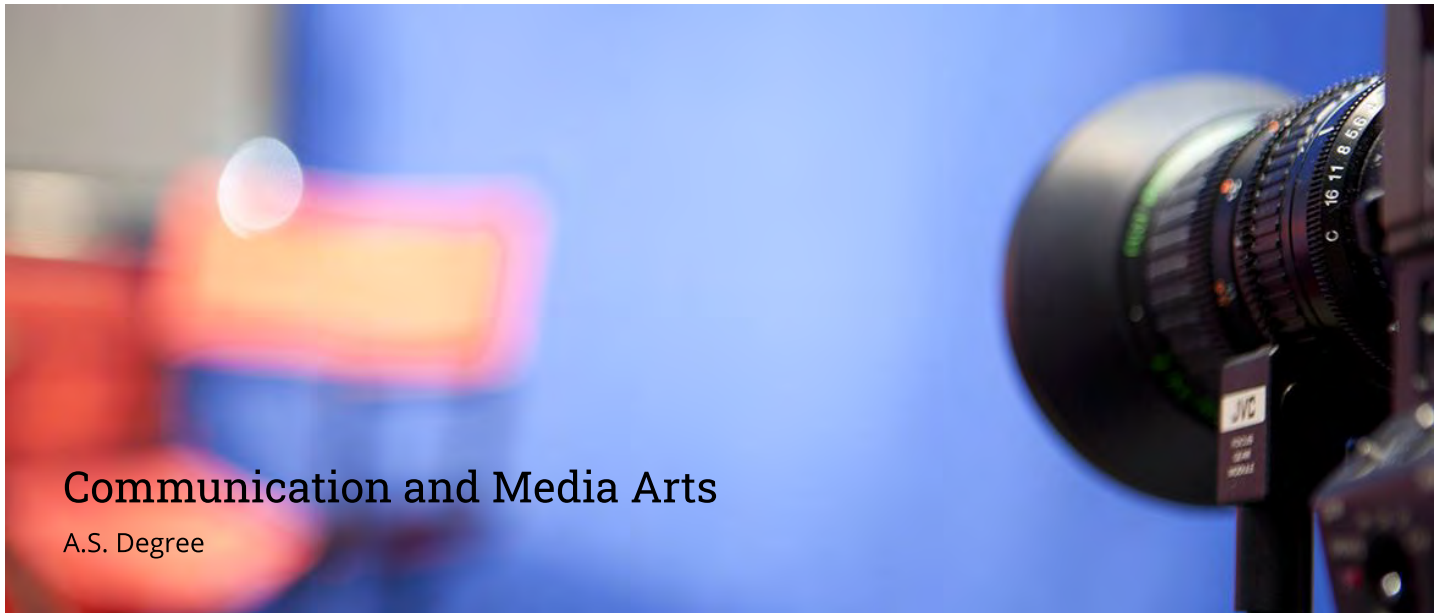
Note: While ENGL 100 and ENGL 101, Academic Writing I and II, are not required courses for this certificate, they may be prerequisites for one or more of the program courses.

Note: A C or better grade is required in HLTH 207 and HLTH 208 and all CDSC courses.

¹

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Communication and Media Arts

A.S. Degree

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

COMMUNICATION AND MEDIA ARTS - BROADCAST JOURNALISM

The communication and media arts program is a transfer program that focuses on broadcast journalism. At Tompkins Cortland Community College you'll benefit from a hands-on program that allows you to simulate the working environment in the classroom. The program is as close as you can get to working as a journalist while still going to college. Student can concentrate their studies in television, radio, or better yet...cross-train in both. Our professional instructors (all of whom still work as broadcast professionals) bring the latest trends from the field into the curriculum.

CAREERS ON CAREER COACH

Graduates have gone directly to work for television and radio stations like Channel 34 in Binghamton and 870 WHCU in Ithaca. Specific positions include on-air reporters, producers, and assignment editors.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Producers** (<https://tompkinscortland.emsicc.com/careers/producer>)
- **Directors** (<https://tompkinscortland.emsicc.com/careers/director-stage-motion-picture-television-or-radio>)
- **Communications Teachers** (<https://tompkinscortland.emsicc.com/careers/communications-teacher-postsecondary>)

- **Editors** (<https://tompkinscortland.emsicc.com/careers/editor>)
- **Copy Writers** (<https://tompkinscortland.emsicc.com/careers/copy-writer>)
- **Art Directors** (<https://tompkinscortland.emsicc.com/careers/art-director>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc15>)

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse in political science from the Maxwell School of Citizenship, and her Ph.D. in Higher Education Leadership from Capella University.

Read more (/node/151)

TRANSFER OPTIONS

The curriculum is designed to align with related bachelor's degree programs so you can potentially transfer in as a junior. Graduates of this program may consider communications programs at:

- Buffalo State College
- SUNY College at Cortland
- SUNY College at Fredonia
- SUNY College at Geneseo
- Ithaca College
- SUNY New Paltz
- SUNY College at Oneonta
- SUNY College at Oswego
- St. John Fisher College

HIGHLIGHTED COURSES

COMM100 - Creating Online Media

COMM101 - Mass Media

COMM120 - Broadcast Operations

COMM127 - Audio Production I

COMM140 - Introduction to Field Production

COMM160 - Media Writing

COMM225 - Communication Law and Ethics

ENGL237 - Journalism

PROGRAM AT A GLANCE

HEGIS:	5008
A.S.:	<i>Broadcast Journalism</i> 63 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

[93Q WNTQ \(http://www.93q.com/\)](http://www.93q.com/)
[Action 12 News \(http://www.wbng.com/\)](http://www.wbng.com/)
[Cayuga Radio Group \(http://cyradiogroup.com/\)](http://cyradiogroup.com/)
[CNY Central \(http://www.cnycentral.com/\)](http://www.cnycentral.com/)
[ESPN Ithaca \(http://www.espnithaca.com/\)](http://www.espnithaca.com/)
[FOX 40 \(http://www.wicz.com/\)](http://www.wicz.com/)
[News 10 NBC \(http://www.whec.com/index.shtml\)](http://www.whec.com/index.shtml)
[Oldies 101.5 \(http://www.wxhc.com/\)](http://www.wxhc.com/)
[Wild 104 \(http://wild104fm.com/\)](http://wild104fm.com/)
[WMXW/Clear Channel \(https://mix1033fm.iheart.com/\)](https://mix1033fm.iheart.com/)

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Dryden, New York 13053

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Communication & Media Arts, A.S. - Broadcast Journalism

Fall 2022

Student's Name:	Advisor's Name:
------------------------	------------------------

A student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> MATH 120 - College Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

COMM 100	Creating Online Media	3			
COMM 101	Mass Media	3			
COMM 120	Broadcast Operations	3			
COMM 127	Audio Production I	3			
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar - Communication & Media Arts	1			

Total Credits 16

SPRING

COMM 140	Introduction to Field Production	3			
COMM 160	Media Writing	3			
COMM 225	Communication Law & Ethics	3			
ENGL 101	Academic Writing II	3			
ENGL 237	Journalism	3			
IRM 101	Research Strategies	1			

Total Credits 16

SECOND YEAR

FALL

ANTH 202	Cultural Anthropology	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Lab Science Elective		3			

Total Credits 15

SPRING

COMM 262	Portfolio Preparation – Communication	1			
ENGL 201	Public Speaking	3			
HSTY 101, 102, 201 OR 202		3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Elective		3			
SUNY GEN ED Restricted The Arts Elective**		3			

Total Credits 16

Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100.

* A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor.

** Select from: ART 101, ART 102, ART 111, ENGL 200, or MUSI 101.

Notes:

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Computer Information Systems

A.A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

COMPUTER INFORMATION SYSTEMS

The computer helps people do their jobs more effectively and efficiently. Behind the scenes of every organization are dedicated men and women who develop computer systems to perform needed functions. The CIS program will prepare you for a career in many areas of the computer field including network support, computer programming, database design, web site design or user support.

The CIS program features coursework in several programming languages, systems analysis, network design, database design, and software applications. Additional business classes provide the necessary background in how computers are used in the workplace.

Computer information processing is among the fastest growing fields in business, industry, government, and education. The number of entry-level positions available in this field continues to exceed the number of qualified persons to fill them.

CAREERS ON CAREER COACH

Graduates have been placed in many firms including Borg-Warner Automotive, The CBORD Group, Inc., Cornell Federal Credit Union, Cornell University, Enlyten, Inc., Ithaca College, Marietta Corporation, Monarch Machine Tool Inc., Pall Trinity Micro Corporation, Precision Filters, Inc., Thomas Associates Architects, Engineers, PC, and Tompkins Cortland Community College.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Network and Computer Systems Administrators (<https://tompkinscortland.emsicc.com/careers/network-and-computer-systems-administrator>)**

- **Computer and Information Systems Managers** (<https://tompkinscortland.emsicc.com/careers/computer-and-information-systems-manager>)
- **Information Technology Project Managers** (<https://tompkinscortland.emsicc.com/careers/information-technology-project-manager>)
- **Computer User Support Specialists** (<https://tompkinscortland.emsicc.com/careers/computer-user-support-specialist>)

- **Information Security Analysts** (<https://tompkinscortland.emsicc.com/careers/information-security-analyst>)
- **Computer Operators** (<https://tompkinscortland.emsicc.com/careers/computer-operator>)
- **Database Administrators** (<https://tompkinscortland.emsicc.com/careers/database-administrator>)
- **Computer Programmers** (<https://tompkinscortland.emsicc.com/careers/computer-programmer>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc16>)

PROGRAM CHAIR

KEN WHITENER

Associate Professor, Computer Science

[Read more \(/node/150\)](#)

TRANSFER OPTIONS

Although the computer information systems A.A.S. degree is not designed primarily for transfer, graduates have continued their educations at four-year institutions. Recent transfer institutions include:

- University at Albany
- Binghamton University
- SUNY College at Cortland
- SUNY Polytechnic Institute
- Ithaca College
- Rochester Institute of Technology

HIGHLIGHTED COURSES

CIS108 - Introduction to Computer Information Systems

CIS132 - Network Design

CIS213 - Programming in C++

CIS214 - System Analysis & Design

CIS215 - Operating Systems

CIS220 - Database Concepts

CIS225 - JAVA

CIS227 - Web Programming and Design

CIS230 - Computer Information Systems Internship

PROGRAM AT A GLANCE

HEGIS:

5101

A.A.S.:

62 credits

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NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company (<http://www.tompkinstrust.com/>)

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Computer Information Systems, A.A.S. Fall 2022

Student's Name: Advisor's Name:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BUAD 106	Foundations of Business	3			
CAPS 121	Introduction To Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 152	Web Page Design	1			
CIS 108	Intro to Computer Information Systems	3			
ENGL 100	Academic Writing I ¹	3	C		
SUNY GEN ED Social Sciences Elective		3			
Total Credits		15			

SPRING

CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CIS 132	Network Design	3			
CIS 213	Programming in C++	3			
CIS 214	Systems Analysis & Design	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Mathematics Elective: MATH 120 or higher		3			
Total Credits		17			

SECOND YEAR

FALL

CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CIS 224	Fundamentals of Security	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			
Total Credits		15			

SPRING

BUAD 203	Business Communications	3			
CIS 225 OR CSCI 165	JAVA OR Computer Science II	3			
CIS 228	Server Configuration & Administration	3			
CIS 230	Computer Information Systems Internship	3			
Humanities Elective		3			
Total Credits		15			

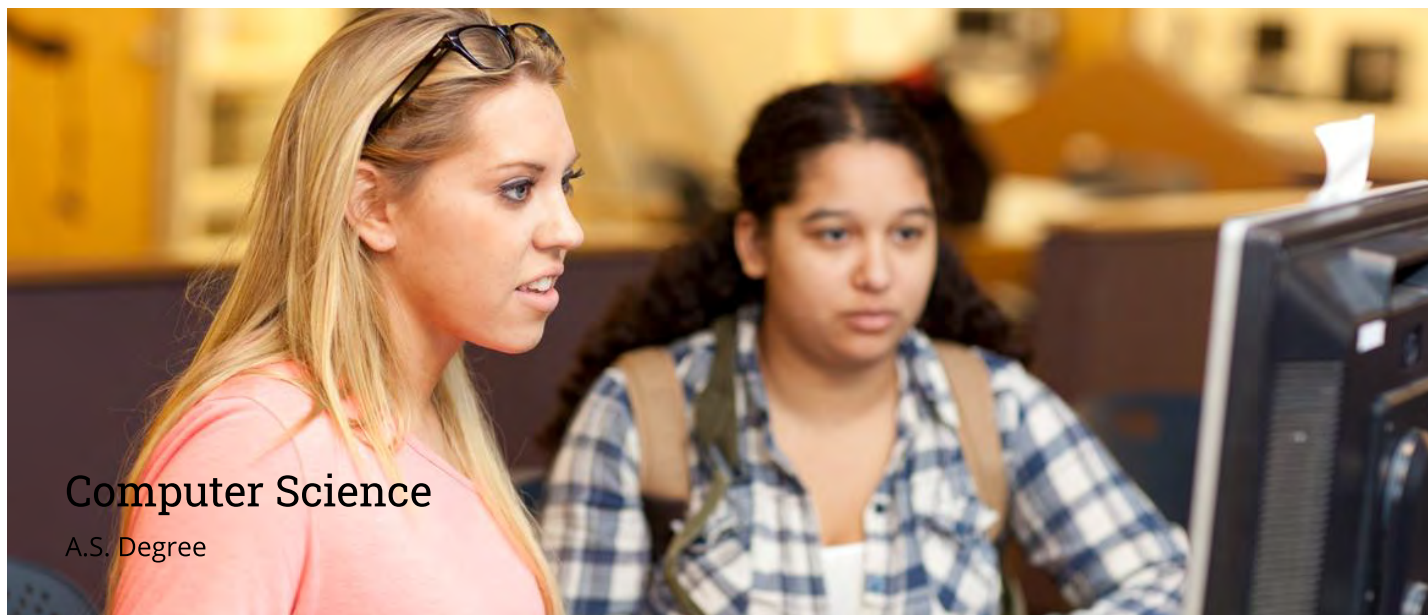
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

NOTES:

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Computer Science

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

COMPUTER SCIENCE

The Computer Science A.S. degree program is based on the curriculum recommended by the Association of Computing Machinery (ACM). The ACM is the oldest organization for computing professionals, providing resources and guidelines for professionals and educators in the field.

The degree program provides students with the theoretical foundations of study in computer science, including algorithms, data structures, and efficiency. It also prepares students for potential employment in the field, covering computer architecture, programming, web design, and database design and implementation.

The Computer Science A.S. is designed as a transfer program. It therefore contains a strong foundation of mathematics and science courses. The program can often lead to graduate study beyond the bachelor's degree.

CAREERS ON CAREER COACH

Although this program is designed as a transfer program, students may pursue employment in the field upon completion of the degree. Potential employment opportunities include entry-level programming, web design, system design, or computer support.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Secondary School Teachers** (<https://tompkinscortland.emsicc.com/careers/secondary-school-teacher-except-special-and-career-technical-education>)
- **Software Developers** (<https://tompkinscortland.emsicc.com/careers/software-developer-systems-software>)
- **Bioinformatics Technicians** (<https://tompkinscortland.emsicc.com/careers/bioinformatics-technician>)

- **Remote Sensing Technicians** (<https://tompkinscortland.emsicc.com/careers/remote-sensing-technician>)
- **Social Science Research Assistants** (<https://tompkinscortland.emsicc.com/careers/social-science-research-assistant>)
- **Computer Science Teachers** (<https://tompkinscortland.emsicc.com/careers/computer-science-teacher-postsecondary>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc17>)

PROGRAM CHAIR

KEN WHITENER

Associate Professor, Computer Science

[Read more \(/node/150\)](#)

TRANSFER OPTIONS

Our computer science program is a mathematically-based curriculum that leads to the A.S. degree after two years of full-time study. Students may transfer to 4-year programs in Computer Science, Computer Information Systems, Computer Engineering, Computer Security, or other related disciplines. Recent transfer institutions include:

- Binghamton University
- Cornell University
- SUNY College at Brockport
- SUNY College at Cortland
- Ithaca College
- SUNY College at Potsdam
- Rochester Institute of Technology
- Wells College

HIGHLIGHTED COURSES

CAPS152 - Web Page Design

CSCI160 - Computer Science I

MATH200 - Statistics

CSCI165 - Computer Science II

MATH216 - Discrete Mathematics

CIS220 - Database Concepts

CSCI205 - Computer Science III - Data Structures

MATH201 - Calculus I

CSCI210 - Computer Architecture and Organization

PROGRAM AT A GLANCE

HEGIS: 5101

A.S.: *General Sequence*
63 credits

Engineering Sequence
64 credits

A.S.:

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Computer Science, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100
OR
- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra
- MATH 120 - College Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CAPS 131	Introduction to Databases	1			
CAPS 152	Web Page Design	1			
CSCI 160 OR CIS 108	Computer Science I OR Introduction to Computer Information Systems	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 138	Precalculus Mathematics ²	4	C		
MATH 200	Statistics	3			
Total Credits		15			
SPRING					
CSCI 165	Computer Science II	3			
ENGL 101	Academic Writing II	3			
MATH 216	Discrete Mathematics	4			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		16			
SECOND YEAR					
FALL					
CIS 220	Database Concepts	3			
CSCI 205	Computer Science III - Data Structures	3			
ENGL 102	Approaches to Literature	3			
MATH 201	Calculus I	4	C		
SUNY GEN ED Lab Science Elective		3			
Total Credits		16			
SPRING					
CSCI 210	Computer Architecture and Organization	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
MATH 202	Calculus II	4			
Lab Science Elective		3			
SUNY GEN ED Restricted Elective ³		3			
Total Credits		16			
Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ A student exempted from ENGL 100 must substitute a three credit SUNY GEN ED elective. The course should be selected in consultation with the student's advisor.					
² MATH course placement depends on student background. If exempted from MATH 138, the student must complete another course which should be selected in consultation with his/her advisor.					
³ Select from approved courses for two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.					
Note: A "C" or better grade is required in ENGL 100, MATH 138, and MATH 201.					
NOTES:					

Computer Science, A.S. – Engineering					Fall 2022	
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR		<input type="checkbox"/> MATH 090 - Pre-Algebra			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100		<input type="checkbox"/> MATH 095 - Beginning Algebra			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills		<input type="checkbox"/> MATH 120 - College Algebra			
		<input type="checkbox"/> MATH 138 - Pre-Calculus Mathematics				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
FIRST YEAR						
FALL						
CAPS 131	Introduction to Databases	1				
CSCI 160 OR CIS 108	Computer Science I OR Introduction to Computer Info Systems	3				
ENGL 100	Academic Writing I*	3	C			
MATH 200	Statistics	3				
MATH 201	Calculus I	4	C			
Total Credits		14				
SPRING						
CSCI 165	Computer Science II	3				
ENGL 101	Academic Writing II	3				
MATH 216	Discrete Mathematics	4				
MATH 202	Calculus II	4	C			
PHSC 211	Physics I (Mechanics and Heat)	4				
Total Credits		18				
SECOND YEAR						
FALL						
CIS 220	Database Concepts	3				
CSCI 205	Computer Science III - Data Structures	3				
ENGL 102	Approaches to Literature	3				
MATH 203	Calculus III	4				
PHSC 212	Physics II (Electricity & Magnetism)	4				
Total Credits		17				
SPRING						
CSCI 210	Computer Architecture & Organization	3				
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3				
SUNY GEN ED Restricted Elective**		3				
SUNY GEN ED Restricted Elective**		3				
SUNY GEN ED Social Sciences Elective		3				
Total Credits		15				
Minimum Credits Required for Graduation: 64 A cumulative GPA of at least 2.0 is required for conferral of degree.						
* A student exempted from ENGL 100 should substitute MATH 206 Differential Equations. (A "C" or better grade in MATH 203, or a "B" or better grade in MATH 202 is a prerequisite for MATH 206.)						
** Select from approved courses for two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.						
A "C" or better grade is required in ENGL 100, MATH 201, and MATH 202.						
NOTES:						

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Computer Support Specialist

A.A.S. Degree

[EXPLORE THIS PROGRAM](#)

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[STUDENT SHOWCASE](#)

COMPUTER SUPPORT SPECIALIST

As both small and large firms across all industries expand and develop their computer systems, there is a growing need for computer support specialists. Graduates of this program can install, test, upgrade, and maintain computer hardware and software as well as troubleshoot hardware and software problems. They will be ready for employment in computer support, training, or help desk positions.

Students will develop the skills and knowledge needed to install, maintain and repair computers. They will also develop critical thinking and communication skills that will be essential for providing high quality support services to computer users. In addition to computer applications and computer information systems courses that cover key areas of computer information systems and technology, there are three required courses dedicated to computer support.

CSS 112-Hardware Repair and Maintenance and CSS 212-Help Desk and User Support both include hands-on learning experiences. The fourth semester internship (CSS 240) provides opportunities to apply technical concepts and use interpersonal skills.

CAREERS ON CAREER COACH

Graduates will be qualified for entry-level professional positions in computer maintenance and help-desk support. Many businesses and other organizations in our region have a current need for, or plan to add, computer support personnel to their staff. A needs assessment found that employers are having difficulty finding technically competent job applicants who have the written and oral skills needed to effectively communicate with and provide technical support to computer users.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Computer Science Teachers** (<https://tompkinscortland.emsicc.com/careers/computer-science-teacher-postsecondary>)
- **Computer User Support Specialists** (<https://tompkinscortland.emsicc.com/careers/computer-user-support-specialist>)
- **Database Administrators** (<https://tompkinscortland.emsicc.com/careers/database-administrator>)
- **Network and Computer Systems Administrators** (<https://tompkinscortland.emsicc.com/careers/network-and-computer-systems-administrator>)
- **Computer Systems Analysts** (<https://tompkinscortland.emsicc.com/careers/computer-systems-analyst>)
- **Geospatial Information Scientists** (<https://tompkinscortland.emsicc.com/careers/geospatial-information-scientist-and-technologist>)
- **Supply Chain Managers** (<https://tompkinscortland.emsicc.com/careers/supply-chain-manager>)
- **Web Developers** (<https://tompkinscortland.emsicc.com/careers/web-developer>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc18>)

PROGRAM CHAIR

KEN WHITENER

Associate Professor, Computer Science

[Read more \(/node/150\)](#)

TRANSFER OPTIONS

While intended for students who plan to immediately work in the computer support field after graduation, many of the credits earned in this program should be accepted for transfer to a related four-year degree program in computer and/or information technology. Recent graduates have continued their education at:

- Keuka College

HIGHLIGHTED COURSES

CIS108 - Introduction to Computer Information Systems

CSS112 - Hardware Repair and Maintenance

CIS132 - Network Design

CIS214 - Systems Analysis and Design

CIS215 - Operating Systems

CIS220 - Database Concepts

CSS212 - Help Desk and User Support

ENGL103 - Report Writing

CSS240 - Computer Support Specialist Internship

PROGRAM AT A GLANCE

HEGIS: 5104

A.A.S.: 60 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company (<http://www.tompkinstrust.com/>)

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Dryden, New York 13053

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Computer Support Specialist, A.A.S.

Fall 2022

Student's Name:	Advisor's Name:
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CIS 108	Intro to Computer Information Systems	3			
CSS 112	Hardware Repair & Maintenance	3			
ENGL 100	Academic Writing I*	3	C		
SUNY GEN ED Mathematics Elective		3			

Total Credits **15**

SPRING

BUAD 106	Foundations of Business	3			
CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CAPS 152	Web Page Design	1			
CIS 132	Network Design	3			
CIS 214	Systems Analysis and Design	3			
ENGL 101	Academic Writing II	3			

Total Credits **15**

SECOND YEAR

FALL

BUAD 203	Business Communications	3			
CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CSS 212	Help Desk and User Support	3			
ENGL 103	Report Writing	3			

Total Credits **15**

SPRING

CSS 240	Computer Support Specialist Internship	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective		3			

Total Credits **15**

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

* A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

Notes:

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Construction and Environmental Technology

A.A.S. Degree, Certificate

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

CONSTRUCTION & ENVIRONMENTAL TECHNOLOGY

Professionals in the construction industry need well-trained technicians with diverse educational backgrounds. Their needs provide our graduates with a variety of exciting and rewarding career options. Architects, contractors, engineers, surveyors, testing labs, materials suppliers, colleges, and government agencies provide careers for construction technicians in design, drafting, surveying, inspection, estimating, and laboratory testing.

The construction technology curriculum covers a broad range of subjects related to the construction field, including computer aided drafting and use of microcomputers.

ENVIRONMENTAL EMPHASIS

The Construction Technology curriculum has changed with the times. The core courses in management, materials, and drafting emphasize environmental concerns and energy conservation. Environmental codes and regulations and efficient use of materials and methods are emphasized across the curriculum.

ENVS 102, Technology and the Environment, is now required and other environmental related courses can be selected for program electives. For example, Social Science: POSC 112 Public Administration. Unrestricted Elective: ENVS 101 Resource Conservation; Lab Science: PHSC 104, CHEM 101, GEOL 101, BIOL 101; Humanities: ENVS 105 Environmental Ethics.

CAREERS ON CAREER COACH

Some of the firms/agencies that have hired construction technology graduates include Barden Homes, Crown Construction, Paul Yaman Associates, New York State Dept. of Transportation, and U.S. Geological Services.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Energy Auditors** (<https://tompkinscortland.emsicc.com/careers/energy-auditor>)
- **Construction and Building Inspectors** (<https://tompkinscortland.emsicc.com/careers/construction-and-building-inspector>)
- **Civil Drafters** (<https://tompkinscortland.emsicc.com/careers/civil-drafter>)
- **Surveying Technicians** (<https://tompkinscortland.emsicc.com/careers/surveying-technician>)
- **Architectural Drafters** (<https://tompkinscortland.emsicc.com/careers/architectural-drafter>)
- **Environmental Engineering Technicians** (<https://tompkinscortland.emsicc.com/careers/environmental-engineering-technician>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc19>) | **Construction and Environmental Technology Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc20>)

PROGRAM CHAIR



SOPHIA GEORGIAKAKI

Professor

[Read more \(/node/105\)](#)

TRANSFER OPTIONS

Although the A.A.S. degree in construction technology is not designed primarily for transfer, graduates of this program have transferred to four-year bachelor's degree programs in construction technology, forestry, and facilities management. Graduates of the construction technology program have gone on to study forestry, facilities management, and construction technology at:

- Empire State College
- SUNY College of Environmental Science and Forestry
- Rochester Institute of Technology

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

CONT107 - Construction Materials

DRAF117 - Architectural Drafting I

MATH122 - Technical Mathematics

ENVS102 - Technology and the Environment

CONT115 - Construction Estimating & Planning

CONT202 - Surveying

CONT208 - Construction Management and Regulation

CONT210 - Structural Design

CONT216 - Materials Testing

PROGRAM AT A GLANCE

HEGIS: 5317

A.A.S.: 62 credits

Certificate: *Construction and Environmental Technology*
29 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

CME Associates Horseheads, NY (<http://www.cmeassociates.com/>)

IAD Development Inc Ithaca, NY (<http://www.inteprop.com/>)

Tompkins County Soil and Water Conservation District (<http://www.tompkinscountyny.gov/swcd>)

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LOCATION:

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Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 022 – Skills & Support for Technical Mathematics
--	--	--

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CONT 107	Construction Materials	3			
DRAF 117	Architectural Drafting I	3			
ENGL 100	Academic Writing I ¹	3	C		
Social Sciences Elective ²		3			
Unrestricted Elective ³		3			

Total Credits **15**

SPRING

CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CONT 115	Construction Estimating & Planning	2			
CONT 216	Materials Testing	2			
DRAF 118	Architectural Drafting II	3			
ENGL 103	Report Writing	3			
MATH 122	Technical Mathematics	3			

Total Credits **16**

SECOND YEAR

FALL

BUAD 103 OR BUAD 201	Entrepreneurship I OR Business Law I	3			
CONT 202	Surveying I	3			
CONT 209	Soil Mechanics	3			
ENGL 101	Academic Writing II	3			
ENVS 102	Technology & the Environment	3			

Total Credits **15**

SPRING

CONT 208	Construction Management and Regulation	3			
CONT 210	Structural Design	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Humanities Elective		3			
Restricted Elective: ACCT 101, ART 118, CONT 203, CONT 260, ENVS 101, GIS 110, MATH 138, OR MATH 200		3			

Total Credits **16**

Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. This course should be selected in consultation with the student's advisor.

² Social Sciences Elective: GEOG 130 recommended.

³ Unrestricted Elective: CONT 104 recommended.

NOTES:

CONCENTRATION RECOMMENDED COURSE CHOICE CHART

CONCENTRATION	Social Science Elective	Unrestricted Elective	Humanities Elective	Restricted Elective
Architectural Technology	GEOG 130	ART 117	ART 104	ART 118
Geotechnical Technology	GEOG 130	CONT 104	ENVS105	CONT 260
Management/Supervision	GEOG 130	CONT 104	ENVS105	ACCT101
Surveying	GEOG 130	GIS 110	ENVS105	CONT 203

Construction and Environmental Technology, Certificate

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL098 - Accelerated Writing Skills for ENGL100
- ENGL 100 - Academic Writing I
- ENGL 101 - Academic Writing II
- ENGL 103 - Report Writing

- RDNG 116 - College Reading and Study Skills
- MATH 022 - Success Skills for MATH122
- MATH 120 - College Algebra
- MATH 122 - Technical Mathematics

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
Required Courses:					
CONT 107	Construction Materials	3			
CONT 115	Construction Estimating & Planning	2			
CONT 202	Surveying I	3			
CONT 203 OR CONT 260	Surveying II OR Hydraulics & Hydrology	3			
CONT 208	Construction Management & Regulation	3			
CONT 209	Soil Mechanics	3			
CONT 210	Structural Design	4			
CONT 216	Materials Testing	2			
DRAF 117	Architectural Drafting I	3			
DRAF 118	Architectural Drafting II	3			
ENVS 102	Technology and the Environment	3			

Minimum Credits Required for Graduation: 32 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Note: While ENGL 100 and ENGL 101, Academic Writing I and II, ENGL 103, Report Writing, RDNG 116, College Reading and Study Skills, and MATH 120, College Algebra, or MATH 122, Technical Mathematics, are not required courses for the certificate, but they may be prerequisites for one or more of the program courses.

NOTES:

Academics (/academics)

[A-Z Index \(/a-z\)](#) [Directory \(/college-info/department-directory\)](#) [Library \(/library\)](#) [myTC3 \(https://my.tc3.edu/mytc3/\)](https://my.tc3.edu/mytc3/)



Creative Writing

A.A. Degree, Certificate

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

CREATIVE WRITING

Writers are integral members of the collaborative teams creating content for print publications, film, television, radio, and new media. Put simply, the story comes first.

The Creative Writing program prepares you for a career in the arts and entertainment industry by providing course work that encourages writing proficiency, creative expression, literary scholarship, and critical thinking. You will develop your craft as you participate in workshops, conference with faculty mentors, interact with visiting writers, and collaborate with students in other academic disciplines. Extra-curricular activities include the Screenwriting Club, The Writers' Guild, and, Readers' Corner. Students are also encouraged to submit writing and art work to the **Kelab Art and Literary Journal (<https://kelabmag.weebly.com>)**, a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

You may select the Prose, Poetry, and Drama concentration or the Screenwriting concentration.

CAREERS ON CAREER COACH

According to the U.S. Department of Labor, employment of writers is expected to grow by eight percent from 2008 to 2018. In addition, the growth of web-based publications is increasing the demand for writers and editors.

Tompkins Cortland Community College's creative writing students have earned recognition as distinguished poets, novelists, dramatists, and screenwriters. For example, a recent grad sold his feature screenplay to Universal Pictures.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Producers** (<https://tompkinscortland.emsicc.com/careers/producer?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Technical Writers** (<https://tompkinscortland.emsicc.com/careers/technical-writer?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Copy Writers** (<https://tompkinscortland.emsicc.com/careers/copy-writer?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **English Language and Literature Teachers** (<https://tompkinscortland.emsicc.com/careers/english-language-and-literature-teacher-postsecondary?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Tutors** (<https://tompkinscortland.emsicc.com/careers/tutor?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Poets, Lyricists, and Creative Writers** (<https://tompkinscortland.emsicc.com/careers/poet-lyricist-or-creative-writer?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Public Relations Specialists** (<https://tompkinscortland.emsicc.com/careers/public-relations-specialist?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Editors** (<https://tompkinscortland.emsicc.com/careers/editor?region=Tompkins%20and%20Cortland%20Counties&radius=>)

Explore more career options: **A.A. Creative Writing Prose, Poetry, and Drama**

(<https://tompkinscortland.emsicc.com/program-code/tc21>) | **A.A. Creative Writing Screenwriting**

(<https://tompkinscortland.emsicc.com/program-code/tc24>) | **Creative Writing: Poetry and Prose Certificate**

(<https://tompkinscortland.emsicc.com/program-code/tc22>) | **Creative Writing: Screenwriting Certificate**

(<https://tompkinscortland.emsicc.com/program-code/tc23>)

PROGRAM CHAIR



KIMARI JOHNSON

Professor, English

As a strong supporter of the local literary arts scene, Kimari organizes a monthly poetry open mic and works with area poets, writers, and theatre groups for campus programming. She has completed two chapbooks and published poetry in small literary magazines; she has also received a Poets & Writers Sponsorship as a featured poet.

Read more about Professor Johnson (/node/111)

TRANSFER OPTIONS

Students develop portfolios for submission to four-year programs in creative writing, dramatic writing for theatre, and television, film, and new media.

Recent graduates have transferred to SUNY College at Purchase School of Film and Media Studies, SUNY College at Oswego, and Ithaca College.

You might also consider:

- Binghamton University
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- Emerson College
- SUNY Potsdam
- Ithaca College
- New York University
- SUNY College at Purchase
- SUNY University at Buffalo
- Syracuse University

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

ENGL108 - Literary Performance & the Spoken Word

ENGL200 - Screenwriting

ENGL212 - Fiction Writing

ENGL227 - Fundamentals of Creative Writing

ENGL256 - Playwriting

ENGL258 - Creative Nonfiction Writing

ENGL261 - Visiting Writer Series

ENGL262 - Poetry Writing

ENGL274 - Marketing the Screenplay

ENGL275 - Getting Published: Prose and Poetry

PROGRAM AT A GLANCE

HEGIS:	5615
A.A.:	<i>Prose, Poetry, and Drama Concentration</i> 62 credits
A.A.:	<i>Screenwriting Concentration</i> 62 credits
Certificate:	<i>Creative Writing: Prose and Poetry</i> 30 credits

Certificate:

Creative Writing: Screenwriting
30 credits

ATTENDING TOMPKINS CORTLAND

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP***Hometown: Homer, NY**Major: Accounting (/academics/programs/accounting)*

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)

607.844.6580

A PART OF SUNY

Tompkins Cortland Community College

The College is member of The State University of New York (SUNY) (<http://www.suny.edu/>) system and provides many opportunities for transfer to SUNY 4-year schools and university centers.



The State University
of New York (<http://www.suny.edu/>)

[ACADEMICS \(/ACADEMICS\)](#)

[ADMISSIONS \(/ADMISSIONS\)](#)

[ADVISING \(/ACADEMICS/ADVISING\)](#)

[ATHLETICS](#)

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[TC3 FARM \(/TC3FARM\)](#)

[TITLE IX \(/CAMPUS-LIFE/TITLE-IX\)](#)

[BIZ \(/ACADEMICS/BIZ\)](#)

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[\(HTTPS://WWW.BKSTR.COM/TOMPKINSCORTLANDCCSTORE/HOMI](https://www.bkstr.com/tompkinscortlandccstore/home)

[COLLEGE INFO \(/COLLEGE-INFO\)](#)

[COLLEGENOW \(/ACADEMICS/COLLEGENOW\)](#)

[COLTIVARE \(HTTP://COLTIVAREITHACA.COM\)](http://coltivareithaca.com)

[FOUNDATION \(/FOUNDATION\)](#)

[JOBS \(/COLLEGE-INFO/EMPLOYMENT\)](#)

[STAFF DIRECTORY \(/COLLEGE-INFO/DEPARTMENT-DIRECTORY\)](#)

LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

[\(/node/367\)](#)

The State University of New York (<http://www.suny.edu/>)

FIND US ON:

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1.888.567.8211–1.607.844.8211

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Creative Writing, A.A. - Prose, Poetry, and Drama Concentration			Fall 2022			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T=Transfer	Semester Completed	
FIRST YEAR						
FALL						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 227	Fundamentals of Creative Writing	3				
ENGL 261	Visiting Writer Series	1				
SUNY GEN ED Restricted Elective ²		3				
SUNY GEN ED Social Sciences Elective		3				
Unrestricted Elective		3				
Total Credits		16				
SPRING						
ENGL 101	Academic Writing II *	3				
ENGL 258	Creative Nonfiction Writing	3				
ENGL 262	Poetry Writing	3				
SUNY GEN ED Restricted Elective ²		3				
SUNY GEN ED Math Elective		3				
Total Credits		15				
SECOND YEAR						
FALL						
ENGL 102	Approaches to Literature	3				
ENGL 229	Introduction to Poetry	3				
ENGL 256	Playwriting	3				
SUNY GEN ED Lab Science Elective		3				
Liberal Arts Elective		3				
Total Credits		15				
SPRING						
ENGL 108 OR ENGL 275	Literary Performance & the Spoken Word OR Getting Published: Prose & Poetry	1				
ENGL 201	Public Speaking	3				
ENGL 212	Fiction Writing	3				
ENGL 215	Short Fiction	3				
Liberal Arts Elective		3				
Unrestricted Elective		3				
Total Credits		16				
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.						
* Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.						
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
² Choose two courses from two different areas: 4) American History; 5) Western Civilization; 6) Other World Civilizations; or 9) Foreign Language in consultation with your advisor and in accordance with degree requirements at the intended transfer institution.						
NOTES:						

Creative Writing, A.A. - Screenwriting Concentration

Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
ENGL 135 OR ENGL 261	Short Narrative Film Writing OR Visiting Writer Series	1			
Liberal Arts Elective		3			
SUNY GEN ED Mathematics Elective		3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective ²		3			
Total Credits		16			

SPRING

ENGL 101	Academic Writing II ³	3			
ENGL 102	Approaches to Literature ³	3			
ENGL 200	Screenwriting	3			
ENGL 233	Film Analysis	3			
SUNY GEN ED Science Elective ⁴		3			
Total Credits		15			

SECOND YEAR

FALL

ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENGL 216	Advanced Screenwriting	3			
ENGL 256 Playwriting or ENGL Elective		3			
ENGL 274	Marketing the Screenplay	1			
SUNY GEN ED Foreign Language Sequence Elective ⁵		3			
Unrestricted Elective ⁶		3			
Total Credits		16			

SPRING

ENGL 237 OR ENGL 258	Journalism OR Creative Nonfiction	3			
ENGL 255	Writing Television Drama & Comedy	3			
SUNY GEN ED Foreign Language Sequence Elective ⁵		3			
SUNY GEN ED Restricted Elective ⁷		3			
Unrestricted Elective ⁶		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A C or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Unrestricted Elective: ENGL 227, ART 111, ART 233, or other ART course, COMM 115, COMM 140 or other COMM course, or MUSI course recommended. Per New Media Department approval, Creative Writing-Screenwriting majors do not need ART 110 or 111 or 117 or 120 prerequisite prior to enrolling in ART 233.

³ ENGL 101 & 102: Creative Writing majors may enroll concurrently in ENGL 101 and ENGL 102.

⁴ SUNY GEN ED Science Elective: A lab science is recommended. Students should review science requirements at intended transfer institution.

⁵ Foreign Language Electives: SUNY GEN ED Foreign Language Sequences: ARAB 101 & 102; CHIN 101 & 102; FREN 101 & 102; FREN 201 & 202; GERM 101 & 102; ITAL 101 & 102; RUSN 101 & 102; SPAN 101 & 102; or SPAN 201 & 202.

⁶ Unrestricted Elective: Students interested in studying abroad should take ENGL 134 *Transformative Travel Writing*. The associated Learning Community course will fulfill the fourth semester Unrestricted Elective requirement.

⁷ SUNY GEN ED Restricted Elective: Choose from: 4) American History; 5) Western Civilization; or 6) Other World Civilizations. The course should be selected in consultation with student's advisor and in accordance with degree requirements at intended transfer institution.

NOTES:

Creative Writing, Certificate - Prose and Poetry Concentration

Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 – Academic Writing I	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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First Semester

ENGL 101	Academic Writing II ¹	3			
ENGL 102	Approaches to Literature ¹	3			
ENGL 227	Fundamentals of Creative Writing	3			
ENGL 261	Visiting Writer Series	1			
Restricted Elective ²		1			
Unrestricted Elective		3			
Total Credits		14			

Second Semester

ENGL 201	Public Speaking	3			
ENGL 215	Short Fiction	3			
ENGL 229	Introduction to Poetry	3			
ENGL 212 OR ENGL 258 OR ENGL 262	Fiction Writing OR Creative Nonfiction Writing OR Poetry Writing	3			
Restricted Elective ²		1			
Unrestricted Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Note: While INTD 095, ENGL 100, RDNG 116, and MATH 090 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

¹ Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed with a minimum grade of C before enrolling in ENGL 101.

² Select from ENGL 108, 260, 271, OR ENGL 275 in consultation with the student's advisor.

NOTES:

Creative Writing, Certificate - Screenwriting Concentration

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra
	<input type="checkbox"/> ENGL 100 - Academic Writing I	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
--------------------	--------------	---------	------------	------------------------------	--------------------

First Semester

ENGL 101	Academic Writing II ¹	3			
ENGL 102	Approaches to Literature ¹	3			
ENGL 135	Short Narrative Film Writing	1			
ENGL 200	Screenwriting	3			
ENGL 274	Marketing the Screenplay	1			
Unrestricted Elective ²		3			
Total Credits		14			

Second Semester

ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENGL 216	Advanced Screenwriting	3			
ENGL 233	Film Analysis	3			
ENGL 255 OR ENGL Elective	Writing Television Drama & Comedy OR ENGL Elective	3			
Unrestricted Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 29 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Note: While ENGL 100 and RDNG 116 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

¹ Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed with a C or better grade before enrolling in ENGL 101.

² Unrestricted Elective: Students interested in study abroad should take ENGL134 *Transformative Travel Writing* for this elective, and the connected Learning Community course can fulfill the following semester's unrestricted elective.

NOTES:

Academics (/academics)

[A-Z Index \(/a-z\)](#) [Directory \(/college-info/department-directory\)](#) [Library \(/library\)](#) [myTC3 \(https://my.tc3.edu/mytc3/\)](https://my.tc3.edu/mytc3/)



Criminal Justice

A.S. Degree, A.A.S. Degree, Certificate

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

CRIMINAL JUSTICE

In our complex, technological society, criminal justice practitioners deal with a variety of people, social problems, conflict situations, and incidents. Our A.S. and A.A.S. degrees provide courses in criminal justice, social sciences, liberal arts and sciences, and computer technology. An optional internship component affords students the opportunities for experiential learning in a number of criminal justice agencies.

CAREERS ON CAREER COACH

Recent graduates have been employed with Cortland City Police and Sheriff's departments, Ithaca City Police, New York State Police, Tompkins and Tioga County Sheriff's departments and Tompkins Cortland Community College Campus Police.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Correctional Officers and Jailers** (<https://tompkinscortland.emsicc.com/careers/correctional-officers-and-jailer>)
- **Criminal Investigators and Special Agents** (<https://tompkinscortland.emsicc.com/careers/criminal-investigator-and-special-agent>)
- **Police Patrol Officers** (<https://tompkinscortland.emsicc.com/careers/police-patrol-officer>)
- **Child, Family, and School Social Workers** (<https://tompkinscortland.emsicc.com/careers/child-family-or-school-social-worker>)
- **Regulatory Affairs Managers** (<https://tompkinscortland.emsicc.com/careers/regulatory-affairs-manager>)
- **Information Security Analysts** (<https://tompkinscortland.emsicc.com/careers/information-security-analyst>)

- **Criminal Justice and Law Enforcement Teachers** (<https://tompkinscortland.emsicc.com/careers/criminal-justice-and-law-enforcement-teacher-postsecondary>)
- **First-Line Supervisors of Correctional Officers** (<https://tompkinscortland.emsicc.com/careers/first-line-supervisor-of-correctional-officers>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc26>) | **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc25>) | **Criminal Justice Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc27>)

PROGRAM CHAIR



SCOTT OCHS

Professor, Criminal Justice

Scott has an extensive background in the criminal justice system including experience as an investigator with the NYC Department of Transportation Inspector's General's Office where several letters of commendation were awarded, as well as work as a Rockland County juvenile probation officer and program consultant with New York State Probation.

Read more (</node/127>)

TRANSFER OPTIONS

Many graduates have continued their education at a four- year college or university. For specific transfer information, contact your academic advisor in the Criminal Justice program, the Criminal Justice Program Chair, and the Counseling, Career, and Transfer Services office.

Our graduates have transferred to institutions including:

- Alfred State
- Buffalo State College
- Cazenovia College
- Hilbert College
- John Jay College of Criminal Justice
- Hartwick College
- Wells College
- University at Albany

- Binghamton University
- SUNY College at Brockport
- SUNY College at Cortland
- SUNY College at Oneonta
- SUNY College at Oswego

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

CRJU104 - Introduction to Corrections

CRJU105 - Introduction to Criminal Justice

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

CRJU205 - Concepts of Criminal Law

SOCI207 - Introduction to Criminology

SOCI206 - Juvenile Delinquency

CRJU210 - Introduction to Crime Scene Investigation

CRJU215 - Legal Aspects of Evidence

PROGRAM AT A GLANCE

HEGIS:	5505
A.S.:	60 credits
A.A.S.:	60 credits
Certificate:	<i>Criminal Justice</i> 30 credits

ATTENDING TOMPKINS CORTLAND

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[Transfer Opportunities \(/academics/transfer\)](#)

[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins County Sheriff's Office (<http://tompkinscountyny.gov/sheriff>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

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The College is member of The State University of New York (SUNY) (<http://www.suny.edu/>) system and provides many opportunities for transfer to SUNY 4-year schools and university centers.



The State University of New York (<http://www.suny.edu/>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

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Criminal Justice, A.A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 - Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 - Accelerated Writing Skills for ENGL100

- RDNG 116 – College Reading and Study Skills
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CRJU 105 ¹	Introduction to Criminal Justice	3	C		
ENGL 100 ²	Academic Writing I	3	C		
POSC 103 OR POSC 104	American National Government OR American State & Local Government	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Total Credits		15			
SPRING					
ENGL 101	Academic Writing II	3			
CAPS Elective ³		1			
CAPS Elective ³		1			
CAPS Elective ³		1			
CRJU Elective ⁴		3			
HSTY 101, 102, 201 OR 202		3			
MATH Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
CRJU 205	Concepts of Criminal Law	3			
CRJU 210	Introduction to Criminal Investigation	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SOCI 207	Introduction to Criminology	3			
Liberal Arts Elective		3			
Total Credits		15			
SPRING					
CRJU 215	Legal Aspects of Evidence	3			
ENGL 102	Approaches to Literature	3			
CRJU Elective ⁴		3			
Science Elective		3			
Unrestricted Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in ENGL 100 and CRJU 105.					
¹ Prior completion or concurrent enrollment in ENGL 100 is required for CRJU 105.					
² A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
³ CAPS 111, 121, and 131 are strongly recommended.					
⁴ CRJU Electives: CRJU 104, CRJU 110, CRJU 212, CRJU 217, POSC 213, SOCI 206, or other CRJU electives including those obtained through articulation agreements between TC3 and BOCES or transferred from other accredited institutions.					
NOTES:					

Criminal Justice, Certificate

Fall 2022

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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First Semester

CRJU 104	Introduction to Corrections	3			
CRJU 105	Introduction to Criminal Justice	3	C		
ENGL 101	Academic Writing II	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

Total Credits **15**

Second Semester

CRJU 110	Introduction to Policing	3			
CRJU 215	Legal Aspects of Evidence	3			
ENGL 102	Approaches to Literature	3			
POSC 103 OR POSC 104	American National Government OR American State & Local Government	3			
HSTY Elective		3			

Total Credits **15**

Minimum Credits Required for Graduation: 30 **A cumulative GPA of at least 2.0 is required for conferral of certificate.**

Note: While ENGL 100 is not required, it is a prerequisite for ENGL 101 and other program courses.

NOTES:

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Criminal Justice, A.S.

Fall 2022

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 – Quantitative Literacy ¹
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CRJU 104	Introduction to Corrections	3			
CRJU 105	Introduction to Criminal Justice ²	3	C		
ENGL 100	Academic Writing I ³	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

Total Credits **15**

SPRING

CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
SUNY GEN ED MATH Elective		3			
POSC 103 OR POSC 104		3			

Total Credits **15**

SECOND YEAR

FALL

CRJU 205	Concepts of Criminal Law	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
HSTY 101 OR HSTY 102	Dev. of the Western Tradition I OR Dev. of the Western Tradition II	3			
SOCI 207	Introduction to Criminology	3			
Liberal Arts Elective ⁴		3			

Total Credits **15**

SPRING

ENGL 102	Approaches to Literature	3			
SOCI 206	Juvenile Delinquency	3			
Criminal Justice Elective ⁵		3			
Liberal Arts Elective ⁴		3			
SUNY GEN ED Lab Science Elective		3			

Total Credits **15**

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

Students who intend to pursue the degree entirely online should consult with their advisor to plan for availability of online course sections.

¹ Pre-program Math: Students should consult with their advisor to determine whether MATH095 may be needed as a pre-requisite for intended Math or Science coursework.

² CRJU 105 is a prerequisite for most 200-level CRJU courses.

³ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

⁴ Liberal Arts Elective: To be selected in consultation with the student's advisor.

⁵ Criminal Justice Elective: Choose, in consultation with advisor, from the following: CRJU 110, CRJU 210, CRJU 212, POSC 213, CRJU 215, CRJU 217, CRJU 230, or other CRJU electives including those obtained through articulation agreements between TC3 and BOCES, or transferred from other accredited colleges.

NOTES:

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EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

CULINARY ARTS

The Culinary Arts program teaches aspiring hospitality and culinary students the “farm-to-table” concept driving menus in some of the finest restaurants worldwide. Utilizing products from the College’s own organic farm as part of the College’s innovative **Farm to Bistro (/node/167)** concept, students will be immersed in the practices of “gastronomy” as they learn about local agriculture and culinary practices. They will also benefit from hands-on professional training in the College’s downtown Ithaca culinary center *Coltivare*, complete with teaching kitchens, fully functional professional restaurant, and large-group serving capability.



"From my perspective, Coltivare and Tompkins Cortland Community College both embody the culinarian's dream of utilizing as many as local ingredients as possible. Being surrounded by dozens of local farms supported by a committed community is one of the best feelings one can have."

– Patrick Blackman, Culinary Program Liaison

CAREERS ON CAREER COACH

Restaurant and culinary-related jobs are expected to grow at an average rate of 10 percent per year, according to the Bureau of Labor Statistics. And in the Finger Lakes Region, hospitality and food-related employment is among the strongest sectors of the regional economy, with a large need for professional, highly trained workers. Also, as interest in healthy eating increases, so do the number of jobs in natural food preparation.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chefs and Head Cooks** (<https://tompkinscortland.emsicc.com/careers/chef-or-head-cooks>)
- **Cooks, Institution and Cafeteria** (<https://tompkinscortland.emsicc.com/careers/cook-institution-and-cafeteria>)
- **Food Service Managers** (<https://tompkinscortland.emsicc.com/careers/food-service-manager>)
- **Restaurant Cooks** (<https://tompkinscortland.emsicc.com/careers/cook-restaurant>)

- **First-Line Supervisors of Food Preparation** (<https://tompkinscortland.emsicc.com/careers/first-line-supervisor-of-food-preparation-and-serving-workers>)
- **Cooks, Private Household** (<https://tompkinscortland.emsicc.com/careers/cook-private-household>)
- **Food Preparation Workers** (<https://tompkinscortland.emsicc.com/careers/food-preparation-worker>)
- **Combined Food Preparation and Serving Workers** (<https://tompkinscortland.emsicc.com/careers/combined-food-preparation-and-serving-worker-including-fast-food>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc28>)

PROGRAM CHAIR



AMANDA BISSON

Assistant Professor, Culinary Arts

Chef Amanda Bisson joined TC3 in 2017 as an educator in both culinary arts and sustainable farming. With over 10 years' experience in both industries, she offers a wealth of knowledge to students in the Farm to Bistro learning community. Chef Bisson strongly believes in partnerships between chefs and farmers and their capacity to impact community food systems. "Culinary Arts is not just

a career; it is a language, a science, an art, and comes with social responsibility to our community” she says.

[Read more \(/node/1131\)](#)

TRANSFER OPTIONS

Graduates may continue their education via transfer to a four-year college or university. Transfer institutions include:

- Paul Smith's College
- Johnson & Wales
- SUNY College at Plattsburgh
- SUNY Delhi
- The Culinary Institute of America

HIGHLIGHTED COURSES

CULI101 - Food Service and Preparation I

HRMG100 - Introduction to the Hospitality Industry

ENVS110 - Food Systems Seminar: Introduction to the U.S. Food System

BIOL114 - Essentials of Nutrition

HRMG105 - Food Sanitation and Safety

CULI160 - Back-of-House Kitchen Practicum

HRMG107 - Safe Alcohol Handling

CULI205 - Garde-Manger & Catering Kitchen

HRMG206 - Food and Labor Cost Control

CULI270 - Restaurant Operations & Front-of-House Practicum

PROGRAM AT A GLANCE

HEGIS: 5404

A.A.S.: 63 credits

ATTENDING TOMPKINS CORTLAND

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Auxiliary Services Corporation of SUNY Cortland (<http://www.cortlandasc.com/>)

Edible Finger Lakes (<http://www.ediblefingerlakes.com/>)

Finger Lakes Culinary Bounty (<http://www.flcb.org/>)

Ithaca Farm to Fork (<http://ithacafork.com/>)

National Restaurant Association (<http://www.restaurant.org/Home>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

A PART OF SUNY

Tompkins Cortland Community College

The College is member of The State University of New York (SUNY) (<http://www.suny.edu/>) system and provides many opportunities for transfer to SUNY 4-year schools and university centers.



The State University of New York (<http://www.suny.edu/>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

(/node/367)

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Culinary Arts AAS

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
 ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
 MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BUAD 103 OR BUAD 106	Entrepreneurship I OR Foundations of Business	3			
CULI 101	Food Service & Preparation I	4	C		
ENGL 100	Academic Writing ¹	3	C		
ENVS 110	Food Systems I: Introduction to the US Food System	3			
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 105	Food Sanitation & Safety	1	C+		
Total Credits		17			

SPRING

CAPS 121	Introduction to Spreadsheets	1			
CULI 205	Garde Manger & Catering Kitchen	4	C		
ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems II: Food Movements	3			
MATH Elective ²		3			
Science Elective ³		3			
Total Credits		17			

SECOND YEAR

FALL

CULI 102	Food Service & Preparation II	4			
CULI 160	Back of House Kitchen Practicum	2			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
ENVS 112	Food Systems III: Identity, Ethics, & Culture in the Global Food System	3			
HRMG 107	Safe Alcohol Handling	1	B-		
Restricted Elective ⁴		2			
Total Credits		15			

SPRING

CULI 270	Restaurant Operations & Front of House	4	C		
HRMG 206	Food & Labor Cost Controls	3			
Restricted Elective ⁴		3	C		
Restricted Elective ⁴		3	C		
Total Credits		13			

Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² MATH Elective: MATH 110 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.

³ Science Elective: BIOL 114, ENVS 101 or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

⁴ Choose from BUAD, CULI, ENVS, HRMG, or WINE courses. CULI 120 *Principles of Food Preservation* is strongly recommended. A minimum of 8 Restricted Elective credits is required.

NOTES:

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Digital Cinema

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

DIGITAL CINEMA

The A.S. Digital Cinema degree program is a transfer program that focuses on student learning in the aesthetics of cinema and technical proficiency for digital filmmaking in the motion picture and video industries. The program is designed to prepare students for transfer to baccalaureate programs in related fields by exploring all avenues of the film production, writing, and animation within the motion picture industry. Students complete a common core of program courses and can focus in an area of interest such as production, screenwriting, or animation. In the capstone course, students put to use what they've learned in previous semesters to collaborate on a short form, narrative, digital film. The capstone project, along with individual student projects created throughout the program, can be used for transfer and employment portfolios.

CAREERS ON CAREER COACH

Industry jobs prospects such as computer specialists, multimedia artists and animators, film and video production crew and editors, and others skilled in digital filming, editing, and computer-generated imaging are in demand. Our program emphasizes cross-training in these areas, an understanding of transmedia approaches (photography, video, computer art, digital film, animation), and the development of artistic talent, writing ability, and technical skills. Furthermore, the program provides guidance for career and transfer exploration along with guidance in portfolio development.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Film and Video Editors** (<https://tompkinscortland.emsicc.com/careers/film-and-video-editor>)
- **Producers** (<https://tompkinscortland.emsicc.com/careers/producer>)

- **Talent Directors** (<https://tompkinscortland.emsicc.com/careers/talent-director>)

- **Program Directors** (<https://tompkinscortland.emsicc.com/careers/program-director>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc29>)

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse in political science from the Maxwell School of Citizenship, and her Ph.D. in Higher Education Leadership from Capella University.

Read more (/node/151)

TRANSFER OPTIONS

The program is aligned with related bachelor's degree programs so you can transfer as a junior. Transfer institutions include:

- Boston University
- Buffalo State College
- Cornell University
- SUNY College at Cortland
- Emerson College
- Florida State University – College of Motion Picture Arts
- SUNY College at Fredonia
- Full Sail University
- Ithaca College
- New York University
- University of North Carolina – Wilmington
- University of North Carolina School of the Arts (Winston-Salem)
- SUNY College at Oswego
- College at Purchase
- Syracuse University
- Temple University
- University of Texas at Austin
- USC – University of South Carolina
- UCLA

HIGHLIGHTED COURSES

COMM101 - Mass Media

COMM110 - Aesthetics/Techniques Video & Film Editing

COMM111 - Foundations of Digital Editing

COMM112 - Foundations of Motion Graphics

COMM127 - Audio Production

COMM210 - Production and Direction

ENGL200 - Screenwriting

COMM240 - Non fiction & Fiction Field Production

PROGRAM AT A GLANCE

HEGIS: 5606

A.S.: 62 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Dryden, New York 13053

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Digital Cinema, A.S.		Fall 2022			
Student Name:		Advisor Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
COMM 101	Mass Media	3			
COMM 110	Aesthetics/Techniques Video & Film Editing	1			
COMM 111	Foundations of Digital Editing	1			
COMM 112	Foundations of Motion Graphics	1			
COMM 127	Audio Production I	3			
COMM 140	Introduction to Field Production	3			
ENGL 100 ¹	Academic Writing I (Sitcom Section)	3	C		
FSS 160	Freshman Seminar -Communication and Media Arts	1			
Total Credits		16			
SPRING					
ART 111	Photography I	3			
COMM 210	Production & Direction	3			
ENGL 101	Academic Writing II (Film Theme Section)	3			
ENGL 200	Screenwriting	3			
MATH 120, 138, or 200		3			
Total Credits		15			
SECOND YEAR					
FALL					
COMM 240	Non Fiction & Fiction Field Production	3			
COMM 262 Portfolio Preparation OR ENGL 260 Creative Writing Portfolio		1			
ENGL 233	Film Analysis	3			
SUNY GEN ED Lab Science Elective		3			
Restricted Elective ²		3			
Restricted Elective ²		3			
Total Credits		16			
SPRING					
COMM/ENGL 298	Cinema Capstone	3			
ENGL 201	Public Speaking	3			
PSYC 103 Introduction to Psychology OR SOC 101 Introduction to Sociology		3			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Restricted Elective ⁴		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in ENGL 100.					
¹ A student exempted from ENGL 100 must substitute a three-credit liberal arts course. The course should be selected in consultation with the student's advisor.					
² Select from: ART 149, ART 212, ART 233, COMM 145, COMM 225, COMM 245, COMM 265, COMM 270, ENGL 102, ENGL 216, ENGL/SOCI 218, ENGL 255, and ENGL 271.					
³ Select a course from any of the approved SUNY General Education course areas except Area 8 – The Arts.					
⁴ Select an approved course from the following SUNY GEN ED areas: 4-American History; 5-Western Civilization; 6-Other World Civilizations; or 9-Foreign Language.					
NOTES:					

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Early Childhood

A.A.S. Degree, Micro-Credential

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

EARLY CHILDHOOD

Early childhood-the period from birth through age eight-is a distinct period of life that has value in itself as well as creating foundations for later years. (National Association for the Education of Young Children). According to the U.S. Department of Labor, employment of pre-school teachers is expected to grow by 19 percent from 2008-2018. Continued emphasis on the importance of early childhood education has led many states to offer full day and universal pre-school. This program provides job-related skills that are in high demand.

The early childhood degree program provides coursework and field experience to help you be a knowledgeable and competent early childhood professional. You will learn a philosophy of teaching and learning, child development, and how to design and provide experiences for children in science, social studies, literature, math, music, and art.

The curriculum is designed to meet the needs of working early childhood professionals who need further education, and the needs of recent high school graduates who wish to pursue a career in the early childhood field.

FIELD EXPERIENCE

Extensive field experience is a vital and required piece of the early childhood degree. You will complete a minimum 112 hours of supervised field experience in a licensed or certified day care center, pre-kindergarten - 2nd grade, or nursery school. In addition, ECHD 206 requires a minimum 45 hours of supervised field experience.

CAREERS ON CAREER COACH

The early childhood degree program provides in-demand skills. Graduates of this program are trained for positions as teachers at a child care center or nursery school, family child care providers, family workers, and teacher's assistants in special education, elementary school, or Head Start.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Preschool Teachers** (<https://tompkinscortland.emsicc.com/careers/preschool-teacher-except-special-education>)
- **Kindergarten Teachers** (<https://tompkinscortland.emsicc.com/careers/kindergarten-teacher-except-special-education>)
- **Elementary School Teachers** (<https://tompkinscortland.emsicc.com/careers/elementary-school-teacher-except-special-education>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc30>)

PROGRAM CHAIR



ANNA REGULA

Professor

[Read more \(/node/132\)](#)

TRANSFER OPTIONS

Among transfer options are programs offered at:

- SUNY College at Cortland
- Elmira College
- Ithaca College
- SUNY New Paltz
- Keuka College
- Roberts Wesleyan College

HIGHLIGHTED COURSES

ECHD110 - Children and the Arts

ECHD125 - Introduction to Early Childhood Education

ECHD225 - Early Childhood Curriculum Development

ECHD206 - Infant/Toddler Environment & Curriculum**PSYC205 - Developmental Psychology: The Child****SOCI201 - Sociology of the Family****ECHD240 - Techniques for Observing & Recording Young Childrens Development****ECHD242 - Guided Field Work - Early Childhood Education****PROGRAM AT A GLANCE**

HEGIS:	5503
A.A.S.:	61 credits
Microcredential:	<i>Early Childhood Assistant*</i> 12 credits

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Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Greater Ithaca Activities Center - City of Ithaca (<http://www.cityofithaca.org/327/Greater-Ithaca-Activities-Center>)

Ithaca Community Childcare Center (<http://www.icthree.org/>)

YWCA (Cortland) (<http://www.cortlandywca.org/>)

FOR FURTHER INFORMATION CONTACT

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admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

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Early Childhood, A.A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
--------------------	--------------	---------	------------	---------------------------	--------------------

FIRST YEAR

FALL

ECHD 110	Children and the Arts	3	C		
ECHD 125	Introduction to Early Childhood Education	3	C		
ENGL 100*	Academic Writing I	3	C		
MATH Elective		3			
PSYC 103	Introduction to Psychology	3			

Total Credits 15

SPRING

ASTR 101 OR BIOL 114 OR ENVS 101 OR ENVS 102	Introductory Astronomy OR Essentials of Nutrition OR Biological Resource Conservation OR Technology and the Environment	3			
ECHD 225	Early Childhood Curriculum Development	3	C		
ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
RECR/SOCE 150	Play Across Cultures	3			

Total Credits 15

SECOND YEAR

FALL

ART 120 OR ART 130	Drawing I OR Ceramics	3			
ECHD 206	Infant/Toddler Environments & Curriculum	3	C		
ENGL 102	Approaches to Literature	3			
PSYC 205	Developmental Psychology: The Child	3			
SOCI 201**	Sociology of the Family	3			

Total Credits 15

SPRING

ECHD 240	Techniques for Observing & Recording Young Children's Development	3	C		
ECHD 242***	Guided Field Work - Early Childhood Education	4	C		
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
ENGL 220	Literature for Children	3			
Unrestricted Elective		3			

Total Credits 16

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of the degree.

A "C" or better grade is required in ENGL 100 and all Early Childhood (ECHD) courses.

* A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

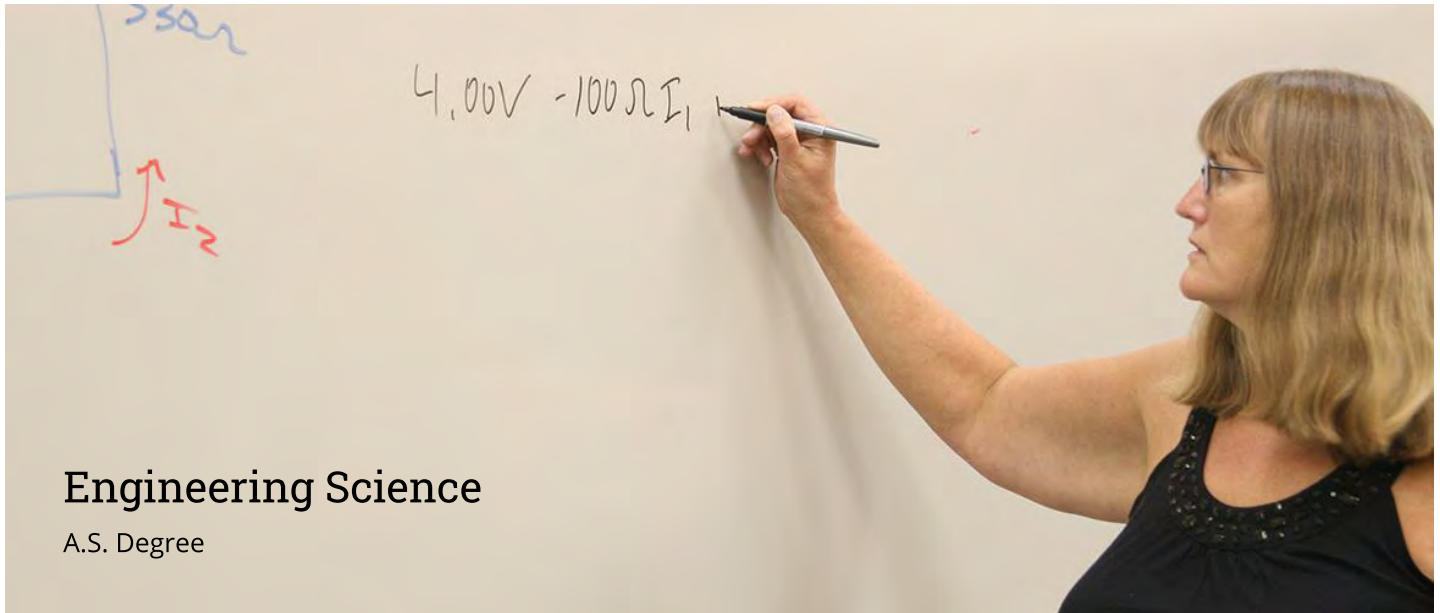
** Per Social Science Department approval, Early Childhood majors do not need to complete SOCI 101 prior to enrolling in SOCI 201.

*** Honors option offered. See Program Chair.

NOTES:

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Engineering Science

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

ENGINEERING SCIENCE

Engineering is a challenging and rewarding profession. It's a source of expertise for research, design, development, and production, providing the foundation of our technological society. Engineers consistently command the highest starting salaries of all bachelor's degree graduates.

Our engineering science program is designed for transfer into the junior class at a four-year college or university. This rigorous program emphasizes mathematics and basic sciences. After earning an associate degree at Tompkins Cortland Community College you can major in chemical engineering, civil engineering, electrical engineering, or mechanical engineering. You may also continue your studies in aeronautical, agricultural, environmental, geological, industrial, and petroleum engineering, or bioengineering.

CAREERS ON CAREER COACH

While the curriculum of this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions in the engineering science field.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Mechanical Engineers** (<https://tompkinscortland.emsicc.com/careers/mechanical-engineer>)
- **Civil Engineers** (<https://tompkinscortland.emsicc.com/careers/civil-engineer>)
- **Energy Engineers** (<https://tompkinscortland.emsicc.com/careers/energy-engineer>)
- **Electrical Engineers** (<https://tompkinscortland.emsicc.com/careers/electrical-engineer>)

- **Industrial Safety and Health Engineers** (<https://tompkinscortland.emsicc.com/careers/industrial-safety-and-health-engineer>)
- **Industrial Engineers** (<https://tompkinscortland.emsicc.com/careers/industrial-engineer>)
- **Validation Engineers** (<https://tompkinscortland.emsicc.com/careers/validation-engineers>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc32>)

PROGRAM CHAIR



JANET SWINNICH

Professor

Professor Swinnich earned her B. S. from St. Lawrence University in Canton, N.Y., where she completed both a physics and mathematics major. She also has an M.S. from Cornell University in Physics.

She has lived in Central New York since August of 1980 and has taught at Tompkins Cortland since August of 1983.

Read more (</node/147>)

TRANSFER OPTIONS

The program is compatible with a number of New York state engineering schools; recent graduates have transferred to:

- Binghamton University
- Buffalo State College
- Clarkson University
- Cornell University
- SUNY College of Environmental Science and Forestry
- Rochester Institute of Technology
- SUNY Polytechnic Institute
- Johns Hopkins University
- University of Illinois

This program conforms to the guidelines of the New York State Two-Year and Four-Year Curriculum Study Committee's Recommendations for Engineering Science Transfer Programs. For specific transfer information, contact the Counseling, Career, and Transfer Services office. You can complete this rigorous program in two years if you have four years of high school mathematics and a year each of high school chemistry and physics. Students who lack this background will require more than two years to finish the program.

HIGHLIGHTED COURSES

ENSC137 - Introduction to Engineering

CHEM107 - General Chemistry

CSCI160 - Computer Science I

MATH201 - Calculus I

PHSC211 - Physics I (Mechanics & Heat)

ENSC204 - Mechanics of Materials

ENSC209 - Engineering Mechanics: Statics

ENSC203 - Electrical Science

ENSC212 - Dynamics

PROGRAM AT A GLANCE

HEGIS: 5609

A.S.: 66 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Engineering Science, A.S.				Fall 2022	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:		<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills		<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 138- Pre-calculus Mathematics	
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CHEM 107	General Chemistry I	4			
CSCI 160	Computer Science I	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 201	Calculus I ²	4	C		
Total Credits		14			
SPRING					
ECON 120	Principles of Microeconomics	3			
ENGL 101	Academic Writing II	3			
ENSC 137	Introduction to Engineering	1			
MATH 202	Calculus II	4	C		
PHSC 211	Physics I (Mechanics & Heat)	4			
Liberal Arts Elective		3			
Total Credits		18			
SECOND YEAR					
FALL					
ENSC 204	Mechanics of Materials ³	3			
ENSC 209	Engineering Mechanics: Statics	3			
MATH 203	Calculus III	4	C		
PHSC 212	Physics II (Electricity & Magnetism)	4			
Restricted Elective ⁴		2			
Total Credits		16			
SPRING					
ENGL 102	Approaches to Literature	3			
ENSC 203	Electrical Science ³	4			
ENSC 212	Dynamics ³	3			
MATH 206	Differential Equations	4			
PHSC 213	Physics III (Waves, Optics, & Modern Physics)	4			
Total Credits		18			
Minimum Credits Required for Graduation: 66 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Students who are not able to take MATH 201 in the first semester will need two extra semesters to complete this program.					
³ With the consent of his/her advisor, a student who is interested in Chemical Engineering may replace two of these four courses: {ENSC 203, 204, 212, and the Restricted Elective} with CHEM 205 & CHEM 206, Organic Chemistry I & II. A student interested in Bioengineering may substitute BIOL 104 & BIOL 105, General Biology I & II.					
⁴ Restricted Elective: Select from: CHEM 108, CONT 202, CSCI 165, DRAF 107, GEOL 101, OR MATH 200. If selected, CHEM 108 should be taken in the second semester and the Liberal Arts Elective in the third semester.					
A waiver of the minimum number of SUNY GEN ED categories (7) has been approved by SUNY. Students in the Engineering Science program will only meet 5 categories, but will meet the minimum of 30 credits of SUNY GEN ED coursework.					
NOTES:					

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Entrepreneurship

A.A.S. Degree

[EXPLORE THIS PROGRAM](#)

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[STUDENT SHOWCASE](#)

ENTREPRENEURSHIP

Entrepreneurship is the lifeblood of our market economy. Current estimates are that 80% of new jobs are created by small businesses. This program is designed to provide graduates with the information and skills they will need to create, start and manage their own businesses. This degree will assist students intending to establish their own businesses in a variety of fields such as retail, wholesale, construction, manufacturing, consulting and the entire service industry.

CAREERS ON CAREER COACH

Self-employment is not the only option for our graduates. This degree will provide a thorough overview of business which will be necessary for success in a wide variety of industries in the business world.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Meeting, Convention, and Event Planners** (<https://tompkinscortland.emsicc.com/careers/meeting-convention-and-event-planner>)
- **Butchers and Meat Cutters** (<https://tompkinscortland.emsicc.com/careers/butcher-and-meat-cutter>)
- **Veterinarians** (<https://tompkinscortland.emsicc.com/careers/veterinarian>)
- **Tool and Die Makers** (<https://tompkinscortland.emsicc.com/careers/tool-and-die-maker>)
- **Coaches and Scouts** (<https://tompkinscortland.emsicc.com/careers/coach-or-scout>)
- **Childcare Workers** (<https://tompkinscortland.emsicc.com/careers/childcare-worker>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc33>)

PROGRAM CHAIR



TIM MCCABE

Professor, Economics/Business

[Read more \(/node/115\)](/node/115)

TRANSFER OPTIONS

Although the Entrepreneurship A.A.S. degree is not primarily designed for transfer, graduates do have the opportunity to continue their education at four year colleges and universities. Past graduates seeking transfer have successfully continued their studies at Wells College and at Boston University.

HIGHLIGHTED COURSES

BUAD103 - Entrepreneurship I

BUAD108 - Sales and Sales Management

BUAD201 - Business Law I

BUAD204 - Principles of Marketing

BUAD207 - Entrepreneurship II

BUAD208 - Principles of Management

BUAD212 - Quality Customer Service

BUAD264 - Entrepreneurial Internship

PROGRAM AT A GLANCE

HEGIS: 5004

A.A.S.: 62 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Entrepreneurship, A.A.S.			Fall 2022			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
FIRST YEAR						
FALL						
BUAD 103	Entrepreneurship I	3	C			
CAPS 121	Introduction to Spreadsheets	1				
CAPS 131	Introduction to Databases	1				
CAPS Elective		1				
ENGL 100	Academic Writing I*	3	C			
Humanities Elective		3				
Restricted MATH Elective (select from MATH 109, 120, 138, 200, OR 201)		3				
Total Credits		15				
SPRING						
ACCT 101	Principles of Accounting I	4				
BUAD 108	Sales and Sales Management	3	C			
ECON 120 OR ECON 121	Principles of Microeconomics OR Principles of Macroeconomics	3				
ENGL 101	Academic Writing II	3				
Natural Sciences Elective**		3				
Total Credits		16				
SECOND YEAR						
FALL						
ACCT 102	Principles of Accounting II	4				
BUAD 201	Business Law I	3	C			
BUAD 207	Entrepreneurship II	3	C			
BUAD 208	Principles of Management	3	C			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3				
Total Credits		16				
SPRING						
BUAD 204	Principles of Marketing	3	C			
BUAD 212	Quality Customer Service	3	C			
BUAD 264	Entrepreneurial Internship	3	C			
ACCT, BUAD, OR ECON Elective		3	C			
Unrestricted Elective		3				
Total Credits		15				
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.						
A "C" or better grade is required in ENGL 100, and in all BUAD courses.						
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective.						
** A SUNY GEN ED Natural Sciences course, especially ENV5 102 - Technology and the Environment, is recommended						
NOTES:						

Requirements last updated Fall 2017 Go to <http://catalog.tompkinscortland.edu/academics/general-education> for SUNY General Education and Liberal Arts & Sciences Disciplines/Courses.

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ENVIRONMENTAL STUDIES

Environmental issues are among the most urgent facing our society. These issues have broad implications for economics, politics, business, and social welfare. Our ability to affect the environment causes changes in the quality of life of people around the world and threatens the existence of many species.

The environmental studies degree is a liberal arts program that provides you with a broad background in science, math, social sciences, and the humanities. You will develop the ability to understand concepts related to the environment and our effect on it, and to solve practical problems and find better ways of meeting complex environmental issues. The environmental studies degree is designed to prepare you for transfer to a related bachelor's degree program.

FIELD WORK

Field work is an integral part of this program. You may choose between studying at local or off-campus sites. Locally, the Tompkins Cortland Community College campus is situated in a geologically interesting mixed hardwood ecosystem. Within a short driving distance, you can study lakes, bogs, streams, and a variety of terrestrial systems. You may participate in the ongoing development of the nature study area on campus, visit important environmental areas maintained by Cornell University, or take advantage of courses offered in Costa Rica and the Adirondacks.

CAREERS ON CAREER COACH

A degree in environmental studies prepares you for careers in environmental law, resource management, teaching, conservation, park management, environmental risk assessment, hazardous materials management, and for work as an environmental specialist, consultant, or policy analyst with government agencies and other organizations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Environmental Scientists and Specialists** (<https://tompkinscortland.emsicc.com/careers/environmental-scientist-and-specialist-including-health>)
- **Animal Scientists** (<https://tompkinscortland.emsicc.com/careers/animal-scientist>)
- **Biological Science Teachers** (<https://tompkinscortland.emsicc.com/careers/biological-science-teacher-postsecondary>)
- **Microbiologists** (<https://tompkinscortland.emsicc.com/careers/microbiologist>)

- **Energy Auditors** (<https://tompkinscortland.emsicc.com/careers/energy-auditor>)
- **Solar Energy Installation Managers** (<https://tompkinscortland.emsicc.com/careers/solar-energy-installation-manager>)
- **Environmental Compliance Inspectors** (<https://tompkinscortland.emsicc.com/careers/environmental-compliance-inspector>)
- **City and Regional Planning Aides** (<https://tompkinscortland.emsicc.com/careers/city-and-regional-planning-aide>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc34>)

PROGRAM CHAIR



KELLY WESSELL, PH.D.

Professor, Biology

Kelly received his Ph.D. in aquatic entomology from Michigan State University. His research interests include bioassessment of large river ecosystems and non-point source pollution of streams, but his passion is teaching. Kelly is the Environmental Studies Chairperson and regularly teaches ecology, evolution, and biodiversity courses for science majors and non-majors.

Read more (/node/88)

TRANSFER OPTIONS

The Environmental studies degree provides a foundation for transfer to a bachelor's degree program through general education, science, and environmental studies courses. Students may transfer to related bachelor's degree programs at many four-year institutions including:

- Binghamton University
- Cornell University
- SUNY College at Cortland
- SUNY College of Environmental Science and Forestry
- Ithaca College
- University of Delaware
- University of New England

HIGHLIGHTED COURSES

ENVS101 - Introduction to Environmental Science

BIOL104 - General Biology I

ENVS102 - Technology and the Environment

BIOL105 - General Biology II

BIOL211 - Ecology

CHEM107 - General Chemistry I

ENVS105 - Environmental Ethics

ENVS295 - Global Seminar

MATH200 - Statistics

CHEM108 - General Chemistry II

PROGRAM AT A GLANCE

HEGIS: 5499

A.S.: 61 credits

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[Register for Classes \(/admissions/registration\)](#)

[Transfer Opportunities \(/academics/transfer\)](#)

[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (</academics/programs/accounting>)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Sustainable Tompkins (<http://sustainabletompkins.org>)

Tompkins County Soil and Water Conservation District (<http://www.tompkinscountyny.gov/swcd>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

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[ATHLETICS](https://www.tcpanthers.com/landing/index)

[\(HTTPS://WWW.TCPANTHERS.COM/LANDING/INDEX\)](https://www.tcpanthers.com/landing/index)

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[BIZ \(/ACADEMICS/BIZ\)](/academics/biz/)

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[\(HTTPS://WWW.BKSTR.COM/TOMPKINSCORTLANDCCSTORE/HOMI](https://www.bkstr.com/tompkinscortlandccstore/home)

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[GLOBAL INITIATIVES \(/GLOBAL/GLOBAL-INITIATIVES\)](#)

[LIBRARY \(/LIBRARY\)](#)

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[COLTIVARE \(HTTP://COLTIVAREITHACA.COM\)](http://coltivareithaca.com)

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LOCATION:

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Environmental Studies, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL 049 OR Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 – Pre-Algebra			
	<input type="checkbox"/> ENGL 098	<input type="checkbox"/> MATH 095 – Beginning Algebra			
	<input type="checkbox"/> RDNG116 - College Reading and Study Skills	<input type="checkbox"/> BIOL 101 - Principles of Biology I			
		<input type="checkbox"/> CHEM 101 - Principles of Chemistry I			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BIOL 104	General Biology I	4	C		
ENGL 100	Academic Writing I ¹	3	C		
ENVS 101	Introduction to Environmental Science	3	C		
FSS 132	Freshman Seminar - Environmental Studies	1			
SUNY GEN ED Restricted Social Science Elective ²		3			
Total Credits		14			
SPRING					
BIOL 105	General Biology II	4	C		
ENGL 101	Academic Writing II	3			
ENVS 102	Technology & the Environment	3	C		
MATH 120 OR MATH 138 OR MATH 201 ³	College Algebra, OR Pre-Calculus Mathematics, OR Calculus I ³	4			
SUNY GEN ED Restricted Elective ⁴		3			
Total Credits		17			
SECOND YEAR					
FALL					
BIOL 211	Ecology	4			
CHEM 107	General Chemistry I	4			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
SUNY GEN ED Restricted Elective ⁴		3			
Total Credits		14			
SPRING					
CHEM 108	General Chemistry II	4			
ENGL 102 OR ENVS 105	Approaches to Literature OR Environmental Ethics	3			
ENVS 295	Global Seminar	3			
MATH 200	Statistics	3			
Restricted Elective ⁵		3			
Total Credits		16			
Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in BIOL 104, BIOL 105, ENGL 100, ENVS 101, and ENVS 102.					
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
² Select from ECON 120, ECON 121, POSC 103, POSC 104, or ENVS/POSC 107					
³ MATH 201 is recommended. Some transfer institutions may not accept MATH 120 or 138 for fulfillment of the mathematics requirement for the program.					
⁴ SUNY GEN ED Restricted Elective: Select two courses from two areas 4) American History; 5) Western Civilizations; 6) Other World Civilizations; 8) The Arts; or 9) Foreign Languages.					
⁵ Restricted Elective: Select from: BIOL 115, BIOL 116, BIOL 119, BIOL 205 AND BIOL 206, BIOL 216, ENVS 116, ENVS 141, GEOL 101, PHSC 104, OR PHSC 211. The course should be selected in consultation with the student's advisor.					

Requirements last updated Fall 2022

Go to <https://www.tompkinscortland.edu/academics/general-education> for SUNY General Education and Tompkins Cortland Core Requirements.

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Graphic Design  (<https://www.facebook.com/graphicdesigntc3>)  (<https://tc3graphicdesign.wordpress.com>)
 Art Department  (<https://www.twitter.com/arttc3>)  (<https://www.facebook.com/tc3art>)
 (<https://www.instagram.com/tc3art>)  (<https://tc3art.wordpress.com>)

GRAPHIC DESIGN

Visual appearance greatly impacts our perceptions of companies, organizations, and products. Graphic designers are responsible for creating strong visual communication using imagery and typography, be it through a corporate logo, a company website, a game app, or a candy's colorful wrapper. The field changes rapidly with the expanding use of technology in design, giving graphic designers an exciting array of challenges.

Our program responds to the demands and realities of the professional graphic design field. Our courses offer real-world opportunities for students to build their resumes through project-based learning courses that focus on published projects and internships. You will be exposed to a variety of media in courses that utilize both traditional hands-on and digital methods to produce work. Students will have the opportunity to explore cutting edge technology in our digital labs and build unique and sought after skill sets and portfolios. All students are also encouraged to submit writing and art work to the Kelab Art and Literary Journal (<https://kelabmag.weebly.com/>), a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs.

CAREERS ON CAREER COACH

The A.S. degree prepares you for a career in a design studio, creative agency, or an organization's communications office. Responsibilities include creating visual materials such as brochures, magazines, advertisements, and electronic publications. Some of the firms that have hired graphic design graduates include Cornell University, Industrial Color Labs, Marietta Corporation,

Metrodesign Associates, Porous Materials, Inc., Sciencenter, Ithaca, NY, The Thomas Group, Communique Design & Marketing Inc., and Vision Art Photo.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Multimedia Artists and Animators** (<https://tompkinscortland.emsicc.com/careers/multimedia-artist-and-animator>)
- **Graphic Designers** (<https://tompkinscortland.emsicc.com/careers/graphic-designer>)
- **Photographers** (<https://tompkinscortland.emsicc.com/careers/photographer>)
- **Art Directors** (<https://tompkinscortland.emsicc.com/careers/art-director>)

- **Set and Exhibit Designers** (<https://tompkinscortland.emsicc.com/careers/set-and-exhibit-designer>)
- **Art, Drama, and Music Teachers** (<https://tompkinscortland.emsicc.com/careers/art-drama-and-music-teacher-postsecondary>)
- **Interior Designers** (<https://tompkinscortland.emsicc.com/careers/interior-designer>)
- **Commercial and Industrial Designers** (<https://tompkinscortland.emsicc.com/careers/commercial-and-industrial-designer>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc36>)

PROGRAM CHAIR



CHRISTINE SHANKS

Associate Professor, Graphic Design

I am an image maker, designer, and educator. I feel at home on the computer and working by hand in the studio. I have experience in **fine art** (<http://www.christineshanks.com/>) and commercial work. Some of my specialties are design (web, interactive, and print), motion graphics, printmaking (utilizing both traditional and digital processes), and photography (alternative processes, digital, and film).

Read more (</node/137>)

TRANSFER OPTIONS

Graduates have transferred to many four-year colleges and universities including:

- Binghamton University
- SUNY College at Cortland
- East Stroudsburg University
- Fashion Institute of Technology
- Hartwick College
- Ithaca College
- SUNY New Paltz
- SUNY College at Oswego
- Pratt Institute
- Rochester Institute of Technology
- The College of St. Rose
- Syracuse University

HIGHLIGHTED COURSES

ART109 - Graphic Design

ART110 - Design I

ART120 - Drawing I

ART114 - Design II

ART180 - Typography

ART101 - History and Appreciation of Art I

ART260 - Portfolio Preparation-Graphic Design

ART270 - Computer Graphics I

ART271 - Computer Graphics II

ART 272 - Art Internship

PROGRAM AT A GLANCE

HEGIS: 5499

A.S.: 61 credits

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Graphic Design, A.S.

Fall 2022

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ART 109	Introduction to Graphic Design	3			
ART 117	Design Foundations I	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I ¹	3	C		
SUNY GEN ED Mathematics Elective ²		3			
Total Credits		15			
SPRING					
ART 118	Design II Foundations	3			
ART 180	Typography	3			
ART 270	Computer Graphics	3			
ENGL 101	Academic Writing II	3			
HSTY 201 OR 202		3			
Total Credits		15			
SECOND YEAR					
FALL					
ART 101	Art History: Ancient to Early Medieval	3			
ART 259	Web and Interactive Design	3			
ART 260	Portfolio Preparation-Graphic Design	3			
ENGL 204 OR ENGL 210	Interpersonal Communication OR Intercultural Communication	3			
SUNY GEN ED Natural Sciences Elective		3			
Total Credits		15			
SPRING					
ART 102	Art History: Renaissance to Contemporary	3			
ART 271	Layout Design	3			
ENGL 201	Public Speaking	3			
Restricted Elective ³		3			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of the degree.					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² SUNY GEN ED Mathematics Elective: The course should be selected in consultation with the student's advisor in accord with the student's transfer plans.					
³ Restricted Elective: Select from: ALEX 249 Ke'lab Journal; other specified ALEX (Project-Based Learning) approved by department chair; ART 111, ART 200, ART 212, ART 213, ART 222, ART 233, ART 255, ART 272, or COMM 115.					
NOTES:					

Academics (/academics)

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Hotel and Restaurant Management

A.A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

HOTEL AND RESTAURANT MANAGEMENT

Demand continues for well-trained managers in the hospitality field. Intense growth is expected to continue in this fast-paced people industry. In the past five years the region has welcomed eight new hotels. Additionally, construction for new lodging, dining, and entertainment establishments is taking place now. Interesting food and beverage operations have always been a hallmark of the Ithaca and Finger Lakes area, while institutional food and environmental service operations provide stable careers with the region's colleges and health services industries.

The hotel and restaurant management degree prepares students for supervisory positions in hotels, restaurants, and other hospitality-related organizations. The degree also benefits from the College's innovative **Farm to Bistro** concept – the College will operate an organic farm adjacent to campus and provide produce to the College's downtown Ithaca restaurant and culinary center, Coltivare. Tompkins Cortland Community College is proud to have alumni and students in many hospitality operations locally, regionally, nationally and internationally. Over its 35-year history, the program has trained some of the area's best entrepreneurs and managers. Some successful alumni are in management positions with The Waldorf-Astoria, Hyatt, Darden Restaurants, and The Cherokee Country Club of Atlanta (one of the premier private clubs in the U.S). The program includes an internship for on-the-job training at hotels, convention and visitors bureaus, restaurants, wineries, meeting planners, and institutional dining operations.

Course requirements for a degree in hotel and restaurant management may be completed in class or online. Program faculty offer a variety of in class, experiential field study, and online coursework to assure participants of solid general education. There are also opportunities for study abroad. In addition, short courses including proctored exam for certification in Food Safety and Alcohol service from the National Restaurant Association known as SERVSAFE, round out the completion of the degree program. Individuals who are seeking these credentials are welcome to register for these classes.



"At Tompkins Cortland Community College, our students are a part of that entire food system. The earth is cultivated on our own organic teaching farm, and at Coltivare, we cultivate the potential and talents of our hospitality students as we cultivate friendships among our community and our guests. What could be better?"

– Sue Stafford, Program Chair of Hotel and Restaurant Management, Culinary Arts, and Wine Marketing

CAREERS ON CAREER COACH

The hotel and restaurant management program prepares students as management generalists ready for hospitality positions at the management-trainee and mid-management levels. Positions include **Food Service Managers** (<https://www.bls.gov/ooh/management/food-service-managers.htm>), **Lodging Managers** (<https://www.bls.gov/ooh/management/lodging-managers.htm>), **Meeting, Convention, and Event Planners** (<https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm>), **Chefs and Head Cooks** (<https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm>), **Gaming Services Workers** (<https://www.bls.gov/ooh/personal-care-and-service/gaming-services-occupations.htm>), **Customer Service Representative** (<https://www.bls.gov/ooh/office-and-administrative-support/customer-service-representatives.htm>).

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Sales Managers** (<https://tompkinscortland.emsicc.com/careers/sales-manager>)
- **Hotel, Motel, and Resort Desk Clerks** (<https://tompkinscortland.emsicc.com/careers/hotel-motel-or-resort-desk-clerk>)
- **Food Batchmakers** (<https://tompkinscortland.emsicc.com/careers/food-batchmaker>)
- **Amusement and Recreation Attendants** (<https://tompkinscortland.emsicc.com/careers/amusement-and-recreation-attendant>)
- **Tour Guides and Escorts** (<https://tompkinscortland.emsicc.com/careers/tour-guide-or-escort>)
- **Marketing Managers** (<https://tompkinscortland.emsicc.com/careers/marketing-manager>)
- **Travel Agents** (<https://tompkinscortland.emsicc.com/careers/travel-agent>)
- **General and Operations Managers** (<https://tompkinscortland.emsicc.com/careers/general-and-operations-manager>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc37>)

PROGRAM CHAIR



SUSAN STAFFORD

Professor, Hotel and Restaurant Management

Sue Stafford brings 30 years of experience in the hospitality industry to her position in the classroom as chair of the Hotel and Restaurant Management, Culinary Arts, and Wine Marketing Degree Programs. She was also instrumental in the development of the farm to bistro concept, which features an organic farm on campus that provides fresh produce to the College's downtown Ithaca restaurant and culinary center, Coltivare.

[Read more \(/node/145\)](#)

TRANSFER OPTIONS

Although the A.A.S. degree curriculum is intended as a career-seeking program, graduates have successfully transferred to obtain a bachelor's degree. Specifically, Niagara University and Florida International have welcomed many of our Hotel and Restaurant students, where an agreement and solid transfer relationship exists. Students have also transferred to Morrisville State College, University of Nevada Las Vegas, Rochester Institute of Technology, and University of Central Florida. Students may pursue a bachelor's of science degree from Delhi College of Technology/SUNY on the Tompkins Cortland Community College campus.

HIGHLIGHTED COURSES

HRMG100 - Introduction to the Hospitality Industry

HRMG105 - Food Sanitation and Safety

PSED213 - Job Search

HRMG213 - Hospitality Internship

HRMG103 - Rooms Division Management

HRMG107 - Safe Alcohol Handling

HRMG201 - Hospitality Law

HRMG205 - Hospitality Marketing

HRMG206 - Food and Labor Cost Control

PROGRAM AT A GLANCE

HEGIS:	5010
A.A.S.:	62 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Coltivare (<http://coltivareithaca.com/>)

Delmonte Hotel Group (<http://delmontehotels.com/>)

FOR FURTHER INFORMATION CONTACT

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admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

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Hotel and Restaurant Management, A.A.S.

Fall 2022

Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BUAD 106	Foundations of Business	3			
ENGL 100	Academic Writing I ¹	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 101 OR CULI 101	Food Service and Preparation I	3	C		
HRMG 105	Food Sanitation and Safety	1	C+		
Humanities Elective		3			
Total Credits		16			
SPRING					
CAPS 121	Introduction to Spreadsheets	1			
ENGL 101	Academic Writing II	3			
HRMG 103	Rooms Division Management	3	C		
MATH 110 OR MATH Elective ²	Topics in Mathematics OR MATH Elective	3			
Science Elective ³		3			
Restricted Elective ⁴		3	C		
Total Credits		16			
SECOND YEAR					
FALL					
ACCT 101	Principles of Accounting I	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
HRMG 107	Safe Alcohol Handling	1	B-		
PSED 213	Job Search	1	C		
Restricted Social Sciences Elective ⁵		3			
Restricted Elective ⁴		3	C		
Total Credits		15			
SPRING					
HRMG 201	Hospitality Law	3	C		
HRMG 205	Hospitality Marketing	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
Restricted Applied Learning Elective ⁶		3	C		
Unrestricted Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in all HRMG courses except HRMG 105 which requires C+ or better and HRMG 107 which requires B- or better. A "C" or better grade is also required for the Applied Learning Elective.					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² MATH Elective: MATH 110 is recommended unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.					
³ Science Elective: BIOL 114, ENVS 101 or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.					
⁴ Restricted Electives: Choose from BUAD, COMM, CULI, ENVS, HRMG, or WINE. A minimum of 6 Restricted Elective credits is required.					
⁵ Restricted Social Science Elective: Choose from the following: ANTH, ECON, or SOCE 205 <i>Organizational Behavior</i> .					
⁶ Restricted Applied Learning Elective: Choose an ALEX course approved by the department chair or BUAD 261, or CULI 270 AND CULI 160, or HRMG 213, or HRMG 216.					
NOTES:					

Academics (/academics)

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Human Services

A.S. Degree, A.A.S. Degree, Certificate, Micro-Credential

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

HUMAN SERVICES

Helping people to help themselves is the common thread in Human Services, and the field is diverse and extensive. You may work in education, child care, social services, mental health, home health, or recreation. According to the U.S. Department of Labor, "The number of social and human service assistants is expected to grow by nearly 23 percent between 2008-2018, which is much faster than the average for all occupations. This is due in large part to the aging population and increased demand for mental health and substance abuse treatment."

Field Experience

As part of your four-credit internship you will work in a human service agency. This field work course enables you to work for a minimum of 135 hours in direct care helping people to help themselves

CAREERS ON CAREER COACH

Our graduates work as teachers in child development programs, child care workers in group homes, caregivers, examiners in social service agencies, recreation specialists in geriatric settings, and caregivers in centers for children who are developmentally disabled, among other positions. Recent graduates have been employed by Catholic Charities, Cortland County Community Action Program, Cortland Migrant Outreach Program, Family and Children's Services of Ithaca, Franziska Racker Centers, Mental Health Association, Tompkins County, J.M. Murray Center, Tioga Opportunities, Inc., Tompkins Community Action/Headstart, Tompkins County Youth Advocate Program, Inc.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Teacher Assistants (<https://tompkinscortland.emsicc.com/careers/teacher-assistant>)**

- **Psychiatric Aides** (<https://tompkinscortland.emsicc.com/careers/psychiatric-aide>)
- **Insurance Policy Processing Clerks** (<https://tompkinscortland.emsicc.com/careers/insurance-policy-processing-clerk>)
- **Child, Family, and School Social Workers** (<https://tompkinscortland.emsicc.com/careers/child-family-or-school-social-worker>)

- **Personal Care Aides** (<https://tompkinscortland.emsicc.com/careers/personal-care-aide>)
- **Mental Health Counselors** (<https://tompkinscortland.emsicc.com/careers/mental-health-counselor>)
- **Rehabilitation Counselors** (<https://tompkinscortland.emsicc.com/careers/rehabilitation-counselor>)
- **Social and Human Service Assistants** (<https://tompkinscortland.emsicc.com/careers/social-and-human-service-assistant>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc38>) | **Human Services Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc39>)

PROGRAM CHAIR



PATTY TVAROHA, MAAE

Associate Professor, Human Services

Patty Tvaroha is a proud alumna of Tompkins Cortland's Human Services program. After graduating from Tompkins Cortland in 1998, Patty transferred to SUNY Cortland to become the first student to complete the two plus two articulation agreement and earn a BS in Human Services.

Read more (</node/1348>)

TRANSFER OPTIONS

Recent transfer institutions include:

- Binghamton University
- SUNY College at Brockport
- SUNY College at Canton
- SUNY College at Cortland
- Elmira College
- Empire State College
- SUNY College at Fredonia

- Hunter College, City University of New York
- Ithaca College
- Keuka College
- Syracuse University
- Wells College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

HUMS105 - Introduction to Humans Services

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

HUMS200 - Generalist Social Work Practice Skills

HUMS229 - Applied Methods in Human Services

PSYC263 - Development Across the Lifespan

HUMS232 - Human Service Internship & Seminar

PROGRAM AT A GLANCE

HEGIS:	5501
A.A.S.:	61 credits
A.S.:	61 credits
Certificate:	<i>Human Services</i> 30 credits
Microcredential:	<i>Direct Support Professional*</i> 12 credits
Microcredential:	<i>Residential Aide*</i> 15 credits

ATTENDING TOMPKINS CORTLAND

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Estimated Cost (/admissions/tuition-and-fees)

Financial Aid (/admissions/financial-aid)

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Transfer Opportunities (/academics/transfer)

Visit Campus (/admissions/visit-campus)

OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Access to Independence of Cortland County, Inc. (<http://www.aticortland.org/>)

Catholic Charities (<http://www.ccocc.org>)

Catholic Charities of Tompkins/Tioga (<http://catholiccharitiestt.org/>)

Unity House (<http://www.unityhouse.com/>)

YWCA (Cortland) (<http://www.cortlandywca.org/>)

Greater Ithaca Activities Center - City of Ithaca (<http://www.cityofithaca.org/327/Greater-Ithaca-Activities-Center>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

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The State University of New York (<http://www.suny.edu/>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Human Services, A.A.S.

Fall 2022

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
Total Credits		15			

SPRING

ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3	C		
Restricted Human Services Elective ²		3	C		
MATH Elective ³		3			
POSC Elective		3			
Total Credits		15			

SECOND YEAR

FALL

ENGL 201 OR ENGL 204 OR ENGL 210 ⁴	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
HUMS 229	Applied Methods in Human Services	3	C		
Restricted SOCI Elective ⁵		3			
Restricted Human Services Elective ²		3	C		
Humanities Elective		3			
Total Credits		15			

SPRING

HUMS 232	Human Service Internship & Seminar	4	C		
Restricted Human Services Elective ²		3			
PSYC Elective		3			
Science Elective		3			
Unrestricted Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 61

A "C" or better grade is required in ENGL 100; HUMS 105, 200, 229, and 232.

¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² Restricted Human Services Elective: Choose a HUMS course or ANTH 202, CDSC 101, CDSC 103, CRJU 105, HLTH 207, HLTH 208, POSC 112, OR SOCI 203.

³ MATH Elective: Students who intend to transfer into a Social Work program should choose MATH 200.

⁴ ENGL 201 is recommended.

⁵ Restricted SOCI Elective: Choose any 200-level SOCI course. The course should be selected in consultation with the student's advisor.

Notes:

Human Services, A. S.			Fall 2022		
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy OR <input type="checkbox"/> MATH 120 - College Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ¹	3	C		
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
Total Credits		15			
SPRING					
ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3	C		
PSYC 263	Development Across the Lifespan	3			
POSC 103 OR POSC 104	American National Government OR American State & Local Governments	3			
Liberal Arts Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
BIOL 100	Human Biology	3			
ENGL102	Approaches to Literature	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
Liberal Arts Elective		3			
Restricted Elective ²		3			
Total Credits		15			
SPRING					
HUMS 232	Human Services Internship & Seminar	4	C		
ENGL 201 OR ENGL 204 OR ENGL 210 ⁵	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
MATH 200	Statistics	3			
Human Services Elective ³		3			
Restricted SUNY GEN ED Elective ⁴		3			
Total Credits		16			
Minimum Credits Required for Graduation: 61					
A "C" or better grade is required in ENGL 100; HUMS 105, 200, and 232.					
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
² Restricted Elective: PSYC 209, Abnormal Psychology OR a 200-level SOCI course, to be selected in consultation with the student's advisor.					
³ Human Services Elective: HUMS course or ANTH 202, CDSC 101, CDSC 103, CRJU 105, HLTH 207, HLTH 208, POSC 112, or SOCI 203. HUMS 114 or HUMS 128 is recommended.					
⁴ Restricted SUNY GEN ED Elective: Select a course that satisfies one of the following SUNY GEN ED areas: 5) Western Civilization, 6) Other World Civilizations, 8) The Arts, or 9) Foreign Language. The course should be selected in consultation with the student's advisor.					
⁵ ENGL 201 is recommended.					
NOTES:					

Human Services Certificate				Fall 2022	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
First Semester					
ENGL 100	Academic Writing I ¹	3	C		
HUMS 104 OR HUMS 125	Introduction to Corrections OR Intro. to Early Childhood Education	3			
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
		Total 15			
Second Semester					
ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3			
PSYC 201 OR PSYC 205	Social Psychology OR Developmental Psychology: The Child	3			
Restricted Human Services Elective ²		3			
POSC Elective		3			
		Total 15			
Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Choose from ANTH 202, CDSC 101, CRJU 105, HUMS 104, HUMS 111, HUMS 114, HUMS 125, HUMS 128, HUMS 206, HUMS 212, HUMS 225, POSC 112, or SOCI 203.					
NOTES:					

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[DEGREE REQUIREMENTS](#)

INTERNATIONAL BUSINESS

As American businesses operate in an increasingly complex and competitive global economy, demand increases for graduates who are knowledgeable in the field of international business. Our international business degree program objectives are to help you understand the importance of international business to the U.S. economy, the differences in the economic systems that exist in the global economy, the economic, cultural, and business complexities of international marketing and sales, and the principles and requirements of exporting.

Designed to provide a strong academic background for transfer to a four-year college or university, this program combines specialized courses in international business with courses in the humanities, social sciences, science, mathematics, and traditional business courses.

CAREERS ON CAREER COACH

Although the program is designed as a transfer program, students may pursue employment in the field upon completion of the degree. Potential employment opportunities would include entry-level positions with firms that conduct business in the global marketplace.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Business Teachers** (<https://tompkinscortland.emsicc.com/careers/business-teacher-postsecondary>)
- **General and Operations Managers** (<https://tompkinscortland.emsicc.com/careers/general-and-operations-manager>)
- **Chief Executives** (<https://tompkinscortland.emsicc.com/careers/chief-executive>)

- **Economists** (<https://tompkinscortland.emsicc.com/careers/economist>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc40>)

PROGRAM CHAIR



KEVIN HAVERLOCK

Professor, Business

Read more (/node/81/)

TRANSFER OPTIONS

The international business degree program is primarily for graduates planning to transfer to a four-year institution. Transfer options include programs at:

- SUNY College at Cortland
- Ithaca College
- SUNY College at Plattsburgh
- SUNY College at Brockport
- SUNY New Paltz
- SUNY College at Oswego

HIGHLIGHTED COURSES

BUAD111 - International Business

ECON120 - Principles of Microeconomics

GEOG120 - World Regional Geography

BUAD201 - Business Law I

BUAD203 - Business Communications

BUAD217 - Fundamentals of Exporting

ECON121 - Principles of Macroeconomics

BUAD215 - International Marketing

PROGRAM AT A GLANCE

HEGIS:	5001
A.S.:	62 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)

607.844.6580

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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The State University of New York (<http://www.suny.edu/>)

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Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra **OR**
- MATH 098 – Quantitative Mathematics
- MATH 120 - College Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ECON 120	Principles of Microeconomics	3			
ENGL 100	Academic Writing I ¹	3	C		
PSYC 103 OR SOCI 101	Intro to Psychology OR Intro to Sociology	3			

Total Credits 13

SPRING

ACCT 102	Principles of Accounting II	4			
BUAD 111	International Business	3			
BUAD 204	Principles of Marketing	3			
ENGL 101	Academic Writing II	3			
GEOG 120	World Regional Geography	3			

Total Credits 16

SECOND YEAR

FALL

BUAD 201	Business Law I	3			
BUAD 203	Business Communications	3			
BUAD 217	Fundamentals of Exporting	3			
ECON 121	Principles of Macroeconomics	3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Restricted Elective ²		3			

Total Credits 18

SPRING

BUAD 215	International Marketing	3			
ENGL 201	Public Speaking	3			
MATH 200	Statistics	3			
SUNY GEN ED Restricted Elective ²		3			
SUNY GEN ED Humanities Elective		3			

Total Credits 15

Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Select courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

NOTES:

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[DEGREE REQUIREMENTS](#)

INTERNATIONAL STUDIES

Explore your role in the world's interconnected cultures and nations. The College's international studies program provides a strong foundation in cultural, historical, political, and economic perspectives, preparing students for work and transfer.

STUDY ABROAD FOR FIRST-PERSON LEARNING

All students in the program will immerse themselves fully in a culture via a study abroad course of their choice led by expert faculty. Recent trips have included Colombia, Ecuador, Ireland, Guatemala, Italy, Nicaragua, and Spain.

Note: Some funding and financial aid may be available for study abroad courses. Alternative domestic cultural immersion options will be provided for those students unable to travel internationally.

Most careers require a bachelor's degree, and opportunities include international aid and relief work, NGOs (non-governmental organizations), sustainable community development, international public policy, U.N. agencies, international business, and peace and mediation work.

CAREERS ON CAREER COACH

Most careers require a bachelor's degree, and opportunities include international aid and relief work, NGOs (non-governmental organizations), sustainable community development, international public policy, U.N. agencies, international business, and peace and mediation work.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Social and Community Service Managers** (<https://tompkinscortland.emsicc.com/careers/social-and-community-service-manager>)
- **Investment Fund Managers** (<https://tompkinscortland.emsicc.com/careers/investment-fund-manager>)
- **Area, Ethnic, and Cultural Studies Teachers** (<https://tompkinscortland.emsicc.com/careers/area-ethnic-and-cultural-studies-teacher-postsecondary>)
- **Compliance Managers** (<https://tompkinscortland.emsicc.com/careers/compliance-manager>)
- **Training and Development Specialists** (<https://tompkinscortland.emsicc.com/careers/training-and-development-specialist>)
- **Social and Human Service Assistants** (<https://tompkinscortland.emsicc.com/careers/social-and-human-service-assistant>)
- **Regulatory Affairs Managers** (<https://tompkinscortland.emsicc.com/careers/regulatory-affairs-manager>)
- **Security Managers** (<https://tompkinscortland.emsicc.com/careers/security-manager>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc41>)

PROGRAM CHAIR

*TBD: Contact the Provosts Office at provost@tompkinscortland.edu (<mailto:provost@tompkinscortland.edu>) with any questions related to this area.

TRANSFER OPTIONS

Transfer opportunities exist for graduates of the program to transfer with full junior status placement at SUNY Cortland, SUNY Oswego, Wells College, and Ithaca College. Tompkins Cortland Community College students also frequently transfer to schools such as Cornell University, Rochester Institute of Technology, Binghamton University, SUNY New Paltz, SUNY Delhi, Keuka College, and more.

HIGHLIGHTED COURSES

SOCI101 - Introduction to Sociology

HSTY111 - World History Since 1500

GEOG120 - World Regional Geography

CHIN101 - Foreign Language Sequence (choose any language)

CHIN102 - Foreign Language Sequence (choose any language)

ANTH202 - Cultural Anthropology

ANTH220 - Development Anthropology in a Globalizing World

POSC225 - Comparative Politics

ANTH260 - Study Abroad Experience (choose one)

PROGRAM AT A GLANCE

A.S.:

60 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

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607.844.6580

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Student's Name:

Advisor's Name:

Student may need to take the following courses	<input type="checkbox"/> ENGL 049 OR	Accelerated Writing Skills for ENGL 100
	<input type="checkbox"/> ENGL 098	
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. Communication						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 210	Intercultural Communication	3				
Total Credits		9				
B. SUNY GEN ED World Language Sequence (must complete in one language only)²						
FREN 101 and FREN 102 OR SPAN 101 and SPAN 102 OR two-course SUNY GEN ED World Language sequence		6				
Total Credits		6				
C. Mathematics & Science						
SUNY GEN ED Math Elective ³		3				
Restricted SUNY GEN ED Natural Sciences Elective- ⁴		3				
Total Credits		6				
D. Social Sciences						
ANTH 202	Cultural Anthropology	3				
ANTH/SOCI 220	Development Anthropology in a Globalizing World	3				
ANTH 201 OR ECON 121 OR GEOG 120	Introduction to Anthropology OR Principles of Macroeconomics OR World Regional Geography	3				
HSTY 111	World History Since 1500	3				
ECON 120 OR POSC 225	Principles of Microeconomics OR Comparative Politics	3				
SOCI 101	Introduction to Sociology	3				
PSYC 103	Introduction to Psychology	3				
Total Credits		21				
E. Study Away Experience⁵						
ANTH 270, BIOL 116, ENGL 250, HRMG 220, HSTY 230, HSTY 260, POSC 230, OR POSC 260		3				
Total Credits		3				
F. SUNY GEN ED Restricted Elective						
Select a course from SUNY GEN ED areas: 4--US History & Civic Engagement, 7-Humanities, or 8-The Arts		3				
Total Credits		3				
G. Sustainability						
ANTH/ENVS 295, ENVS 102, ENVS 105, OR ENVS/POSC 107		3				
Total Credits		3				
H. Unrestricted Electives⁶						
Elective		3				
Elective		3				
Elective		3				
Total Credits		9				

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. This course should be selected in consultation with the student's advisor.

² SUNY GEN ED World Language Sequence: Students who have taken a two-course sequence in a foreign language not offered at TC3 may meet this requirement via a transferred sequence. ASL (American Sign Language) is not accepted as a foreign language in this program.

³ SUNY GEN ED Math Elective: Course is to be selected in consultation with the student's advisor and in consideration of the math requirements at the student's intended transfer institution. MATH 120, 138, 200, or 201 is recommended.

⁴ Restricted SUNY GEN ED Natural Sciences Elective: Select from: BIOL 102, BIOL 105, ENVS 101, GEOL 101, **OR** METR 101.

⁵ Study Away Experience: To be selected in consultation with advisor. A study away experience is **required** of all students. Only under special circumstances, will a student be allowed to complete an alternative cross-cultural experience. Scholarships and other funding opportunities should help avoid excessive financial burden.

⁶ Unrestricted Electives: To be selected in consultation with the student's advisor. Recommended courses: BUAD 111; ENGL 233; HSTY 110; HSTY 215; RECR/SOCE 150; PSYC 103; any World Language Elective; **OR** any Study Away Elective.

Academics (/academics)

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Liberal Arts and Sciences: Teacher Education Transfer

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

[STUDENT SHOWCASE](#)

LIBERAL ARTS AND SCIENCES: TEACHER EDUCATION TRANSFER

Adolescence Education (Teacher Education Transfer)

Childhood Education (Teacher Education Transfer)

Early Childhood Education (Teacher Education Transfer)

Tompkins Cortland Community College offers three degree options to prepare you for a career as a teacher. The adolescence education degree prepares you to teach seventh through 12th grade. The childhood education degree prepares you to teach first through sixth grade. The early childhood education degree prepares you to teach children from birth through second grade. All three programs are designed for transfer to a bachelor's degree program in education.

Course work focuses on general education, teacher preparation, and a major field of study. The curriculum includes the first two years of course work to fulfill the New York State Education Department's teacher certification requirements.

CAREERS ON CAREER COACH

These programs provide the first two years of education needed to become a teacher. There is high demand for qualified teachers in all parts of the country. The demand in our region is especially acute for middle school and high school teachers in math and science.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Career/Technical Education Teachers \(https://tompkinscortland.emsicc.com/careers/career-technical-education-teacher-middle-school\)](https://tompkinscortland.emsicc.com/careers/career-technical-education-teacher-middle-school)

- **Elementary School Teachers** (<https://tompkinscortland.emsicc.com/careers/elementary-school-teacher-except-special-education>)

Explore more career options: **A.S. Adolescence Education** (<https://tompkinscortland.emsicc.com/program-code/tc4>) | **A.S. Childhood Education** (<https://tompkinscortland.emsicc.com/program-code/tc14>) | **A.S. Early Childhood Education** (<https://tompkinscortland.emsicc.com/program-code/tc31>)

PROGRAM CHAIR

EARLY CHILDHOOD



ANNA REGULA

Professor, Reading

[Read more \(/node/132\)](#)

ELEMENTARY, ADOLESCENT

*TBD: Contact the Provosts Office at provost@tompkinscortland.edu (<mailto:provost@tompkinscortland.edu>) with any questions related to this area.

TRANSFER OPTIONS

You will be prepared to transfer as a junior to most colleges and universities that are part of the State University of New York. Most of these institutions have adopted the same template of course requirements for a degree in education. That means, if you do well academically, you will be prepared to transfer with full junior status to teacher education programs at a SUNY institution. The curriculum also will transfer to most private colleges that offer degrees in education.

These degree programs are part of the SUNY teacher education transfer initiative. The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY associate degree-granting institutions (ADGIs) and those SUNY baccalaureate campuses with teacher education programs, consistent with the initiative, A New Vision in Teacher Education.

The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model A.A. or A.S. curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in childhood or early childhood education or in adolescence education:

ADDITIONAL TRANSFER OPTIONS

General Education Core

Complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);

Major or Concentration

At present the TETT project web site covers coursework in seven majors/concentrations - biology, chemistry, earth science, English, history/social studies, mathematics, physics (12-18 credit hours); and

Professional Component

One psychology course (Child or Adolescent) and Foundations of Education (six credit hours). When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution.

HIGHLIGHTED COURSES

EDUC201 - Introduction to Education

EDUC295 - Foundations of Education

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

BIOL125 - Biology and Earth Science for Teachers

MATH113 - Math for Elementary School Teachers I

MATH115 - Math for Elementary Teachers II

PSYC205 - Developmental Psychology: The Child

PROGRAM AT A GLANCE

HEGIS:	5608
A.S.:	<i>Adolescence Education Area</i> 60 credits
A.S.:	<i>Childhood Education Area</i> 61 credits
A.S.:	<i>Early Childhood Education Area</i> 61 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Greater Ithaca Activities Center - City of Ithaca (Early Childhood) (<http://www.cityofithaca.org/327/Greater-Ithaca-Activities-Center>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE**admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)**

607.844.6580

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The State University
of New York (<http://www.suny.edu/>)

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Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> MATH 090 - Pre-Algebra			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy			
		<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ¹	3	C		
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Mathematics Elective - MATH 120 or higher		3			
Total Credits		15			
SPRING					
ENGL101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
PSYC 207	Developmental Psychology: The Adolescent	3			
SUNY GEN ED Other World Civilizations Elective		3			
SUNY GEN ED The Arts Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
EDUC 201	Introduction to Education	3			
ENGL 102	Approaches to Literature	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Foreign Language Sequence Elective		3			
SUNY GEN ED Natural Sciences Elective		3			
Total Credits		15			
SPRING					
EDUC 295	Foundations of Education	3			
Foreign Language Sequence Elective		3			
Liberal Arts and Sciences Concentration Elective ²		3			
Liberal Arts and Sciences Concentration Elective ²		3			
Liberal Arts and Sciences Concentration Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of the degree.					
Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution.					
² Teacher Education majors must complete a concentration in a Liberal Arts and Sciences discipline. Concentration courses should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.					
NOTES:					

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
- ENGL098 – Accelerated Writing Skills for ENGL100

RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra
- MATH 098 - Quantitative Literacy

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Liberal Arts & Sciences OR ECHD Electives ²		3			
Total Credits		15			

SPRING

ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Developmental Psychology: The Child	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
SUNY GEN ED Other World Civilizations Elective		3			
Total Credits		15			

SECOND YEAR

FALL

EDUC 201	Introduction to Education	3			
ENGL 102	Approaches to Literature	3			
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
Foreign Language Sequence Elective		3			
Liberal Arts & Sciences OR ECHD Elective ²		3			
Total Credits		15			

SPRING

BIOL/GEOL125	Biology & Earth Science for Teachers	4			
EDUC 295	Foundations of Education	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Foreign Language Sequence Elective		3			
ENGL 220 Literature for Children OR SUNY GEN ED The Arts Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution. An ECHD course is recommended.

² Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

NOTES:

Teacher Education Transfer

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ECHD 125	Introduction to Early Childhood Education	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

Total Credits **15**

SPRING

ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Developmental Psychology: The Child	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
Liberal Arts & Sciences OR ECHD Elective ²		3			

Total Credits **15**

SECOND YEAR

FALL

ENGL 102	Approaches to Literature	3			
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
Foreign Language Sequence Elective		3			
Liberal Arts & Sciences OR ECHD Elective ²		3			
SUNY GEN ED Other World Civilizations Elective		3			

Total Credits **15**

SPRING

BIOL/GEOL 125	Biology & Earth Science for Teachers	4			
EDUC 295	Foundations of Education	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
ENGL 220	Literature for Children	3			
Foreign Language Sequence Elective		3			

Total Credits **16**

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of the degree.

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor and in accordance with degree requirements at the intended transfer institution. An ECHD course is recommended

² Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

NOTES:

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EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

LIBERAL ARTS AND SCIENCES: GENERAL STUDIES

This program is designed for students who intend to pursue a bachelor's degree, but are unsure about their career and transfer plans. As such, the program aims to develop students' college-level communication and critical-thinking skills, present a broad understanding of the liberal arts and sciences to heighten global awareness, provide opportunities for the student to develop creative capacities, and to allow for the exploration of education and career options.

CAREERS ON CAREER COACH

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Speech-Language Pathologists** (<https://tompkinscortland.emsicc.com/careers/speech-language-pathologist>)
- **Librarians** (<https://tompkinscortland.emsicc.com/careers/librarian>)
- **Special Education Teachers** (<https://tompkinscortland.emsicc.com/careers/special-education-teacher-kindergarten-and-elementary-school>)
- **Interior Designers** (<https://tompkinscortland.emsicc.com/careers/interior-designer>)
- **Special Education Teachers** (<https://tompkinscortland.emsicc.com/careers/special-education-teacher-secondary-school>)
- **Musicians** (<https://tompkinscortland.emsicc.com/careers/musician-instrumental>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc42>) | **Liberal Arts and Sciences: General Studies Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc43>)

PROGRAM CHAIR



JEANNE CAMERON, PH.D.

Professor, Sociology

Jeanne Cameron received her Ph.D. in Sociology from Binghamton University. She teaches Introduction to Sociology, Self and World, Foundations of Education, HBO's *The Wire*, the Social Science Capstone Seminar, Race and Ethnicity, and Creative Nonfiction.

Read more (/node/9)

TRANSFER OPTIONS

Recent transfer institutions include:

- University at Albany
- Buffalo State College
- Alfred University
- Arnot-Ogden Medical Center, School of Radiologic Technology
- Binghamton University
- Canisius College
- SUNY College at Canton
- Cazenovia College
- Cornell University
- SUNY College at Cortland
- Empire State College
- SUNY College at Fredonia
- Hobart and William Smith Colleges
- Ithaca College
- Mansfield University
- SUNY College at Cobleskill
- SUNY College at Geneseo
- SUNY College at Oneonta
- SUNY College at Oswego

- SUNY College at Plattsburgh
- Portland State University
- Syracuse University
- University of Utah
- Wells College
- Western Kentucky University

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

ENGL201 - Fundamentals of Speech OR Interpersonal Communication

HSTY101 - SUNY GEN ED History Elective

ENGL102 - Approaches to Literature

MATH120 - SUNY GEN ED Math Elective

ENVS101 - SUNY GEN ED Natural Sci Lab Elective

PSYC103 - Intro to Psychology OR Sociology

ANTH202 - SUNY GEN ED Other World Civ Elective

PHIL101 - SUNY GEN ED Liberal Arts Elective

PROGRAM AT A GLANCE

HEGIS:	5649
A.S.:	60 credits
Certificate:	<i>General Studies</i> 30 credits

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)

607.844.6580

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The State University of New York (<http://www.suny.edu/>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Liberal Arts and Sciences - General Studies, A.S. Fall 2022

Student's Name: _____ Advisor's Name: _____

Student may need to take the following courses:	<input type="checkbox"/> ENGL 049 OR <input type="checkbox"/> ENGL 098 Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading & Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy
--	---	---

Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. Communication						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
Total Credits		9				
B. History						
SUNY GEN ED Restricted History Elective ²		3				
Total Credits		3				
C. Humanities						
ENGL 102	Approaches to Literature	3				
SUNY GEN ED Restricted Humanities Elective ³		3				
Total Credits		6				
D. Mathematics and Science						
SUNY GEN ED Mathematics Elective		3				
SUNY GEN ED Natural Sciences Lab Elective		3				
MATH OR Science Elective		3				
Total Credits		9				
E. Social Sciences						
PSYC 103 OR SOC 101	Intro to Psychology OR Intro to Sociology	3				
SUNY GEN ED Other World Civilizations Elective		3				
Total Credits		6				
F. Liberal Arts						
SUNY GEN ED Liberal Arts Elective		3				
Liberal Arts Elective		3				
Total Credits		6				
G. Seamless Transfer &/ or Unrestricted Electives ⁴						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		21				

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

NOTE: No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.

¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² SUNY GEN ED Restricted History Elective: Select from HSTY 101, 102, 201, or 202.

³ SUNY GEN ED Restricted Humanities Elective: Select from: 7-Humanities; 8-The Arts or 9-Foreign Language.

⁴ PSED 160, *Career Exploration*, is recommended for students who are undecided about their major/career path. Electives should be chosen in consultation with the student's advisor based on goals for transfer.

NOTES:

General Studies, Certificate	Fall 2022
-------------------------------------	------------------

Student's Name:	Advisor's Name:
------------------------	------------------------

Student may need to take the following courses ¹:	<input type="checkbox"/> ENGL 049 - Accelerated Reading and Writing Skills for ENGL 100 OR <input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> RDNG 116 - College Reading and Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
English Elective		3			
English Elective		3			
Humanities Elective		3			
Math/Science Elective		3			
Math/Science Elective		3			
Social Science Elective		3			
Social Science Elective		3			
Unrestricted Elective ²		3			
Unrestricted Elective ²		3			
Unrestricted Elective ²		3			

Minimum Credits Required for Graduation: 30 A cumulative GPA of at least 2.0 is required for conferral of certificate.

Financial aid is not available to students in the General Studies Certificate program, but course work may be applied to the Liberal Arts and Sciences-General Studies A.S. degree program.

¹ While ENGL 100 and ENGL 101, Academic Writing I and II, are not specifically required, they may be prerequisites for one or more courses selected to fulfill elective requirements in the certificate.

² No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.

NOTES:

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Liberal Arts and Sciences: Humanities

A.A. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

LIBERAL ARTS AND SCIENCES: HUMANITIES

The liberal arts and sciences - humanities degree encourages you to explore a variety of disciplines including art, music, philosophy, literature, history, and foreign languages. Courses in these disciplines provide a strong foundation for further study and future employment.

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions in the humanities field.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Secondary School Teachers** (<https://tompkinscortland.emsicc.com/careers/secondary-school-teacher-except-special-and-career-technical-education>)
- **English Language and Literature Teachers** (<https://tompkinscortland.emsicc.com/careers/english-language-and-literature-teacher-postsecondary>)

Explore more career options: **A.A.** (<https://tompkinscortland.emsicc.com/program-code/tc44>)

PROGRAM CHAIR

***TBD:** Contact the Provosts Office at provost@tompkinscortland.edu (mailto:provost@tompkinscortland.edu) with any questions related to this area.

[Read more \(/node/79\)](#)

TRANSFER OPTIONS

Recent transfer institutions include:

- Binghamton University
- Cornell University
- SUNY College at Cortland
- SUNY College at Fredonia
- SUNY College at Geneseo
- SUNY College at Plattsburgh

HIGHLIGHTED COURSES

HSTY101 - Development of the Western Tradition I

SOCE205 - Organizational Behavior

CRJU217 - Ethics in Criminal Justice

SOCE258 - Creative Nonfiction Writing

ANTH202 - Cultural Anthropology

PSYC103 - Introduction to Psychology

PROGRAM AT A GLANCE

HEGIS:	5649
A.A.:	60 credits

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Liberal Arts and Sciences - Humanities, A.A.

Fall 2022

Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy				
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. English Courses						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 102	Approaches to Literature	3				
ENGL 201	Public Speaking	3				
Total Credits		12				
B. History Sequence (must complete series: 101 & 102 OR 201 & 202)						
HSTY 101 OR HSTY 201	Development of the Western Tradition I OR American History to 1877	3				
HSTY 102 OR HSTY 202	Development of the Western Tradition II OR American History since 1877	3				
Total Credits		6				
C. Foreign Language Sequence (must complete in one language only)						
ARAB 101, ASL 101, CHIN 101, FREN 101, FREN 201, GERM 101, ITAL 101, RUSN 101, SPAN 101, OR SPAN 201		3				
ARAB 102, ASL 102, CHIN 102, FREN 102, FREN 202, GERM 102, ITAL 102, RUSN 102, SPAN 102, OR SPAN 202		3				
Total Credits		6				
D. Humanities Electives ²						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		12				
E. Mathematics and Science Electives						
SUNY GEN ED Math Elective		3				
MATH OR Science Elective		3				
SUNY GEN ED Lab Science Elective		3				
Total Credits		9				
F. Social Sciences Electives						
SUNY GEN ED Other World Civilizations Elective		3				
SUNY GEN ED Social Sciences Elective		3				
Total Credits		6				
G. Unrestricted Electives ³						
Elective		3				
Elective		3				
Elective		3				
Total Credits		9				
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.						
¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.						
² A second foreign language, over and above the 6 credits required for category C, is acceptable and is strongly recommended for students planning to transfer to a SUNY Bachelor of Arts (B.A.) degree program.						
³ No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.						
NOTES:						

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EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

LIBERAL ARTS AND SCIENCES: MATH/SCIENCE

The liberal arts and sciences - math/science degree emphasizes the development of strong analytical skills and the background you need to excel in a changing technological world. A broad range of courses is available, including calculus, microbiology, human anatomy and physiology, physics, and computer programming. Recent graduates have transferred to a variety of colleges and universities and majored in Adolescence Education, Animal Science, Biochemistry, Chemistry, Computer Science, Environmental Studies, Mathematics, Nutrition Sciences, Physics, and Science Writing for the Public.

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions in the math and science fields.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Neurologists** (<https://tompkinscortland.emsicc.com/careers/neurologist>)
- **Veterinarians** (<https://tompkinscortland.emsicc.com/careers/veterinarian>)
- **Physician Assistants** (<https://tompkinscortland.emsicc.com/careers/physician-assistant>)
- **Radiologists** (<https://tompkinscortland.emsicc.com/careers/radiologist>)

- **Zoologists and Wildlife Biologists** (<https://tompkinscortland.emsicc.com/careers/zoologist-and-wildlife-biologist>)
- **Preventive Medicine Physicians** (<https://tompkinscortland.emsicc.com/careers/preventive-medicine-physician>)
- **Dermatologists** (<https://tompkinscortland.emsicc.com/careers/dermatologist>)

- **Physical Medicine and Rehabilitation Physicians (<https://tompkinscortland.emsicc.com/careers/physical-medicine-and-rehabilitation-physician>)**

Explore more career options: **A.S. (<https://tompkinscortland.emsicc.com/program-code/tc45>)**



MARY SHELDON

Professor, Mathematics

[Read more \(/node/140\)](#)

TRANSFER OPTIONS

Recent transfer institutions include:

- Binghamton University
- Canisius College
- Columbia University
- Cornell University
- SUNY College at Cortland
- SUNY College of Environmental Science and Forestry
- SUNY College at Geneseo
- Hobart and William Smith Colleges
- Ithaca College
- Rochester Institute of Technology
- Thomas Jefferson University
- Virginia Polytechnic Institute

HIGHLIGHTED COURSES

FSS138 - Freshman Seminar - Math/Science

MATH201 - Calculus I

CAPS121 - Introduction to Spreadsheets

CSCI160 - Math, Sci, or Computer Sci Electives (two 3-credit courses)

MATH202 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)

MATH203 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)

PHSC211 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)

PHSC212 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)

PROGRAM AT A GLANCE

HEGIS: 5649

A.S.: 62 credits

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NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Liberal Arts and Sciences – Math/Science, A.S.

Fall 2022

Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL 049 OR Accelerated Writing Skills for	<input type="checkbox"/> MATH 020 Skills & Support for College Algebra				
	<input type="checkbox"/> ENGL 098 ENGL100	<input type="checkbox"/> MATH 120 - College Algebra				
	<input type="checkbox"/> RDNG 116 - College Reading & Study Skills	<input type="checkbox"/> MATH 138 - Pre-Calculus				
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes
A. Required Courses						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
FSS Freshman Seminar ²		1				
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
HSTY 101, 102, 201, 202 OR 225 ³		3				
MATH 201	Calculus I ⁴	4				
Total Credits		17				
B. Two (2) Course Pairs (MUST include one 8-credit pair.) Select from two different disciplines:						
BIOL 101 and BIOL 102 OR BIOL 104 and BIOL 105		6				
CHEM 101 and CHEM 102 OR CHEM 107 and CHEM 108		8				
MATH 200 and MATH 202 OR MATH 202 and MATH 203		7				
PHSC 104 and PHSC 105 OR PHSC 211 and PHSC 212		8				
Total Credits		14				
C. Computer Applications						
CAPS 121	Introduction to Spreadsheets	1				
Total Credits		1				
D. Math, Science, or Computer Science Electives: Minimum 6 credits required. Credit can be awarded for only one course in each of the following pairs: BIOL 101/104, BIOL 102/105, CHEM 101/107, CHEM 102/108						
Elective		3				
Elective		3				
Total Credits		6				
E. SUNY GEN ED Electives						
SUNY GEN ED Humanities or Foreign Language Elective		3				
SUNY GEN ED Social Sciences Elective		3				
SUNY GEN ED Restricted Elective ⁵		3				
Total Credits		9				
F. Liberal Arts Elective						
Liberal Arts Elective		3				
Total Credits		3				
G. Unrestricted Electives ⁶						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		12				
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.						
Note: Credits in excess of the amounts in Category A through F may be applied to Category G only.						
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective to be selected in consultation with the student's advisor.						
² Freshman Seminar: Choose in consultation with student's advisor based on interests and availability. FSS 138 <i>Freshman Seminar for Math/Science</i> is preferred, but BIOT 101 <i>Introduction to Biotechnology</i> , FSS 140 <i>Applied Science and Technology</i> , or FSS 132 <i>Freshman Seminar - Environmental Studies</i> may be taken.						
³ HSTY 225 approved for satisfaction of SUNY GEN ED American History only if an 85 or higher score was earned on the New York State Regents U.S. History & Government Exam.						
⁴ MATH 201: Minimum C grade required to take MATH 202.						
⁵ Select a course from a SUNY GEN ED area not already satisfied by another program requirement to be chosen in consultation with the student's advisor.						
⁶ Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution. No more than three FITN credits may be used toward the Unrestricted Electives requirements.						
NOTES:						

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Liberal Arts and Sciences: Social Science

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

LIBERAL ARTS AND SCIENCES: SOCIAL SCIENCE

The Liberal Arts and Sciences - Social Science degree emphasizes courses that focus on the theory of social interaction and human behavior. Required course work includes history, psychology, sociology, English, and a capstone course. The capstone course is thematically based and taken during the last semester of study. It provides the opportunity to complete original research in the social sciences. This program is designed for transfer to four-year programs in social science and related fields.

Students intending to transfer to a four year psychology major should work closely with their advisor to ensure that appropriate courses are selected. The psychology faculty have developed specific recommendations for the social science capstone; social science electives (based on area of interest in psychology); math and science courses; and unrestricted electives requirements.

GRADUATES OF THE LIBERAL ARTS & SCIENCES – SOCIAL SCIENCE A.S. PROGRAM WILL:

- demonstrate appropriate and effective written and oral communication skills that reflect social science reasoning
- demonstrate the ability to locate, critically evaluate, and effectively use social scientific research
- demonstrate knowledge of social science research, methods, and theoretical principles
- articulate an understanding of how privilege and inequality are socially and historically constructed

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to positions in the humanities and social sciences.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Mental Health Counselors** (<https://tompkinscortland.emsicc.com/careers/mental-health-counselor>)
- **Social and Human Service Assistants** (<https://tompkinscortland.emsicc.com/careers/social-and-human-service-assistant>)
- **School Psychologists** (<https://tompkinscortland.emsicc.com/careers/school-psychologist>)
- **Political Science Teachers** (<https://tompkinscortland.emsicc.com/careers/political-science-teacher-postsecondary>)

- **Social and Community Service Managers** (<https://tompkinscortland.emsicc.com/careers/social-and-community-service-manager>)
- **Substance Abuse Social Workers** (<https://tompkinscortland.emsicc.com/careers/mental-health-and-substance-abuse-social-worker>)
- **Social Science Research Assistants** (<https://tompkinscortland.emsicc.com/careers/social-science-research-assistant>)
- **Child, Family, and School Social Workers** (<https://tompkinscortland.emsicc.com/careers/child-family-or-school-social-worker>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc46>)

PROGRAM CHAIR



TRAVIS VANDE BERG PH.D.

Professor, Sociology

[Read More \(/node/149\)](#)

TRANSFER OPTIONS

Recent graduates have transferred to many four-year institutions including:

- University at Albany
- Binghamton University
- Buffalo State College
- Cornell University
- SUNY College at Cortland
- Empire State College
- SUNY College at Geneseo
- Hobart and William Smith Colleges
- Hofstra University
- Ithaca College
- SUNY College at Oneonta
- SUNY College at Oswego
- SUNY College at Plattsburgh
- St. John's University

- Wells College

HIGHLIGHTED COURSES

SOCI101 - Introduction to Sociology

PSYC103 - Introduction to Psychology

ENGL201 - Fundamentals of Speech

ANTH202 - Cultural Anthropology

PSYC201 - Social Sciences Electives (three 3-credit courses)

MATH200 - MATH 120, 138, 200 OR 201

BIOL100 - SUNY GEN ED Lac Science Elective

SOCI290 - Social Science Capstone Course

PROGRAM AT A GLANCE

HEGIS: 5649

A.S.: 60 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading & Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes
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FIRST YEAR

FALL						
ENGL 100	Academic Writing I ¹	3	C			
MATH 109, 120, 138, 200, OR 201 ²		3				
SOCI 101	Introduction to Sociology	3				
Social Science Elective ³		3				
Unrestricted Elective ⁴		3				
Total Credits		15				

SPRING						
ENGL 101	Academic Writing II	3				
PSYC 103	Introduction to Psychology	3				
Social Science Elective ³		3				
SUNY GEN ED Lab Science Elective ⁵		3				
Unrestricted Elective		3				
Total Credits		15				

SECOND YEAR

FALL						
ANTH 202	Cultural Anthropology	3				
ENGL 102	Approaches to Literature	3				
MATH OR Science Elective		3				
SUNY GEN ED History Elective		3				
Unrestricted Elective ⁶		3				
Total Credits		15				

SPRING						
ANTH/SOCI/HSTY 290 OR PSYC 290 ⁷	Social Science Capstone Course	3	C			
ENGL 201 OR ENGL 204 OR ENGL 210 ⁸	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3				
Restricted SUNY GEN ED Elective ⁹		3				
Social Science Elective ³		3				
Unrestricted Elective		3				
Total Credits		15				

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for graduation.

- ¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective, which should be selected in consultation with the student's advisor.
- ² MATH Elective: Select in consultation with the student's advisor, in accord with the student's transfer plans.
- ³ Social Science Electives: Select in consultation with the student's advisor. Place students in program courses as soon as possible.
- ⁴ Unrestricted Electives: Select in consultation with the student's advisor. No more than 3 FITN credits may be used.
- ⁵ Students with an interest in transferring for psychology should take two sequential biology courses. The recommended sequence is BIOL 102 & BIOL 101, in that order, but the appropriate courses should be selected in consultation with the student's advisor.
- ⁶ Students are encouraged to use their third and fourth semester Unrestricted Electives to take a two-semester language series.
- ⁷ Students with an interest in transferring for psychology should take PSYC 290. All other students should take ANTH/SOCI/HSTY 290.
- ⁸ Oral Communication Course: Select in consultation with the student's academic advisor, in accord with the student's transfer plans.
- ⁹ Restricted SUNY GEN ED Elective: Select from 4 – American History OR 5 – Western Civilization. (HSTY 225 & 233 satisfy the SUNY GEN ED American History area only if a student has received an 85 or higher score on the NYS Regents US History & Government Exam.)

NOTES:

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Liberal Arts and Sciences: Women and Gender Studies

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

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LIBERAL ARTS AND SCIENCES: WOMEN AND GENDER STUDIES

Women and Gender Studies is an exciting program that analyzes how the social construction of gender shapes the lives of women and men. It is an interdisciplinary program that examines historical and contemporary issues through the lens of gender, while emphasizing race/ethnicity, class, and sexual identity as categories of analysis. Gendered perceptions of women and men in media, arts and sciences, health fields, and literature are examined. Internships designed to provide students with first-hand experience in public and private agencies and organizations are available.

CAREERS ON CAREER COACH

While most Women and Gender Studies graduates continue to further their education upon leaving Tompkins Cortland Community College, there are a number of public agencies and private businesses in the community interested in employing students with this degree. Entry-level positions, as well as long-term careers exist in the fields of counseling, social work, education, health care, government bureaus, nonprofit organizations, and private enterprise.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Secondary School Teachers (<https://tompkinscortland.emsicc.com/careers/secondary-school-teacher-except-special-and-career-technical-education>)**
- **English Language and Literature Teachers (<https://tompkinscortland.emsicc.com/careers/english-language-and-literature-teacher-postsecondary>)**

Explore more career options: **A.S. (<https://tompkinscortland.emsicc.com/program-code/tc47>)**

PROGRAM CHAIR

***TBD:** Contact the Provosts Office at provost@tompkinscortland.edu (mailto:provost@tompkinscortland.edu) with any questions related to this area.

TRANSFER OPTIONS

Women and Gender Studies graduates may consider further study in women's studies, men's studies, women's history, and gender or sexuality studies.

Colleges and universities that offer baccalaureate programs include:

- Binghamton University
- Buffalo State College
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- SUNY College at Geneseo
- SUNY New Paltz
- SUNY College at Oswego
- SUNY College at Plattsburgh
- SUNY College at Purchase
- Stony Brook University
- Wells College

HIGHLIGHTED COURSES

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

WGST100 - Perspectives on Women

WGST200 - Images of Women

WGST233 - Women in U.S. History

WGST120 - Women and Health Care

WGST125 - Women and Work

PHIL201 - Contemporary Moral Issues

PROGRAM AT A GLANCE

HEGIS: 5649

A.S.: 60 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Women's Opportunity Center (Ithaca) (<http://womensopportunity.org/>)

Workforce New York (Cortland and Ithaca) (<http://tompkinscountyny.gov/wfny>)

YWCA (Cortland) (<http://www.cortlandywca.org/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

607.844.6580

A PART OF SUNY

Tompkins Cortland Community College

The College is member of The State University of New York (SUNY) (<http://www.suny.edu/>) system and provides many opportunities for transfer to SUNY 4-year schools and university centers.



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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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[\(/node/367\)](#)

The State University of New York (<http://www.suny.edu/>)

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Liberal Arts and Sciences - Women and Gender Studies, A.S.
(Gender and Sexuality Studies)

Fall 2022

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL 049/100 - Accelerated Reading & Writing Skills for ENGL100/Academic Writing OR	
	<input type="checkbox"/> ENGL 098/100 - Accelerated Writing Skills/Academic Writing I	
	<input type="checkbox"/> MATH 090 - Pre-Algebra	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> MATH 095 - Beginning Algebra OR	<input type="checkbox"/> Other:
	<input type="checkbox"/> MATH 098 - Quantitative Literacy	

Course Number	Course Title	Credits	Min. Grade	Grade Earned T – Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
SOCE 121	Introduction to Gender and Sexuality Studies	3			
SUNY GEN ED Science Elective ²		3			
Total Credits		15			

SPRING

ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
ENGL 248	Contemporary Women Writers	3			
SOCI 203	Sociology of Race, Power, and Privilege	3			
SUNY GEN ED Mathematics Elective		3			
Total Credits		15			

SECOND YEAR

FALL

WGST 120	Women and Health Care	3			
SOCE 201	Human Sexuality	3			
SUNY GEN ED Other World Civilizations Elective ³		3			
SUNY GEN ED Restricted Elective ⁴		3			
Unrestricted Elective		3			
Total Credits		15			

SPRING

ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
HSTY 233	Women in U.S. History	3			
Unrestricted Elective (Social Science Capstone recommended) ⁵		3			
Liberal Arts Elective		3			
Unrestricted Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² A Lab Science recommended. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

³ ANTH 202 recommended.

⁴ SUNY GEN ED Restricted Elective: Choose from 7- Humanities or 8 - The Arts. ENGL 102 is recommended. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

⁵ Social Science Capstone: Choose from ANTH 290, HSTY 290, SOCI 290, or PSYC 290. The course should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.

NOTES:

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EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

New Media  (<https://www.facebook.com/groups/tc3newmedia>) Art Department

 (<https://www.twitter.com/arttc3>)  (<https://www.facebook.com/tc3art>)

 (<https://www.instagram.com/tc3art>)  (<https://tc3art.wordpress.com>)

NEW MEDIA

The New Media program is based on a liberal arts foundation of classes with an emphasis on developing knowledge and skills in the growing areas of animation and interactivity, which have become a greater part of our rapidly changing visual world.

The program complements and draws on the strengths of related associate degree programs in communication and media arts, graphic design, and photography. Program courses combine the creative and expressive elements of the fine arts with digital technologies. Course work includes drawing, photography, visual design, story development, digital video, Flash, 2D and 3D animation, along with other emerging technology.

Students make new media content for print and the web, CD-ROM, and DVD, along with a portfolio of work to facilitate employment or transfer to a four-year school.

Students are also encouraged to submit writing and art work to the **Kelab Art and Literary Journal** (<https://kelabmag.weebly.com>), a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

CAREERS ON CAREER COACH

As a graduate of the New Media program, you will be qualified for entry-level positions in interactive media design, web design/computer graphics, interface design, instructional design, digital photography, and entry-level animation and game production.

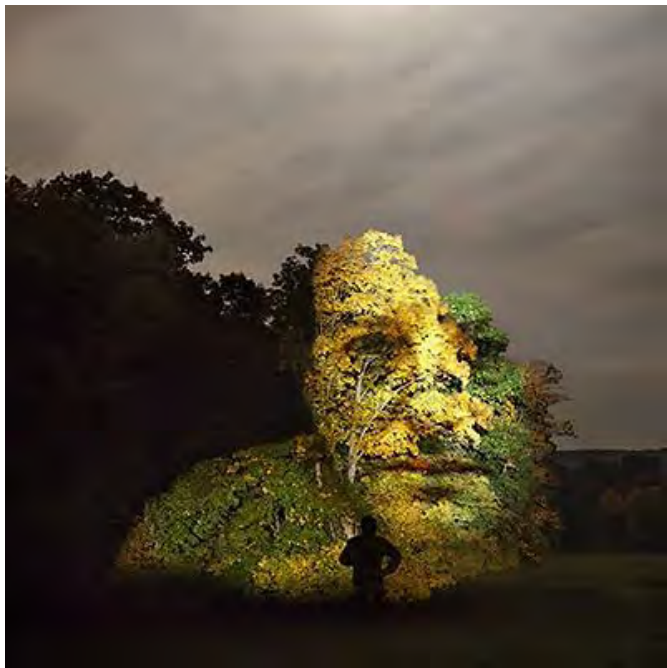
Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Computer Operators** (<https://tompkinscortland.emsicc.com/careers/computer-operator>)
- **Fine Artists** (<https://tompkinscortland.emsicc.com/careers/fine-artists-including-painter-sculptor-and-illustrator>)
- **Graphic Designer** (<https://tompkinscortland.emsicc.com/careers/graphic-designer>)

- **Web Developers** (<https://tompkinscortland.emsicc.com/careers/web-developer>)
- **Multimedia Artists and Animators** (<https://tompkinscortland.emsicc.com/careers/multimedia-artist-and-animato>)
- **Video Game Designers** (<https://tompkinscortland.emsicc.com/careers/video-game-designer>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc48>)

PROGRAM CHAIR



KEITH MILLMAN

Professor, New Media

I love my job. Learning in the Arts and New Media involves the constant innovation and improvisation of the moment. Learning is never finished, and I learn along with my students. I make experiments and mistakes and am inspired by my students. Problem solving is the most important skill students learn, and most class work is hands on so students are creating their learning.

[Read more \(/node/122\)](#)

TRANSFER OPTIONS

The curriculum provides a framework for you to transfer to a four-year program in the arts or the new media field. You will be prepared for a baccalaureate degree program in art with a concentration in fine art, new media and/or design. Transfer opportunities include programs at:

- Alfred University
- Alfred State
- Cornell University
- SUNY College at Cortland
- SUNY College at Fredonia
- SUNY College at Oneonta
- Rochester Institute of Technology
- The College of St. Rose
- Savannah College of Art and Design

HIGHLIGHTED COURSES

FSS137 - Freshman Seminar-New Media

ART117 - Design I for Electronic Media

ART213 - Dynamic Media I

ART214 - Dynamic Media II

COMM115 - Introduction to Digital Video

ART233 - Animation

ART254 - Advanced Media Design

ART261 - Portfolio Preparation-New Media

PROGRAM AT A GLANCE

HEGIS: 5012

A.S.: 62 credits

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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The State University of New York (<http://www.suny.edu/>)

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Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ART 111	Photography I	3			
ART 117	Design I for Electronic Media	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I ¹	3	C		
FSS 137	Freshman Seminar-New Media	1			
SUNY GEN ED Mathematics Elective		3			
Total Credits		16			
SPRING					
ART 212	Digital Photography	3			
ART 213	Dynamic Media I	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
ART 101	Art History: Ancient to Early Medieval	3			
ART 214	Dynamic Media II	3			
ART 233	Animation	3			
ART 261	Portfolio Preparation-New Media	1			
COMM 115	Introduction to Digital Video	3			
ENGL 201	Public Speaking	3			
Total Credits		16			
SPRING					
ART 102	History and Appreciation of Art II	3			
ART 254	Advanced Media Design	3			
ENGL 102	Approaches to Literature	3			
Liberal Arts Elective		3			
SUNY GEN ED Natural Sciences Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² SUNY GEN ED Natural Sciences Elective: A Lab science is recommended. The course should be chosen in consultation with the student's advisor based on the intended four-year transfer program.					
NOTES:					

Academics (/academics)

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NURSING

Nurses play vital roles at all levels of the health care system. They are caregivers, counselors, educators, and advocates who work with clients of all ages. Care is given in a variety of inpatient and community settings, and involves clients with chronic and acute health care needs. Nursing is a continually growing field that offers diverse opportunities and challenges.

The College's rigorous and highly-praised nursing program offers diverse clinical experiences in hospitals, long-term care facilities, and community settings. Courses in nursing and the liberal arts provide in-depth career preparation. **Scholarships (/node/684)** are available for students in the Nursing program. The most recent first-time NCLEX pass rate for the program is 92%. The completion rate within 150% of four semesters for the program is 80%, and our job placement rate within six months is 100%.

Clinical Experience

To prepare nursing students for the many diverse roles available to them, clinical opportunities in a variety of health care settings are integrated as part of each semester.

Internship

Students have the opportunity to participate in a nursing internship offered during the summer after the second semester of the nursing program, and during winter break after the third semester. The internship provides hands-on experience within the limits of students' current clinical knowledge. Students work directly under the supervision of an RN preceptor for a total of 100 or 150 hours and are also supported by a faculty mentor. Settings for internships have included acute inpatient units, same day surgery, community agencies, midwife/MD offices, mental health clinics, and hospice organizations.

CAREERS ON CAREER COACH

After passing the NCLEX-RN examination and obtaining an RN license, graduates are eligible for employment in hospitals, nursing homes, clinics, schools, industries, hospices, family planning agencies, doctor's offices, and a variety of other settings. Graduates have found employment in a variety of health care facilities throughout the U.S. Graduates are prepared to pursue baccalaureate and higher degrees in nursing and advanced practice roles.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Nursing Instructors and Teachers** (<https://tompkinscortland.emsicc.com/careers/nursing-instructor-and-teacher-postsecondary>)
- **Advanced Practice Psychiatric Nurses** (<https://tompkinscortland.emsicc.com/careers/advanced-practice-psychiatric-nurse>)
- **Medical and Health Services Managers** (<https://tompkinscortland.emsicc.com/careers/medical-and-health-services-manager>)
- **Acute Care Nurses** (<https://tompkinscortland.emsicc.com/careers/acute-care-nurse>)

- **Clinical Nurse Specialists** (<https://tompkinscortland.emsicc.com/careers/clinical-nurse-specialist>)
- **Nurse Practitioners** (<https://tompkinscortland.emsicc.com/careers/nurse-practitioner>)
- **Critical Care Nurses** (<https://tompkinscortland.emsicc.com/careers/critical-care-nurse>)
- **Registered Nurses** (<https://tompkinscortland.emsicc.com/careers/registered-nurse>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc49>)

PROGRAM CHAIR



KIM SHARPE, MS, RN, CHPN

Professor, Nursing

[Read more \(/node/139\)](#)

TRANSFER OPTIONS

We encourage our nursing graduates to continue their education. Recent transfer institutions include:

- Binghamton University
- Elmira College
- Empire State College
- SUNY Delhi
- Keuka College
- Utica College
- SUNY Upstate Medical University
- Le Moyne College

ACCREDITATION

The Tompkins Cortland's **nursing degree program** is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

404.975.5000

www.acenursing.org (<http://www.acenursing.org>)

NY State Education Department

Office of the Professions

Division of Professional Licensing Services

Nurse Unit

89 Washington Ave

Albany, NY 12234-1000

518.474.3817

HESC code: 006788

HIGHLIGHTED COURSES

NURS110 - Fundamentals of Nursing

BIOL131 - Principles of Human Anatomy & Physiology I

NURS120 - Critical Thinking in Medical and Surgical Nursing

BIOL132 - Principles of Human Anatomy & Physiology II

NURS208 - The Art and Science of Nursing Across the Lifespan

NURS241 - Pharmacology for Nurses & Allied Health Professionals

BIOL112 - Essentials of Medical Microbiology

NURS225 - Professional Practice and Complex Nursing Care

PROGRAM AT A GLANCE

HEGIS: 5012

A.A.S.: 65 credits

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OUR STUDENTS AND ALUMNI



HILINA TIBA

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Bassett Healthcare Network (<http://www.bassett.org/>)

Cayuga Ridge Extended Care (<http://cayugaridge.org/>)

Cortland Regional Medical Center (<http://www.cortlandregional.org/>)

Groton Community Health Care Center, Inc. (<http://www.grotonhealth.org/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE**admissions@tompkinscortland.edu (mailto:admissions@tompkinscortland.edu)**

607.844.6580

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Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

📍 Campus/extension centers locations

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Nursing, A.A.S.		Fall 2022			
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> BIOL 101 and CHEM 101, OR	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> BIOL 104 <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I				
Course ID	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BIOL 131 OR BIOL 201	Principles of Human Anatomy & Physiology I OR Human Anatomy & Physiology I	4	C		
ENGL 101	Academic Writing II ¹	3	C		
NURS 110	Fundamentals of Nursing	7	C		
PSYC 103 ¹	Introduction to Psychology	3	C		
Total Credits		17			
SPRING					
BIOL 132 OR BIOL 202	Principles of Human Anatomy & Physiology II OR Human Anatomy & Physiology II	4	C		
NURS 120	Critical Thinking in Medical Surgical Nursing	9	C		
SOCI 101 ¹	Introduction to Sociology	3	C		
Total Credits		16			
SECOND YEAR					
FALL					
NURS 208	The Art and Science of Nursing Across the Lifespan	10	C		
NURS 241	Pharmacology for Nurses & Allied Health Professionals	3	C		
MATH Elective ²		3	C		
Total Credits		16			
SPRING					
BIOL 112 OR BIOL 216	Essentials of Medical Microbiology OR General Microbiology	3	C		
NURS 225	Professional Practice and Complex Nursing Care	10	C		
Restricted Humanities Elective ³		3	C		
Total Credits		16			
Minimum Credits Required for Graduation: 65 A cumulative GPA of at least 2.0 is required for graduation.					
A minimum grade of "C" (75 percent) in theory and "S" (Satisfactory) in clinical in each nursing (NURS) course is required to earn a degree in Nursing.					
A "C" or better grade is required in all courses. All courses in the first two semesters must be completed before a student may take NURS 208 and NURS 225.					
ENGL 100, if required, must be completed with a "C" or better grade before the first semester.					
¹ A 200-level or higher course in the same discipline may be substituted without a waiver.					
² MATH 200 Statistics is recommended.					
³ Restricted Humanities Elective: Choose any 3-credit ENGL course [EXCEPT ENGL 100, ENGL 105, or ENGL 237] OR Foreign Language OR Philosophy.					
NOTES:					

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[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

PARALEGAL

A paralegal performs specifically delegated legal work for which a lawyer is required. This exciting and challenging occupation is among the fastest growing, and the U.S. Department of Labor tells us the trend will continue. Our paralegal program, which is offered exclusively online, provides the course work and experience to prepare you for employment as a paralegal or legal assistant. You will get a basic orientation and academic exposure to a variety of subjects, including legal research and drafting, civil litigation, real estate law, wills and estate planning, family law, and legal ethics. You will complete an internship in a law office. There are also elective courses in criminal law, evidence, bankruptcy, and constitutional law.

A two semester, 32-credit Paralegal Studies certificate program has been developed for students with baccalaureate degrees who would like to pursue a paralegal credential to enhance their employment and professional opportunities.

The degree may be completed in two or three semesters if you have prior college credits or a prior degree. Contact the program chair for more information.

ONLINE PROGRAM

The entire program can be completed online, and the paralegal courses are offered exclusively online. These courses are asynchronous so they do not require any specific meeting times. The program may be commenced in any semester.

CAREERS ON CAREER COACH

Paralegals work for attorneys, corporations, federal, state, and local governments' court systems, or community legal services. Specializations include real estate, criminal law, estate planning, family law, labor law, litigation, and corporate law. Related occupations include adjudicators, abstractors, patent agents, title examiners, escrow officers, government hearing officers, appeals

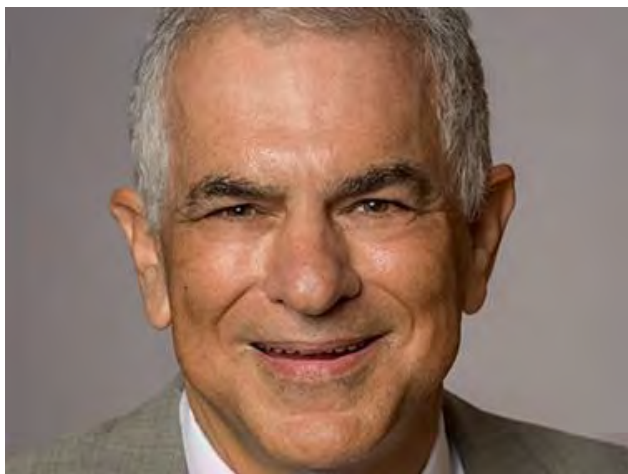
referees, contract checkers, and legal investigators.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Paralegals and Legal Assistants** (<https://tompkinscortland.emsicc.com/careers/paralegal-and-legal-assistant>)
- **Title Examiners, Abstractors, and Searchers** (<https://tompkinscortland.emsicc.com/careers/title-examiner-abstractor-and-searcher>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc50>) | **Post-Bachelor's Paralegal Studies Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc51>)

PROGRAM CHAIR



ROBERT SARACHAN

Professor, Paralegal

[Read more \(/node/134\)](#)

TRANSFER OPTIONS

Although the curriculum of this program is not designed primarily for transfer, many graduates have continued their education at four-year institutions. Graduates have successfully transferred to:

- Binghamton University
- SUNY College at Brockport
- SUNY College at Canton
- Cornell University
- SUNY College at Cortland
- Empire State College
- Hilbert College
- Syracuse University
- Utica College
- Wells College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

PARA101 - Introduction to Paralegalism

PARA130 - Legal Research and Drafting

PARA205 - Litigation/Civil Procedure

PARA210 - Real Estate/Property Law

PARA215 - Family Law/Domestic Relations

PARA220 - Wills, Trusts, Estate Planning

PARA230 - Paralegal Internship

PARA231 - Paralegal Seminar

PROGRAM AT A GLANCE

HEGIS:	5099
A.A.S.:	63 credits, 100% online
Certificate:	<i>Paralegal Studies</i> 32 credits, 100% online
Microcredential:	<i>Special Education Advocacy*</i> 12 credits

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[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI



REGANNE WHALEN

Major: Biology (/academics/programs/biology)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

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The State University of New York (<http://www.suny.edu/>)

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Paralegal, A.A.S.

Fall 2022

Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ACCT 101	Principles of Accounting I	4			
ECON 101 Introduction to Economics OR ECON 120 Principles of Microeconomics OR ECON 121 Principles of Macroeconomics		3			
ENGL 100	Academic Writing I ¹	3	C		
PARA 101	Introduction to Paralegalism	3	C		
PSYC 103	Introduction to Psychology	3			
Total Credits		16			
SPRING					
BUAD 201	Business Law I	3	C		
ENGL 101	Academic Writing II	3			
PARA 130	Legal Research and Drafting ²	3	C		
SOCI 101	Introduction to Sociology	3			
Science Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
ENGL 102 OR ENGL 103	Approaches to Literature OR Report Writing	3			
PARA 205	Litigation/Civil Procedure	3	C		
PARA 215	Family Law/Domestic Relations	3	C		
MATH Elective		3			
Unrestricted Elective ³		3			
Total Credits		15			
SPRING					
ENGL 204	Interpersonal Communication	3			
PARA 210	Real Estate/Property Law	3	C		
PARA 220	Wills, Trusts, Estate Planning	3	C		
PARA 230 ⁴	Paralegal Internship	3	C		
PARA 231	Paralegal Seminar	3	C		
Total Credits		15			
Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.					
A "C" or better grade is required in BUAD 201, ENGL 100, PARA 101, PARA 130, PARA 205, PARA 210, PARA 215, PARA 220, PARA 230 and PARA 231.					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² PARA 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.					
³ Unrestricted Elective: Students should select a course from a subject area in which they intend to seek employment. PARA 206, PARA 213, PARA 216, or PARA 225 can be taken to satisfy this requirement.					
⁴ A student with prior experience working under the supervision of a lawyer may apply to waive or obtain life experience credit for PARA 230. Information and forms are on the PAW (Paralegal Advising Webpage).					
Notes:					
1. Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester.					
2. Alternative program requirement plans are available for students intending to transfer, honors college students, and students with prior college credits or degrees.					
3. PARA 205 & PARA 215 are offered fall semesters only; PARA 210 & PARA 220 are offered spring semesters only.					

Paralegal Studies Certificate

Fall 2022

Student's Name:

Advisor's Name:

Baccalaureate Degree and Year:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
SEMESTER 1					
BUAD 201	Business Law I	3	C		
PARC 101	Introduction to Paralegalism	3	C		
PARC 130	Legal Research and Drafting ¹	3	C		
PARC 205	Litigation/Civil Procedure	3	C		
PARC 215	Family Law/Domestic Relations	3	C		
Total Credits		15			
SEMESTER 2					
PARC 210	Real Estate/Property Law	3	C		
PARC 220	Wills, Trusts, Estate Planning	3	C		
PARC 230	Paralegal Internship	3	C		
PARC 231	Paralegal Seminar	3	C		
PARA/PARC Elective ²		3	C		
PARA/PARC Elective ²		3	C		
Total Credits		18			

Minimum Credits Required for Graduation: 33 A cumulative GPA of at least 2.0 is required for conferral of certificate.

¹ PARC 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.

² PARA/PARC Electives: Students should select an elective course from a subject area in which they intend to seek employment or have a special interest. PARA 206, PARC 213, PARC 216, PARC 225, PARC 226, or BUAD 202 can be taken to satisfy these requirements. With program chair permission, a student can choose a relevant non-PARC class in place of a PARC elective. A waiver form must be submitted and approved to make a substitution.

Notes:

1. **To be admitted to this program, a student must have already earned a baccalaureate degree.**
2. For any credits waived, another course must be substituted, chosen with the approval of the program chair.
3. A "C" or better grade is required in all courses.
4. PARC 205 & PARC 215 are offered fall semesters only; PARC 210 & PARC 220 are offered spring semesters only.

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Photography

A.S. Degree

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Art Department  (<https://www.twitter.com/arttc3>)  (<https://www.facebook.com/tc3art>)

 (<https://www.instagram.com/tc3art>)  (<https://tc3art.wordpress.com>)

PHOTOGRAPHY

Photography is used to illustrate, advertise, communicate, and express. Emerging digital technologies are expanding the realm of what is possible in photography and, at the same time, fueling the demand for outstanding creative images. In the photography program you will concentrate on developing skills in the use of black and white photography, color photography, digital photography, and will explore the integration of video and moving images. Student work is on display at the **Photography department site** (<http://tc3photography.artspan.com/home>). Students are also encouraged to submit writing and art work to the **Kelab Art and Literary Journal** (<https://kelabmag.weebly.com>), a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

You will integrate the computer into your art-making process in the first semester and continue to build and refine your technical and aesthetic skills throughout your four semesters. Additionally, you will learn to use the web as a content-delivery tool, become fluent in technologies that allow images to be integrated with motion, sound, animation, and interactive dialogue. You will also gain a firm grounding in traditional visual arts studies. There are art foundation courses including drawing and design that will help you to fully understand and communicate the visual experience.

In addition to technology-based skills, you will approach photography as a fine arts activity and acquire a traditional broad foundation of study in the visual arts. Seven art courses address the topics of design, drawing, and art history in order to provide a solid grasp of visual fundamentals.



CAREERS ON CAREER COACH

You will be prepared for the increasingly electronic environment that commercial creative work requires. There are many areas of concentration and job classifications within the field of photography that graduates can consider. Among the areas of concentration are: architectural photographer, medical/scientific photographer, stock photographer (freelance and agency), fine arts photographer, photojournalism and press photographer, fashion photographer, commercial photographer, advertising and editorial photographer, and visual artist. Digital technology is allowing the creative artist to redefine what is possible in photography, and offers the opportunity to embark on an exciting journey into the future of creative imaging. Thus, it is difficult to predict the full range of employment opportunities that will become available, as new technologies and new opportunities will continue to unfold. At present, the two largest areas of activity are:

- Creative digital photography - commercial digital photography such as travel, sports, photojournalism - digital photographic illustration - digital multimedia content production - and digital artist.
- New media content production - multimedia - moving image and animation - web content production - media artist.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Photographer** (<https://tompkinscortland.emsicc.com/careers/photographer>)
- **Art, Drama, and Music Teachers** (<https://tompkinscortland.emsicc.com/careers/art-drama-and-music-teacher-postsecondary>)
- **Multimedia Artists and Animators** (<https://tompkinscortland.emsicc.com/careers/multimedia-artist-and-animator>)
- **Museum Technicians and Conservators** (<https://tompkinscortland.emsicc.com/careers/museum-technician-and-conservator>)
- **Film and Video Editors** (<https://tompkinscortland.emsicc.com/careers/film-and-video-editor>)
- **Curators** (<https://tompkinscortland.emsicc.com/careers/curator>)
- **Fine Artists** (<https://tompkinscortland.emsicc.com/careers/fine-artists-including-painter-sculptor-and-illustrator>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc52>)

PROGRAM CHAIR



HARRY LITTELL

Professor, Photography

Read more (</node/112>)

TRANSFER OPTIONS

This program is intended to facilitate transfer to a four-year college with studies in photography or related visual disciplines. In almost all cases, the degree will satisfy the requirements of the first two years of study at the transfer institution. Recent graduates have transferred to:

- University at Albany
- Buffalo State College
- Cornell University
- SUNY College at Cortland
- Ithaca College
- SUNY New Paltz
- SUNY College at Oswego
- Rochester Institute of Technology

HIGHLIGHTED COURSES

ART111 - Photography I

ART111 - Design I for Electronic Media

ART104 - History of Photography & Video

ART112 - Photography II

ART212 - Digital Photography

ART213 - Dynamic Media

ART262 - Portfolio Preparation-Photography

ART222 - Advanced Digital Photography**PROGRAM AT A GLANCE**

HEGIS:	5007
A.S.:	61 credits

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[Transfer Opportunities \(/academics/transfer\)](#)

[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI

NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

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Photography, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL 049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL 098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ART 111	Photography I	3			
ART 117	Design Foundations I	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I*	3	C		
SUNY GEN ED Mathematics Elective ²		3			
Total Credits		15			

SPRING

ART 104	History of Photography & Video	3			
ART 118	Design Foundations II	3			
ART 212	Digital Photography	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Natural Sciences Elective		3			
Total Credits		15			

SECOND YEAR

FALL

ART 101	Art History: Ancient to Early Medieval	3			
ART 112	Photography II	3			
ART 255	Lighting Principles	3			
ART 262	Portfolio Preparation-Photography	1			
ENGL 102	Approaches to Literature	3			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		16			

SPRING

ART 102	Art History: Renaissance to Contemporary	3			
ART 213	Dynamic Media I	3			
ART 222	Advanced Digital Photography	3			
ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communication OR Intercultural Communication	3			
Restricted Elective ³		3			
Total Credits		15			

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of the degree.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² SUNY GEN ED Mathematics Elective: The course should be selected in consultation with the student's advisor in accord with the student's transfer plans.

³ Restricted Elective: Select a 3-credit ALEX course approved by the department chair OR choose from the following courses: ART 106; ART 233; ART 248; ART 290; COMM 115.

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RECREATION: EXERCISE STUDIES

Physical fitness is a fast-growing, popular and necessary field in America and around the world. The Recreation: Exercise Studies degree program is designed to prepare students for careers in public or private fitness centers, YMCA's, hospitals, and other wellness centers. Students will develop a foundation for fitness assessments, exercise program, aerobics, personal training, recreation leadership skills and knowledge required to be an effective and competent fitness leader, to apply for certification from several different national accredited fitness agencies. Students will graduate with a background in the liberal arts and sciences; they will also be prepared for transfer to a Fitness or Recreation related baccalaureate degree program and to work effectively and safely in the field. Students considering this program should note the intensity of coursework and with all exercise programs, a complete physical exam by a licensed health professional is strongly recommended prior to starting this program.

CAREERS ON CAREER COACH

Recreation: Exercise Studies graduates are employed at a variety of settings including Curves For Women, the YMCA (Cortland), the YWCA (Cortland), Finger Lakes Fitness (Ithaca), Cortland Fitness Center (Cortland), Littlefield's Personal Training(Ithaca), Anytime Fitness Center (Cortland), , Nautilus Fitness Center (Binghamton), and the YMCA (Johnson City). Local and national opportunities also include Gold's Gym, and Bally's Total Fitness.

Explore more careers (/sites/default/files/documents/Program-Forms-Recreation-Careers.pdf) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Exercise Physiologist** (<https://tompkinscortland.emsicc.com/careers/exercise-physiologist?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Recreation and Fitness Studies Teachers** (<https://tompkinscortland.emsicc.com/careers/recreation-and-fitness-studies-teacher-postsecondary>)
- **Recreation and Fitness Studies Teachers, Postsecondary** (<https://tompkinscortland.emsicc.com/careers/recreation-and-fitness-studies-teacher-postsecondary?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Physical Therapist Assistants** (<https://tompkinscortland.emsicc.com/careers/physical-therapist-assistant>)

- **Fitness Trainers and Aerobics Instructors** (<https://tompkinscortland.emsicc.com/careers/fitness-trainer-and-aerobics-instructor?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Dietitians and Nutritionists** (<https://tompkinscortland.emsicc.com/careers/dietitian-and-nutritionist>)
- **Fitness Trainers and Aerobics Instructors** (<https://tompkinscortland.emsicc.com/careers/fitness-trainer-and-aerobics-instructor>)
- **Fitness and Wellness Coordinators** (<https://tompkinscortland.emsicc.com/careers/fitness-and-wellness-coordinator?region=Tompkins%20and%20Cortland%20Counties&radius=>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc53>)

PROGRAM CHAIR



PATRICK MERCER

Associate Professor

When I was completing my undergraduate degrees in Recreation, Outdoor Management, and Leisure Commercial Management at Lock Haven University, I stumbled across a sign while rock climbing during spring break at Seneca Rocks in WV. It read, "Here ends the Realm of the Hiker..." As an Outdoor Educator and Associate Professor, I heed the message from this sign as I help people overcome their own challenges to experience something greater or more intense in the field of Recreation and Leisure Studies.

[Read more \(/node/119\)](#)

TRANSFER OPTIONS

The program provides a strong foundation for transfer as a junior to a four-year college.

For specific transfer information, contact the Counseling, Career, and Transfer Services office. Potential graduate transfer options include

- SUNY College at Brockport
- SUNY College at Cortland
- CUNY Brooklyn College
- Ithaca College
- Lock Haven University
- SUNY Morrisville State College

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

FITN215 - Aerobic Conditioning

BIOL114 - Essentials of Nutrition

RECR112 - Introduction to Kinesiology

HLTH205 - First Aid and Safety Education

BIOL201 - Human Anatomy and Physiology I

BIOL202 - Human Anatomy and Physiology II

RECR230 - Personal Training and Aerobic Leadership

RECR232 - Exercise Physiology

RECR285 - Recreation Fieldwork

PROGRAM AT A GLANCE

HEGIS: 5506

A.S.: 63 credits

ATTENDING TOMPKINS CORTLAND

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[Visit Campus \(/admissions/visit-campus\)](#)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Cornell Fitness Centers (<http://recreation.athletics.cornell.edu/fitness>)

YMCA of Ithaca and Tompkins County (<http://ithacaymca.com>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu (<mailto:admissions@tompkinscortland.edu>)

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

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Recreation: Exercise Studies, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra **OR**
- MATH 098 - Quantitative Literacy

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BIOL 101 OR BIOL 104	Principles of Biology I ¹ OR General Biology I	3	C		
ENGL 100	Academic Writing I ²	3	C		
FITN 215	Aerobic Conditioning	1			
PSYC 103 OR SOC 101	Introduction to Psychology OR Introduction to Sociology	3			
RECR 110	Introduction to Recreation	3			
SUNY GEN ED Mathematics Elective		3			
Total Credits		16			
SPRING					
BIOL 114	Essentials of Nutrition	3			
BIOL 102 OR HLTH 205	Principles of Biology II OR First Aid & Safety Education ³	3			
ENGL 101	Academic Writing II	3			
RECR 112	Introduction to Kinesiology	3			
RECR 120	Leadership in Recreation	3			
Total Credits		15			
SECOND YEAR					
FALL					
BIOL 201	Human Anatomy and Physiology I ⁴	4			
ENGL 102 OR ENVS 105	Approaches to Literature OR Environmental Ethics	3			
RECR 230	Personal Training and Aerobic Leadership	3			
SUNY GEN ED Restricted Elective ⁵		3			
SUNY GEN ED Restricted Elective ⁵		3			
Total Credits		16			
SPRING					
BIOL 202	Human Anatomy and Physiology II	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
RECR 220	Programming in Recreation & Leisure	3			
RECR 232	Exercise Physiology	3			
RECR 285	Recreation Field Work	3			
Total Credits		16			
Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ Students with High School Biology and Chemistry with minimum Regents exam grades of 80% within the past 5 years can take BIOL 104. The BIOL101 and BIOL102 sequence is recommended.					
² A student exempted from ENGL 100 must substitute a three credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.					
³ Students who complete BIOL104 in the first semester should select HLTH 205 to fulfill this requirement. Students who can provide a current First Aid Certification of Responding to Emergencies or higher and an Adult, Child and Infant CPR or higher should complete RECR 210 Diversity and Inclusion. A waiver request form must be submitted and approved.					
⁴ Students must complete both BIOL 101 and 102 with a C or better grade; or BIOL104 with a C or better grade, as a prerequisite for BIOL 201.					
⁵ SUNY GEN ED Restricted Elective: Choose two classes from two different categories of the following SUNY GEN ED areas: 4-American History; 5-Western Civilization; 6-Other World Civilizations; 8-The Arts; or 9-Foreign Language.					
NOTES:					

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Recreation: Outdoor Recreation

A.S. Degree

[EXPLORE THIS PROGRAM](#)

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[STUDENT SHOWCASE](#)

RECREATION: OUTDOOR RECREATION

Outdoor Recreation is a fast-growing and popular field in the U.S. and around the world. For more than a century, the number of people who participate in outdoor recreation and who seek an outdoor experience has steadily increased, as has the number of agencies (private, public, governmental, and nonprofit) offering outdoor recreation programs. This trend is projected to continue in the future. The field of outdoor recreation has developed over this period of time, providing outdoor recreational professionals a body of knowledge, leadership, proper planning, certifications, and respect for the environment through a display of outdoor ethics.

The Outdoor Recreation degree program is designed to provide you with a strong foundation in the liberal arts and sciences. You will also develop a foundation of camp, outdoor education, and outdoor recreation leadership skills and knowledge required to be an effective and competent outdoor leader and outdoor educator. Once you complete this program, you will be prepared for transfer to an outdoor-related baccalaureate degree program, and to work effectively and safely in the field.

FIELD EXPERIENCE

Field experience is an exciting and important component of the outdoor recreation program. Beginning with your first year, you will be participating in a team challenge course, and will be encouraged to take several outdoor activity skill classes. As you progress through the program, additional leadership, programming, and outdoor field experiences will be a vital aspect of your study. You also will be given opportunities to plan and lead outdoor experiences for agencies in your community.

CAREERS ON CAREER COACH

While the curriculum of this program is designed primarily for transfer to a bachelor's degree program, it provides skills directly applicable to entry-level positions in the outdoor recreation field.

Explore more careers (</sites/default/files/documents/Program-Forms-Recreation-Careers.pdf>) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Park Naturalists** (<https://tompkinscortland.emsicc.com/careers/park-naturalist?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Fish and Game Wardens** (<https://tompkinscortland.emsicc.com/careers/fish-and-game-warden?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Forest and Conservation Workers** (<https://tompkinscortland.emsicc.com/careers/forest-and-conservation-worker>)
- **Foresters** (<https://tompkinscortland.emsicc.com/careers/forester>)

Note: Students in this major also pursued jobs such as, Camp Director, Outdoor Guide, Outdoor Educator, Park Ranger, High Ropes Coordinator, and Nature Center Staff.

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc54>)

PROGRAM CHAIR

***TBD:** Contact the Provosts Office at provost@tompkinscortland.edu (<mailto:provost@tompkinscortland.edu>) with any questions related to this area.

TRANSFER OPTIONS

Outdoor recreation leaders who have earned a bachelor's or master's degree are more likely to be offered higher-level management positions. Possible transfer options in outdoor-related bachelor degree programs are offered by:

- SUNY College at Cortland
- Green Mountain College
- Ithaca College
- Lock Haven University
- Penn State University

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

FITN216 - Lifeguard Training

RECR120 - Leadership in Recreation

BIOL115 - Field Natural History

RECR210 - Diversity & Inclusion in Recreation

RECR274 - Outdoor Recreation Pursuits

RECR220 - Programming in Recreation and Leisure

RECR260 - Camp Counseling and Outdoor Education

RECR276 - Outdoor Recreation Field Adventure

PROGRAM AT A GLANCE

HEGIS:	5506
A.S.:	62 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Lime Hollow Nature Center (<http://www.limehollow.org/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

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Outdoor Recreation, A.S.			Fall 2022		
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL 049 OR <input type="checkbox"/> ENGL 098	Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 – Quantitative Literacy ¹		
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ²	3	C		
PSYC 103	Introduction to Psychology	3			
RECR 110	Introduction to Recreation	3			
SOCI 101	Introduction to Sociology	3			
Outdoor Activity Elective ³		1			
SUNY GEN ED Mathematics Elective		3			
Total Credits		16			
SPRING					
ENGL 101	Academic Writing II	3			
HLTH 205 OR FITN 102 AND FITN 216 OR RECR 140	First Aid & Safety Education OR Swimming II AND Lifeguard Training OR Wilderness First Aid ⁴	3-1			
RECR 120	Leadership in Recreation	3			
RECR 150	Play Across Cultures	3			
SUNY GEN ED Natural Sciences ⁵ OR The Arts Elective		3			
Total Credits		13			
SECOND YEAR					
FALL					
RECR 210	Diversity & Inclusion in Recreation	3			
RECR 270	Wilderness and the American Culture	3			
RECR 274	Outdoor Recreation Pursuits	3			
SUNY GEN ED Foreign Language Elective		3			
Unrestricted Elective ⁶		3			
Total Credits		15			
SPRING					
BIOL 115	Field Natural History	3			
ENGL 201	Public Speaking	3			
RECR 220	Programming in Recreation & Leisure	3			
RECR 260	Camp Counseling and Outdoor Education	3			
RECR 276 OR RECR 284 OR RECR 285	Outdoor Recreation Field Adventure OR Outdoor Recreation Proficiency OR Recreation Field Work	1			
SUNY GEN ED American History OR Western Civilization Elective ⁷		3			
Total Credits		16			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.					
¹ Pre-program Math: Students should consult with their advisor to the appropriate MATH course for their intended transfer program.					
² A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
³ Outdoor Activity Electives: FITN 101, 109, 119, 120, 166, 221, RECR/FITN 159, 160, 161, 162, 163 (recommended), 164, or 165.					
⁴ Students who can provide a current Lifeguard and CPR Certification OR a First Aid Certification of Responding to Emergencies or higher OR a Wilderness First Aid Certification (or higher) AND an Adult, Child, and Infant CPR Certification or higher can substitute an unrestricted elective. A waiver request form must be submitted and approved.					
⁵ A Lab Science should be considered based on the requirements of the student's selected transfer institution.					
⁶ Unrestricted Elective: Consider CAPS courses as needed. Recommended: BUAD 103, BUAD 204, BUAD 208, ACCT 101, or ECON 120. The course should be selected in consultation with the student's advisor based on the intended four-year transfer program.					
⁷ American History or Western Civilization Elective: Students planning to transfer to SUNY Cortland should take American History.					
NOTES:					

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EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

RECREATION: RECREATION LEADERSHIP

Recreation and leisure is America's number one economic activity. Leisure time experiences are big business and organized recreation offerings are growing, creating demand for capable recreation leaders and managers to develop and coordinate an array of recreational, cultural, and athletic activities for people to enjoy and improve their quality of life.

The recreation leadership program provides a solid core of liberal arts courses complemented by more specialized courses in leadership, programming, diversity and inclusion, human relations, and recreation management. This combination of theory and applied knowledge plays a vital foundation for further study toward a bachelor's degree. By the time you complete the recreation leadership program, you will have toured community facilities, worked at two different agencies, heard multiple guest speakers from your field, interviewed a recreation professional, participated in a team challenge course with classmates, and networked with other recreation leaders.

DEGREE TRACKS:

Through advisement, students accepted in the A.S. in Recreation Leadership degree program will choose one of two career oriented tracks based on their goals, transfer opportunities and community needed.

RECREATION LEADERSHIP TRACK - RECREATION MANAGEMENT:

Students who are interested in the management and business of recreational programming should consider this track. You will take the core recreation courses that will develop leadership and recreational programming skills. You will also be advised to take two electives in the business field such as BUAD103, BUAD204, BUAD208, ACCT101, or ECON120. These electives, along with the core recreation courses will prepare you to be successful Recreation Managers as well as provide you with greater transfer opportunities into a 4 year degree in Recreation Management or Business.

RECREATION LEADERSHIP TRACK - THERAPEUTIC RECREATION

Therapeutic Recreation is one of the fastest growing areas of the Recreation Field. Certified Therapeutic Recreation Specialists (CTRS) work in community centers, assisted living centers, long term care facilities, physical therapy businesses, hospital, drug and alcohol rehabilitation centers, community recreation departments and other agencies where CTRS are in demand. Like all recreation leaders, CTRS provide recreational opportunities for the people they serve. They focus on improving the quality of life for individuals with illnesses, disabilities, and other limitations. If you are in the Therapeutic Recreation track, you will take the core recreation courses such as, Developmental Psychology, Introduction to Therapeutic Recreation and Human Anatomy and Physiology. These course selections will aid you in transferring to a 4 year degree program in Therapeutic Recreation. To be certified as a CTRS, you must complete your Bachelor's degree in Therapeutic Recreation after transfer.

FIELD EXPERIENCE

Field experience is an exciting component of the recreation leadership program. Volunteer work provides the opportunity to learn and apply inclusive leadership skills and knowledge in a variety of agencies in Tompkins, Cortland, and Tioga counties. Field experience opportunities, including those at the Town of Dryden Recreation Department, the Dryden After School Program, the Cortland Teen Center, local YMCA's, Ithaca Youth Bureau, and the College's Campus Recreation Department provide hands-on experience developing skills and social networks necessary for your career in recreation.

CAREERS ON CAREER COACH

Recreation leaders develop and manage recreational, cultural, and athletic activities in a variety of settings. These include school districts, corporations, community and municipal facilities, correctional facilities, health care organizations, and private clubs and resorts. Among the fastest growing specialties are tourism, therapeutic, and commercial recreation.

Recreation leaders who have earned a bachelor's or master's degree are more likely to be offered higher-level management positions.

Get more information about recreation careers and salaries through the National Recreation and Park Association's recent **web repor** (<https://www.nrpa.org/publications-research/research-papers/salary-survey-results/>)t, or **explore more careers** (</sites/default/files/documents/Program-Forms-Recreation-Careers.pdf>) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Physical Therapist Assistants** (<https://tompkinscortland.emsicc.com/careers/physical-therapist-assistant>)
- **Recreational Therapists** (<https://tompkinscortland.emsicc.com/careers/recreational-therapist?region=Tompkins%20and%20Cortland%20Counties&radius=>)
- **Dietitians and Nutritionists** (<https://tompkinscortland.emsicc.com/careers/dietitian-and-nutritionist>)
- **Occupational Therapy Assistants** (<https://tompkinscortland.emsicc.com/careers/occupational-therapy-assistant>)
- **Recreation Workers** (<https://tompkinscortland.emsicc.com/careers/recreation-worker>)

Note: Students in this major also pursued jobs such as, Camp Director, Community Recreation Director, Youth Leader, Inclusion specialist, Activity Specialist, Scout Executive, and Religious or Military Recreation Program Leader.

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc55>)

PROGRAM CHAIR

***TBD:** Contact the Provosts Office at provost@tompkinscortland.edu (mailto:provost@tompkinscortland.edu) with any questions related to this area.

TRANSFER OPTIONS

The recreation leadership program provides a strong foundation for transfer as a junior to a four-year college. Graduates have transferred to:

- SUNY Cortland
- Ithaca College
- Lock Haven University in PA
- SUNY Brockport
- Penn State University

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

HLTH205 - First Aid & Safety Education

RECR120 - Leadership in Recreation

RECR150 - Play Across Cultures

RECR210 - Diversity and Inclusion in Recreation

RECR215 - Recreation & Expressive Arts

RECR220 - Programming in Recreation & Leisure

RECR201 - Introduction to Therapeutic Recreation

BIOL201 - Human Anatomy and Physiology 1

PSYC209 - Abnormal Psychology

PROGRAM AT A GLANCE

HEGIS: 5506

A.S.: 61 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

City of Cortland Youth Bureau (<http://cortlandyb.recdesk.com/recdeskportal/>)

Cornell Fitness Centers (<http://recreation.athletics.cornell.edu/fitness>)

Kendal at Ithaca (<http://www.kendal.org/>)

Tompkins County Youth Services Department (<http://tompkinscountyny.gov/youth>)

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607.844.6580

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LOCATION:

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Recreation Leadership, A.S.			Fall 2022			
Therapeutic Recreation - Business Management - Coaching						
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	ENGL 049 OR ENGL098	Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy ¹			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills					
Course Requirement	Course Title		Credits	Min. Grade	Grade Earned T= Transfer	Semester Completed
FIRST YEAR						
FALL						
ENGL 100 ¹	Academic Writing I		3	C		
PSYC 103	Introduction to Psychology		3			
RECR 110	Introduction to Recreation		3			
RECR 163	Teambuilding & Group Initiative Activities		1			
SOCI 101	Introduction to Sociology		3			
SUNY GEN ED Mathematics Elective			3			
Total Credits			16			
SPRING						
ART 123 OR ART 124 OR RECR112 ²	Exploring Artistic Techniques OR Design Thinking & Visual Communication OR Introduction to Kinesiology		3			
ENGL 101	Academic Writing II		3			
FITN Elective ³			1			
RECR 120	Leadership in Recreation		3			
RECR 220	Programming in Recreation & Leisure		3			
SUNY GEN ED Natural Sciences Elective ⁴			3			
Total Credits			16			
SECOND YEAR						
FALL						
ENGL 102 OR RECR 270	Approaches to Literature OR Wilderness & the American Culture		3			
RECR 130 OR RECR 210 ⁵	Foundations of Coaching: Principles & Theories OR Diversity & Inclusion in Recreation		3			
RECR 150	Play Across Cultures		3			
Restricted Elective ⁶			3			
Unrestricted Elective ⁷			3			
Total Credits			15			
SPRING						
ENGL 201	Public Speaking		3			
HLTH 205 OR FITN 102 and FITN 216 OR RECR 140 ⁸	First Aid & Safety Education OR Swimming 2 and Lifeguard Training OR Wilderness First Aid		1			
RECR 201 OR RECR 260 OR RECR 285 ⁹	Introduction to Therapeutic Recreation OR Camp Counseling and Outdoor Education OR Recreation Field Work		3			
SUNY GEN ED Foreign Language Elective			3			
SUNY GEN ED American History OR Western Civilization Elective			3			
Total Credits			13			
Minimum Credits Required for Graduation: 60 A cumulative GPA of at least 2.0 is required for conferral of degree.						
¹ A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. This course should be selected in consultation with the student's advisor.						
² Students in the Coaching track should take RECR 112. Therapeutic Recreation students should take RECR 215 or ART 123. Business Management students should take ART 124.						
³ Coaching Track students should take FITN 240.						
⁴ SUNY GE Science Elective - Students interested in Therapeutic Recreation or Coaching should take BIOL 101 and BIOL 102 or BIOL 104. A Lab Science should be considered based on the requirements of the student's selected transfer institution.						
⁵ Coaching Track students should take RECR 130. All others should take RECR 210.						
⁶ Restricted Elective - Choose ACCT 101, BUAD 204, BUAD 208, ECON 120, PSYC 209, or PSYC 263. Students interested in Therapeutic Recreation should choose PSYC 209 or PSYC 263. Students interested in Coaching should take PSYC 263. Students in the Business Management track should choose ACCT 101, BUAD 204, BUAD 208, or ECON 120.						

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Sport Management

A.S. Degree

[EXPLORE THIS PROGRAM](#)

[DEGREE REQUIREMENTS](#)

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SPORT MANAGEMENT

Sport management is among the faster growing careers. The A.S. degree in sport management provides an overview of the sports industry, with emphasis on business and the liberal arts, sports information, and media relations. The program includes a two-credit practicum involving supervised work experiences in game and event administration. Course work also includes a foundation in accounting, finance, management, marketing, economics, and general education course work in communication, computer applications, history, humanities, mathematics, natural sciences, and the social sciences.

CAREERS ON CAREER COACH

Fast-growing demand nationwide and around the world for trained professionals in the sport management field provides many opportunities for graduates. Public and not-for-profit organizations are building and expanding sports facilities, creating new opportunities for people trained in sport management. In particular, demand is very strong for sport management graduates who know how to use digital media equipment, sport event management techniques, and game timing software.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Marketing Managers** (<https://tompkinscortland.emsicc.com/careers/marketing-manager>)
- **Sales Managers** (<https://tompkinscortland.emsicc.com/careers/sales-manager>)

Explore more career options: **A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc56>)

PROGRAM CHAIR



TIM MCCABE

Professor

[Read more \(/node/115\)](#)

TRANSFER OPTIONS

Tompkins Cortland Community College's program in sport management is designed for transfer to a bachelor's degree program. Among the transfer options are excellent bachelor's degree programs at:

- Binghamton University
- SUNY College at Brockport
- SUNY College at Cortland
- Ohio Wesleyan
- Indiana University at Indianapolis
- Ithaca College
- Mansfield University
- Medaille College
- St. John Fisher College
- Syracuse University
- University of South Carolina
- University at Buffalo
- SUNY Polytechnic Institute
- Wesley College

HIGHLIGHTED COURSES

FSS175 - Freshman Seminar in Sport Management

SPMT150 - Foundations of Sport Management

BUAD204 - Principles of Marketing

SPMT190 - Event Practicum I

SPMT255 - Sport Event Management

SPMT260 - Sport Media Management

SPMT195 - Event Practicum II

SPMT270 - Sport Facilities/Venue Management**PROGRAM AT A GLANCE**

HEGIS:	5099
A.S.:	62 credits

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OUR STUDENTS AND ALUMNI

NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

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Sport Management, A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 098 – Quantitative Literacy <input type="checkbox"/> MATH 120 – College Algebra
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T =Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ENGL 100	Academic Writing I ¹	3	C		
FSS 175	Freshman Seminar in Sport Management	1			
SPMT 150	Foundations of Sport Management	3	C		
SUNY GEN ED Liberal Arts Elective		3			
CAPS Elective		1			
CAPS Elective		1			
CAPS Elective		1			

Total Credits 17

SPRING

ART 111 Photography I OR SUNY GEN ED Restricted Elective ²		3			
BUAD 204	Principles of Marketing	3			
BUAD 208	Principles of Management	3			
ENGL 101	Academic Writing II	3			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
SPMT 190	Event Practicum I	1	C		

Total Credits 16

SECOND YEAR

FALL

ECON 120	Principles of Microeconomics	3			
ENGL 201	Fundamentals of Speech	3			
SPMT 255	Sport Event Management	3	C		
SPMT 260	Sport Media Management	3	C		
SUNY GEN ED Lab Science Elective		3			

Total Credits 15

SPRING

ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
SPMT 195	Event Practicum II	1	C		
SPMT 270	Sport Facilities/Venue Management	3	C		
SUNY GEN ED Restricted History Elective ³		3			

Total Credits 13

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in ENGL 100 and all Sport Management (SPMT) courses.

¹ A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED liberal arts elective. The course should be selected in consultation with the student's advisor.

² Select a course that satisfies one of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language. The course should be selected in consultation with the student's advisor, and cannot be from the category satisfied by the fourth semester history requirement.

³ History Elective: Choose from HSTY 101, Development of the Western Tradition I, **OR** HSTY 102, Development of the Western Tradition II, **OR** HSTY 201, American History to 1877, **OR** HSTY 202, American History Since 1877.

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SUSTAINABLE FARMING AND FOOD SYSTEMS

The Sustainable Farming and Food Systems program emphasizes the practical skills it takes to manage a small, diverse farm, while providing students with a broad exposure to the social and ecological considerations of truly sustainable food production and distribution. Students in the program take courses in entrepreneurship, accounting, environmental studies, biology, and unique food systems seminars. They will apply this knowledge on a working farm located on the College's main campus and work closely with food retailers, restaurants, as well as the College Eatery and the College's Coltivare culinary center in downtown Ithaca as part of the College's unique **Farm to Bistro (/node/167)** concept.



CAREERS ON CAREER COACH

This program should have wide appeal to students with diverse career goals. Those wishing to become farmers will gain practical on-farm experience with issues such as spring planning, farm management, pest control, harvesting techniques, and post-harvest handling. Students who wish to work more broadly with community groups in advocacy positions will find courses that emphasize social issues, ecological relationships, and ethical considerations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chief Sustainability Officers** (<https://tompkinscortland.emsicc.com/careers/chief-sustainability-officer>)
- **Site Managers** (<https://tompkinscortland.emsicc.com/careers/brownfield-redevelopment-specialist-and-site-manager>)
- **Environmental Compliance Inspectors** (<https://tompkinscortland.emsicc.com/careers/environmental-compliance-inspector>)
- **Energy Auditors** (<https://tompkinscortland.emsicc.com/careers/energy-auditor>)

- **Sustainability Specialists** (<https://tompkinscortland.emsicc.com/careers/sustainability-specialist>)
- **Environmental Scientists and Specialists** (<https://tompkinscortland.emsicc.com/careers/environmental-scientist-and-specialist-including-health>)
- **Environmental Restoration Planners** (<https://tompkinscortland.emsicc.com/careers/environmental-restoration-planner>)
- **Industrial Ecologists** (<https://tompkinscortland.emsicc.com/careers/industrial-ecologist>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc57>)

PROGRAM CHAIRS



SUSAN STAFFORD

Professor

Sue Stafford brings 30 years of experience in the hospitality industry to her position in the classroom as chair of the Hotel and Restaurant Management, Culinary Arts, and Wine Marketing Degree Programs. She was also instrumental in the development of the farm to bistro concept, which features an organic farm on campus that provides fresh produce to the College's downtown Ithaca restaurant and culinary center, Coltivare.

[Read more \(/node/145\)](#)



AMANDA BISSON

Assistant Professor

Chef Amanda Bisson joined TC3 in 2017 as an educator in both culinary arts and sustainable farming. With over 10 years' experience in both industries, she offers a wealth of knowledge to students in the Farm to Bistro learning community. Chef Bisson strongly believes in partnerships between chefs and farmers and their capacity to impact community food systems. "Culinary Arts is not just a career; it is a language, a science, an art, and comes with social responsibility to our community" she says.

[Read more \(/node/1131\)](#)

TRANSFER OPTIONS

Although this curriculum is not primarily designed for transfer, students may work with their advisor to design a program of study populated by courses that transfer to programs offered by 4-year institutions. Recent graduates have transferred to the Cornell University College of Agriculture and Life Sciences, Hampshire College, SUNY ESF, Unity College, Binghamton University, and other 4-year colleges.

HIGHLIGHTED COURSES

ENVS110 - Food Systems Seminar I: Intro to the U.S. Food System

ENVS116 - Soil Science

ENVS117 - Fall Farming Internship

ENVS111 - Food Systems Seminar II: Food Movements

ENVS141 - Agroecology

ENVS142 - Spring Farming Internship

ENVS202 - Integrated Pest Management

ENVS203 - Summer Farming Internship

ENVS112 - Food Systems Seminar III: Identity, Ethics & Culture in Food

ENVS285 - Sustainable Farming & Food Systems Capstone

PROGRAM AT A GLANCE

HEGIS: 5499

A.A.S.: 60 credits

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OUR STUDENTS AND ALUMNI

**NICOLE KNAPP**

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Cornell Cooperative Extension of Tioga County (<http://tioga.cce.cornell.edu/>)

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

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LOCATION:

Tompkins Cortland Community College

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Dryden, New York 13053

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Sustainable Farming & Food Systems, A.A.S.

Fall 2022

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade (T - Transfer)	Semester Completed
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FIRST YEAR**FALL**

BUAD 103 OR BUAD 106	Entrepreneurship I OR Foundations of Business	3			
CAPS 121	Introduction to Spreadsheets	1			
ENGL 100 ¹	Academic Writing I ¹	3	C		
ENVS 101	Introduction to Environmental Science	3	C		
ENVS 110	Food Systems I: Introduction to the U.S. Food System	3	C		
ENVS 116	Soil Science	3	C		

Total Credits**16****SPRING**

BIOL 119	Botany	3			
ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems II: Food Movements	3	C		
ENVS 141	Agroecology	3	C		
ENVS 142	Spring Farming Internship	2	C		
SUNY GEN ED Math Elective ²		3			

Total Credits**17****SECOND YEAR****SUMMER SESSION**

ENGL 201 OR ENGL 204 OR ENGL 210	Public Speaking OR Interpersonal Communications OR Intercultural Communications	3			
ENVS 202	Integrated Pest Management	3	C		
ENVS 203	Summer Farming Internship	3	C		
Unrestricted Elective ³		3			

Total Credits**12****FALL**

ENVS 112	Food Systems III: Identity, Ethics & Culture in the Global Food System	3	C		
ENVS 117	Fall Farming Internship	2	C		
ENVS 285	Sustainable Farming & Food Systems Capstone	3	C		
Unrestricted Elective ³		4			
Unrestricted Elective ³		3			

Total Credits**15****Minimum Credits Required for Graduation: 60**

¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² SUNY GEN ED Math Elective: MATH 109, MATH 110, or MATH 200 is recommended for students planning to transfer. The course should be selected in consultation with the student's advisor.

³ Recommended Electives: ACCT 101, BIOL 104, BIOL 105, BIOL 114, BIOL 211, , CHEM 107, CHEM 108, CULI 101, CULI 120, ENVS105, ENVS 107, HRMG (Agro-Culinary courses), SPAN 101, SPAN 102, or WINE. Students may also wish to consider Study Abroad trips to Italy (HRMG 220 and ANTH 261) or Colombia (HSTY/POSC 260 and BIOL 116) with corresponding coursework.

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Wine Marketing

A.A.S. Degree, Certificate

[EXPLORE THIS PROGRAM](#)

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WINE MARKETING

A business focused degree program in Wine Marketing has been developed in response to the rapid growth of the wine sector locally, nationally, and internationally. New York State is now the third-largest wine producing state in the U.S., with more than 250 wineries statewide. The industry employs 18,000 workers and annually generates \$3.4 billion for the state economy.

Highlights of the program include:

- Hands-on experience through the College's **Farm to Bistro (/node/167)** concept. Wine Marketing students will get real-world experience pairing wines with meals at Coltivare, the College's downtown Ithaca restaurant and culinary center – supplied with fresh produce from the College's organic farm.
- An introductory level study of the major wine regions of the world and wines produced in each region, including the local Finger Lakes. This will include tasting, production, and sales strategies.
- International business aspects of the wine industry will also be discussed, including communication and customer service; marketing, merchandising, sales and pricing; techniques of the wine industry; laws governing the movement of wines at all levels from producer to consumer; handling, storing, and serving wine and beverage; and pairing wine and other beverages with food.



"Cultivare is where higher education, hospitality, and community converge to provide an enriching environment for learning, sharing, dining and celebrating. It is a wonderful resource that adds significant value to an already highly-enriched city."

– Laura Winter Falk, Wine Marketing Instructor

INTERNSHIP OPPORTUNITIES

Students will gain on-the-job experience through a required internship to be completed during the summer between the first and the second year of the program. The internship experience requires students to work 150 hours during a 10-15 week period and utilize our distance learning format to communicate, answer weekly journal questions, and participate in discussion with the internship instructor.

CAREERS ON CAREER COACH

The wine marketing program prepares graduates for careers in wine marketing, sales and promotion, tasting room management, wholesale, retail, e-commerce distribution, public relations, event management, and other hospitality positions. It will give the graduates entry level opportunities on many levels including the vineyards, cellar hands, tasting room, tour guides, marketing, sales and administrative assistants all of which are needed for this rapidly expanding industry.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Management Analysts** (<https://tompkinscortland.emsicc.com/careers/management-analyst>)
- **Public Relations and Fundraising Managers** (<https://tompkinscortland.emsicc.com/careers/public-relation-and-fundraising-manager>)
- **Market Research Analysts** (<https://tompkinscortland.emsicc.com/careers/market-research-analyst-and-marketing-specialist>)
- **Food Servers** (<https://tompkinscortland.emsicc.com/careers/food-server-nonrestaurant>)
- **Food Service Managers** (<https://tompkinscortland.emsicc.com/careers/food-service-manager>)
- **Industrial Production Managers** (<https://tompkinscortland.emsicc.com/careers/industrial-production-manager>)

- **Sales Representatives** (<https://tompkinscortland.emsicc.com/careers/sales-representative-wholesale-and-manufacturing-technical-and-scientific-products>)
- **Quality Control Analysts** (<https://tompkinscortland.emsicc.com/careers/quality-control-analyst>)

Explore more career options: **A.A.S.** (<https://tompkinscortland.emsicc.com/program-code/tc58>) | **Wine Marketing Certificate** (<https://tompkinscortland.emsicc.com/program-code/tc59>)

PROGRAM CHAIR

***TBD:** Contact the Provosts Office at provost@tompkinscortland.edu (<mailto:provost@tompkinscortland.edu>) with any questions related to this area.

TRANSFER OPTIONS

Although this curriculum is not primarily designed for transfer, some students may wish to explore immediate or future transfer opportunities to baccalaureate degree programs offered by institutions such as Cornell University College of Agriculture and Life Sciences, Niagara University, and University of California, Davis.

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

WINE120 - Survey of Wine & Alcoholic Beverages

HRMG107 - Safe Alcohol Handling

WINE130 - Grape Growing & Wine Business

PSED213 - Job Search

WINE213 - Wine Internship

WINE200 - Sensory Evaluation for Wine & Food Pairing

WINE202 - Beverages Studies

WINE220 - Wine Marketing & Merchandising

PROGRAM AT A GLANCE

HEGIS:	5010
A.A.S.:	62 credits
Certificate:	<i>Wine Marketing</i> 25 credits

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: Accounting (/academics/programs/accounting)

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Northside Wine and Spirits (<http://northsidewine.com/>)

Six Mile Creek Vineyard (<http://www.sixmilecreek.com/>)

Triphammer Wines and Spirits (<http://www.triphammerwines.com/>)

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admissions@tomkinscortland.edu (<mailto:admissions@tomkinscortland.edu>)

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Wine Marketing, A.A.S.

Fall 2022

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
--	--	---

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BUAD 106	Foundations of Business	3			
ENGL 100	Academic Writing I ¹	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 107	Safe Alcohol Handling	1	B-		
WINE 120	Survey of Wine & Alcoholic Beverages	3	C		
Humanities Elective		3			

Total Credits **16**

SPRING

BUAD 204	Principles of Marketing	3			
CAPS 121	Introduction to Spreadsheets	1			
ENGL 101	Academic Writing II	3			
PSED 213	Job Search	1	C		
WINE 130	Grape Growing & Wine Business	3	C		
MATH Elective ²		3			
Science Elective ³		3			

Total Credits **17**

SECOND YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
WINE 200	Sensory Evaluation for Wine & Food Pairing	3	C		
Restricted Social Science Elective ⁴		3			
Restricted Elective ⁵		2	C		

Total Credits **15**

SPRING

HRMG 201	Hospitality Law	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
WINE 202	Beverage Studies	3	C		
WINE 220	Wine Marketing & Merchandising	3	C		
Restricted Applied Learning Elective ⁶		3	C		

Total Credits **15**

Minimum Credits Required for Graduation: 63 A cumulative GPA of at least 2.0 is required for conferral of degree.

A "C" or better grade is required in HRMG 100, HRMG 201, HRMG 206, PSED 213, WINE 120, WINE 130, WINE 200, WINE 202, WINE 213 and WINE 220. A "B-" or better grade is required in HRMG 107.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² MATH Elective: MATH 110 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.

³ Science Elective: BIOL 114, ENVS 116 or CHEM course recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

⁴ Restricted Social Sciences Elective: Choose from an ANTH Study Abroad Course, an ECON course, or SOCE 205 *Organizational Behavior*.

⁵ Restricted Elective: Choose from BUAD, COMM, CULI, ENVS, HRMG or WINE.

⁶ Restricted Applied Learning Elective: Choose an ALEX course approved by the department chair, or BUAD 261, HRMG 213 or 216, or WINE 213.

NOTES:

Wine Marketing, Certificate

Fall 2022

Student's Name:		Advisor's Name:			
Student may need to take the following courses*:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II <input type="checkbox"/> ENGL 201 - Public Speaking OR <input type="checkbox"/> ENGL 204 - Interpersonal Communication			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed
BUAD 204	Principles of Marketing	3			
HRMG 107	Safe Alcohol Handling	1	B-		
HRMG 201	Hospitality Law	3	C		
WINE 120	Survey of Wine & Alcoholic Beverages	3	C		
WINE 130	Grape Growing & Wine Business	3	C		
WINE 200	Sensory Evaluation for Wine & Food Pairing	3	C		
WINE 202	Beverage Studies	3	C		
WINE 213	Wine Marketing Internship	3	C		
WINE 220	Wine Marketing & Merchandising	3	C		
Total Credits					
Minimum Credits Required for Graduation: 25 A cumulative GPA of at least 2.0 is required for conferral of certificate.					
*While ENGL 100, 101, and 201 or 204 are not required, they may be prerequisites for one or more program courses.					
NOTES:					

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GENERAL EDUCATION



- [SUNY General Education](#)
- [Liberal Arts and Science Courses](#)
- [Tompkins Cortland Core Requirements](#)
- [Institutional Learning Outcomes](#)

SUNY GENERAL EDUCATION COURSES

SUNY has ten General Education categories, and each campus in the SUNY system has a list of approved courses meeting outcomes in each of the ten categories. All Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs require a minimum of 30 credits of SUNY General Education coursework distributed among a minimum of seven content areas, which must include Mathematics and Basic Communication. Students enrolled in Associate of Applied Science (A.A.S.) programs who plan to pursue a SUNY baccalaureate degree are advised to choose elective courses that fulfill these General Education requirements where possible.

[List of approved courses \(/sites/default/files/documents/SUNY%20GEN%20ED%20Approved%20courses%202021.pdf\)](/sites/default/files/documents/SUNY%20GEN%20ED%20Approved%20courses%202021.pdf)

LIBERAL ARTS AND SCIENCE COURSES

The New York State Department of Education requires that for each degree type a certain proportion of the credits must be classified as Liberal Arts and Sciences, under which we designate sub-categories of Humanities, Math/Science, and Social Science. For Associate of Arts (A.A.) the proportion is 3/4, or a minimum of 45 credits; for Associate of Science (A.S.) it is 1/2, or a minimum of 30 credits, and for Associate of Applied Science (A.A.S.) it is 1/3, or a minimum of 20 credits. Each TC3 degree program is designed to fulfill these guidelines, and many programs direct students to choose among electives in one or more of the Liberal Arts categories.

Chart of Disciplines/Courses

[/sites/default/files/documents/TCCC%20Lib%20Arts_Science%20Chart%20of%20Disciplines%202021.pdf\)](/sites/default/files/documents/TCCC%20Lib%20Arts_Science%20Chart%20of%20Disciplines%202021.pdf)

TOMPKINS CORTLAND CORE REQUIREMENTS

The following courses (18-24 Credits) shall be required in all programs (A.A., A.S., and A.A.S.), unless an exception is approved by the Provost and Vice President of Academic Affairs:

- ENGL 100 (if required), ENGL 101, and either ENGL 201 or ENGL 204 or ENGL 210: 6-9 credit hours
- A minimum of one 3-4 credit hour course in each of the following areas: humanities, mathematics, natural sciences, and social sciences: 12-15 credit hours

Please note that all A.A. and A.S. programs must meet SUNY General Education credit and distribution requirements.

TOMPKINS CORTLAND INSTITUTIONAL LEARNING OUTCOMES

Graduates of Tompkins Cortland Community College will:

- communicate effectively, in oral and written forms, taking into consideration audience and purpose
- apply principles and methods of scientific inquiry and quantitative reasoning appropriate to their discipline
- use information, critical thinking, and the creative process to solve problems and reach conclusions
- use technology appropriate to their discipline
- describe the ways in which social, economic, or environmental sustainability depends on their own and the collective contributions of a diversity of ideas and people

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SUNY General Education Approved Courses

Beginning in Fall 2015, all Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs require a minimum of 30 credits of SUNY General Education coursework distributed among a minimum of seven content areas, which must include Mathematics and Basic Communication. Students enrolled in Associate of Applied Science (A.A.S.) programs who plan to pursue a SUNY baccalaureate degree are advised to choose elective courses that fulfill these General Education requirements where possible. The approved Tompkins Cortland courses for each SUNY knowledge and skill area are shown below.

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10
Mathe-matics	Natural Sciences	Social Sciences	American History	Western Civilization	Other World Civilizations	Humanities	The Arts	Foreign Language	Basic Communi-cation
MATH 109, 110, 115*, 117, 120, 122, 138, 200, 201, 202, 203, 206, 216	ASTR 101**, BIOL 100, 101, 102, 104, 105, 112, 114**, 115, 116, 119, 125*, 131, 132, 201, 202, 211, 216 CHEM 101, 102, 107, 108, 205, 206 CONT 209 ⁴ ENVS 101, 102**, 116, 141, 202** GEOL 101, 125* METR 101 PHSC 104, 105, 211, 212, 213	ANTH 201, 202, 270, 295 COMM 101, ECON 101, 120, 121 ENVS 107, 108, 110 ³ , 295 GEOG 120, 130 HSTY 260 HUMS 206 IED 260 POSC 103, 104, 107, 260 PSYC 101, 103, 108, 201, 205, 207, 208, 209, 263 SOCE 121, 201, 205 SOC 101, 201, 203, 205, 206, 207	HSTY 201, 202, 225***, 233***, 255	ART 101 HSTY 101, 102	ANTH 202, 220, 270 HSTY 110, 111, 252, 260 HUMN 232 POSC 260 RECR 150 SOCE 150 SOCI 220	CRJU 217 ENGL 102, 215, 220, 227, 229, 233, 248 ENVS 105, 112 ³ HUMN 232 PHIL 101, 201 RECR 270 WGST 248	ART 101, 102, 109 ¹ , 110 ¹ , 111 ¹ , 112 ¹ , 114 ¹ , 115 ¹ , 117 ¹ 1181, 120 ¹ , 122 ¹ , 123 ¹ , 124 ¹ , 130 ¹ , 131 ¹ , 180 ¹ , 200 ¹ , 259 ³ , 270 ¹ , 271 ¹ ENGL 105 ¹ , 200, 212, 255, 256, 258, 262 MUSI 101 RECR 215 ¹ SOCE 258	ARAB 101, 102 ASL 101, 102 CHIN 101, 102 FREN 101, 102, 201, 202 GERM 101, 102 ITAL 101, 102 RUSN 101, 102 SPAN 101, 102, 201, 202	ENGL 100, 101, 103, 201 ² , 204 ² , 210 ²

¹ Not a Liberal Arts and Sciences course. ² Partially fulfills category ³ completed Fall 2021 or later ⁴ completed Fall 2022 or later

ITALICS: Cross-listed courses : ANTH 220/SOCI 220; ANTH 260/IED 260; ANTH 295/ENVS295; BIOL 125/GEOL 125; ENGL 248/WGST 248;

ENGL 258/SOCE 258; ENVS 107/POSC 107; ENVS 108/PSYC 108; HSTY 233/WGST 233; HSTY 245/POSC 245; HSTY 260/POSC 260;

HSTY 262/POSC 262; RECR 150/SOCE 150; SOCI 206/HUMS 206

* Enrollment restricted to students in the Childhood and Early Childhood Teacher Education Transfer A.S. degree programs.

** Lecture course with no lab. *** For students scoring 85 or above on the N.Y.S. Regents U.S. History & Government Examination.

Tompkins Cortland Liberal Arts and Sciences Disciplines/Courses

For degree purposes, there are three Liberal Arts categories: Humanities, Math/Natural Sciences, and Social Sciences.

The disciplines/courses under each category are listed below.

HUMANITIES	MATH/NATURAL SCIENCE	SOCIAL SCIENCES
ARAB	ASTR	ANTH
ART 101	BIOL	COMM 101
ART 102	CHEM	COMM 225
ART 104	CONT 209 (F 2022 or later)	CRJU 104
ASL	CSCI 160	CRJU 105
CHIN	CSCI 165	ECON
CRJU 217	CSCI 205	EDUC 295
ENGL NOT ENGL 105 or 257	ENVS 101	ENVS 107
ENVS 105	ENVS 102	ENVS 108
ESL 120	ENVS 116	ENVS 110
ESL 121	ENVS 141	ENVS 111
FREN	ENVS 202	ENVS 112
GERM	GEOG	ENVS 295
HUMN	MATH	GEOG
ITAL	METR	HSTY
MUSI 101	PHSC	HUMS 206
MUSI 108		IED 260
MUSI 109		POSC
PHIL		PSYC
RECR 270		RECR 150
RUSN		SOCI
SOCE 258		SOCE NOT SOCE 258
SPAN		WGST NOT WGST 208 OR 248
WGST 248		

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Select a discipline to view all the courses descriptions for courses in that discipline.

A-F**ACAD**

(https://myinfo.tc3.edu/SelfService/Custom/CourseCatalogSearch.aspx?AcademicSuccesseventid=ACAD*)

ACCT	Accounting
ALEX	Applied Learning Experience
ANTH	Anthropology
ART	Art
ASTR	Astronomy
BIOL	Biology
BIOT	Biotechnology
BUAD	Business Administration
CAPS	Computer Applications
CDSC	Chemical Dependency Counseling
CHEM	Chemistry
CHIN	Chinese
CIS	Computer Information Systems
COMM	Communication and Media Arts
CONT	Construction and Environmental Technology
CRJU	Criminal Justice
CSCI	Computer Science
CSS	Computer Support Specialist
CULI	Culinary Arts
DRAF	Drafting
ECHD	Early Childhood
ECON	Economics
EDUC	Education
ELEC	Electrical Engineering Technology
EMT	Emergency Medical Training
ENGL	English and Creative Writing
ENSC	Engineering Science
ENVS	Environmental Studies
ESL	English as a Second Language
FITN	Fitness
FREN	French
FSS	Freshman Seminar

G-W

GEOG Geography
GEOL Geology
GERM German
HLTH Health
HRMG Hotel and Restaurant Management
HSTY History
HUMN Humanities
HUMS Human Services
IED International Education Study Abroad
IRM Information Resource Management
ITAL Italian
MATH Mathematics
METR Meteorology
MUSI Music
NURS Nursing
OFFC Office Management and Administration
PARA Paralegal
PARC Paralegal Studies Certificate
PHIL Philosophy
PHSC Physics
POSC Political Science
PSED Psychological Education
PSYC Psychology
RDNG Reading
RECR Exercise Studies/Outdoor Recreation/Recreation Leadership
RUSN Russian
SOCE Social Science
SOCI Sociology
SPAN Spanish
SPMT Sport Management
WGST Women and Gender Studies
WINE Wine Marketing

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COURSE SEARCH

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[Summer 2022 Courses \(https://selfservice.tc3.edu/SelfService/Search/Section?&period=2022%2FSUMMER\)](https://selfservice.tc3.edu/SelfService/Search/Section?&period=2022%2FSUMMER)

[Fall 2022 Courses \(https://selfservice.tc3.edu/SelfService/Search/Section?&period=2022%2FFALL\)](https://selfservice.tc3.edu/SelfService/Search/Section?&period=2022%2FFALL)

IT STARTS HERE.

To explore course offerings at Tompkins Cortland Community College, search available sections to begin planning your semester schedule.

COURSE TYPE OPTIONS

To best fit your schedule and provide a safe, flexible, dynamic learning environment, the College has developed the following course types. You will also find them in the myINFO course search section for each course listed under "Registration Info."

Current or incoming students who are building their schedule should also use the planning tools available in myINFO and should consult with an academic advisor during the planning process.

Important Definitions:

Non-matriculated - A student *not enrolling* in a degree program.

Matriculated - A student *enrolling* in a degree program.

Asynchronous Instruction: Direct Instruction Occurs *online and not at a specified meeting time*.

Synchronous Instruction: Direct Instruction takes place at a *specified meeting time*.

TOMPKINS CORTLAND COURSE TYPES:

Course Type 1 | On-Campus Meetings

Course Type 2 | On-Campus and Live Online Meetings Blend

Course Type 3 | On-Campus and Online Asynchronous Blend

Course Type 4 | Live Online Meetings

Course Type 5 | Live Online and Online Asynchronous Blend

Course Type 6 | Online Asynchronous

Course Type 7 | Online Flex

COURSE TYPE 1 | ON-CAMPUS MEETINGS

Class instruction is 100% on campus classes/labs.

Class instruction takes place on campus synchronously (at a specific meeting time). Meetings are at a regularly scheduled time (usually once, twice, or three times a week) on campus.

Example: 3 credits, meets Monday and Wednesday from 9-10:15 a.m. in a specific room.

COURSE TYPE 2 | ON-CAMPUS AND LIVE ONLINE MEETINGS BLEND

Class instruction is a blend of on-campus classes/labs and live online class meetings/labs. In person *may* be optional for some courses.

Class instruction takes place on-campus AND online synchronously (at a specific meeting time). Meetings are at a regularly scheduled time (usually once, twice, or three times a week), and they will alternate between taking place on-campus and online via a web platform (like Microsoft Teams).

Example: 3 credits, meets Monday 9-10:15 a.m. in a specific room on campus | meets Wednesday online 9-10:15 a.m.

COURSE TYPE 3 | ON-CAMPUS AND ONLINE ASYNCHRONOUS BLEND

Class instruction is a blend of on-campus classes/labs and online asynchronous (instruction not occurring at a specified meeting time). In person *may* be optional for some courses.

Meetings are at a regularly scheduled time (usually once, twice, or three times a week) on campus. Additional class instruction and activities occur via Blackboard, which is the College's Online Learning Management System.

Example: 3 credits, meets Monday 9-10:15 a.m. in a specific room on campus | additional instruction and assignments occur through Blackboard.

COURSE TYPE 4 | LIVE ONLINE MEETINGS

Class instruction is 100% live online classes/labs.

Meetings are at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams).

Example: 3 credits, meets online Monday and Wednesday 9-10:15 a.m.

COURSE TYPE 5 | LIVE ONLINE AND ONLINE ASYNCHRONOUS BLEND

Class instruction is a blend of live online class/labs and online asynchronous (instruction not occurring at a specified meeting time).

Meetings are at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams). Additional class instruction and activities occur via Blackboard, which is the College's Online Learning Management System.

Example: 3 credits, meets online Monday 9-10:15 a.m. Additional instruction and assignments occur through Blackboard.

COURSE TYPE 6 | ONLINE ASYNCHRONOUS

Class instruction is 100% online asynchronous (instruction not occurring at a specified meeting time).

Class instruction and activities occur via Blackboard, which is the College's Online Learning Management System. Instructors post lessons, assignments, videos and other course material online. Students are expected to actively participate in the online environment and meet deadlines, but there are no specific class sessions. These courses use Blackboard heavily/exclusively, and students are expected to participate in the online environment heavily.

COURSE TYPE 7 | ONLINE FLEX

Students have the option of attending class sessions live online or watching recordings of the live online sessions later.

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MICRO-CREDENTIALS

A micro-credential is a for-credit defined set of courses that take less time to complete than a degree or even a certificate – and are typically designed to teach specific, in-demand skills in collaboration with local employers or job needs.

Micro-credentials offer a valuable career credential upon complete, and courses can also be applied to an existing degree or certificate program.

For more information about existing micro-credentials or to work with the College to create a new micro-credential, email biz@tompkinscortland.edu (<mailto:biz@tompkinscortland.edu>).

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SPECIAL EDUCATION ADVOCACY



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RESIDENTIAL AIDE



[\(/academics/residential-aide-credential\)](/academics/residential-aide-credential)

RISK MANAGEMENT



(/academics/risk-management-credential)

EARLY CHILDHOOD ASSISTANT



(/academics/early-childhood-assistant-credential)

CHEMICAL DEPENDENCY CNSLR. ASSISTANT



(/academics/chemical-dependency-counselor-assistant-credential)

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CHEMICAL DEPENDENCY COUNSELOR ASSISTANT CREDENTIAL

The Chemical Dependency Counselor Assistant Credential is intended for persons seeking entry-level positions in the Chemical Dependency field, but who lack the experience and training needed for NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credentialing. Working under the direction of an alcoholism or drug counselor, social worker, or related professional, they help clients identify benefits and services. Additionally, they may assist with case management, counseling activities, and coordination of services.

ENGL 101 Academic Writing II

3 credits

HLTH 207 Drug Studies

3 credits

HLTH 208 Alcohol & Alcoholism

3 credits

PSYC 103 Introduction to Psychology

3 credits

CDSC 101 Introduction to Chemical Dependency Counseling

4 credits

Academic Writing II

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement.

Drug Studies

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and to evaluate information related to specific subject matter.

Alcohol and Alcoholism

This course is a basic study of the drug alcohol and the disease alcoholism. All facets of the subject are discussed, including the sociological, psychological, and physiological. Experts who represent various areas, such as the medical profession, the law,

rehabilitation, counseling, and psychiatry are called upon to share their knowledge and expertise with the class. An honest and practical look is taken at a drug affecting most of us in some way.

Introduction to Psychology

This course provides students with a basic understanding of the scientific study of mental processes and behavior. Prevalent psychological theories and research will be introduced. Topics may include: psychological research, biology and behavior, sensation, perception, learning, memory, cognition, development, emotion, motivation, personality, mental disorders, therapy and social psychology.

Introduction to Chemical Dependency Counseling

This course is designed to provide an introduction to clinical interviewing and substance abuse counseling. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. Students gain insight into theoretical, practical, and ethical issues associated with chemical dependency counseling. Guidelines associated with core skills of the helping relationship and confidentiality are explored.

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DIRECT SUPPORT PROFESSIONAL CREDENTIAL

Direct Support Professionals work with individuals with physical and/or intellectual challenges to become more integrated into their environments and communities.

The Direct Support Credential at Tompkins Cortland requires completion of four courses.

ENGL 100 Academic Writing I

(Fall & Spring semesters) 3 credits

HUMS 105 Introduction to Human Services

(Fall & Spring semesters) 3 credits

HUMS 107 Introduction to Disability Studies

(Spring semester) 3 credits

HUMS 128 The Family: Strength-Based Intervention

(Spring semester) 3 credits

ACADEMIC WRITING I

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and are introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme.

INTRODUCTION TO HUMAN SERVICES

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human service network is also examined. The course is intended for human service students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits and presentations.

INTRODUCTION TO DISABILITIES STUDIES

This course will introduce students to the emerging field of disability studies. Students will explore cultural, historical, political, and social antecedents that have influenced contemporary conceptualizations of disability. Students will examine how the social inequities of race, class, gender, and sexual orientation have impacted disabled individuals, and how disability status has contributed to exclusion and oppressive practices.

THE FAMILY: A STRENGTH-BASED INTERVENTION

A systems model is used to assess families' strengths and weaknesses in reference to meeting basic human needs of each member. Understanding the family in the social environment, emphasizing the strengths, resources, and unused opportunities of each family member, and identifying interventions available to the human services worker are studied. Priority is given to the study of the challenges most frequently encountered by families. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.)

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EARLY CHILDHOOD ASSISTANT CREDENTIAL

The Early Childhood Assistant Credential aligns with our Early Childhood AAS degree, prepares students for employment as an Early Childhood Assistant, and meets the training and education requirements of Office of Children and Family Services (OCFS) and National Association for the Education of Young Children (NAEYC).

ECHD 125	Introduction to Early Childhood Education	3
ECHD 110	Children and the Arts	3
ECHD 206	Infant/Toddler Environments and Curriculum	3
ECHD 225	Early Childhood Curriculum Development	3

Introduction to Early Childhood Education

Cross-listed as HUMS 125. This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. The NYS (New York State) Common Core standards will be discussed. Students will be required to spend 20 hours of observation and participation in an early childhood setting throughout the semester.

Children and the Arts

This course is a study of the creative arts processes in visual art, drama, literature, music, and movement for students preparing to work with young children. Opportunities are given to identify and develop programs, lessons and activities to meet young children's needs in the area of creative arts. The value of the arts in early childhood, both as an important end and as tools for success in other areas is discussed (NAEYC).

Infant/Toddler Environments and Curriculum

Focuses on the education and care of infants and toddlers. The course examines the principles of planning a developmentally appropriate, safe, and healthy environment for children younger than three years old, and takes an in-depth look at the impact of cultures on the learning environment. The relationship between the infant/toddler learning environment and the curriculum is thoroughly investigated. The intent of the course is to develop a curriculum for infants and toddlers, that evolves around care-giving tasks and play (with the resulting adult-child interactions) that create meaningful growth-producing learning experiences for young children. Students spend 45 hours throughout the semester in an infant/toddler field placement.

Early Childhood Curriculum Development

Introduces and examines recent research in the field of early childhood development and uses it to develop curriculum for young children. Emergent, developmentally appropriate, anti-bias, and creative curriculum are discussed and integrated. Students demonstrate situations and analyze possible effects of methods discussed in class. Readings on methods and materials in the early childhood classroom are required.

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RESIDENTIAL AIDE CREDENTIAL

The Residential Aide Credential is intended for persons seeking entry-level positions in the Chemical Dependency or Human Services fields, but who lack the experience and training needed for NYS CASAC credentialing or other employment. Residential Aides monitor behavior and activities in residential settings, and assist clients with daily living activities, care coordination, and group activities. Residential Aides provide support and supervision, but do not engage in counseling activities.

ENGL 101* Academic Writing II

3 Credits

HLTH 207 or HLTH208 Drug Studies or Alcohol & Alcoholism

3 Credits

PSYC 103 Introduction to Psychology

3 Credits

CDSC 101 or HUMS 105 Introduction to Chemical Dependency Counseling or Introduction to Human Services

3 Credits

CDSC 210 or HUMS 114 Group Counseling: Theory & Practice or The Process of Group Communication

3 Credits

Academic Writing II

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement.

Drug Studies

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and to evaluate information related to specific subject matter.

Alcohol and Alcoholism

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Introduction to Psychology

This course provides students with a basic understanding of the scientific study of mental processes and behavior. Prevalent psychological theories and research will be introduced. Topics may include: psychological research, biology and behavior, sensation, perception, learning, memory, cognition, development, emotion, motivation, personality, mental disorders, therapy and social psychology.

Introduction to Chemical Dependency Counseling

This course is designed to provide an introduction to clinical interviewing and substance abuse counseling. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. Students gain insight into theoretical, practical, and ethical issues associated with chemical dependency counseling. Guidelines associated with core skills of the helping relationship and confidentiality are explored.

Introduction to Human Services

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human service network is also examined. The course is intended for human service students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits and presentations.

Group Counseling: Theory & Practice

This course is devoted to group theory and interventions with chemically dependent individuals. A variety of theoretical perspectives and empirically supported approaches are reviewed. Techniques for assessment, treatment, and care coordination are discussed. This course includes material on special populations, best practices, and relapse issues.

The Process of Group Communication

This course examines group process and its relationship to service organizations. Students study norms, roles, group rules, power, and leadership of small groups. Students experience and evaluate new techniques and methods of working with small groups in a human service setting.

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RISK MANAGEMENT CREDENTIAL

The Risk Management Credential aligns with our Business Administration AAS degree and prepares students for employment in the insurance field.

BUAD 241 Principles of Property & Liability Insurance 3 Credits

BUAD 242 Personal Insurance 3 Credits

BUAD 243 Commercial Insurance 3 Credits

BUAD 263 Business Internship 3 Credits

Principles of Property & Liability Insurance

This course provides students with a basic understanding of the principles of insurance. Topics include an introduction to insurance contracts, an overview of company functions and operations, including ratemaking, underwriting, claims, adjusting, and marketing.

Personal Insurance

This course provides students with a basic understanding of the principles of personal insurance. Topics may include an analysis of personal loss exposures and personal insurance coverages including homeowner's, other dwelling coverages, personal liability, auto, life, health, and government programs.

Commercial Insurance

This course provides students with a basic understanding of the principles of commercial insurance. Topics include an analysis of commercial coverages including property, business income, inland marine, ocean marine, crime, boiler, general liability, auto and worker's compensation.

Business Internship

Through employment, mentorship, and self-directed studies via an industry-based experiential learning environment, students enhance their understanding of leadership, teamwork, communication, necessary professional skills, and diversity as they experience and work within the daily operations of a degree related organization. An integral part of the program is the opportunity to meet people from the industry, test skills, and apply knowledge. Participants will also be exposed to business-to-business

relationships as well as individual customers/clients. The Internship is a meaningful learning experience that contributes positively to the student's professional development and facilitates creating recruitment networks and supporting industry leaders in the global workplace.

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SPECIAL EDUCATION ADVOCACY CREDENTIAL

The Special Education Advocacy Credential prepares participants to be effective special education advocates on behalf of public school children – covering all requisite education law, disability needs, and legal standards.

ENGL 100 Academic Writing I

(Fall & Spring semesters) 3 credits

PARA 101 Introduction to Paralegalism

(Fall & Spring semesters) 3 credits

PARA 130 Legal Research and Drafting

(Fall & Spring semester) 3 credits

PARA 206 Special Education Law & Advocacy

(Fall & Spring semesters) 3 credits

ACADEMIC WRITING I

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and are introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme.

INTRODUCTION TO PARALEGALISM

An examination of the role of paralegals in the legal system, with a particular emphasis on the New York state court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards.

LEGAL RESEARCH & DRAFTING

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research, the Internet, and CD-ROM products. In particular, the student gains familiarity with a law library and researching a topic from general topic to specific case.

Although this course is intended to be a general course, the primary focus is on New York and federal law. However, after successful completion of the course, students have the tools necessary for legal research of all types, in any jurisdiction.

SPECIAL EDUCATION LAW AND ADVOCACY

This is a paralegal elective course that will give students a background in education law with a focus on special education advocacy on behalf of public school children. Special education advocacy requires extensive knowledge of education law, disability needs, and the legal standards that apply. Participants will be introduced to the history of special education law, develop an understanding of key concepts of special education expressed in case law, understand educational evaluations, develop an understanding of the business of special education law, and learn the ethics of advocating for students with disabilities.

The history of special education law is rooted in *Brown v. Board of Education* and is traced through legislative and judicial history to include the Education for All Handicapped Children Act, the IDEA, the IDEIA, Section 504 of the Rehabilitation Act of 1973, and the related other acts, such as No Child Left Behind and the Every Student Succeeds Act. This course will focus on the substance and procedural aspects of federal and state education laws, rules and regulations for a law office paralegal as well as for a lay advocate. Topics will include pragmatic concerns such as dealing with children, parents, and school administrators.

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HONORS COLLEGE



A COMMUNITY OF SCHOLARS

Honors College provides a challenging curriculum for highly motivated students who have demonstrated their academic ability. Honors students work in a community of scholars, engaging in academic discussion and projects that require a high level of participation and independent investigation.

HONORS COLLEGE CURRICULUM

The honors curriculum is available to students enrolled in a degree program. Honors students complete specific requirements in addition to their degree program requirements. To graduate in the honors college, students must maintain a minimum overall GPA of 3.5 and receive a grade of B or better in required honors courses.

INTERDISCIPLINARY SEMINARS

Honors seminars, designed by faculty, feature small group discussions and provide an opportunity for in-depth dialogue. Honors seminars are taken in the third and fourth semesters. Students not enrolled in the honors college will be allowed to register for honors seminars with faculty permission. Seminars will be limited to 20 students.

INDEPENDENT STUDY

Independent study projects allow academic pursuit of topics of interest. Students may take a nontraditional course in place of an independent study project. These courses are not always held in a classroom and usually involve an experiential learning component.

ADMISSION TO THE PROGRAM

All applicants to the honors college will be individually evaluated based on their academic achievement and potential for further achievement. Students may be admitted to the honors program when they are admitted to the College, or after their first semester at Tompkins Cortland. Students should take the following steps to be accepted into the honors program:



- Apply to the College and enroll in one of our **degree programs (/academics/programs)**.
- Contact the director of the honors college to express your interest. Contact may be made in person or by telephone, Email, or regular mail.
- Provide high school and college grade transcripts and letters of reference for review by the director. Letters of reference should address your potential for academic achievement among a community of scholars.
- You will work together with your degree program advisor and the director of the honors program to plan your curriculum and coordinate your involvement in the honors program.

FOR MORE INFORMATION

Professor Karen Pastorello, Honors Director

607.844.8222, Ext. 4233

kap@tompkinscortland.edu (mailto:kap@tompkinscortland.edu)

HONORS COURSES

Honors students are required to take 9 honors credits from across 3 of 4 categories: humanities, social science, science, and math. Honors courses are listed below and include several capstone classes (listed separately).

HUMANITIES

- **ENGL101H - Academic Writing II-Honors**
- **ENGL102H - Approaches to Literature-Honors**
- **ENGL235H - Studies in Leadership-Honors**
- **ENGL285H - Classic Epic in Translation-Honors**

SOCIAL SCIENCE

- **SOCI101H - Introduction to Sociology-Honors**
- **PSYC103H - Introduction to Psychology-Honors -- detailed requirements (/node/163)**
- **HSTY101H - Development of Western Trad I-Honors**
- **HSTY102H - Development of West Trad II-Honors**
- **HSTY201H - American History to 1877-Honors**
- **HSTY202H - American History Since 1877-Honors**
- **ANTH202H - Cultural Anthropology - Honors**

SCIENCE

- **BIOL104 - General Biology I**
- **BIOL105 - General Biology II**
- **CHEM107 - General Chemistry I**
- **Chem108 - General Chemistry II**
- **PHSC104 - General Physics I**
- **PHSC105 - General Physics II**
- **PHSC212 - Physics II (Electricity & Magnetism)**
- **PHSC213 - Physics III (Waves, Optics & Modern Physics)**

MATH

- **MATH 200 - Statistics**
- **MATH 201 - Calculus I**

CAPSTONE COURSES

- **ANTH/ENVS 295H - Global Seminar-Honors**
- **BIOT 295 - Biotechnology Seminar**

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PHI THETA KAPPA HONOR SOCIETY



AN HONOR SOCIETY FOR TWO-YEAR COLLEGES

Phi Theta Kappa (PTK) is an international honor society for two-year colleges.

According to the organization, "the purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

MEMBER ELIGIBILITY

A chapter of Phi Theta Kappa, Alpha Gamma Nu, was established at Tompkins Cortland Community College in 1977. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have achieved a cumulative grade point average of at least 3.5 and have completed 15 credit hours or more. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

Transfer students who have completed at least one semester of coursework at Tompkins Cortland and who believe they have met the GPA and total credit requirements by a combination of Tompkins Cortland and prior college coursework should consult with one of the PTK advisors for a review of their academic record to determine membership eligibility status.

NON-MEMBERS PARTICIPATING IN PTK ACTIVITIES

Many students, including non-members, get involved in anticipation of being invited into PTK while other students get involved simply to participate in events and activities that promote leadership, scholarship, service, and fellowship.

PTK ACTIVITIES AND MEETINGS

PTK meets Mondays at noon in room 121E.

Many of the chapter's local activities are derived from programming topics and outlines suggested by the Phi Theta Kappa headquarters. Each year, the College chapter completes a College Project, which is designed to support the college and its goals. Past College Projects have included activities such as hosting Community College Completion Day, honoring faculty, or assisting with commencement.

The Tompkins Cortland chapter has been a part of Honors in Action: the Phi Theta Kappa Honors Program, which provides opportunities to apply research and practice real-world problem solving by developing an in-depth, action-oriented project. Past projects have led to student presentations on the role of social media in democracy, and the role of competition in education and the lives of students.

The Tompkins Cortland chapter is also committed to many service projects, such as organizing road-side clean-ups, donating to Books for Africa, and working with the Make-A-Wish Foundation.

The chapter often travels to regional and international Phi Theta Kappa conferences to take advantage of the opportunity to meet inspirational and accomplished professionals and to help develop programs, leadership skills, and relationships with other chapters.

If you cannot make our weekly meetings but are interested in participating in listed activities, please feel free to contact any of the PTK advisors, officers, or members for more details.

PTK ADVISORS

PTK advisors Katrina Campbell or Hal Brown can be contacted at PTK@tompkinscortland.edu (<mailto:PTK@tompkinscortland.edu>).

ONCE YOU RECEIVE YOUR INVITATION FROM TOMPKINS CORTLAND

MEMBERSHIP FEE

The membership fee is a one-time fee of \$80. Membership can be transferred to other two-year colleges. Once inducted, you are a member for life. Phi Theta Kappans are considered alumni when they leave the chapter in good standing through graduation, transfer or other means.

Financial assistance may be available to help cover your membership fee. Please contact one of the advisors for more information.

FINANCIAL BENEFITS OF PHI THETA KAPPA

Most of the information promoting Phi Theta Kappa (PTK) refers to the financial benefits of becoming a member; more specifically, it refers to the transfer scholarships, PTK scholarships, and PTK awards you have access to as a member. Please note, in general, transfer scholarships (such as automatic tuition reduction) are available to all members, but the amount and number of these scholarships does depend on the colleges and/or universities you are applying to. Qualifying for transfer scholarships can be as simple as verifying membership.

On the other hand, requirements for PTK-sponsored scholarships and awards are often more rigorous and may be more competitive, but they are usually more prestigious and more valuable. Participating in your local PTK chapter here at the College can often provide the experience needed to become a strong applicant for these awards.

Once you become a member, you will receive regular updates regarding upcoming scholarships, awards, grants, and study opportunities.

You do not have to be active with the local Chapter here to be eligible for PTK awards and scholarships, although any help with, participation in, and attendance at PTK events is always appreciated.

INDUCTION

Induction Ceremonies help us recognize you, and all new inductees and their family and friends are invited and encouraged to attend. At Induction, you will be formally introduced to our College administrators, including the College President and Provost. Chapter officers and advisors, often joined by faculty and members of the Board of Trustees, will initiate you into the spirit and mission of our honor society. It is an event not to be missed!

MAKING THE MOST OF YOUR MEMBERSHIP

Once you join, weekly minutes will keep you informed of our Chapter's activities, upcoming events, and ways in which you can get involved. The Official Phi Theta Kappa site (www.ptk.org (<http://www.ptk.org>)) will provide information about international PTK news and events along with your PTK individual and chapter profiles.

Remember, there are many benefits to being an active member, including opportunities to contribute to the school and greater community, to meet fellow PTK members from Tompkins Cortland and other colleges, and to get the most out of your academic work!

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SUSTAINABILITY LITERACY PROGRAM

Earn a special sustainability designation with any Tompkins Cortland degree.

SUSTAINABILITY

Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Making decisions that preserve the values of environmental, economic, and social responsibility.

SUSTAINABILITY EFFORTS ON CAMPUS

Find out what faculty, staff, and students are doing on campus (/node/631)



AN EMERGING FIELD

The very nature of environmental issues demands an interdisciplinary approach when seeking sustainable solutions. The College's Sustainability Literacy program is designed to expose students to the broad topic of sustainability through an interdisciplinary exploration of interrelated subjects. The program will provide evidence that the student has completed a coherent course of study in the emerging field of sustainability.

This program has been designed to complement associate degree programs by allowing a student to earn credit toward his/her degree while at the same time pursuing the study in sustainability. Students may use any of their required classes or unrestricted electives to meet the program's requirements.



COURSE REQUIREMENTS

To fulfill the program requirements, students must choose one course from each of the following categories:

- Natural Sciences (3-4 credits)
Examples: BIOL 102, BIOL 105, ENVS 101
- Social Sciences (3 credits)
Examples: ANTH 202, any ECON, SOCI 101
- Humanities (3 credits)
Examples: ENVS 105, any ENGL with a sustainability theme
- Capstone Course ENVS 295 Global Seminar (3 credits)
Approved Elective (3-4 credits)

Students in many programs will be able to complete the program with no additional coursework, providing they work closely with their advisors and choose electives from the **requirements and approved electives (pdf)** (/sites/default/files/documents/requirements_sustainability_studies_designation.pdf).

For more information contact Professor Kelly Wessell.

kjw@tompkinscortland.edu (<mailto:kjw@tompkinscortland.edu>)

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STUDY ABROAD

PLEASE NOTE: SPRING 2021 STUDY ABROAD TRIPS ARE CANCELED.

Tompkins Cortland Community College sponsors short term programs in several different countries. New programs are always in the works.

Study abroad makes students better leaders and more employable global citizens, looks extraordinary on your resume, and can change the way you think about the world.

You will have the EXPERIENCE OF A LIFETIME.

If you are interested in any of these programs, contact the Coordinator of Study Abroad Programs, in the Office of Global Initiatives at 607.844.8222, Ext. 4383, Room 248 for more information and to apply. Interested students should also speak to the faculty trip leader to learn about the program.



FALL OPPORTUNITIES - JANUARY TRIP - CANCELED

CAMBODIA - ENGLISH AND ANTHROPOLOGY

IRELAND: LITERATURE AND HISTORY



(/academics/cambodia-english-and-anthropology)



(/academics/ireland-literature-and-history)

NICARAGUA: ANTHROPOLOGY AND HEALTH



(/academics/nicaragua-anthropology-and-health)

SPRING OPPORTUNITIES - MAY TRIP - CANCELED

COLOMBIA - ECOLOGY AND HISTORY



(/academics/colombia-ecology-and-history)

ITALY: CULTURE AND CUISINE



(/academics/italy-culture-and-cuisine)

OPPORTUNITIES AVAILABLE THROUGH SUNY CORTLAND

Tompkins Cortland Community College can also participate in any of SUNY Cortland's more than 30 study abroad programs on six continents. For more information on the new opportunities, visit the **SUNY Cortland study abroad website** (<http://www2.cortland.edu/studyabroad/study-abroad/>).

GET STARTED

- Meet with your Academic Advisor early to talk about where study abroad fits best in your academic program
- Meet with a Faculty Trip Leader to get course details and learn more about the process
- Make an appointment with a representative from Financial Aid, room 101 as soon as you can
- Apply for your passport (it takes several months)
- Register for the appropriate course (In November for Spring, in April for Fall)

- Begin to save your money! Apply for a Scholarship!
- Submit all pre-departure documents ON TIME and
- Attend mandatory Pre-Departure Orientations

NOTE: We may be able to provide information or make recommendations if you are interested in studying overseas in a particular country where the College does not presently offer a program.

IMPORTANT FORMS

Note: Fill-in forms work best in Internet Explorer or they can be saved locally and filled in using Acrobat Reader.



Study Abroad Agreement/Liability Release Form (/sites/default/files/documents/UPDATED%20-%20FULL%20-%20SA_%20Agreement%20Liability%20Release.Revised2018.pdf)

Study Abroad Confidential Academic Reference Form
(/sites/default/files/documents/SA_Confidential_Academic_Reference_Form.pdf)

Study Abroad Confidential Personal Reference Form (/sites/default/files/documents/SA_Confidential_Personal_Reference_Form.pdf)

Study Abroad Health Form and Physician's Approval to Travel (/sites/default/files/documents/SA_Health_Form.pdf)

Study Abroad Trip Application and Criteria (/sites/default/files/documents/SA_Trip_Criteria_Application.pdf)

Study Abroad Understanding of Trip Costs and Payment Disclosure
(/sites/default/files/documents/SA_Understanding_of_trip_costs_and_payment_disclosure.pdf)

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DISNEY COLLEGE PROGRAM



WHAT IS IT?

A full-time paid internship at Walt Disney World in Orlando, Florida. Students can receive academic credit while building their resume working for a Fortune 100 company.

WHO IS ELIGIBLE?

The program is open to all college students. At Tompkins Cortland, it works especially well for those in Business Administration, Hotel & Restaurant Management and Liberal Arts General Studies. Students in any major are welcome to participate.

Participants must be at least 18 years of age. Older, non-traditional students are welcome.

International students without U. S. citizenship or permanent resident status must contact the Global Initiatives office to discuss visa regulations.

Note: This information is intended for current students. Students attending Tompkins Cortland Community College international partner schools should contact their school's international programs office for information about the Tompkins Cortland Disney International College Program.

WHAT ARE TOMPKINS CORTLAND'S REQUIREMENTS FOR APPLICANTS?

- At least 12 college credits completed prior to applying, not including high school dual credit
- Minimum GPA of 2.0 at the time of application
- ENGL 99 completed (if needed.)
- Recommendation by a Tompkins Cortland faculty or staff member

WHAT ARE THE DATES AND HOW LONG DOES IT LAST?

Fall program: August through early January.

Fall Advantage program: May/June through early January.

Spring program: January through May.

Spring Advantage program: January/February through August.

Note: *There is no summer-only program.*

Students should talk with their academic advisor to determine which semester would be best to be away from Tompkins Cortland, as some required courses may only be offered in certain semesters. Some students find it easier to complete their degree requirements first and do the Disney program as a post-graduate internship.

WHAT ARE THE BENEFITS OF PARTICIPATING IN THIS INTERNSHIP?

Disney College Program students develop transferable skills that are essential for success in any career. Among them are responsibility, problem solving, effective communication, teamwork, customer service and cultural sensitivity. Having Disney on one's resume can be a real competitive edge. How many people can boast of working for a Fortune 100 company while still in college? Additional benefits include the opportunity to return to Disney World to work during school breaks or for professional internships, as well as the possibility of full-time employment with Disney or its sister companies (ABC, ESPN and others) after completing college. Many Tompkins Cortland alumni have made careers with Disney World after participating in the College Program. And of course, there is the benefit of making lifelong friends from all over the world.

WHAT ARE THE JOBS?

More than 20 different positions are available in Operations, Lodging, Food and Beverage, Retail/Sales, Recreation, and Entertainment. Students may be placed anywhere at the Walt Disney World Resort, including Magic Kingdom, EPCOT, Animal Kingdom, Hollywood Studios, Typhoon Lagoon, Blizzard Beach, Downtown Disney and Disney resort hotels. Participants must work when they are scheduled and understand that it is normal to work late nights, early mornings, weekends, and holidays. All roles may include prolonged exposure to outdoor elements, including heat/humidity, cold temperatures, and/or wet conditions. Complete role descriptions are available through the **Disney College Program (<http://www.wdwcollegeprogram.com/>)**.

WHAT IS THE PAY?

Pay is \$11.00 - \$13.25/hour, depending on role. Students are guaranteed at least 30 hours per week and may be scheduled for 50+ hours per week during peak periods. Time-and-a-half is paid after eight hours a day or 40 hours a week.

WHAT ABOUT HOUSING?

Most students live in Disney's fully-furnished apartment complexes. These are gated communities with one to four bedroom apartments that house two to eight residents. Weekly housing fees range from \$114 to \$205, depending on apt. size and location and include local phone, cable and Internet. All residents abide by Community Codes that govern safe and respectful behavior by

all. Underage drinking is strictly prohibited and is grounds for immediate dismissal. All visitors must sign in and no guests are allowed after 1 a.m.

WHAT ABOUT TRANSPORTATION?

Students must provide their own transportation to and from Florida. It is helpful to have a car while in the program. For students who do not have their own vehicle, Disney provides regular bus service to all work locations and nearby shopping areas.

FOR MORE INFORMATION

Visit the **Disney College Program** (<http://www.wdwcollegeprogram.com/>).

WHAT ABOUT ACADEMIC CREDIT?

All Tompkins Cortland Disney students have the option of enrolling in BUAD 261- Walt Disney World College Program. BUAD 261 can be taken for 3 to 15 credits, depending on the student's major and to what extent the course can help to fulfill degree requirements. BUAD 261 can count as an unrestricted elective or as a BUAD elective. Or it may be substituted for a specific course(s). For example, a Hotel and Restaurant Management student may be able to substitute BUAD 261 for HRMG 102, HRMG 103, HRMG 213, or some elective courses. Similar possibilities are available for Business Administration and other majors. *Advance planning and communication with an academic advisor and the Tompkins Cortland Disney Coordinator are essential for students to maximize their credit opportunities.*

To earn BUAD 261 credit, students must successfully perform their work role, write several learning reflections essays, and complete one or more courses on-site at Disney (see below.) Learning activities and assignments will be tailored to the number of credits selected by the student for BUAD 261.

DISNEY ON-SITE COURSES:

Disney offers numerous opportunities for on-site learning. Disney Seminar courses offer the unique opportunity to learn more about how the Walt Disney World Resort operates. Complete course descriptions are available through the **Disney College Program** (<http://www.wdwcollegeprogram.com/>).

TOMPKINS CORTLAND ONLINE COURSES:

Students who are thinking about taking a Tompkins Cortland online course in addition to BUAD 261 while at Disney should realize that in addition to working full-time, many other activities will compete for their time and attention while living in Orlando. Therefore, self-motivation and excellent time management skills are critically important for success in online courses while at Disney.

WHAT DOES IT COST?

Students who enroll in BUAD 261 must pay tuition and fees to Tompkins Cortland. The tuition amount depends on how many credits the student selects for BUAD 261. Financial aid is available for those who qualify. Disney charges a nonrefundable fee of \$390. All of Disney's educational courses are free of charge; students pay only for textbooks and supplies. Housing fees (\$116 to \$220 per week, depending on apt. size and location) are deducted from weekly paychecks. Students need to have enough money for transportation to and from Florida and to live on for two to three weeks until they receive regular paychecks.

I'M INTERESTED! WHAT SHOULD I DO NEXT?

1. Complete information is available through the **Disney College Program (<http://www.wdwcollegeprogram.com/>)**.
2. Talk with your academic advisor to see how and when this internship will best fit into your degree program. Remember that some students do it as a post-graduate semester after completing their degree.
3. Meet with the Tompkins Cortland Disney Coordinator to get your questions answered and to discuss your eligibility for the program.

THE APPLICATION PROCESS

Timeline: For Fall and Fall Advantage programs, applications are accepted the preceding February and March. For Spring and Spring Advantage programs, applications are accepted the preceding September and October.

1. Submit the **Tompkins Cortland Disney application (/sites/default/files/documents/Application_20191120.pdf)** to the Tompkins Cortland Disney Coordinator.
2. After the coordinator confirms your eligibility for the program, complete the **Disney Online Application (<http://www.wdwcollegeprogram.com/>)**. This includes a Role Checklist to indicate which roles you are willing to perform, so be sure to familiarize yourself with the roles beforehand. Full descriptions are available through the **Disney College Program (<http://www.wdwcollegeprogram.com/>)**.
3. After Disney accepts your application, the next step is a "web interview," which consists of approximately 100 questions that probe your personality and values.
4. If you pass the web interview, you will be invited to participate in a telephone interview.
5. You will hear whether Disney has accepted you anywhere from two to six weeks after the phone interview. If you are accepted, follow Disney's instructions for accepting your role offer.
6. Work with the Disney coordinator and your academic advisor to decide whether to take BUAD 261 and how many credits are appropriate for you.
7. Attend the Tompkins Cortland WDW pre-departure meeting to be scheduled by the Tompkins Cortland Disney coordinator and register for BUAD 261, if applicable.

TOMPKINS CORTLAND DISNEY PROGRAM COORDINATOR

Room 248

607.844.8222, Ext. 4293

Merryn Clay (<mailto:mcc@tompkinscortland.edu>)



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INTERNSHIPS AND EXPERIENTIAL LEARNING



Internships provide students with practical experience that expands upon classroom knowledge and also helps students build skills that are desirable to future employers. Many Tompkins Cortland programs feature internship opportunities.

INTERNSHIP BY DEGREE PROGRAM AREA (B -E)

BUSINESS ADMINISTRATION

- BUAD261: Walt Disney World College Program

CHEMICAL DEPENDENCY COUNSELING

- CDSC200: Chemical Dependency Field Work I
- CDSC220: Chemical Dependency Field Work II

COMMUNICATION AND MEDIA ARTS

- COMM265/Ind Study/M49C - Communication & Media Arts Internship

COMPUTER INFORMATION SYSTEMS

- CIS230: Computer Information Systems Internship

COMPUTER SUPPORT SPECIALIST

- CSS240: Computer Support Specialist Internship

CREATIVE WRITING-PROSE, POETRY, AND DRAMA

- ENGL271: Writing Internship

CREATIVE WRITING-SCREENWRITING

- ENGL271: Writing Internship

CRIMINAL JUSTICE

- CRJU230: Criminal Justice Internship

EARLY CHILDHOOD

- ECHD242: Guided Field Work - Early Childhood Education

ENTREPRENEURSHIP

- BUAD264: Entrepreneurial Internship

INTERNSHIP BY DEGREE PROGRAM AREA (H - W)

HOTEL AND RESTAURANT MANAGEMENT

- HRMG213: Hospitality Internship
- HRMG216: Hospitality Internship

HUMAN SERVICES

- HUMS230: Human Service Internship

OFFICE MANAGEMENT AND ADMINISTRATION

- OFFC230: Office Management & Admin Internship

NURSING

- NURS232: Nursing Internship
- NURS233: Nursing Internship

RECREATION

- RECR285: Recreation Field Work

PARALEGAL

- PARA230: Paralegal Internship

SPORT MANAGEMENT

- SPMT190: Event Practicum I
- SPMT195: Event Practicum II

WINE MARKETING

- **WINE213: Wine Marketing Internship**

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APPRENTICESHIPS

WHAT IS THE SUNY APPRENTICESHIP PROGRAM?

A grant developed by SUNY in partnership with the NYSDOL. The focus is to engage small, medium, and large employers in New York to secure paid registered apprenticeships in high skilled, high demand and competitive wage occupations in advanced manufacturing, healthcare, information technology, and more!



OUR GOAL:

To develop and help apprenticeship programs succeed in New York State. This grant allows us to monetarily aid employers with the related instruction part of an apprenticeship. This fund can be accessed by every SUNY community college to help apprenticeship programs in our specific areas.

WHO CAN PARTICIPATE IN THE SUNY APPRENTICESHIP PROGRAM?

EMPLOYERS (/NODE/1270)

Companies in advanced manufacturing, healthcare, information technology, and more. Learn more about Employer participation.

STUDENTS/APPRENTICES (/NODE/1271)

Future Students/Apprentices

- Are you 18 years old or older? (no maximum age limit)
- Do you have a high school diploma or equivalent?

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FARM TO BISTRO

It takes hands to make food.

Hands in the dirt. Hands on the truck. Hands mashing, cutting, stirring, pouring, serving. Hands on the knives in the kitchen, hands washing, hands cleaning up.

At Tompkins Cortland Community College, you'll get your hands working in the every part of the food system as part of our unique Farm to Bistro concept.

Our restaurant, our farm, our degrees

Our Ithaca restaurant, **Coltivare** (<http://coltivareithaca.com>), and our campus farm, the **TC3 Farm (/node/1383)**, support four degree programs: **Culinary Arts (/node/50)**, **Wine Marketing (/node/74)**, **Sustainable Farming and Food Systems (/node/73)**, and **Hotel and Restaurant Management (/node/57)**.

You learn the entire system hands-on. Seed prep, planting, pest control, distribution, marketing, food prep, safety, pairing, serving, business management – the entire system.

You'll be employable when you graduate, and you'll have the knowledge to move you forward in the business. You'll have the connections and knowledge to start your own business.



PROGRAMS IN THE FARM TO BISTRO INITIATIVE



CULINARY ARTS
(/academics/programs/culinary-arts)



(/academics/programs/hotel-and-restaurant-
HOTEL & RESTAURANT MGMNT
management)



(/academics/programs/sustainable-farming-and-food-
SUSTAINABLE FARMING
systems)



WINE MARKETING
(/academics/programs/wine-marketing)

THE TC3 FARM



The **TC3 Farm (/node/1383)** is located next to our main Dryden campus. We teach food production on a human-scaled, local level. This is *the* dynamic food lab in our region. You'll work in our hoop houses, in our barn, in our fields, on a working farm that runs free of the commercial energy grid and embraces sustainable, organic practices.

All Farm to Bistro students get farm experience, as well as experience in the restaurant. In class, you'll study agriculture, biology, environmental studies, and more.



THE COLTIVARE CULINARY CENTER



Our downtown Ithaca restaurant and culinary center is the ultimate training ground for Farm to Bistro students. The center houses a professional restaurant, **Coltivare** (<http://www.coltivareithaca.com/>), a teaching kitchen, an event space, and a teaching amphitheater. You will get hands-on experience in a working kitchen and opportunities for real-life experience in the restaurant. You'll also learn from our chefs, our staff – in the real world.

Locally sourced from the Finger Lakes

Coltivare is not just one of Ithaca's best restaurants, it is a showcase for the incredible bounty of the Finger Lakes region. We serve locally sourced fare that lets the flavors of the region shine through. You will learn how to utilize in-season offerings to create dynamic, healthy, vibrant menus. You'll learn about local wine, brewing, and distribution, as well.

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COLLEGENOW



SUMMER PROFESSIONAL DEVELOPMENT

This year's conference will be held 100% virtually on Zoom. You can find information about the conference [here](https://www.tompkinscortland.edu/academics/professional-development) (<https://www.tompkinscortland.edu/academics/professional-development>).

WHAT IS COLLEGENOW?

For more than 30 years Tompkins Cortland Community College has worked closely with school districts to enhance the opportunity and accessibility of education for students in Central New York. With CollegeNow, our commitment to this partnership is stronger than ever. We support the student transition to college and careers by providing quality college credit and connecting our faculty with school instructors to promote career pathways, clarify college expectations, and raise awareness of Tompkins Cortland and its resources. Some examples of how CollegeNow works with our partner schools include:

WHO ARE COLLEGENOW STUDENTS?

CollegeNow students are high school students who are ready to earn college credit now! Learn more about how CollegeNow can help you get a head start on college through **concurrent enrollment** (/node/417) courses offered in the high school, **online courses** (/node/437), or **campus-based courses** (/node/448). **Homeschooled students** (/node/446) will find a range of credit and non-credit opportunities, including assistance completing their high school equivalency through college credit.



(https://www.tompkinscortland.edu/sites/default/files/styles/fit_width/public/images/grads%2018.jpg?itok=nN4_vsXc)



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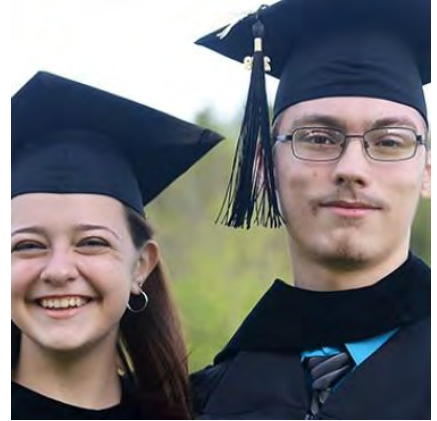
itok=9IPZueeD)



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itok=JBQw3Z9W)



itok=PzPL1dfi)



itok=NPq-5ev9)



(https://www.tompkinscortland.edu/sites/default/files/styles/full_width/public/images/cortl
itok=HgQz7TNp)



itok=IU_DkzqO)

OUR VALUE:

In a recent survey, former CollegeNow students resounded in agreement:

- 98 percent would recommend the CollegeNow program to a current high school student.
- 91 percent said concurrent enrollment courses increased the academic strength of their high school curriculum.
- 91 percent rated their overall CollegeNow experience as *good* or *excellent*.

Students who participate in the CollegeNow program not only earn academic and financial advantages but also strengthen their college applications and develop tools for college success.

HOW DO WE WORK WITH OUR PARTNER SCHOOLS?

Some examples of how CollegeNow works with our partner schools include:

- 110 distinct college courses approved for Concurrent Enrollment in 76 partner high schools;
- 5,866 Concurrent Enrollment students earned 37,990 credits in the 2019-20 academic year at no cost;
- Over 100 online courses are available to high school and homeschool students - fall, winter, spring and summer semesters;
- In 2019-20, 163 high school juniors and seniors earned 839 credits in online courses;
- 2,690 seniors graduated high school with 35,560 college credits, an average of 13.22 credits per student in 2020. Of those, 816 graduated with 15 or more credits and 305 earned 30 or more credits;
- 82% of high school seniors in Tompkins County and 71% of seniors in Cortland County graduated with credits earned through CollegeNow;
- 160 CollegeNow instructors from 64 schools attended our Professional Development Conference in August 2019.

EARLY DEGREE

Learn more about our **Early Degree** (<https://www.tompkinscortland.edu/academics/early-degree>) program to find out what makes these students so unique.

ACCREDITATION

Accredited by the **National Alliance of Concurrent Enrollment Partnerships** (<http://www.nacep.org/>)

COLLEGENOW

CollegeNow@tompkinscortland.edu (mailto:tompkinscortland.edu)

Phone: 607.844.6503

Text: 607.367.6828

COLLEGENOW NAVIGATION:

Who We Are (/node/414)

The CollegeNow Advantage (/node/1488)

Concurrent Enrollment (/node/1485)

CollegeNow Online (/node/1487)

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LIBRARY AND TUTORING (<http://tc3.libguides.com/cnstudentinfo>)

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(<http://tompkinscortland.edu/careercoach/>)

Get **STARTED** in high school
FINISH your degree at

**TOMPKINS
 CORTLAND**
 COMMUNITY COLLEGE

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BIZ

INNOVATIVE SOLUTIONS. DEDICATED SUPPORT. GUARANTEED RESULTS.

BIZ is committed to the development of non-credit professional development programs to help organizations grow their most important resource - human capital. As part of Tompkins Cortland Community College, BIZ offers a wide variety of training programs for individuals seeking to develop skills, as well as for companies seeking customized training solutions in areas as diverse as manufacturing, leadership, technology and more. Since 2010 BIZ has served more than 115 organizations and has secured over \$680,000 in grant funding for customized training since 2011.

Relationships with trainers and teachers mean BIZ can find creative, professional solutions for all business and personal training needs. We proudly serve manufacturers, small businesses, not-for-profits, educational institutions, and more as we provide the skills and knowledge that drive our area's economy.

INTERESTED IN A BIZ WORKSHOP? OUR SPRING 2022 SCHEDULE IS NOW AVAILABLE.

Browse our offerings below or complete our [Registration Form \(/sites/default/files/documents/Registration_form.pdf\)](#).

We now have text! Our number is **607.251.0612**.

Are you an employer interested in having a College representative come talk to your employees about microcredentials, certificates, and degree programs available at TC3? Let us know! (<https://apply.tompkinscortland.edu/register/employer>)

APPRENTICESHIPS

EMPLOYER AND RECRUITER SERVICES



(/academics/apprenticeships-0)



(/academics/employers)

CUSTOMIZED TRAINING



(/academics/customized-training)

REGISTER FOR A CLASS



(<https://www3.tc3.edu/biz/default>)

MICROCREDENTIALS



(/academics/microcredentials)

INSTRUCTOR-LED ONLINE CAREER PATHWAYS



[\(https://tompkinscortland.edu2.com/\)](https://tompkinscortland.edu2.com/)

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[\(/academics/corporate-and-community-partnerships\)](/academics/corporate-and-community-partnerships)

21ST CENTURY SKILLS



[http://www.yougotclass.org/index.cfm/Tc3\)](http://www.yougotclass.org/index.cfm/Tc3)

LEISURE LEARNING AND MORE



[\(https://www.ed2go.com/tc3/\)](https://www.ed2go.com/tc3/)

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PRESIDENT'S OFFICE

[Amy Kremenek Named President of Tompkins Cortland Community College \(/node/1609/\)](#)

AMY KREMENEK



Amy Kremenek was appointed the fifth president of Tompkins Cortland Community College by the State University of New York Board of Trustees. She began June 1, 2022.

Kremenek served as Vice President of Enrollment, Development, and Communications at Onondaga Community College for seven years prior to coming to Tompkins Cortland. The previous four years she was Vice President of Human Resources and External Relations at Onondaga, part of her nearly 20 years of experience in higher education.

The Tompkins Cortland Community College Board of Trustees selected Kremenek following a national search. "The search committee and Board selected Dr. Kremenek from a very strong pool of candidates," said Tompkins Cortland Community College Board of Trustees Chair Ray Schlather. "She is the right person at the right time for Tompkins Cortland Community College.

She has a commitment to higher education in the region and is a proven leader. Her experience, her knowledge of the College and SUNY, and her passion for the mission of a community college, including TC3's many innovative programs, make her the perfect fit. We are very happy to welcome Dr. Kremenek as our next president."

Kremenek earned a Bachelor of Science from the Newhouse School of Public Communications at Syracuse University, a Master of Public Administration from the Maxwell School of Public Affairs and Citizenship at Syracuse University, and a Doctorate of Management in Community College Policy and Administration from the University of Maryland Global Campus.

PAST PRESIDENTS

[Orinthia Montague, fourth president \(2017-2021\) \(/node/303#montague\)](#)

[Carl Haynes, President Emeritus, third president \(1994-2017\) \(/node/303#haynes\)](#)

[Eduardo Marti, second president \(1986-1994\) \(/node/303#marti\)](#)

[Hushang Bahar, first president \(1968-1986\) \(/node/303#bahar\)](#)

CONTACT THE OFFICE OF THE PRESIDENT

president@tomkinscortland.edu (mailto:president@tomkinscortland.edu)

2020 PRESIDENT'S ANNUAL REPORT



Read the 2020 President's Annual Report

[\(/sites/default/files/documents/Presidents%20Annual%20Report%202020%20online%20version.pdf\)](/sites/default/files/documents/Presidents%20Annual%20Report%202020%20online%20version.pdf)

Check out full versions of the alumni and student showcases featured in the report:

Student showcase Sayre Paradiso (/node/1124)

Alumni showcase Hilina Tiba (/node/1134)

Alumni showcase William Yeboah (<https://www.facebook.com/TompkinsCortland/photos/10158617459554876>)

Alumni showcase Kira Read (/node/1223)

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[ADVISING \(/ACADEMICS/ADVISING\)](/ACADEMICS/ADVISING)

[TITLE IX \(/CAMPUS-LIFE/TITLE-IX\)](/CAMPUS-LIFE/TITLE-IX)

[BIZ \(/ACADEMICS/BIZ\)](/ACADEMICS/BIZ)

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Tompkins Cortland Community College



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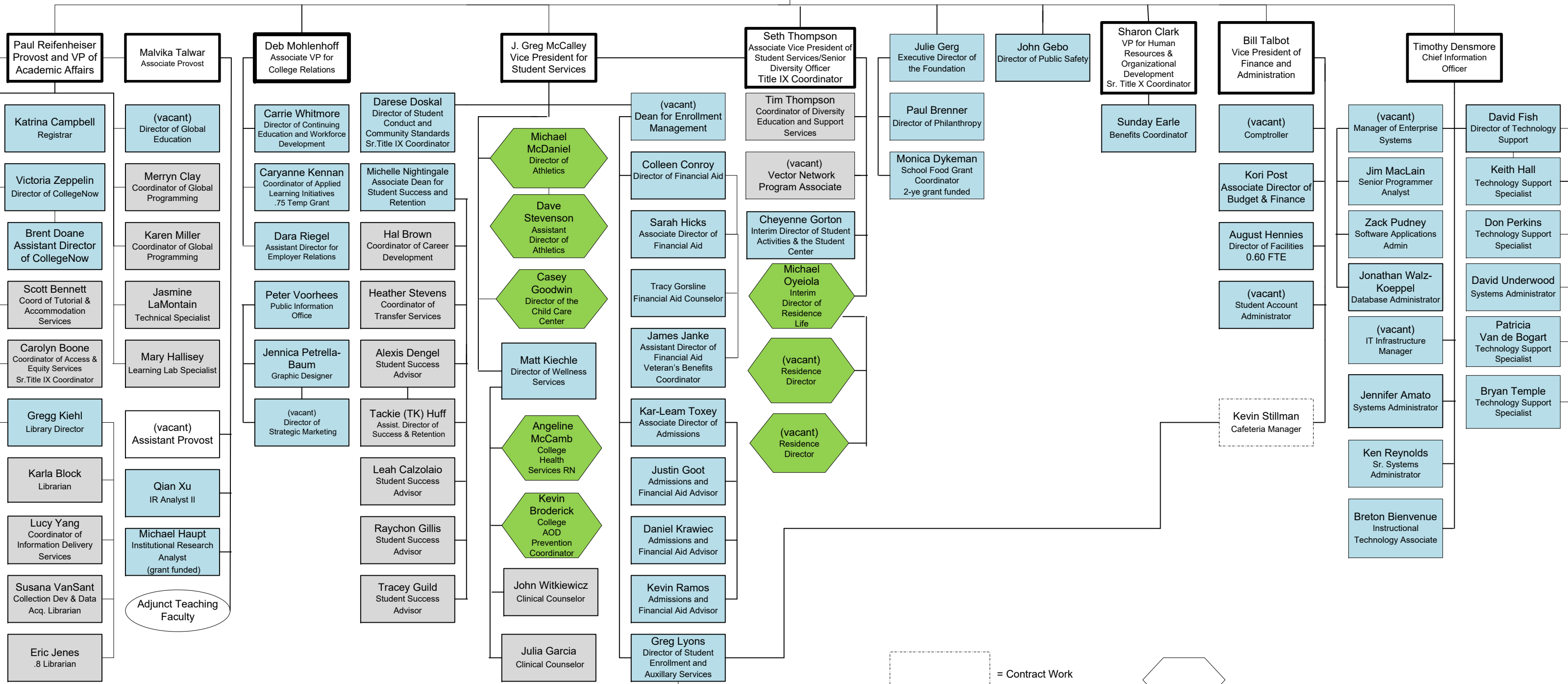
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COVID-19 Policies and Updates (/node/1281)

FACULTY



Christian Abshire (/academics/faculty/christian-abshire)

Adjunct Instructor, Biology

[\(/academics/faculty/christian-abshire\)](#)



Ahmed Ahmed (/academics/faculty/ahmed-ahmed)

Adjunct Instructor, Chemistry

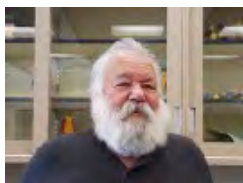
[\(/academics/faculty/ahmed-ahmed\)](#)



Nancy Almann (/academics/faculty/nancy-almann)

Adjunct Instructor, Biology

[\(/academics/faculty/nancy-almann\)](#)



Herm Altmann (/academics/faculty/herm-altmann)

Adjunct Instructor, Biology

[\(/academics/faculty/herm-altmann\)](#)



Breck Aspinwall (/academics/faculty/breck-aspinwall)

Adjunct Instructor, Biology

(/academics/faculty/breck-
aspinwall)

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Assistant Professor, English

Danielle Bethoney (/academics/faculty/danielle-bethoney)

Professor, Mathematics



(/academics/faculty/amanda-
bisson)

Amanda Bisson (/academics/faculty/amanda-bisson)

Assistant Professor, Culinary Arts



(/academics/faculty/jeanne-
cameron-phd)

**Jeanne Cameron Ph.D. (/academics/faculty/jeanne-cameron-
phd)**

Adjunct Professor, Sociology



(/academics/faculty/milagros-
cartagena-cook)

**Milagros Cartagena-Cook (/academics/faculty/milagros-
cartagena-cook)**

Professor, Nursing



(/academics/faculty/rick-
cicciarelli)

Rick Cicciarelli (/academics/faculty/rick-cicciarelli)

Adjunct Instructor, Biology



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Associate Professor, English

(/academics/faculty/kerry-curran)



Aaron Decker (/academics/faculty/aaron-decker)

Assistant Professor, English

(/academics/faculty/aaron-decker)



Rich Echevarria (/academics/faculty/rich-echevarria)

Instructor, Sport Management

(/academics/faculty/rich-echevarria)



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(/academics/faculty/mary-ellen-ensign)



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(/academics/faculty/fred-farah)



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(/academics/faculty/gary-ford)



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(/academics/faculty/lisa-ford)



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Professor, Mathematics

(/academics/faculty/sophia-georgiakaki)



Amber Gilewski (/academics/faculty/amber-gilewski)

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(/academics/faculty/amber-gilewski)



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(/academics/faculty/darlene-gold-phd)

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(/academics/faculty/richard-grossman)

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(/academics/faculty/matty-hamel)



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(/academics/faculty/kevin-haverlock)



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(/academics/faculty/andrea-hazard)

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Professor, Biology



(/academics/faculty/james-r-jacob-phd)

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(/academics/faculty/michael-kobre)

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Adjunct Instructor, Biology



(/academics/faculty/jasmine-lamontain)

Jasmine LaMontain (/academics/faculty/jasmine-lamontain)

Technical Specialist Science Labs

Chemical Hygiene Officer



(/academics/faculty/harry-littell)

Harry Littell (/academics/faculty/harry-littell)

Adjunct Professor, Photography



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(/academics/faculty/tim-mccabe)



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(/academics/faculty/todd-mclane)

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(/academics/faculty/patrick-mercer)



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(/academics/faculty/randi-millman-brown)

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Professor, Nursing

Barbara Moose (/academics/faculty/barbara-moose)

Professor, Nursing

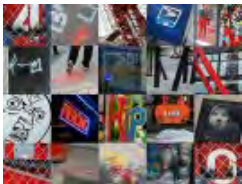


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(/academics/faculty/janita-moricette)

Instructor, Business



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(/academics/faculty/angela-palumbo)



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Robert Sarachan (/academics/faculty/robert-sarachan)

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(/academics/faculty/melissa-schmidt-phd)



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(/academics/faculty/pat-sewell)



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(/academics/faculty/lisa-seyfried)



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Associate Professor, Graphic Design

(/academics/faculty/christine-shanks)



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(/academics/faculty/kimberly-sharpe)



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(/academics/faculty/mary-sheldon)



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(/academics/faculty/joseph-l-smith-phd-lcsw-r-casac)



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(/academics/faculty/stephen-snyder)



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(/academics/faculty/rebecca-spencer)



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Professor, Hotel and Restaurant Management

(/academics/faculty/susan-stafford)



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(/academics/faculty/tina-stavenhagen-helgren)



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(/academics/faculty/janet-swinnich)

John Troyer (/academics/faculty/john-troyer)

Assistant Professor, English



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Associate Professor, Human Services

(/academics/faculty/patty-tvaroha)



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(/academics/faculty/travis-vande-berg-phd)



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(/academics/faculty/kelly-wessell-phd)

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Adjunct Associate Professor, Chemistry

Ken Whitener (/academics/faculty/ken-whitener)

Professor, Computer Science

Cindy Whitney (/academics/faculty/cindy-whitney)

Assistant Professor, Criminal Justice



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(/academics/faculty/diane-williams)



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Professor, Communication and Media Arts

(/academics/faculty/chris-xaver-phd)



John Zavaski (/academics/faculty/john-zavaski)

Adjunct Instructor, Biology

(/academics/faculty/john-zavaski)

PROFESSOR EMERITUS

The College's Board of Trustees first approved the Policy on Professor Emeritus Status on June 20, 1991, to honor professors who served with great distinction in his or her primary area of responsibility (teaching, counseling, librarianship), and achieved distinction in areas such as service to the College, service to the community, advanced studies, or contributions to his or her academic field.

Since that time, the Board has conferred the designation of Professor Emeritus on four occasions. Below is the list of those with the title Professor Emeritus at Tompkins Cortland Community College.

Resolved by the Board of Trustees

March 18, 1993

Lucille Stoepler Baker, Ph.D.

Resolved by the Board of Trustees

April 17, 2008

R. Annette Bell

Patricia Bence, Ph.D.

Anthony Bonarti

Judith Cain

Joseph Dabes

Joyce Damery

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Mary Kelly

David Lewis

Gary MacDowell

Louise McGee

Catherine Milnor

Jacqueline Perley

Sandra Pollack

Patrick Ryan

Patricia Wagner, Ph.D.

Resolved by the Board of Trustees

September 15, 2011

Chuck Bechtold

Nancy Craft

Linda Frank

Mary Gilbert

Nick Klimaszewski

John Martindale

Charles McMullen

Janet Morgan

Carol Morris

James Nichols

Donna Nielsen

Nancy Siemon

Taf Squires

Ted Szymanski

Carole Tuohy

Resolved by the Board of Trustees

January 19, 2017

Meg Garvey

Robin Hinchcliff

Jim Hull

ThankGod Imo

Bill Kleitz

Ken McEwan
Bud Moody
Linda Pasto
Marsha Powell
Dan Pukstas, Ph.D.
Ron Starmer
Amy Trueman
Nadine Wood
Bob Yavits

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LOCATION:

Tompkins Cortland Community College

170 North St., P.O. Box 139

Dryden, New York 13053

 Campus/extension centers locations

[\(/node/367\)](#)

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TC3

COURSE DESCRIPTIONS

FALL 2022

ACTIVE COURSE DESCRIPTIONS

ACADEMIC SUCCESS

ACAD100 Introduction to the College Experience

Promotes students' personal adjustment and academic success in their first college semester. Topics include adjusting to college, developing essential learning and time management strategies, and learning about college resources. This course is appropriate for new college students in all programs. Because of the similarity of the course content, students may not receive credit for both ACAD 100 and ACAD 150 toward their degree. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

ACAD150 College Success Seminar

Promotes students' personal adjustment and academic success in their first college semester. Topics include adjusting to college, learning about college resources, learning about career exploration resources, understanding college degree programs, learning and studying in college, managing time and keeping organized in college, setting goals and making decisions in college, managing stress and money in college, and handling diverse relationships. This course is appropriate for new college students in all programs. Because of the similarity of the course content, students may not receive credit for both ACAD 100 and ACAD 150 toward degree requirements. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ACAD175 Academic Success - Continuing Students

Intended for returning students who want to develop new or additional strategies for academic success. Students will identify personal strengths and understand how to use those strengths for academic success. They will learn about available resources, essential skills, and behaviors for academic success. Each student will develop a personal success plan. Enrollment is limited to students who have failed to meet academic standards for one or more semesters or who have failed to successfully complete required developmental courses. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

ACCOUNTING

ACCT101 Principles of Accounting

Introduces basic accounting concepts and principles for the sole proprietorship with an emphasis on the accounting cycle, and the preparation of financial statements along with their supporting schedules. Emphasis is also placed on the use of special journals, subsidiary ledgers, and valuation accounts. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 4 Cr. (4 Lec.) Fall and spring semesters.

ACCT102 Principles of Accounting II

This course is a continuation of ACCT 101, with emphasis on applications of accounting principles to partnerships and corporations. Topics will include accounting for the formation and operation of both types of business organizations. Cost and Managerial Accounting also are introduced. Prerequisites: ACCT 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall and spring semesters.

ACCT120 Accounting on Microcomputers

Provides a realistic approach to computerized accounting applications. The course integrates six of the major accounting systems commonly found in computerized accounting environments: General Ledger, Accounts Receivable, Accounts Payable, Financial Statement Analysis, Depreciation, and Payroll. CAPS 111, CAPS 121, CAPS 131, or higher is recommended. Prerequisites: ACCT 101; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ACCT203 Intermediate Accounting

Intermediate Accounting I is a continuation of the introductory principles of ACCT 101 and ACCT 102. Intermediate topics include financial accounting standards, the conceptual framework, information systems, form and content of financial statements, time value of money, advanced inventory valuation methods, accounting for property, plant and equipment, intangible assets. Professional opinions of the American Institute of CPAs (A.I.C.P.A.) and the Financial Accounting Standards Board (F.A.S.B.) are included. Prerequisites: ACCT 102. 4 Cr. (4 Lec.). Fall semester.

ACCT204 Intermediate Accounting II

Intermediate Accounting II is a continuation of the introductory principles of ACCT 101/102 and ACCT 203 - Intermediate Accounting I. Topics include: Current and long-term liabilities, form and content of financial statements, dilutive securities and earnings per share, revenue recognition, accounting for income taxes, pensions and post-retirement benefits, leases, and changes and error analysis. Professional opinions of the American Institute of CPAs (A.I.C.P.A.) and the Financial Accounting Standards Board (F.A.S.B.) are included. Prerequisites: ACCT 203. 4 Cr. (4 Lec.). Spring semester.

ACCT205 Cost Accounting

Cost Accounting is a study of the principles of accounting for the cost of materials, labor and overhead in job order, and process cost systems. Included are an introduction to standard costs and analysis of variances, analysis of cost information, and preparation of cost statements for administration and control purposes. Prerequisites: ACCT 102; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

ACCT207 Income Taxation

This is an analysis of basic income tax principles as they affect individuals, and the application of the tax concepts of gross income, adjusted gross income, taxable income, exemptions, deductions, and credits as interpreted under the Internal Revenue code and regulations. Prerequisites: ACCT 101; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (4 Lec.)

ACCT280 Independent Study-Accounting

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisites: ENGL 101 and instructor permission. 1-3 Cr.

APPLIED LEARNING EXPERIENCE

ALEX231 Project-Based Learning (1 credit)

This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 1 credit (3 Lab) Fall and spring semesters.

ALEX232 Project-Based Learning (2 credits)

This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 2 credits (6 Lab) Fall and spring semesters.

ALEX233 Project-Based Learning (3 credits)

This course is designed to provide internship opportunities aligned with unique student interests and community opportunities. Placements will be selected to demonstrate and encourage adaptability, independent and collaborative problem-solving, communication, and digital fluency. Students may receive instruction and can participate in experiential activities in the areas of project management, personal and workplace skills, oral and written communication techniques, and networking. Students will work with a faculty mentor and an external supervisor to address and solve real-world problems through inquiry and creativity. Credit may be granted for multiple unique project experiences. Prerequisites: Instructor permission. 3 credits (9 Lab) Fall and spring semesters.

ANTHROPOLOGY

ANTH201 Introduction to Anthropology

Anthropology is a discipline that studies every phase of human existence, from the genesis of humans and their physical and cultural evolution, to the study of modern human life ways and sociocultural orientations across the globe. This course is designed to broaden the student's worldview of people living in both past and present cultures. The student will be introduced to the four basic fields of anthropology: Biological Anthropology (physical, primates, and genetics), Archaeology (Ancient Civilizations), Sociocultural Anthropology (ethnography), and Linguistic Anthropology. A fifth subfield of Applied Anthropology that investigates the effect of globalization on living cultures may also be explored. ANTH 201 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

ANTH202 Cultural Anthropology

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. This course is designed to broaden one's worldview of people living in various cultures. The issues of ethnocentrism and cultural relativism are addressed through cross-cultural perspectives. Students will also conduct interviews and observation and research a specific culture of their choice. ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

ANTH202H Cultural Anthropology – Honors

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. Methods and techniques such as field studies and cross-cultural comparisons used by anthropologists to examine cultures are analyzed and applied. The issues of ethnocentrism and cultural relativism are addressed through cross-cultural perspectives. Students also research and conduct a culture study. ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

ANTH220 Development Anthropology in a Globalizing World *Cross-listed as SOCI 220*

This course prepares students for citizenship in a global society by focusing on the challenges of Globalization and development and its impact on micro cultures. How can local people's views and skills be brought to the center of development and how might western and indigenous views differ? Students are introduced to the history and theories of development anthropology and sociology, with special attention given to recent case studies. Examination of the role of applied anthropologists and sociologists are considered, including ethics, research tools, people centered appropriate technology, environmental and cultural sustainability, and the participatory model of development. Prerequisites: ANTH 202; prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.). Fall semester.

ANTH260 Culture Survey for Study Abroad Cross-listed as IED 260

Provides a full cultural immersion experience via a short term study abroad trip to a non-U.S. culture, such as Guatemala, Nicaragua, Ecuador, as well as other regions of the world. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include indigenous lifestyles, health care, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. ANTH/IED 260 fulfills the SUNY General Education Other World Civilizations requirement. Significant additional costs. Scholarships available. Co-requisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as BIOL 116, HSTY260, HLTH 216, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ANTH261 Study Abroad Cultural Survey Cross-listed with IED 261.

Provides a full cultural immersion experience via a short term study abroad trip to a western culture, such as France, Italy or Spain. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include expressive arts, cuisine, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. Significant additional costs. Scholarships available. Co-requisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as HRMG 220, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ANTH274 Archaeology Field School - Cayuga Nation

This course provides a full immersion field experience in archaeology through a five week archaeological excavation. Students learn archaeological field techniques, including excavation, mapping, collection of special samples (pollen, C-14, flotation, etc.), and documentation. They learn how archaeology serves as dialogue for contemporary political issues and a complement for cultural revitalization. Readings, native and non-native guest speakers, and field trips supplement the fieldwork. The course promotes a new vision of archaeology - one that is a positive force for Native Americans. Furthermore, it promotes protection and stewardship of key archaeological sites in the Cayuga heartland. The course meets Monday - Friday (9:00 a.m. - 5:00 p.m.) on a local excavation "dig" site for five weeks. Students must be able to do physical work handling a shovel or trowel in hot weather and be able to walk for 20 minutes. Prerequisites: Completion of ANTH 201 or ANTH 202 is strongly recommended; permission of the instructor; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 6 Cr. (2 Lec., 12 Lab.) Summer semester.

ANTH290 Social Science Capstone Course *Cross-listed as HSTY 290 or PSYC 290 or SOCI 290*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. In the psychology focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Occasionally.

ANTH295 Global Seminar *Cross-listed as ENVS 295*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ANTH295H Global Seminar Honors *Cross-listed as ENVS 295H*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ARABIC

ARAB 101 Arabic I

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Arabic. Cultural aspects of the Arabic-speaking world are covered. Speaking and understanding colloquial Arabic are emphasized. Substantial outside preparation and lab work are required. ARAB 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in RDNG 116 and ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ARAB 102 Arabic II

Building on the skills and knowledge of speaking, listening, reading, and writing mastered in ARAB 101, students continue to learn the essentials of Arabic grammar and vocabulary needed for effective communication in everyday situations. Speaking and understanding colloquial Arabic are emphasized. Substantial outside preparation and lab work are required. ARAB 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: ARAB 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ART

ART 101 Art History: Ancient to Early Medieval

This course is a survey of representative works of art through Prehistory and Prehistoric Art in Europe to Early Medieval Art. The course is designed to develop critical thinking skills by promoting the ability to recognize, examine, interpret, investigate, and articulate an understanding of art history in written, visual, and verbal forms. Works are analyzed within their historic, social, religious, and political contexts. To foster a broader understanding of the global impact art has on culture and society emphasis will also be focused on exploring art's cross-cultural influences and the connections between art history and contemporary art, design, and aesthetics. Class discussions will encourage an informed dialogue that explores cultural heritage and global awareness. Art of the Western world is featured in the course, but non-European works will be explored. A diverse collection of objects are surveyed in the course from applied to fine art such as jewelry, ceramics, textiles, architecture, painting, and sculpture. ART 101 fulfills the SUNY General Education requirement in The Arts or Western Civilization. Prerequisites: ENGL 100; RDNG 116 if required by placement. 3 Cr. (3 Lec.) Fall semester.

ART 102 History and Appreciation of Art II

Students are introduced to the development of the visual arts from the Renaissance to modern times. Discussion of styles and the function of art, along with the social and cultural contexts in which artists have worked are emphasized. Time is spent analyzing works of art in order to gain maximum insight into their meanings and merits, along with the pleasure they bring. Although emphasis is placed on Western European art, class sessions are also dedicated to exploring art from the non-European world. Close examinations of the art from diverse cultures help us to understand that culture. Cultures such as Japanese, African and Native American have had significant impact on the art of 20th century Europe and the United States. ART 102 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ENGL 100; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ART 104 History of Photography and Video

Students examine the creative works and evolving technologies that contributed to the development and popularization of photography and video. The use of these mediums in a social context, as an art form, as a method of communication, for advertising, and for entertainment will be explored. Students will increase their knowledge and appreciation of the seminal works in each medium. The time period covered is mid-19th century to the present. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ART 106 Introduction to Photojournalism

This introductory-level photography course emphasizes photojournalism and the digital workflow. Students explore the full potential of the digital camera, and master a variety of techniques in Adobe Photoshop. Photojournalistic concerns, such as people pictures and action photography, writing effective captions, writing copy, editing, and layout are covered, along with historical and contemporary approaches to photojournalism. While students are encouraged to use their personal digital still camera (provided that it has an adjustable aperture and shutter speeds), a limited number of cameras will be available for class use. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

ART 109 Graphic Design

An introduction to the graphic design profession that provides a foundation of design concepts and processes to produce artwork. Students are exposed to the history of graphic design and perception principles used for effective communication. ART 109 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 110 Design I

Introduces the basic visual vocabulary of two-dimensional design and provides a variety of experiences addressing the creative application of design concepts. Projects, lectures, and critiques address the development of visual and aesthetic judgment. Critiques and discussions also provide the opportunity to analyze and verbally communicate the visual experience. ART 110 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

ART 111 Photography I

Photography I provides students with the skills needed to accurately expose and develop film and make black and white prints in a traditional darkroom. Students utilize these skills to explore the creative and expressive applications of photography. Topics include craftsmanship, visual composition, communication of ideas, proper use of equipment, and an overview of photographic history. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the Photography Department and the college bookstore. ART 111 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 112 Photography II

A continuation of the study of black and white photography as a technical craft and an expressive artistic medium. Topics include an overview of photographic history, the work of contemporary photographers, use of studio electronic flash, introduction to medium and large format cameras, use of fiber paper, and the production of student portfolios. Emphasis is on the development of personal vision and the exploration of the creative applications of photography. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the Photography Department and the college bookstore. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 114 Design II

Focuses on three-dimensional design and the application of advanced color theory. Topics include color organizational systems, visual and perceptual forces of color, creating and fabricating in three dimensions, creative problem solving, and development of technical and conceptual skills. Critiques and discussions of student projects provide an opportunity to analyze and communicate the visual experience. ART 114 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ART 110 or ART 117; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 115 Painting I

Painting I provides an introduction to the methods and techniques of various painting media. Principles of color, form, and composition are studied with an emphasis on experimentation. ART 115 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 116 Painting II

A continuation of Painting I, this course emphasizes the creative use of acrylics and oils. Composition, form, and texture will be taught, as well as exploration by students of various mixed media. Prerequisites: ART 115; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.). Occasionally.

ART 117 Design I for Electronic Media

This course introduces the basic visual vocabulary of the principles and elements of two-dimensional design and provides a variety of experiences addressing the creative application of design concepts utilizing digital media in place of traditional artistic media. Projects, lectures, and critiques address the development of compositional, conceptual, and aesthetic problem solving. Critiques, written analysis, and class discussions provide opportunities to analyze the design process, principles and elements of design, concept development, composition, color systems, the basics of typography, and designing with type and image. The use of software for the creation of vector graphics is the main application utilized in the creation of student assignments, with an emphasis on building imagery utilizing shapes, manipulating points and paths, and both freehand and precise plotted points vector drawing. The use of software for creation of raster graphics is also introduced. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120/121/122. 3 Cr. (2 Lec. 2 Lab.) Fall and spring semesters.

ART 120 Drawing I

Drawing I focuses on the process and function of drawing, and developing the powers of observation in art. This includes the study of how materials and technique affect drawing, the role of perception and observation in drawing, and the analysis of basic design elements and principles. Students draw from observation in order to understand the role of perception in creating illusion. Time is spent analyzing master drawings for information on materials, composition, art elements, and principles and functions of drawing. Students participate in weekly critiques of their drawings. In addition to basic linear perspective, problems of drawing still life and landscape objects are explored. ART 120 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 122 Drawing II

By focusing on the human figure, Drawing II provides a continued study of how we see and analyze form. Students work from the live model, a traditional method of attaining basic mastery in drawing. Artistic drawing skills are developed through the exploration of line, value, gesture, basic anatomy and composition. Slide presentations, lectures, and group critiques aim to broaden the student's knowledge of drawing in general, and drawing as it relates to the human figure. ART 122 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ART 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 130 Ceramics

This course provides an introduction to clay as a material that serves both expressive and functional purposes. Topics include various hand building techniques, demonstration of the potter's wheel, the glazing and firing of projects, and an overview of the history of ceramics. ART 130 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 131 Ceramics II

This course follows Ceramics to provide a continued exploration of clay as a material that serves both expressive and functional purposes. Topics include advanced experimentation of various hand building techniques, innovative decorating materials, and a variety of firing processes. Beginning instruction using the potter's wheel to create basic thrown forms is included. ART 131 fulfills the SUNY General Education requirement for The Arts. Prerequisite: ART 130. 3 Cr. (2 Lec. 2 Lab) Fall and spring semesters.

ART 180 Typography

Typography is a thorough study of type, its origins, and its practical and aesthetic functions within the context of effective visual communication. This course provides an examination of current trends and their effects on current design. ART 180 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ART 109; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 200 Illustration

An overview of the theory and practice of illustration. Students create illustrations in a variety of media and formats. A history of illustration and current applications are discussed. ART 200 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ART 110; ART 120; MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 212 Digital Photography

This course emphasizes the production of creative photography in a digital environment. Topics include use of a digital camera, image manipulation using Adobe Photoshop, scanning, and digital printing. The works of digital photographers are studied in the context of contemporary photography. Students are required to have an adjustable digital camera with manually adjustable aperture and shutter speed settings. Please check with the instructor for more information on recommended cameras. A limited number of digital cameras are available from the Photography Department to rent. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 213 Dynamic Media I

This course explores the use of digital media to make compelling, low bandwidth interactive and time-based projects for distribution via electronic media. The preparation and optimization of digital images for dynamic media are thoroughly explored; but the emphasis of this class is on creating art as an experience. Tutorials on specific software and hardware are an important part of the course, but much of the class time is spent working on three major assignments: a Web page Interactive Narrative, a collection of interactive linking panoramas, and a Flash Animation. All projects must be designed for Internet delivery and each student makes a CD containing the three assignments. Prerequisites: ART 117, ART 212 or ART 270; ENGL 100; MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

ART 214 Dynamic Media II

This course continues to develop skills acquired in Dynamic Media I and focuses on projects using Flash and DVD authoring. Students explore more advanced animation, sound and video topics in Flash, and investigate interface design in a DVD authoring environment. They create a self-directed final project. Prerequisites: ART 117; ART 213; ENGL 100; MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 222 Advanced Digital Photography

This course builds on the basic digital photography skills introduced in ART 212 Digital Photography I. A series of creative visual assignments, presentations, and independent projects encourage students to develop aesthetic and conceptual thinking, become acquainted with contemporary photographers, evolve their own individual photographic styles, and build technical expertise. Advanced digital capture, editing, and output are studied, including digital SLR camera technique, file management, RAW workflow, color management and ICC profiles, and digital printing on different media types. Prerequisites: ART 111; ART 212; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

ART 233 Animation

This course covers the principles and techniques of animation, including storyboarding, story development, and character creation. Students integrate discussions of animation with projects which include flip books, Claymation, stop motion, time lapse photography, kinetic typography and rotoscoping. Students are expected to write storyboards and work in collaboration on in-class projects. Students create a self-directed final animation that comprises half of the course grade. Prerequisites: ART 110 or ART 111 or ART 117 or ART 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

ART248 Word and Photographic Image

In this workshop, students explore artist and writer William S. Burroughs' "Third Mind" practices. By working with two or more mediums, visual media and language, he created a new third state of mind and creative expression. Students explore how playing with language impacts both the photographic process and their creative expression. A series of creative visual assignments, presentations, and independent projects encourage students to develop aesthetic and conceptual thinking, become acquainted with contemporary photographers, evolve their own individual photographic styles, and build technical expertise. ART 212 or instructor permission; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

ART 254 Advanced Media Design

Students create a virtual interactive place. Emphasis is on the aesthetic consideration of creating 3D environments using images, sounds and interactivity, including streaming audio and video, and motion graphics. Prerequisites: ART 214; ENGL 100; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 255 Lighting Principles

This course introduces studio lighting as a tool to produce unique, creative photographs in a studio environment and on-site locations. Assignments include lighting for portraiture, still life, and architectural spaces. Techniques studied include studio strobes, on-camera flash, digital camera functions, optimizing images in Photoshop, and analysis and discussion of the masters of studio lighting. A digital camera is required. Prerequisite: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121 and 122 if required by placement testing; MATH 090 and RDNG 099 if required by placement testing; prior completion of ART 111 or permission of the instructor. 3 Cr. (2 Lec., 2 Lab) Spring semesters.

ART 260 Portfolio Preparation - Graphic Design

Topics include selecting works for a professional portfolio, options for non-website related portfolio systems, creating a portfolio website, developing an online presence, standard professional job search elements and documents, and tailoring portfolios and job documents for specific audiences. Resumes, networking, personal branding, and future steps to careers and four-year college transfer paths are explored. Open to Graphic Design majors who have completed two semesters of program courses. Prerequisites: ART 109; ART 180; prior completion of, or concurrent enrollment in, ART 270; prior completion of, or concurrent enrollment in, ENGL 101. 1 Cr. (1 Lec.) Fall semester.

ART 261 Portfolio Preparation - New Media

ART 261 is intended for New Media program majors in their third semester of study. The course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, interviewing skills, and creating finished portfolios that meet the requirements of the targeted institutions. Open to New Media majors who have completed two semesters of program courses. Prerequisites: prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

ART 262 Portfolio Preparation – Photography

ART 262 is intended for Photography program majors in their third semester of study. This course helps students understand and meet transfer requirements, and create a visual portfolio. Topics include researching transfer schools, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing artist statements, writing resumes, writing cover letters, and creating finished portfolios that meet the requirements of the targeted institutions. Open to Photography majors who have completed two semesters of program courses. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

ART 270 Computer Graphics

This course introduces the essential elements required to proficiently create raster and vector graphics using professional computer software. The student learns to apply compositional, stylistic, and conceptual solutions to computer graphics. The course focuses on the mastery of learning the main components and workflow of a raster and a vector software application to create a variety of graphics. Students study professional work in the graphics fields in order to explore various aesthetic choices and techniques and understand the various uses of digital graphics in the field of Graphic Design. ART 270 fulfills the SUNY General Education requirement in The Arts. Prerequisites: ART 109; prior completion of, or concurrent enrollment in, ENGL 100 or ESL 120/ 121/122. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

ART 271 Computer Graphics II

This course provides advanced instruction in computer graphics. Advanced color capabilities, typesetting, and object-oriented graphics are covered. Projects emphasize effective visual solutions through the use of electronic design. ART 271 fulfills the SUNY General Education requirement in the Arts. Prerequisites: ART 109; ART 180; ART 270; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

ART 272 Art Internship

This course is an internship elective for selected students who have completed at least one year of the Graphic Design A.S. degree. Students are chosen based on their level of familiarity with and independence using professional vector, raster, and layout software and the quality of work in their existing portfolio. Other considerations for student enrollment are the student's organizational skills, time management, ability to meet deadlines, ability to take direction, and to work as part of a collaborative team. Internship experience will enhance student portfolios, resumes, and level of professional experience and understanding of their field of study. Prerequisites: Successful completion of at least 30 credits in the Graphic Design A.S. program; ENGL 101; MATH 090 and RDNG 116 if required by placement testing; permission of instructor. 3 Cr. (9 Lab.) Fall and spring semesters.

ART 276 Independent Art Studio – Ceramics

This is an advanced course of study in ceramics developed through an agreement between the faculty member and the student. The student must demonstrate competence in ceramics by successfully completing the College's highest level course or by faculty assessment. The student must also receive signed permission by the instructor prior to registration. A student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 280 Independent Art Studio – Design

An advanced course of study in design developed through an agreement between the faculty member and the student. The student must demonstrate competence in design by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 282 Independent Art Studio – Drawing

An advanced course of study in drawing developed through an agreement between the faculty member and the student. The student must demonstrate competence in drawing by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 284 Independent Art Studio - Graphic Design

An advanced course of study in graphic design developed through an agreement between the faculty member and the student. The student must demonstrate competence in graphic design by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 288 Independent Art Studio – Painting

An advanced course of study in painting developed through an agreement between the faculty member and the student. The student must demonstrate competence in painting by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 290 Independent Art Studio - Photography

An advanced course of study in photography developed through an agreement between the faculty member and the student. The student must demonstrate competence in photography by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ART 298 Independent Art Studio - Media Arts

An advanced course of study in media arts developed through an agreement between the faculty member and the student. The student must demonstrate competence in media arts by successful completion of the College's highest level course or by faculty assessment, and receive signed permission by the instructor prior to registration. The student may take this course several times with the permission of the instructor. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ASTRONOMY

ASTR101 Introductory Astronomy

This course is a general study of the fundamental principles of astronomy. Topics include the motions of the earth, members of the solar system, stars, galaxies and universe. ASTR 101 fulfills the SUNY General Education Natural Sciences requirement. Students do not need a background in science or mathematics to take this course. Prerequisites: MATH 090 and RDNG 099 or INTD 095 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BIOLOGY

BIOL100 Human Biology

Relates biological principles to important issues in human biology. Students learn basics of human biology (anatomy, physiology, life cycle, genetics, nutrition, fitness, disease and ecology). Selected problems, potentials, and breakthroughs in personal health, medical and genetic technology, and environmental sustainability are discussed. BIOL 100 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.)
Fall and spring semesters.

BIOL101 Principles of Biology I

BIOL 101 presents an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. BIOL 101 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

BIOL102 Principles of Biology II

BIOL 102 presents an overview of major biological principles. It is appropriate for students who are not planning to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Major topics will include evolution, biodiversity, animal form and function, and ecology. Prior completion of BIOL 101 is not required. Substantial outside preparation for lectures and laboratories is required. BIOL 102 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. There are no biology course prerequisites. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. This course has no BIOL prerequisite. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

BIOL104 General Biology I

This is one of two semesters of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100, MATH 095 or MATH 098, and RDNG 116 if required by placement testing;. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

BIOL104H General Biology I - Honors

This is one of two semesters of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100, MATH 095 or MATH 098, and RDNG 116 if required by placement testing; permission of instructor. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

BIOL105 General Biology II

Intended for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who have a strong interest in a rigorous study of biology may also enroll. Topics include evolution, biodiversity, botany, and ecology. Substantial outside preparation for lectures and laboratories is required. Prior completion of BIOL 104 is not required. BIOL 105 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100 if required by placement testing; MATH 095 or MATH 098 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL105H General Biology II – Honors

Intended for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who have a strong interest in a rigorous study of biology may also enroll. Topics include evolution, biodiversity, botany, and ecology. Substantial outside preparation for lectures and laboratories is required. Prior completion of BIOL 104 is not required. BIOL 105 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; prior completion or concurrent enrollment in ENGL 100 if required by placement testing; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; permission of instructor. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL112 Essentials of Medical Microbiology

Provides a general overview of medical microbiology, including morphology, physiology, genetics and structure, and function of microorganisms. Epidemiology, host/microbe interaction and control, and infectious diseases are emphasized. Emerging infectious diseases and bioterrorism are addressed. Microbiology laboratory experiences are integrated throughout the course. Substantial outside preparation for lectures and laboratories is required. Prerequisites: Recent (within the last 5 years) high school Regents biology and chemistry with a C or better grade, or completion of BIOL 104, or BIOL 101 and CHEM 101; ENGL 100, MATH 095 or MATH 098 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

BIOL114 Essentials of Nutrition

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BIOL115 Field Natural History

An introduction to the study of local biodiversity. Emphasis is placed upon identification of organisms in the field and development of an understanding of their ecological relationships. Most class meetings will be at off-campus field sites. Students are responsible for their own transportation to off-campus sites. Substantial outside preparation for the laboratories may be required. BIOL 115 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

BIOL116 Tropical Field Natural History

This is a laboratory biology course for a general audience interested in learning more about the natural history of tropical ecosystems. Emphasis will be placed on identifying organisms in the field, critically observing the natural environment in its complexity, understanding basic ecological principles, and performing basic ecological research in tropical locations. Instructional modes include lectures, discussion, field experiences, and readings. This course fulfills a four-credit laboratory science requirement. BIOL 116 fulfills the SUNY General Education Natural Sciences requirement. Significant additional costs. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; and instructor permission. 4 Cr. (2 Lec., 6 Lab.) Spring semester.

BIOL119 Botany

This course provides an introduction to plant biology including the structure, function, physiology and development, genetics and evolution, and ecology of plants. Topics include the structure and function of plant cells and tissues; plant physiology and development; plant genetics and evolution; systematics and taxonomy of plants; plant ecology; and the relationship between plants and human welfare. BIOL 119 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

BIOL125 Biology and Earth Science for Teachers *Cross-listed as GEOL 125*

This course is required for students intending to pursue a degree program in childhood/early childhood education but it may be of interest to others who do not plan to major specifically in science or a related field. Basic concepts in earth science and biology are covered with an emphasis on topics necessary for informed decision making in our modern society. The intent of the instructor is to provide students with the knowledge necessary to function as an informed parent, citizen, and perhaps teacher in a world very much affected by human activity. BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

BIOL131 Principles of Human Anatomy and Physiology I

Students are introduced to the basic organization of the human body, basic biochemistry involved in physiological interactions, basics of tissue organization, and histology. In addition, the course surveys the integumentary, skeletal, muscular and nervous systems of the human body. BIOL 131 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: Recent (within the last five years) NYS Regents exam in biology and chemistry (passed with an 80% grade or better) or a C or better in BIOL 104 or a C or better CHEM 101 and BIOL 101. MATH 095 or MATH 098, RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

BIOL132 Principles of Human Anatomy and Physiology II

Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, and urogenital systems. BIOL 132 fulfills the SUNY General Education Natural Sciences requirements. Prerequisites: BIOL 131; MATH 095 or MATH 098, RDNG 116, and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL201 Human Anatomy and Physiology I

The first course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are body plan and organization, biochemical organization and function of cells, metabolism, homeostasis, tissues, skeletal and muscular systems, and the nervous system. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 104, or BIOL 101 and 102; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

BIOL202 Human Anatomy and Physiology II

The second course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, and early development. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 201; prior completion or concurrent enrollment in ENGL 100 and MATH 095 or MATH 098 and RDNG 116 if required by placement testing;. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL205 General Genetics

Intended for students pursuing careers in the biological or health sciences. Fundamental principles in Mendelian genetics, chromosomal function, structure, and expression are covered. Current topics including population genetics, mutation and evolution, cancer, and application of molecular genetics in the biomedical sciences are discussed. Computer access is required for bioinformatic activities. Corequisite: BIOL 206. Prerequisites: BIOL 104 or equivalent; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

BIOL206 Molecular Genetic Techniques

This laboratory module provides hands-on experience with modern molecular techniques employed in today's society. The project requires re-cloning a gene from a prokaryotic expression vector into an eukaryotic vector and demonstrating expression in vitro. The course is designed for the Biotechnology program, but is also applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 or BIOL 104 or work-related experience; MATH 095 or MATH 098 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

BIOL211 Ecology

An introduction to the ecology of plants and animals, including consideration of population dynamics, community structure and function, energy flow and nutrient cycling, physiological and behavioral ecology, and biogeography. Human impacts on natural ecosystems are considered. Off-campus field trips beyond scheduled lab periods may be included. BIOL 211 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: BIOL 105; MATH 120 or MATH 200; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

BIOL215 Tropical Field Ecology

This class is designed to provide students with the opportunity to explore the ecology of tropical systems. Students will build on their prior ecological knowledge to research and design a field project to be completed in Colombia, South America as part of a BIOL/HSTY study-abroad learning community. In addition to reviewing and expanding on knowledge of basic ecological concepts, students will explore the ecological differences between temperate and tropical ecosystems, the structure and function of tropical lowland rainforests and cloud forests, evolutionary processes, and the mechanisms by which diversity in tropical ecosystems is maintained. Students will work with BIOL 116 students as research mentors and attend all class meetings. Instructor permission and international travel is required. Additional fees apply. Prerequisites: BIOL 116; BIOL 105; prior completion or concurrent enrollment in ENGL 101; MATH 120 or MATH 200; RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Spring semesters.

BIOL216 General Microbiology

Intended for students pursuing advanced studies in the biological science and health fields, and for individuals with a serious interest in the microbial world. Fundamental concepts and principles of microbiology, their application to the health sciences, and the relationship between microbes and our society are covered. Current topics of discussion include infectious disease and immunity, STDs, bioterrorism, and environmental issues. Substantial outside preparation for inquiry-based laboratories is required. Prerequisites: BIOL 101 and 102, or BIOL 104; MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL216H General Microbiology - Honors

Intended for students pursuing advanced studies in the biological science and health fields, and for individuals with a serious interest in the microbial world. Fundamental concepts and principles of microbiology, their application to the health sciences, and the relationship between microbes and our society are covered. Current topics of discussion include infectious disease and immunity, STDs, bioterrorism, and environmental issues. Substantial outside preparation for inquiry-based laboratories is required. Prerequisites: BIOL 101 and 102, or BIOL 104; MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and instructor permission. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

BIOL220 Cell Biology I

Intended for students pursuing careers in the biological or health sciences. The fundamental structure and function of the eukaryotic cell, from proteins to DNA, to signal transduction, and development of cancer are covered. Students present topics of discussion related to advances in cell biology as they are applied to medicine (stem cells) and industry (cloning). Corequisite: BIOL 221. Prerequisites: BIOL 104 or equivalent; RDNG 116 and MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

BIOL221 Cell Culture Techniques

Required in the Biotechnology degree and certificate programs, this laboratory module, a co-requisite to BIOL 220 - Cell Biology, provides hands-on experience with current techniques to isolate and analyze proteins in the research or diagnostic lab. Primary cell cultures and immortalized cell lines are established. The course is applicable to biological, natural, forensic, and agricultural science majors who want to augment their skill set and/or retrain for job advancement in their field. Prerequisites: Previous laboratory course; BIOL 101 and 102, or BIOL 104, or related work experience; RDNG 116 and MATH 095 or MATH 098 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (3 Lab.) Fall semester.

BIOL232 Exercise Physiology *Cross-listed as RECR232*

Covers the acute physiological responses and chronic adaptations to exercise including scientific evaluation of neuromuscular, metabolic, and cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole, and acute and chronic exercise. Prerequisites: MATH 095 or MATH 098 and RDNG 116 if required by placement testing; ENGL 100; prior completion or concurrent enrollment in BIOL 201. 3 Cr. (3 Lec.) Occasionally.

BIOL280 Biology-Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

BIOTECHNOLOGY

BIOT101 Introduction to Biotechnology

A survey course for students enrolled in the Biotechnology degree and certificate programs. Career opportunities in biotechnology (modern biology) are discussed. Students map their educational paths to their career objectives. Issues related to intellectual property rights, bioentrepreneurship, regulations in biomanufacturing, and bioethics are covered. Employability (soft) skills, including group work and presentation, are developed. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL103; prior completion or concurrent enrollment MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

BIOT295 Biotechnology Seminar

Designed as a capstone event for the second-year student completing requirements for an A.S. degree or certificate in Biotechnology. The course is also appropriate for natural science, health, forensic, and agricultural science majors who wish to perform independent research. The experience provides the opportunity for the student to assimilate the knowledge and understanding gained from his/her program, and to demonstrate his/her mastery of the subject area. Each student will select a topic, research and assemble background information, delineate a current problem issues, implement a solution, and present his/her findings at the conclusion of the seminar. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; MATH 120 or higher; BIOL 206 or 221; two 200 level biology courses selected from other than BIOL 206 or 221; and permission of the instructor. 3 Cr. (9 Lab) Spring semester.

BIOT295H Biotechnology Seminar - Honors

Designed as a capstone event for the second-year student completing requirements for an A.S. degree or certificate in Biotechnology. The course is also appropriate for natural science, health, forensic, and agricultural science majors who wish to perform independent research. The experience provides the opportunity for the student to assimilate the knowledge and understanding gained from his/her program, and to demonstrate his/her mastery of the subject area. Each student will select a topic, research and assemble background information, delineate a current problem issues, implement a solution, and present his/her findings at the conclusion of the seminar. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; MATH 120 or higher; BIOL 206 or 221; two 200 level biology courses selected from other than BIOL 206 or 221; and permission of the instructor. 3 Cr. (9 Lab). Spring semester.

BUSINESS ADMINISTRATION

BUAD103 Entrepreneurship I

Designed to provide a basic foundation of entrepreneurship, the course presents a general overview of what it takes to create a new small business by establishing a sustainable competitive advantage. Topics include the various forms of business ownership, the need for social responsibility and ethics, how to purchase and operate a new business, the human resource skills needed, an awareness of legal issues involved in starting a business, and how to market the business to acquire loyal, long-term customers. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD104 Business Mathematics

Designed to develop a thorough understanding and mastery of the arithmetic processes of business, with an emphasis on the application of principles to typical business problems. Topics include percents, solving for unknowns, discounts, markups and markdowns, payroll, simple and compound interest, credit cards, home ownership, depreciation, inventory, stocks, bonds, and mutual funds. Prerequisites: C or better grade in MATH 090 or appropriate assessment test score; RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

BUAD106 Foundations of Business

Designed to present an overview of the field of business. Business concepts including the economy, competition, management, and labor relations, are introduced through lecture and discussion. The course also explores business areas such as banking, insurance, and the securities market. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD108 Sales and Sales Management

Presents an overview of the key elements involved in selling and sales management in order to develop students' understanding of the critical role the sales process plays in the success of any enterprise. Topics include career opportunities, prospecting, presenting, handling buyer concerns, closing, obtaining referrals, telemarketing, and addressing legal and ethical concerns. In addition, major functions in sales management, i.e., hiring/firing, motivating, team building, setting quotas, compensating, and territory management are addressed. Prerequisites: ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

BUAD109 Personal Money Management

This course addresses finance at a personal and practical level. Students examine current economic conditions focusing on how they can impact their personal economic situations. Ethics, personal management of cash, debt, credit, investments, insurance, and home buying are examined. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD111 International Business

Introduces students to the international perspective necessary for businesses to succeed in world markets. Topics related to international business include management, marketing, finance, strategic decision-making, laws and regulations, and the cultural aspects of international business. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD201 Business Law I

Covers the basic origins, structure, procedures and terminology of the American legal system and the foundation of law. This course enables students to understand legal aspects of common business activities. Students become aware of potentially serious legal situations, and learn legal language to facilitate discussion of legal issues. They also learn how and when to contact an attorney, and study specific rules and regulations of laws that govern the court system, e.g., crimes, torts, property (real and personal), and contracts. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD202 Business Law II

This course continues the study of American business law begun in BUAD 201 - Business Law I. Students develop an understanding of legal aspects of sales, security devices, commercial paper, corporations, partnerships, and estates. The purpose of the course is to enable the understanding of the legal aspects of common business activities, improve awareness of potentially serious legal situations, learn legal language to facilitate discussion of legal issues, learn how and when to contact an attorney, and learn specific rules and regulations of laws governing the UCC and other legal aspects of business activity. Prerequisites: BUAD 201. 3 Cr. (3 Lec.) Spring semester.

BUAD203 Business Communications

Introduces fundamental concepts and techniques of effective communications in business with emphasis on writing business letters, memoranda, and reports. Consideration is given to collecting data and organizing materials for the presentation of a business report. The importance of the psychological approach to modern business communications is stressed. Prerequisites: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD204 Principles of Marketing

Introduces students to the basic principles of marketing as they relate to modern day business. The course is centered on the four Ps: product, place, promotion, and price. Case problems and current marketing situations are utilized in discussing the marketing concepts. In addition, projects are assigned to allow the student to explore various marketing situations. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD207 Entrepreneurship II

Building upon the information learned in Entrepreneurship I, the course presents an overview of the key elements needed to successfully create and manage a small business. Business concepts including the economy, accounting, finance, management, and marketing will be covered in on-line class discussions, and case studies. Prerequisites: BUAD 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

BUAD208 Principles of Management

Focuses on contemporary management techniques with a minimal amount of time devoted to the personnel function. The course introduces students to the basic managerial functions of planning, organizing, staffing, directing, and controlling. Class time is also devoted to total quality management and computer use in management. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD211 Marketing Applications

Building on the concepts and methodology developed in BUAD 204, *Principles of Marketing*, this course requires students to apply applications to case studies and marketing simulations. Topics include developing and implementing marketing strategies, conducting marketing audits, and working to connect the marketing management function with strategic planning. Prerequisites: BUAD 204; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Summer semester.

BUAD212 Quality Customer Service

This course focuses on the essential role of providing customer value in today's service economy. Key elements of customer-focused management are examined, including understanding customer expectations, developing a service strategy, training and empowering employees to provide superior service, and designing customer-friendly systems. The trends associated with social media and web presence are explored. Personal customer service skills are also developed. This is a multi-disciplinary course drawing on principles of marketing, human resource management, and communication. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD215 International Marketing

Introduces students to the basic theories, principles, and practices of international marketing. The course will examine the cultural, geographic, economic, and political differences among international markets, and the impact of these differences on marketing practices in individual countries. Prerequisites: BUAD 111; BUAD 204; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Summer semester.

BUAD217 Fundamentals of Exporting

This course will introduce students to the basic principles, practices, and issues related to exporting from the United States to various markets throughout the world. The practical aspects and concerns of exporting confronting businesses on a regular basis are emphasized. Prerequisites: BUAD 111; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Summer semester.

BUAD219 Human Resource Management

This course is an introduction to the field of human resource management in the public and private sectors. The functions of recruitment, selection, testing, employee development, individual and group behavior, motivation, morale, communication, management and labor relations, and remuneration are explored. International issues and current legislation are also discussed. Prerequisites: BUAD 106; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

BUAD220 Principles of Bank Operations

The course is a study of the economic importance of banks. Topics include the receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationship with depositors, the savings and time deposit functions, management of bank funds, loans and investments, general bank accounting, account analysis and service charge, internal controls, trust services, and safe deposit services. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

BUAD222 Money and Banking

This is a study of financial institutions. Topics include the characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates and liquidity, Federal Reserve policies and operations in the money market, Treasury operations in the money market, money and incomes, money and the price level, and international finance. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

BUAD261 Walt Disney World College Program

Through employment, classes, and self-directed studies at Walt Disney World in Orlando, Florida, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day workings of a Fortune 100 company. An integral part of the program is the opportunity to meet and live with people from all over the world. Participants are selected by Disney representatives. Open to students of all majors. For more information go to "www.wdwcollegeprogram.com". Prerequisites: At least 12 college credits completed before applying (not including high school concurrent enrollment credit); minimum GPA of 2.0; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; instructor permission. Additional requirements may apply for international students. 3-15 Cr. Fall and spring semesters.

BUAD263 Business Internship (3 credits)

Through employment, mentorship, and self-directed studies via an industry-based experiential learning environment, students enhance their understanding of leadership, teamwork, communication, necessary professional skills, and diversity as they experience and work within the daily operations of a degree related organization. An integral part of the program is the opportunity to meet people from the industry, test skills, and apply knowledge. Participants will also be exposed to business-to-business relationships as well as individual customers/clients. The Internship is a meaningful learning experience that contributes positively to the student's professional development and facilitates creating recruitment networks and supporting industry leaders in the global workplace. Prerequisites: Completion of a minimum of 15 credits enrolled at Tompkins Cortland Community College; ENGL 101; MATH 090 if required by placement testing; PSED 213; 9 credits of BUAD or related discipline courses; good academic standing; advisor and department chair permission. 3 cr. (9 Lab) Fall and spring semesters.

BUAD264 Entrepreneurial Internship

Designed to provide a capstone field work experience, entrepreneurship majors work closely with the instructor to identify and apply for an internship with a local business. The internship, consisting of 90 hours of work at the business, is intended to help students further develop their understanding of how to operate a successful small business in an area they are most passionate about. Fifteen hours of class meetings will complement the field work experience. Prerequisites: Prior completion or concurrent enrollment in all required business-related courses; ENGL 101; RDNG 116 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Spring semester.

BUAD266 Business Internship (6 credits)

Through employment, mentorship, and self-directed studies via an industry-based experiential learning environment, students enhance their understanding of leadership, teamwork, communication, necessary professional skills, and diversity as they experience and work within the daily operations of a degree related organization. An integral part of the program is the opportunity to meet people from the industry, test skills, and apply knowledge. Participants will also be exposed to business-to-business relationships as well as individual customers/clients. The Internship is a meaningful learning experience that contributes positively to the student's professional development and facilitates creating recruitment networks and supporting industry leaders in the global workplace. Prerequisites: Completion of a minimum of 15 credits enrolled at Tompkins Cortland Community College; ENGL 101; MATH 090 if required by placement testing; PSED 213; 9 credits of BUAD or related discipline courses; good academic standing; advisor and department chair permission. 6 cr. (18 Lab) Fall and spring semesters.

BUAD290 Applied Management Seminar

The goal of this capstone course is to provide management students with the personal, interpersonal and group skills necessary to reduce the gap between good management ideas and accepted management practice. Some activities will include studying general principles and concepts, analyzing common problems through case studies, and management decision making through a comprehensive computer simulation. Prerequisites: BUAD 204; BUAD 208; ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

CHEMICAL DEPENDENCY COUNSELING

CDSC101 Introduction to Chemical Dependency Counseling

This course is designed to provide an introduction to clinical interviewing and substance abuse counseling. Students explore and practice basic and essential dimensions of interviewing techniques, methodology, and applications. Students gain insight into theoretical, practical, and ethical issues associated with chemical dependency counseling. Guidelines associated with core skills of the helping relationship and confidentiality are explored. Prerequisites: PSYC 103; prior completion of, or concurrent enrollment in, ENGL 101. 4 Cr. (4 Lec.) Fall and spring semesters.

CDSC201 Counseling Individuals: Theory & Practice

This is the second theory course in the Chemical Dependency Counseling degree and certificate programs. An in-depth analysis of the basis and application of chemical dependency counseling theory with an emphasis on individual counseling is provided. A specific focus is placed upon alcohol and drug abuse, and dependency and methodologies of intervention, prevention, and relapse. Students gain insight into practical and ethical issues associated with diverse theories as they apply theories to practical cases and engage in exercises which simulate the therapeutic environment. Prerequisites: Prior completion of CDSC 101 with a grade of C or better or concurrent enrollment in CDSC 101; ENGL 101. 3 Cr. (3 Lec.) Fall semester.

CDSC210 Group Counseling: Theory and Practice

This is one of four theory courses in the Chemical Dependence A.A.S. and Certificate programs. The course is devoted to group theory and interventions with chemically dependent individuals. A variety of theoretical perspectives and empirically supported approaches are reviewed. Techniques for assessment, treatment, and care coordination are discussed. This course includes material on special populations, best practices, and relapse issues. Prerequisites: ENGL 101. Prior completion of, or concurrent enrollment in, CDSC 101 is required. 3 Cr. (3 Lec.) Spring semesters.

CDSC225 Counseling Families & Significant Others: Theory & Practice

This is the final theory course in the Chemical Dependency degree and certificate. The course focuses on the interaction between chemically addicted individuals and significant others or family members. A variety of theoretical perspectives and empirically supported approaches are reviewed. Techniques for assessment, treatment, and care coordination are discussed. Prerequisites: ENGL 101; prior completion of, or concurrent enrollment in, CDSC 101. 3 Cr. (3 Lec.) Spring semester.

CDSC232 Chemical Dependency Counseling Field Work

This course is the field work component of the Chemical Dependency Counseling degree and certificate programs. Students enter the field placement as interns and are subject to all legal, ethical, and professional standards required of the designated agency staff. A minimum of 120 hours of work experience and 12.5 hours of lecture must be completed per semester. Students review fundamental principles of theory in practicum and have an opportunity to discuss varying topics related to the field work experiences. Prerequisites: Program Chair permission is required; CDSC 101 with a C or better grade; ENGL 101; HLTH 207 or HLTH 208. Students must meet in person or consult via phone, or email with the Program Chair, and obtain written permission by May 15th for fall semester field placements, or November 15th for spring semester field placements. Students must receive a C or better to successfully complete this course. 4 Cr. (1 Lec., 9 Lab.) Fall and spring semesters.

CHEMISTRY

CHEM101 Principles of Chemistry I

This is a study of the basic principles of chemistry including measurement, atomic structure, bonding, mole concept, stoichiometry, and chemical formulas and equations. It is intended for students who have not had a chemistry course. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 101 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. Prerequisites: MATH 095 or MATH 098 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.)

CHEM102 Principles of Chemistry II

This course is a continuation of CHEM 101 including studies of liquids, solids, chemical equilibrium, electrochemistry, aqueous solutions, gases, organic chemistry, acids and bases. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. Prerequisites: CHEM 101; MATH 095 or MATH 098 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.)

CHEM107 General Chemistry I

This is a more thorough study of basic principles than CHEM 101. Topics include atoms, molecules, ions, chemical formulas, equations, stoichiometry, gases, electronic structure of atoms, periodic table, bonding, physical properties, phase changes, and thermochemistry. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 107 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. Prerequisites: MATH 120 and college prep chemistry or CHEM 101; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec. 2 Lab.) Fall semester.

CHEM107H General Chemistry I - Honors

This is a more thorough study of basic principles than CHEM 101. Topics include atoms, molecules, ions, chemical formulas, equations, stoichiometry, gases, electronic structure of atoms, periodic table, bonding, physical properties, phase changes and thermochemistry. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 107 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. PREREQUISITES: MATH 120 and college prep chemistry or CHEM 101; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing; permission of the instructor. 4 Cr. (3 Lec., 2 Lab.) Fall semester.

CHEM108 General Chemistry II

This course is a more thorough study of basic principles than CHEM 102. Topics covered include solutions, chemical equilibrium, acids and bases, electrochemistry, organic chemistry, thermodynamics, and kinetics. Laboratory experiments relate to the lecture topics, and are of a quantitative nature. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. A student may only apply credit earned in CHEM 102 or CHEM 108 toward degree requirements. PREREQUISITES: CHEM 107; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

CHEM205 Organic Chemistry I

This course is designed to give students a basic background in organic chemistry. The following topics are covered: bonding and atomic theory, nomenclature, stereochemistry, functional groups, aromaticity, (NMR, MS, IR, UV.) cycloalkane, types of reactions, mechanisms, and spectrometry. Emphasis is placed on the chemistry of alkanes, alkenes, alkynes, alkyl halides, and simple aromatics. Lab exercises include the synthesis, isolation, purification, and identification of organic compounds. PREREQUISITES: CHEM 102 or CHEM 108; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

CHEM 228 Biochemistry

This course is designed for students committed to a career in the life sciences and interested in advanced study of current issues in biochemistry. This course will focus on how life works at the molecular level. The topics will cover the structure and function relationships for biological macromolecules such as amino acids, nucleic acids, proteins, lipids, carbohydrates, enzymes, vitamins and hormones, to the signal transduction, metabolic and energy transfer pathways. This course will examine the correlation between these bio-macromolecules, signal transduction and metabolism with human diseases. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; C or better grade in MATH 120 or appropriate qualifying test score; RDNG 116 if required by placement testing; CHEM 205. 3 Cr. (3 Lec.)

CHEM206 Organic Chemistry II

This course is designed to develop and build upon the basic background in organic chemistry learned in CHEM 205. The following topics will be covered: general synthesis, reaction and reaction mechanisms of major organic functional groups: alcohols, ethers, carbonyl compounds [aldehydes, ketones, carboxylic acids and their derivatives, beta di keto compounds, amino compounds, heterocyclic aromatic compounds, and various biological compounds. In addition, Aromatic compounds, the rule of aromaticity and the preparation, reaction, and reaction mechanism of Electrophilic Substitution and Nucleophilic addition. Emphasis will be placed on reaction mechanisms and a survey of biological macromolecules. Brief details about the structure of Carbohydrates, Proteins, Lipids, and Nucleic acids. In addition, of DNA and RNA Sequences, and the Polymerase Chain Reaction (PCR). PREREQUISITES: CHEM 205; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

CHEM280 Chemistry – Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 2 Cr. Occasionally.

CHINESE

CHIN101 Mandarin Chinese I

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Mandarin Chinese. Cultural aspects of the Chinese-speaking world are covered. Speaking and understanding colloquial Chinese are emphasized. Substantial outside preparation and lab work are required. CHIN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in RDNG 116 and ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CHIN102 Mandarin Chinese II

Building on the skills and knowledge of speaking, listening, reading, and writing mastered in CHIN 101, students continue to learn the essentials of Chinese grammar and vocabulary needed for effective communication in everyday situations. Speaking and understanding colloquial Chinese are emphasized. Substantial outside preparation and lab work are required. CHIN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: CHIN 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

COMMUNICATION & MEDIA ARTS

COMM100 Creating Online Media

This course introduces students to the fundamentals of producing online media. The creation and positioning of web sites is examined, as well as the creation of interactive web site content. Journalism skills and writing for online media are emphasized, along with design for digital media. Other topics covered include legal and ethical problems emerging in online media and media convergence. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

COMM101 Mass Media

A critical issues survey course of national mass media that focuses on media literacy. The historical development, economic structure, organization, function, and effects of mass media in society today are emphasized. COMM 101 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

COMM105 Careers in Audio/Music

Designed to guide students through the variety of careers available in Audio and Music Production and Design. The class will explore the roles and responsibilities for positions that include but are not limited to: producer, recording engineer, studio director or manager, film scorer/composer, MIDI technician, sound designer, AV installer, video conference tech, music editor, music supervisor/director, film arranger/adaptor. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall.

COMM110 Aesthetics/Techniques of Video and Film Editing

This course provides the student with the basic skills necessary to read a film. This course concentrates on formal analysis of the aesthetic and ideological elements that comprise the multiple languages of cinema. The course introduces the student to various genres of narrative cinema as well as to different categories of cinema such as experimental, documentary, animation and hybrid forms. Students look at the artistic and aesthetic principles of editing pictures and sound. The course combines theory, history, and practice to help students understand the storytelling choices they face in film and video editing. Prerequisite: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103), and prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

COMM111 Foundations of Digital Editing

Designed for new media and communications majors, this is a basic, practical, hands-on introduction to the concepts of digital media editing. Students learn the theoretical knowledge of basic production, along with the tactile and artistic skills needed to design and produce simple edited material. Fundamental manipulation of moving and still graphics, as well as digital sound files are covered. Students use digital programs such as Adobe Premiere, Adobe Photoshop, and Adobe Audition. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

COMM112 Foundations of Motion Graphics

This is a basic, practical, hands-on introduction to the concepts of creating motion graphics for students in the broadcast production, communication and media arts, digital cinema, and new media programs. Students learn the theoretical knowledge of basic production, along with the tactile and artistic skills to design and produce layered motion graphics and special effects for insertion in digital video projects. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

COMM115 Introduction to Digital Video

This is a basic, practical, hands-on introduction to the creation of video material for digital presentation. Students learn the theoretical knowledge of basic production along with the tactile and artistic skills to design and produce basic video material. Composition, lighting, sound techniques, and artistic arrangement in video productions are covered. Digital equipment, including camera and non-linear editing systems, are used. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

COMM120 Broadcast Operations

This course provides hands-on experience in the operation of radio and television equipment. In the radio portion of the course (first six weeks) students are trained to operate a broadcast audio board, edit audio tape, and speak into a microphone. In the television portion of the course (last nine weeks) students are trained to operate studio cameras, audio boards, video switcher, and to direct a simple television program with a student crew. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

COMM127 Audio Production I

Students will learn the fundamentals of both analog and digital audio production. Topics include recording consoles (including radio): design, function, and signal flow; signal processing: reverberation, delay, equalization, compression and a host of effects; introductions to microphones and speaker technologies; along with an introduction to music production and radio production techniques. Prerequisites: Prior completion or concurrent enrollment in ENGL 099; prior completion or concurrent enrollment in MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (2 Lec. 2 Lab) Fall semester.

COMM135 Recording Technology I

This course covers the basics in recording technology using industry standard hardware and software. Students will use microphones, outboard processors and basic concepts in music theory to produce audio programs. This course is designed for students pursuing a career in audio design and production. Prerequisites: Prior completion or concurrent enrollment in ENGL 099; prior completion or concurrent enrollment in MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab) Fall semester

COMM140 Introduction to Field Production

A basic, practical, hands-on introduction to the professional creation of video & digital film materials for broadcast and other media video presentations. Students are introduced to basic camera and editing techniques; learn the theoretical knowledge of basic production; and develop the tactile skills needed to design and produce basic digital film/video material. Camera techniques, composition, lighting, sound techniques, and artistic arrangement in video productions are emphasized. Students, working as part of a professional production team, write scripts, prepare written plans, and make business-like presentations. Prior completion or concurrent enrollment in ENGL 100 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

COMM145 DVD Authoring

DVD Authoring is a comprehensive introduction to making DVDs and bringing titles to the market. Students bring video clips to class and learn how to place and store them on a DVD. Students should have basic knowledge and experience with computers and software applications. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

COMM160 Media Writing

This is an intensive writing seminar based on basic principles and techniques of writing for media which may include but is not limited to writing for TV, print, radio, and online formats. Students will learn how to write news, commercial copy, and public relations materials. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester

COMM210 Production and Direction

An introduction to the directing language and techniques from the viewpoint of the director of both broadcast and sitcom television. Students explore the different production dynamics between broadcast format and sitcom television/film style. Major objectives are to develop a basic competence in the fundamentals of studio directing, to introduce the creative dimensions of the television medium of human communication, and to develop skills working as a production team. Students will learn to work with performers, production crew and scripts. Substantial outside preparation for the laboratories will be required. Open to Broadcast Production, Communication and Media Arts, Creative Writing, and Digital Cinema program majors. Prerequisites: COMM 120 or COMM 140; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

COMM225 Communication Law and Ethics

The course introduces students to communication law, with an emphasis on First Amendment issues, libel, privacy, confidentiality, access to information, etc. The ethics section is designed to help students to think critically, solve problems, and understand the consequences of what they will be doing in the "working world". Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

COMM227 Audio Production II

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/analog studio environment. This includes techniques for the analysis and study of audio signals and systems; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, I/O, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies. Assignment-based lab time required. Prerequisites: COMM 127; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab) Spring semester.

COMM230 Broadcast Communication Skills

The course is designed to teach students how to deal with the responsibilities of an on-air broadcast position. Special attention is paid to individual voice training, as well as the elimination of regional accents and speech patterns. The ultimate goal of the course is to help students become effective communicators. Reading aloud, ad-libbing from copy, interview content and techniques are integral parts of the course. Prerequisites: COMM 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

COMM235 Recording Technology II

Students are trained in multi-track recording techniques used by professionals in the broadcast industry. They are exposed to the specialized practices involved in the production of commercial jingles, music beds and narrative programs, SFX, and mix to film/video. Course activities include participation in analog and digital editing, voice-over, multi-track production recording, and final production for broadcast and digital production. Students work on professional, "industry-standard" editing programs. Advanced sound production techniques and special effects used in audio art post-production are emphasized. Prerequisites: COMM 127 and COMM 135; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semesters.

COMM240 Non-Fiction & Fiction Field Production

An intermediate-level fiction/non-fiction production course that emphasizes the production skills, storytelling concepts, and the legal and ethical framework for successful documentary and short story productions. Also covered are different stylistic approaches to the genre and concepts related to the video maker's "voice" within his or her work. The aesthetic focus is on creative authorship, personal vision, and the exploration of strategies and methods for transforming vision into reality. The technical focus is on increasing sophistication and skill within specific areas of field production: sound recording, camera work, lighting, production planning, and computer-based nonlinear editing systems. Short projects are completed. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; COMM 111; COMM 140; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

COMM245 Professional Video Editing and Post Production

This course, designed for students with video editing experience, focuses on advanced techniques to help streamline system, media, and project management. The theory and practice of editing through overall projects, and post-production collaboration are emphasized. Specific topics discussed and demonstrated include the principles, terms, and concepts of random access digital editing, along with storytelling, emotion, pacing, openings, and intercutting. Screenings, class exercises and individual projects are integral parts of the course. AVID and Final Cut editing systems will be introduced. Prerequisites: COMM 110; COMM 111; COMM 112; COMM 140; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

COMM250 Sports Field Production

Students are introduced to the fast-paced, high-pressure field of court and field-side sports production. The focus of the course is not so much on the production tools (i.e., digital and analog equipment and technology), but on what to do with them. Students learn how to use cameras, switchers, and post-production techniques to structure pictures and sound for maximum communication effectiveness. They handle every aspect of behind-the-scenes television sports remote production including planning, producing, executing, and editing home games at the college. Students are expected to produce a weekly sports show that airs on cable television. Prerequisites: COMM 120; COMM 140; prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 099 if required by placement testing. 3 Cr. (1 Lec., 4 Lab.) Occasionally.

COMM257 Advanced Writing and Reporting

An advanced course for Journalism majors with a focus on writing under deadline. Students will learn professional-level writing, editing and interviewing techniques. Students will write features, hard news and investigative pieces for the converging print, online and broadcast mediums. Students will learn advanced reporting techniques including; record searches, computer-assisted research and interviewing skills. Prerequisite: Prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

COMM262 Portfolio Preparation-Communication

Intended for Broadcast Production, Communication and Media Arts, and Digital Cinema program majors in their second year of study, students explore transfer options and/or potential employers/clients and create a visual/audio portfolio. Topics include researching transfer schools and/or employment opportunities, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing mission statements and resumes, interviewing skills, and creating a finished portfolio that meets the requirements of the targeted transfer institutions or employers. Prerequisites: Broadcast Production or Communication and Media Arts or Digital Cinema major who has completed two semesters of program courses; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall and spring semesters.

COMM265 Communication & Media Arts Internship

This course provides an opportunity for Broadcast Production, Communication & Media Arts, and Digital Cinema program majors to gain work experience in a media outlet. Prior to enrollment, a student must have completed 12 credits of Communication (COMM) coursework with C or better grades, and meet other requirements. Prerequisites: 2.0 or higher cumulative GPA; ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; permission of Communications & Media Arts program chair. 3 Cr. (9 Lab.) Occasionally.

COMM 270 Hollywood: On Location

Students spend 20 days in California touring studios, speaking with industry leaders, and working as interns on Hollywood productions. Intended for second year Digital Cinema and Broadcast Production -Television majors, the entertainment industry and the vast history of storytelling in Hollywood are explored and researched. Students produce a film or television episode working alongside industry professionals. They develop research skills, storytelling techniques, networking skills, collaboration and leadership skills. The course consists of 40 lecture hours in meetings prior to the Hollywood trip; 30 lecture hours during the trip; and 105 lab hours for fifteen out of the 20 days in Hollywood. Students must be in good academic standing with a 3.2 GPA or higher; they must submit a faculty recommendation and an application. The Dean of Instruction and the course instructor select a limited number of students based on the course requirements and completed prerequisites. Substantial course fee. Prerequisites: COMM 210; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 095 if required by placement testing; RDNG 116 if required by placement testing. 6 Cr. (4 Lec, 2 Lab) Occasionally.

COMM280 Communication & Media Arts-Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

COMM285 Radio News Production

This is a second year radio course designed to help students build on the writing skills learned in COMM 160 Broadcast Journalism. Students have the opportunity to take the next step in the news process by applying the written material and news gathering skills they have learned to produce radio and online content. This content includes, but is not limited to, hourly newscasts, radio news magazine, long-format programming, remote reporting, emergency, and large-event coverage. Students will be expected to produce content under real and simulated pressure. This is the radio version of COMM 295 Television News Production and Origination. Prerequisites: ENGL 101; COMM 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 5 Cr. (2 Lec., 6 Lab.) Fall semester.

COMM290 Television News Production

This is an advanced production course that covers studio news operations. The class functions as a working news crew with attendance and class participation critical for each student's success. Prerequisites: COMM 120; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

COMM295 Television News Production and Origination

The theories and principles of producing regularly scheduled television newscasts and news programs are covered in this advanced course. Students gain practical experience in news production and talent roles. Serious study, criticism, and evaluation of broadcast journalism in its varied and changing forms are emphasized. Prerequisites: COMM 101; COMM 140; ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 5 Cr. (2 Lec., 6 Lab.) Spring semester.

COMM298 Cinema Capstone Cross-listed as ENGL 298

Students apply what they have learned in the Digital Cinema program courses as they work together to produce a short form, narrative, digital film. The course emphasizes collaboration and cinematic storytelling and aesthetics throughout the preproduction, production, and postproduction stages. Topics include script development, business and legal concerns, budgeting and scheduling, casting, directing, art and sound design, and cinematography. Hands-on participation gives students experience with the technical aspects of preproduction (editing, titles, and effects, score, and sound). In addition, students learn about project promotion as they explore transmedia approaches, enter targeted film festivals, and identify appropriate distribution choices. Prerequisite: COMM 240; prior completion or concurrent enrollment in ENGL 101; ENGL 135; MATH 095 and RDNG 116 if required by placement testing. Restricted to Digital Cinema majors. 3 Cr. (3 Lec.) Spring semester.

COMPUTER APPLICATIONS

CAPS100 Keyboarding for Computers

Covers the touch-typing system of inputting the alphabet, numbers, and symbols with speed and accuracy. Basic machine operation of the microcomputer is covered. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

CAPS101 Introduction to Computers

An introduction to the use and workings of a Windows Desktop environment. Topics include navigation, organization of the desktop, key aspects of the operating system, storage of data, and file structure. Basic components and operation of the computer are covered. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

CAPS105 Word for Personal Use

Microsoft Word is used to create personal and school-related documents. The focus is on acquainting new users with basic operation of the microcomputer, introductory text editing commands, tabs, spell checking, columns, basic business letter style, headers/footers, report styles, and tables. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 2 Cr. (2 Lec., 2 Lab. for 10 weeks) Occasionally.

CAPS111 Introduction to Word Processing

An introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Word. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS113 Advanced Word Processing

Advanced topics in Microsoft Word that meet the objectives for the Microsoft Office User Specialist (MOUS) Expert Exam in Word. Topics include customizing paragraphs, formatting documents, creating and modifying forms using various form controls, customizing tables, creating and modifying graphics, customizing word, workgroup collaboration, and using mail merge. Prerequisites: CAPS 111; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

CAPS121 Introduction to Spreadsheets

An introduction to the operation and uses of a spreadsheet program. Topics covered parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Excel and include working with cells and cell data, managing workbooks, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: Familiarity working in a Microsoft Windows environment is recommended; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS123 Advanced Spreadsheets

Advanced topics in Microsoft Excel that fulfill most of the objectives for the Microsoft Office Specialist (MOS) Expert Exam in Excel. Topics include planning, recording, running and editing macros, creating VBA procedures, enhancing charts, adding sparklines, identifying data trends, using what-if-analysis (scenario manager, goal seek, data tables), analyzing data, creating PivotTables and PivotCharts, exchanging data with other programs such as Microsoft Word, PowerPoint and Access, sharing, customizing and maintaining workbooks, importing and exporting data and auditing worksheets. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: CAPS 121; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS131 Introduction to Databases

An introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Microsoft Access. Prerequisites: Familiarity working in a Microsoft Windows environment is recommended; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS133 Advanced Databases

This course focuses on advanced concepts and techniques in the use of a relational database management program. Students will learn how to establish relationships and manipulate data in multiple tables using Access. Topics include enforcing referential integrity, linking multiple tables in queries, using forms with sub-forms, generating reports with grouping and sub-reports, using calculated controls in forms and reports, and creating switchboards. Students taking this course in an online format must have access to a computer with Microsoft Office. Prerequisites: CAPS 131; prior completion or concurrent enrollment in MATH 090, RDNG 116 and ENGL 100 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS141 Presentation Software

An introduction to the operation and uses of presentation software. Topics parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in PowerPoint and include creation of a presentation, insertion and modification of text, insertion and modification of visual elements, modification of presentation formats, customizing slide formats, printing presentations, working with data from other sources, management and delivery of presentations, and workgroup collaboration. Students taking this course in an online format should have access to a computer with PowerPoint. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and ENGL 100 if required by placement testing; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS152 Web Page Design

An introduction to the development of web pages for the Internet. Topics include HTML and/or XHTML tags, including links, graphics, backgrounds, and colors. Prerequisites: One CAPS, CIS or CSCI course; prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS 153 Advanced Web Page Design

This course is designed for the student who can build basic web pages, but would like to incorporate more advanced features into the site. Topics include document types (Strict, Transitional, and Frameset), CSS (Cascading Style Sheets), internet graphics developments, advanced metatags. Prerequisites: WD/CAPS 152; prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

CAPS 154 Java Script

This course is designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use the JavaScript programming language to add dynamic interactivity and other advanced features to his/her web pages, and to enhance his/her ability to create practical and compelling web sites. Prerequisites: WD/CAPS 153; prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

CAPS155 Extensible Markup Languages *Cross-listed as WD 155*

Designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use XML (Extensible Markup Language) for advanced web site design. Students are introduced to SSI (Server Side Includes). Prerequisites: WD/CAPS 153; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

COMPUTER FORENSICS

CFOR110 Security System Design and Analysis

This course provides an overview of computer security issues, problems and solutions. Topics include encryption, cryptography, firewalls and intrusion detection. Privacy and confidentiality issues, as well as computer use policies, are discussed. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

CFOR210 Computer Forensics

This course provides information related to the major types of computer crimes being committed today. Topics covered include hacker motivations, identification of victims, methods of gaining access, and execution of attacks. Research and study of well-known cases are covered. Prerequisites: CFOR 110; prior completion or concurrent enrollment in CIS 132; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CFOR220 Intrusion Detection

This course introduces students to the various methods used to detect intrusion of computer systems. The importance of setting up detection measures, monitoring strategies, techniques, and types of responses are covered. Prerequisites: CFOR 110; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CFOR230 Search and Seizure-Legal and Privacy Issues

Introduces students to the processes involved in seizing computer equipment and data, and searching them for evidence. Legal aspects of search and seizure are covered. Topics include guidelines for preparing search warrants and proper handling of evidence. Prerequisites: CFOR 210; CFOR 220; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

CFOR240 Economic Crime Investigation

Allows students to apply the methods learned in the previous Computer Forensics courses to white collar crime. Actual case studies are used. Hands-on experiences allows students to investigate, evaluate, and capture evidence. Prerequisites: CFOR 210; CFOR 220; MATH 095 and RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

COMPUTER INFORMATION SYSTEMS

CIS 108 Introduction to Computer Information Systems

This is an introduction to computer technology and computer programming designed for Computer Information Systems students. Students are introduced to important hardware/software terminology used in the industry, and to problem solving and programming using a current programming language, such as Visual Basic, or Java. Topics include structured program design, algorithm development, testing and debugging, and program documentation. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: MATH 095 if require by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

CIS 132 Network Design

Covers design, installation, and maintenance of local area networks. Topics include installation of hardware and network software, installation of application software, system configuration, hardware and software testing, setting up directories, user accounts, and user access rights. Discussion of different network topologies, medium, and software are also included. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

CIS 213 Programming in C++

An introduction to the C++ programming language using structured programming and Object Oriented Programming techniques. Students learn basic program structure, data types, control structures, pointers, arrays, strings, and are introduced to classes and objects. Emphasis is on writing structured programs to solve business-oriented problems. Prerequisites: C or better grade in CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

CIS 214 Systems Analysis and Design

An introduction to the concepts of systems development. Emphasis is placed on taking a structured approach to analyzing existing business-oriented systems, and designing solutions to problems with those systems. Students work in a team environment to solve specific problems and present solutions to the class. Prerequisites: CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103)) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

CIS 215 Operating Systems

An introduction to computer operating systems. Operating system theory and a comparison of major operating systems in use are discussed, along with the technical and operational trade-offs among them. Prerequisites: CIS 132; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103)) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CIS 220 Database Concepts

Design and implementation of databases using common DBMS packages. The role of databases in business is discussed, with an emphasis on databases in microcomputers, database design, including definition of requirements, data modeling, normalization techniques, and implementation. Prerequisites: CAPS 131; CIS 108 or CSCI 160; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CIS 223 Programming in C++ Advanced Topics

This course is an advanced study of the C++ programming language, focusing on the object-oriented aspects of the language. Topics include classes and objects, inheritance, composition, overloading, and data abstraction. Prerequisites: C or better grade in CIS 213; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CIS 225 JAVA

This course is an in-depth study of the JAVA programming language, designed for students who have programming experience. Prerequisites: CIS 108 or CSCI 160. 3 Cr. (3 Lec.) Spring semester.

CIS 227 Web Programming & Design

Focuses on the fundamentals of web programming and the development of web-based applications. Client and server-side programming are discussed. Topics include advanced web page development, including Active Server Pages, CGI/Perl, database-driven content, and scripting languages. Prerequisites: CAPS 152; CIS 220; CIS 213 or CSCI 165; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

CIS 230 Computer Information Systems Internship

Students work a minimum of eight hours per week in local CIS settings. Tasks performed include: programming in high-level languages, evaluation or use of software packages, analysis of problem situations, design of databases, training of users, hardware upgrades and installation, network support, and writing supporting documentation. Pass/Fail grading. Prerequisites: CAPS 123; CAPS 133; CIS 132; CIS 214; CIS 220; CIS 223; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

CIS 240 Offensive Security

This course applies experiential learning of techniques and tools used in offensive security also known as penetration testing. This course includes hands-on labs, individual and/or team competition practice in security assessment, vulnerability discovery, security analysis, testing, documentation, recommendation, and reporting. Students will perform an ethical white-hat attack of networks, hosts (servers, clients, web servers, mobile devices, etc.), web sites, social media, and/or apps using various methods for target reconnaissance, host and service enumeration, vulnerability identification and exploitation. Substantial outside preparation required. Due to the various competition levels and testing platforms, this course may be taken more than once giving students the opportunity to level-up. Prerequisites: CIS 132, ENGL101. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

COMPUTER SCIENCE

CSCI160 Computer Science I

This course introduces students to computer programming in order to solve problems and process information. Topics include variables, data types, algorithms, decisions, repetition, files, arrays and modules using a common programming language. Students may not apply credit for both CIS 108 and CSCI 160 toward degree requirements. Prerequisites: Prior completion or concurrent enrollment in MATH 120 or MATH 122, or three years of high school math including trigonometry; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CSCI165 Computer Science II

An introductory computer science course covering problem-solving, algorithm development, and object oriented design in JAVA. Specific topics include control structures, methods, top-down design, arrays, classes, and Graphic User Interfaces. Applications are from a variety of areas. Prerequisites: CSCI 160 or CIS 108; MATH 120 OR 122 or three years of high school math, including trigonometry; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

CSCI205 Computer Science III/Data Structures

This is a second course in computer science covering algorithms, data structures, and object-oriented design. Topics include built-in data structures, user defined data structures such as stacks, queues, linked lists and trees, recursion, sorts, searches, and efficiency considerations. Data encapsulation is emphasized. The programming environment is JAVA. Prerequisites: CSCI 165; prior completion or concurrent enrollment in MATH 138, or equivalent; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CSCI210 Computer Architecture & Organization

Develops basic concepts of computer systems and introduces the subject of computer architecture. Assembly language programming is covered in considerable detail. Other topics include machine language, addressing techniques, subroutines and control linkage, and macros. Moderate additional cost for course materials. Prerequisites: CSCI 205 or ability to program in higher language; MATH 138 or higher; RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

COMPUTER SUPPORT SPECIALIST

CSS 112 Hardware Repair and Maintenance

This course prepares students for building, upgrading, maintaining, and repairing personal computers and peripherals. Students acquire an awareness of service shop practice, shop safety, and business practice. They learn through hands-on practice with hand tools and test equipment. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CSS 212 Help Desk and User Support

This course covers user support, help desk management, and troubleshooting techniques. The Help Desk and User Support Specialist will provide technical support to other employees, vendors and business customers for computers (hardware), applications (software), and peripherals. These technical support personnel investigate, analyze, troubleshoot, and document both first level and second level (complex) problems. Students use established process and procedures including documenting and tracking trouble tickets using database systems. Prerequisites: CSS 112; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CSS 240 Computer Support Specialist Internship

Provides a 14-week supervised work experience in the field of computer support. Students work a minimum of eight hours per week in local computer support settings. Duties performed include: installation and upgrades of various hardware peripherals, detection and diagnosis of hardware and software problems, and repair of hardware devices. Pass/Fail grading. Prerequisites: CSS major and completion of all required CAPS, CIS, and CSS courses; MATH 095 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Spring semester.

CONSTRUCTION TECHNOLOGY

CONT107 Construction Materials

This is a first semester course designed primarily for Construction and Environmental Technology students. It is intended to develop familiarity with and an understanding of the properties of basic construction materials including concrete, steel, wood, aggregates, and masonry and to explore environmental regulations, alternative construction methods, and sustainability in the construction industry. Course content will be presented through lecture, class discussion, demonstrations, and field trips. Prerequisites: Prior completion of or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CONT115 Construction Estimating and Planning

This is a study of construction cost estimating and planning, consisting of quantity take-off, material and labor costs and project planning. Emphasis is placed on interpreting architectural and engineering plans and specifications.

Prerequisites: CONT 107; DRAF 117; MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

CONT202 Surveying

This course, intended principally for construction technologists, focuses on surveying theory, use of instruments, and computation methods with emphasis on construction applications. Instruction includes both lectures and field practice. Prerequisites: MATH 122; RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

CONT208 Construction Management and Regulation

This course covers "Basic Management" used in the construction industry including construction economics (CPM scheduling, estimating the use and legal implications of basic construction, and incorporating environmental and land use regulations and building codes into the construction management process. Prerequisites: CONT 107; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

CONT210 Structural Design

An analysis of forces on static, rigid bodies, and an introduction to strength of materials and structural design. Topics include vector analysis, equilibrium, moments, centroids, moments of inertia, internal reactions, stress and strain, and design of beams and columns. Prerequisites: MATH 122; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 2 Lab.) Spring semester.

CONT216 Materials Testing

This is a fourth-semester course designed for Construction Technology students. Laboratory procedures pertaining to a variety of construction materials are discussed, followed by performance of those tests. Students prepare complete, formal reports of each exercise to professional standards. Course content is presented through lecture, class discussion, and demonstrations. Students perform lab exercises either individually or in groups. Prerequisites: CONT 107; ENGL 103; MATH 122; RDNG 116 if required by placement testing. Prior completion of a lab science is strongly recommended. 2 Cr. (1 Lec., 2 Lab.) Spring semester.

CONT 280 Construction Tech Independent Study

This course provides the opportunity for more in depth study of a construction and environmental technology topic. Faculty member approval is required prior to registration. 1-3 Cr. Occasionally.

CRIMINAL JUSTICE

CRJU104 Introduction to Corrections *Cross-listed as HUMS 104*

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

CRJU105 Introduction to Criminal Justice

This is an introductory study of the agencies and processes involved in the criminal justice system. Topics include the roles of the executive, legislative, and judicial branches of government, law enforcement agencies, prosecutors, adult and juvenile courts, the various components of corrections, and causes of crime. Roles and problems of criminal justice in a democratic society are analyzed, and emphasis is placed on the relationships among the major components of the system. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

CRJU110 Introduction to Policing

The course examines the design and implementation of police patrol operations, functions, duties, policies and procedures, and associated problems. Police discretion, use of force, liability, ethics, and landmark court cases are analyzed and applied. Contemporary cases and historic events are examined in conjunction with their roles and illustrations of police patrol methods and issues. Evolving changes within patrol operations, such as community policing, cultural diversity, and problem-solving policing are also studied. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

CRJU205 Concepts of Criminal Law

Criminal law is analyzed with an emphasis on the statutory classifications of crime and the elements necessary to establish a crime and criminal intent. Students read and analyze court cases which examine the penal statutes and discuss constitutional implications. Prerequisites: C or better grade in CRJU 105; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

CRJU210 Introduction to Criminal Investigation

Basic principles of criminal investigation are examined. These principles include security, preservation and recording of crime scenes, crime scene search, collection, preservation and security of physical evidence, preliminary and secondary investigation processes, scientific aids to investigations such as DNA, crime causation and modus operandi, causes of death and death scene analysis, sources of information, including informants, interviews and interrogations, note taking and report writing, and case preparation. Prerequisites: C or better grade in CRJU 105; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

CRJU212 Community Corrections *Cross-listed as HUMS 212*

This course examines the variety of programs and services developed and used by community corrections. Major topics include probation, intermediate corrections, parole, criminal sentencing structures and processes, management of community corrections organizations, supervising a differentiated offender population, practitioners within community corrections, and juvenile community corrections programs. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

CRJU215 Legal Aspects of Evidence *Cross-listed as PARA 216/PARC 216*

The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, eyewitness identification, and confessions. It also explores rules governing admissibility of evidence at trial, witness competency and credibility, hearsay, testifying effectively, judicial decisions interpreting individual rights, and case studies. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

CRJU 217 Ethics in Criminal Justice

This course is an examination of ethical considerations facing criminal justice practitioners. Topics include defining moral behavior; developing moral and ethical behavior; exploring ethics within law enforcement systems; ethics and the courts; ethics and corrections; the ethics of punishment; policy implications; professionalism; and the role of pride for practitioners. CRJU 217 fulfills the SUNY GEN ED Humanities requirement. Prerequisites: Prior completion or concurrent enrollment in CRJU 105 or SOCI 101, and prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. Cr. 3 (3 Lec.) Fall semester.

CRJU230 Criminal Justice Internship

This course is an opportunity for criminal justice majors to gain work experience in a criminal justice, human service, or community-based social service agency. A student may participate in the criminal justice internship after completing 12 semester hours of criminal justice courses and meeting other requirements. However, placements are prioritized and first offered to criminal justice majors in their final semesters. Before registering for the course, students must contact the criminal justice program chair. Eligibility criteria include an overall minimum GPA of 2.5 and a valid New York State driver's license. In addition, students must undergo legal history/court record background checks by host agencies. Convictions of certain crimes and other violations of the law may preclude participation. Prerequisites: C or better grade in CRJU 105; CRJU 210 or CRJU 205 and SOCI 207; ENGL 101 and RDNG 116 if required by placement testing. Prior completion or concurrent enrollment in MATH 090 if required by placement testing. Instructor permission is required; the instructor may allow concurrent enrollment in CRJU 210 or CRJU 205 and SOCI 207. 3 Cr. (9 Lab.) Fall and spring semesters.

CRJU280 Independent Study-Criminal Justice

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

CULINARY ARTS

CULI 101 Food Service and Preparation I

Basic procedures and techniques for large quantity food preparation and service are covered. The practice of sanitation, safety, equipment operation, food purchasing and preparation techniques, and table service are integral to this course. Special projects in menu planning, purchasing, preparation, and services are required. Coursework will also include elements of local food sourcing and menu development from that approach. Lab fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and HRMG 105; MATH 090 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Fall and spring semesters

CULI 102 Food Service and Preparation II

Building on introductory concepts learned in CULI 101, the course focuses on culinary operations concepts, including kitchen structures and design, inventory and control, service systems and advanced menu development within a commercial setting. Attention is given to food combinations, types of cuisine, and the creative as well as practical process in menu planning and costing of product from local sources when practical. Lab fee required. Prerequisites: C or better grade in CULI 101; HRMG 105, ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Fall and spring semesters.

CULI 120 Principles of Food Preservation

This lab course is designed to explore the basic principles of food preservation for students interested in culinary arts and or sustainable farming. No prior experience in a commercial kitchen necessary but encouraged. Students will learn safe and efficient methods for preserving foods through classroom instruction and hands on processing of foods sourced primarily from the Tompkins Cortland Community College farm. Topics to be covered include basic knife and kitchen equipment safety, state and local regulations for commercial vs cottage goods, labeling requirements, economic and nutritional considerations, licensing and recipe development requirements, pickling, fermenting, canning, curing, dehydration, freezing and jams and jellies. Students are required to complete special projects in recipe development. Lab fee required. Prerequisites: Prior completion of or concurrent enrollment in ENGL 100; prior completion of or concurrent enrollment in Math 090. 2 credits (1 Lec. 3 lab.) Fall semester.

CULI 160 Back of House Kitchen Practicum

An experiential learning course within a 'back of the house' culinary operation teaches students about the nuances of a busy kitchen. Practical workplace training is supported by an individualized learning plan. Prerequisites: C or better grade in CULI 101; prior completion or concurrent enrollment in CULI 102 and ENGL 101; HRMG 100, HRMG 105; MATH 090 if required by placement testing; previous completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (6 Lab.) Fall and spring semesters.

CULI205 Garde-Manger & Catering

The basics of garde manger production are learned through preparation of appetizers, condiments, and hors d'oeuvres. Emphasis is placed on buffets and other catering production and presentation concepts. Topics include: hot and cold hors d'oeuvres; salads, dressings, and relishes; sandwiches; patés and terrines; chaudfroids, gelees, and molds; canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work. Lab fee required. Prerequisites: C or better grade in CULI 101; prior completion or concurrent enrollment in ENGL 101; HRMG 105; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (2 Lec., 6 Lab.) Fall semester.

CULI 270 Restaurant Operations Front-of-House Practicum

Students are introduced to the use of technology in group restaurant reservations, guest orders, point of sale, scheduling and inventory. Students are required to complete a minimum of 90 work hours of field experience at the TC3 culinary lab facility in downtown Ithaca. Rotations include classic and contemporary table service, beverage preparation and service, guest relations, order taking in an à la carte environment, service sequence and etiquette, point-of-sale systems, cash handling, merchandising, public area sanitation and safety, dining room preparation and hosting/reservations. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; C or better grade in HRMG 100; HRMG 105; HRMG 107; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. CULI 101 is recommended. 4 Cr. Spring semester.

DRAFTING

DRAF107 Engineering Graphics

This course introduces students to the graphical "language of the engineer," and is designed for students planning to enter an engineering-related field. Students explore graphical communication through freehand sketching and 3-D modeling using SolidWorks. The course emphasizes drafting standards in the creation of multi-view and pictorial drawings, and incorporates dimensioning and tolerances. Prerequisites: MATH 095 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 3 Lab.) Fall and spring semesters.

DRAF117 Architectural Drafting I

The first of a two course sequence intended to introduce and develop proficiency in basic drafting techniques used in building and construction drawing. In addition, related light construction principles are introduced. Using AutoCad, the student creates building plans, sections and details. Note: The course no longer includes any manual instrument drawing and it is not an architectural "design" course. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Fall semester.

DRAF118 Architectural Drafting II

This course is a continuation of DRAF 117. New material to be explored includes electrical, plumbing and HVAC systems, building code requirements, site considerations, and basic concepts of residential planning, and alternate energy systems. Using techniques developed in various software programs, students develop site and system plans, research alternative energy and new technologies in the construction industry, and develop and demonstrate team work and presentation skills. Prerequisites: DRAF 117 or equivalent; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (2 Lec., 3 Lab.) Spring semester.

DRAF120 Introduction to Computer Aided Drafting

This is an elective course that provides an introduction to the use of computer application software when creating engineering drawings. The course is project oriented with all drawings produced using computer aided design (CAD) software. Note: While the course is open to any student with an appropriate background in drafting fundamentals, students who have completed DRAF 107 or DRAF 117 may not use credit earned for DRAF 120 toward degree requirements. Prerequisites: Basic drafting skills in multi-view drawing and dimensions; MATH 095 if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 2 Cr. (1 Lec., 3 Lab.) Occasionally.

EARLY CHILDHOOD

ECHD110 Children and the Arts

This course is a study of the creative arts processes in visual art, drama, literature, music, and movement for students preparing to work with young children. Opportunities are given to identify and develop programs, lessons and activities to meet young children's needs in the area of creative arts. The value of the arts in early childhood, both as an important end and as tools for success in other areas is discussed (NAEYC). Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ECHD125 Introduction to Early Childhood Education *Cross-listed as HUMS 125*

This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. The NYS (New York State) Common Core standards will be discussed. Students will be required to spend 20 hours of observation and participation in an early childhood setting thru out the semester. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ECHD206 Infant/Toddler Environments and Curriculum

Focuses on the education and care of infants and toddlers. The course examines the principles of planning a developmentally appropriate, safe, and healthy environment for children younger than three years old, and takes an in-depth look at the impact of cultures on the learning environment. The relationship between the infant/toddler learning environment and the curriculum is thoroughly investigated. The intent of the course is to develop a curriculum for infants and toddlers that evolves around care-giving tasks and play (with the resulting adult-child interactions) that create meaningful growth-producing learning experiences for young children. Students spend 45 hours throughout the semester in an infant/toddler field placement. Prerequisites: ECHD/HUMS 125, or a course in infant/toddler development; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec., 1 Lab.) Fall and spring semesters.

ECHD225 Early Childhood Curriculum Development *Cross-listed as HUMS 225*

Introduces and examines recent research in the field of early childhood development and uses it to develop curriculum for young children. Emergent, developmentally appropriate, anti-bias, and creative curriculum are discussed and integrated. Students demonstrate situations and analyze possible effects of methods discussed in class. Readings on methods and materials in the early childhood classroom are required. Prerequisites: ECHD/HUMS 125; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ECHD 110 recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

ECHD240 Techniques for Observing and Recording Young Children's Development

Designed to acquaint early childhood students with the observation techniques they need to become thoroughly familiar with how children grow and develop. The observation techniques are a skeleton on which the students build knowledge of child development and behavior. Students also learn the goals, benefits and uses of assessment. Each week students review child development principles and use one special observation technique to study these principles. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

ECHD242 Guided Field Work - Early Childhood Education

This course is designed to provide early childhood students with an advanced hands-on experience in an early childhood setting. Students have an opportunity to develop their abilities to understand and relate to young children in a group setting. They participate in classroom planning and work as a member of an early childhood learning team. Each student works with an experienced early childhood professional as his/her supervising teacher for a minimum of 112 hours during the semester. Students are also required to attend three-hour bi-weekly seminars, during which they will be able to integrate their experiences with theory and research. Corequisite: ECHD 240. Prerequisites: ECHD 110; ECHD/HUMS 125; ECHD/HUMS 225; ENGL 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 4 Cr. (1.5 Lec., 8 Lab.) Fall and spring semesters.

ECHD242H Guided Field Work Early Child Honors

This honors course is designed to provide members of the early childhood academy with an advanced hands-on experience in an early childhood setting. Students have an opportunity to develop their abilities to understand and relate to young children in a group setting. They participate in classroom planning and work as a member of an early childhood learning team. Each student works with an experienced early childhood professional as his/her supervising teacher for a minimum of 112 hours during the semester. Students are also required to attend three-hour bi-weekly seminars, during which they will be able to integrate their experiences with theory and research. Academy students will complete specific enrichment experiences. Corequisite: ECHD 240. Prerequisites: ECHD 110; ECHD/HUMS 125; ECHD/HUMS 225; ENGL 101; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; permission of the Early Childhood Program Chair. 4 Cr. (1.5 Lec., 8 Lab.) Occasionally.

ECONOMICS

ECON101 Introduction to Economics

This course is an introduction to macro and microeconomic theory emphasizing economic concepts and principles as tools in clarifying some of the major issues facing contemporary society, e.g., inflation, unemployment, international trade, health care, and the environment. ECON 101 fulfills the SUNY General Education Social Sciences requirement. A student who completes ECON 120 and/or ECON 121 may not use credit earned in this course toward degree requirements. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ECON120 Principles of Microeconomics

An analytical introduction to the processes by which economic resources are allocated and income is distributed. Concepts addressed include scarcity and opportunity cost, utility, supply and demand, elasticity, production costs, pricing under perfect and imperfect competition, the role of government, and the theory of international trade and finance. This course is designed to serve the needs of students intending to transfer to a four-year institution. ECON 120 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ECON121 Principles of Macroeconomics

An analytical introduction to alternative macroeconomic theories of national output and income determination. Topics include the business cycle, unemployment, inflation, national income accounting, fiscal policy, deficits and debt, monetary policy, the Federal Reserve system, supply-side policy, theory and reality. This course is expressly designed to serve the needs of students intending to transfer to a four-year institution. ECON 121 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

EDUCATION

EDUC201 Introduction to Education

This course is designed to provide potential teachers with the opportunity to look closely at teaching as a profession. Students examine their individual motives for entering the field, and they gain first-hand knowledge through a 30-hour field experience in a K-12 classroom. Emphasis is placed on examining significant issues and trends in American education. The role of the family, the community, and society in the general process of education are explored. Student will develop an understanding of the New York State Common Core Standards. A thirty-hour field experience is required. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; one of the following: HSTY 201, HSTY 202, POSC 103, PSYC 103, or SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

EDUC295 Foundations of Education *Cross-listed as SOCI 295*

This course is designed to introduce students to the historical, sociological, and philosophical foundations of education. Students explore the philosophical aims and historical development of education; the relationship between education, society, and culture; the relationship between social stratification (e.g., race, gender, class, sexual orientation), and educational opportunities and outcomes; and the relationship between the state, public policy, and educational reform. In addition, students develop a personal philosophy of teaching that connects theory and practice, and addresses diversity and social justice. Prerequisites: ENGL 101; SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ELECTRICAL ENGINEERING TECHNOLOGY

ELEC102 Introduction to Electrical Engineering Applications

Designed for students with interest in Electrical Engineering Technology, the course focuses on establishing basic mathematical and programming concepts needed to successfully complete academic and lab work in the field, as well as providing an overview of hardware and software used in the industry. Topics covered include mathematical concepts, logic, logic circuits, basic programming techniques, problem solving, troubleshooting of electronics equipment, programmable Arduino boards, S4A, and data manipulation applications. Additional topics explored include Raspberry Pi, macros in Excel, and Labview. Prerequisites: Prior completion of, or concurrent enrollment in, ESL 122, INTD 095, and MATH 090 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semesters.

ELEC127 Circuit Analysis

This course is designed to extend the topics covered in ELEC 126 (Basic Electricity) to AC circuits. Phasor mathematics and complex number algebra are used to apply techniques such as series/parallel analysis, nodal and mesh methods, superposition, and network theorems to AC circuits. Transformers, resonance, AC power, and delta-wye circuits are also covered. A graphing calculator (TI 86 or equivalent) is required. Prerequisites: ELEC 126; prior completion or concurrent enrollment in MATH 120 or MATH 122; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC128 Fundamentals of Electricity

This course provides the fundamental prerequisite theory and laboratory experience to begin studies in electronics subject areas. Students will learn terminology, solutions to engineering problems, and circuit construction and measurement techniques. The material will provide a firm background for further studies in electricity and electronics. Topics include: principles of electricity, DC series and parallel circuits, network theorems, magnetism, AC circuits, inductors, capacitors and frequency response. The lab component will include testing, measurement, and troubleshooting of DC and AC electrical circuits. Computer simulation and calculations will also be used to solve engineering problems. Prerequisites: ELEC 102, prior completion of, or concurrent enrollment in, MATH 120 or MATH 122, ENGL 100, and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Spring semesters.

ELEC130 Electronic Devices and Circuits

An introduction to analog electronic circuit elements and their operating characteristics. Components used are bipolar transistors, FETs, diodes, thyristors and opto-devices. Coverage includes the operating characteristics and design of power supplies, zener regulators, clipper/clamper circuits, small and large signal amplifiers, and lag/lead frequency response circuits. Prerequisites: ELEC 126; prior completion or concurrent enrollment in MATH 120 or MATH 122; RDNG 099 if required by placement testing; and prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC207 Fabrication Techniques

This course is designed to teach and practice the basic procedures and skills required for circuit and chassis layout, design, and manufacture. Topics include soldering characteristics and methods, component packaging and mounting techniques, electronic tools, printed circuit-board characteristics and design, wire wrapping, wire harness, PCB manufacture, chassis layout and manufacture, and PCB repair techniques for thru-hole and SMD components. Prerequisites: ELEC 130; DRAF 107; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Occasionally.

ELEC 222 Digital Electronics II

A continuation of the fundamental concepts discussed in ELEC 121, addressing specific digital technologies such as flip-flops, counters, registers, oscillators, analog converter ICs, memories, and programmable logic devices. Sequential logic, trouble-shooting, and timing analysis are covered in detail. Prerequisites: ELEC 121; ELEC 130; MATH 122 or MATH 132; prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC223 Microcontroller Fundamentals

Complete coverage of microcontroller assembly language instruction set, including hardware interfacing. All logical operations and the software required for input/output to MSI ICs are included. Other topics include microcontroller architecture, address decoding, memory ICs, keyboard and display scanning, interrupts, breakpoints, software control of peripherals, and troubleshooting strategy. Prerequisites: CSCI 160; ELEC 222; MATH 120 or MATH 122; and prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC224 Digital Electronics

Digital Electronics is the foundation of computer systems and automated manufacturing. This course provides the theory and hands-on experience with digital logic and sequential circuits. Topics include number systems, Boolean logic, decoders, encoders, multiplexers, counters, shift registers and data conversion circuits. Laboratory experience will consist of demonstrating digital logic functions on a simulator then implementing the actual digital circuit on an FPGA project board programmed in VHDL. Prerequisites: ELEC 127 or ELEC 128, ENGL 100 and RDNG 116 if required by placement testing; MATH 120 or MATH 122. 4 Cr. (3 Lec. 3 Lab) Fall semesters.

ELEC233 Linear Integrated Circuits

An introduction to comparator and operational amplifier IC applications used in modern electronic circuitry. Topics include inverting and noninverting amplifiers, signal generators, opamp specifications, frequency considerations, precision rectifiers, and active filters. Prerequisites: ELEC 130; MATH 120 or MATH 122; prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC240 Computer Applications for Data Acquisition & Control

An introduction to the latest software and computer hardware in the modern electronic and computer fields. The goal of this course is to give the students the up-to-date skills needed to gain immediate employment in this rapidly changing area. This goal is accomplished by gaining proficiency in writing original programs to interface to electronic instruments for data acquisition and control. Students will also learn to use several different software applications for acquiring, analyzing, and graphing data, as well as controlling industrial processes using FPGA's, PLC's, Lab View, and Robotics. Prerequisites: CSCI 160; ELEC 222 or ENSC 203; ELEC 233 or ENSC 203; MATH 138; prior completion or concurrent enrollment in ENGL 101; and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Occasionally.

ELEC244 Industrial Electronics with PLCs

This course is the study of industrial electronics as it relates to factory automation. It prepares the student to connect and troubleshoot the sensors and transducers used in modern manufacturing facilities. Emphasis is placed on the operating characteristics of the sensors and transducers and the electrical theory of how to connect them to automated controllers like a Programmable Logic Controller (PLC). The students will learn how to automate processes by writing control software such as Ladder Logic to operate the PLC. The inputs and outputs of the PLC will be connected to, and operate, actual sensors and transducers in a lab environment. Prerequisites: ELEC 126 OR 128, ELEC 222 OR 224, prior completion or concurrent enrollment in MATH 120 or MATH 122. 4 Cr. (3 Lec, 3 Lab). Spring semesters.

EMERGENCY MEDICAL TECHNICIAN

EMT 220 Emergency Medical Technician

This course is designed to prepare students for New York State Emergency Medical Technician certification. Students successfully completing this course are able to take the New York State EMT practical skills exam. Passing the skills exam makes the student eligible to take the New York State written certification examination. Upon completion, students will be skilled in basic life support, assessment and management of trauma, as well as treatment of medical, environmental, and obstetrical emergencies. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 6 Cr. (4 Lec., 6 Lab.) Fall and spring semesters.

EMT 230 Advanced EMT I

The first in a two course series, this course is designed to prepare the student to perform advanced emergency medical care and qualify to take the New York State Advanced Emergency Medical Technician certification exam. This certification was formally known as the AEMT-Intermediate prior to adoption of the NHTSA national educational standards by NYS in 2013. This course is for professional rescuers. There is a heavy focus on competency in medical and trauma evaluation, rapid field assessment, and intervention. Competency based skills in this course concentrate on advanced airway management, intravenous infusions and the use of emergency medications. The certified Advanced EMT will be able to provide pre-hospital care to the acutely ill or injured. Prerequisites: NYS EMT certification. 4 Cr. (2 Lec., 6 Lab.) Fall semester.

ENGINEERING SCIENCE

ENSC137 Introduction to Engineering

Students will be introduced to the study and practice of engineering with emphasis on the design process. Prerequisites: MATH 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in both PHSC 211 and ENGL 101. 1 Cr. (2 Lab.) Spring semester.

ENSC203 Electrical Science

DC and AC circuits are analyzed using standard network theorems, differential equations, and phasor operations. The laboratory exercises include work with basic components and with diodes, operational amplifiers, transistors and digital logic gates. Prerequisites: MATH 206; PHSC 212; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

ENSC204 Mechanics of Materials

The analysis of stress, strain, bending, torsion and deformation of materials used in engineered components such as beams, shafts, columns, and pressure vessels. Prerequisites: MATH 202; PHSC 211; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ENSC209 Engineering Mechanics: Statics

A study of classical static mechanics, including three dimensional vector resolution, equilibrium and freebody diagrams, centroids, friction, and moments of inertia. Prerequisites: MATH 202; PHSC 211; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ENSC212 Dynamics

A study of the kinematics and kinetics of particles and planar rigid bodies. Topics include equations of motion, velocity and acceleration, inertia, work and energy, and impulse and momentum. Prerequisites: ENSC 209; MATH 203; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGLISH

ENGL049 Accelerated Reading and Writing Skills for ENGL 100

This pilot is designed as a writing workshop class supporting students whose placement scores indicate a placement into INTD 095. Instead they will be concurrently enrolled in both ENGL 100 and this new 3 equivalent-credit course. The reading skills addressed in the course include the reading process, determining the meaning of unfamiliar words in context, and identifying main ideas and key details. The writing skills addressed in the course include writing about readings, essay structure, paragraph development, grammatical precision, and the essentials of punctuation. Students must receive at least a “C” grade to pass. This course is not intended for non-native speakers of English who have yet to complete ESL classes. This is a non-credit course that may not be applied toward any degree or certificate program, but it may be counted towards a full-time load for financial aid purposes. Prerequisites: Appropriate assessment score. Instructor permission required. Co-requisite: ENGL 100. 3 Equiv. Cr. (3 Lec.) Fall and spring semesters.

ENGL098 Accelerated Writing Skills for ENGL 100

This course is designed as a writing workshop class supporting students who have placed into ENGL 099 but are also concurrently enrolled in ENGL 100. Students will develop the writing skills essential for success in ENGL 100, including writing about readings, essay structure, paragraph development, grammatical precision, and the essentials of punctuation. Students must receive at least a “C” grade to pass. This course is not intended for non-native speakers of English who have yet to complete ESL classes. This is a non-credit course that may not be applied toward any degree or certificate program, but it may be counted towards a full-time load for financial aid purposes. Prerequisites: Appropriate assessment score; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. Instructor permission required. Co-requisite: ENGL 100. 3 Equiv. Cr. (3 Lec.) Fall and spring semesters.

ENGL100 Academic Writing I

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and are introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme. Students must earn a grade of C or better to take the second course in the sequence, ENGL101. ENGL 100 fulfills the SUNY General Education Basic Communication Requirement. Prerequisites: C or better grade in ENGL 099 or C or better grade in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL101 Academic Writing II

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement. An honors section is offered. Prerequisites: C or better grade in ENGL 100 or appropriate assessment; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL101H Academic Writing II – Honors

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement. Prerequisites: C or better grade in ENGL 100

if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; permission of the instructor. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL102 Approaches to Literature

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL102H Approaches to Literature-Honors

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students develop an appreciation and an understanding of fiction, drama, and poetry as forms of literary expression. ENGL 102H fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing; instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL103 Report Writing

Report Writing incorporates discussion, analysis and design of the principal types of formal and informal reports including incident, field trip, investigation, evaluation, feasibility, instructions, and description. Students are introduced to the basics of report writing style. A review of fundamentals of grammar and usage needed for clear, concise reports, as well as the mechanics of writing are included. ENGL 103 fulfills the SUNY General Education Basic Communication requirement. Prerequisites: ENGL 100 with grade of C or better; prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL105 Beginning Acting

Students experience the various techniques involved in acting using body, voice, movement and character development. Activities include improvisation and scene development, with emphasis on participation and in class exercises using the Stanislavsky System of actor training. Students maintain weekly character observation journals and write two short papers on the Stanislavsky System. ENGL 105 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

ENGL108 Literary Performance and the Spoken Word

Creative Writing Course: Students will learn techniques for presenting, reciting, and performing their original work. In class, students will examine various performances, including literary readings and spoken word poetry, while developing their own performance voice and performance piece. The course will also require students to attend as well as participate in a minimum of one literary reading. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

ENGL134 Transformative Travel Writing

This travel writing course will provide students with an opportunity to think and write reflectively about a culture other than their own. They will write reflective journal entries to analyze and evaluate their points of view, assumptions, and conclusions. Students will travel to the region/country to gain a better understanding of the people who live there. Upon return, students will write a formal essay explaining a transformation of thought about some aspect of the culture based on the journal entries and travel experiences. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116; instructor permission. 3 Cr. (1 Lec. 2 Lab.) Occasionally.

ENGL135 Short Narrative Film Writing

Creative Writing Course: This course explores techniques used to write screenplays for short films. Topics covered include story concept, structure, theme, setting, character, and dialogue. Visual writing is emphasized. Alternative structures for new media stories are discussed. Students complete an original screenplay for a short film (under 30 minutes). Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

ENGL200 Screenwriting

This course introduces students to the fundamentals of developing and writing screenplays for film and television. Story analysis, creative concept development, the writing process, and script format are emphasized. Other topics include networking, marketing, and screenwriting resources. ENGL 200 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL201 Public Speaking

Public Speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective and ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the use of research, diversity in civic life and public discourse, and delivery strategies. Prerequisites: Prior completion of, or concurrent enrollment in, INTD 095 or prior completion of, or concurrent enrollment in, ENGL 098 if required by placement testing. Fall and spring semesters. 3 Cr. (3 Lec.)

ENGL201H Public Speaking - Honors

Public Speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective and ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the use of research, diversity in civic life and public discourse, and delivery strategies. Prerequisites: Prior completion of, or concurrent enrollment in, INTD 095 or prior completion of, or concurrent enrollment in, ENGL 098 if required by placement testing, permission of instructor. Fall and spring semesters. 3 Cr. (3 Lec.)

ENGL204 Interpersonal Communication

This course is an introduction to the basic principles of interpersonal communication. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing awareness and knowledge that contributes to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, listening, social roles, and conflict management. Emphasis is placed on class participation and application of content. Prerequisites: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL205 American Literature I

This course examines the foundation and development of the literature of the United States from the Colonial period through Transcendentalism. Students develop their abilities to analyze, interpret, and use effective research and writing processes to produce papers that examine the major themes, historical perspective, significant form, style and the artistic convention of literary works from this period. ENGL 205 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL206 American Literature II

This course traces the traditions and innovations in American literature from the time of Mark Twain to the present day. Class sessions are divided into three modules that reflect the three genres of literature covered: the novel, poetry, and drama. ENGL 206 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL210 Intercultural Communication

This course is designed for students in any program and is an introduction to the theories and practices of communicating across different cultures. It expands the understanding of culture to include national heritage, race, gender, religion, class, and sexual orientation and explores not only cultures across the globe but also the interaction of values, beliefs, traditions, identities, and contributions of cultural groups in the United States. These concepts will be applied to personal, social, and institutional settings. Students will explore their own cultural formation with the explicit goal of mastering ethical, mindful, and self-reflexive intercultural practices. The course will rely on diverse readings, examples from popular culture and media, writing assignments, class discussions, and research activities. ENGL 210 partially fulfills the SUNY General Education requirement for Basic Communication. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.)

ENGL212 Fiction Writing

Creative Writing Course: This is an introduction to fiction writing with a focus on short, literary fiction. You will read and analyze the work of master short story writers while working on your own stories. Topics of discussion include character, plot, theme, setting, style, tone, structure, conflict, point of view, simile, metaphor, symbol, dialog, beginnings, endings, and imagery. During the workshops, you will read and critique the work of your classmates. ENGL 212 fulfills the SUNY General Education The Arts requirement. Prior completion or concurrent enrollment ENGL 100 if required by placement testing; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGL215 Short Fiction

This course focuses on a critical discussion of short stories, covering a broad range of forms and techniques. American, British, and/or Continental authors of short fiction are studied. Particular attention is given to the works of twentieth century authors. Emphasis is placed on class participation. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL216 Advanced Screenwriting

This course explores the use of traditional three-act narrative structure and alternative narrative structures in the feature-length screenplay through close analysis of appropriate texts and films. Close analysis of appropriate texts and films, creative problem solving, organizational strategies, and story development are emphasized. In addition, students examine screenplay format, treatments, query letters, pitching, and resources. For the major course project, students write a feature-length screenplay. Prerequisites: ENGL 200; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGL218 Smart TV *Cross-listed as SOCI 218*

The social sciences study relationships between individual perceptions and behaviors and social and historical contexts. The humanities study the multiple ways that humans create and express meaning. This cross-disciplinary course uses a critically acclaimed television series as text to explore the complexity and representation of human experience through the twin lenses of the humanities and social sciences. Prerequisite: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

ENGL220 Literature for Children

Literature for Children presents a study of the poetry and prose available for children from preschool through junior high school. Students examine the characteristics of children's books including picture, folk, fantasy, biography, historical fiction, information books, contemporary realistic fiction, and poetry. Topics include evaluation of children's books, principles of book selection, illustrations in books, cultural diversity in children's literature, and motivating children's responses to books. ENGL 220 fulfills the SUNY General Education Humanities requirement. Prerequisites:

ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL225 World Literature I

Covers reading and analysis of master works of world literature from the Greeks and the Hebrews through the time of the Renaissance. ENGL 225 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL226 World Literature II

An analytical overview of the master works of world literature from the Age of Reason to the present. ENGL 226 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL227 Fundamentals of Creative Writing

In this Creative Writing Course, students write in the four genres: fiction, poetry, creative nonfiction and drama. Students learn to read to study the craft of writing, practice the art of imitation, and develop a sustainable writing practice. Students also learn the art of effective participation in writers' workshops and in literary citizenship. Prerequisites: Prior completion or concurrent enrollment ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL229 Introduction to Poetry

This course is a study of theme, form, and imagery in lyric and narrative poetry. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL233 Film Analysis

We study some of the most beautiful and powerful American films made to date. Students watch and analyze films, and learn to look deeper and deeper into the ways in which film techniques work together with narrative to create the layers of meaning that contribute to film's power as a medium. This course primarily surveys films from the American Film Institute's top 100 lists. ENGL 233 fulfills the SUNY General Education requirement in Humanities. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL233H Film Analysis –Honors

We study some of the most beautiful and powerful American films made to date. Students watch and analyze films, and learn to look deeper and deeper into the ways in which film techniques work together with narrative to create the layers of meaning that contribute to film's power as a medium. This course primarily surveys films from the American Film Institute's top 100 lists. ENGL 233 fulfills the SUNY General Education requirement in Humanities. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; permission of the instructor. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL235H Studies in Leadership – Honors

This honors seminar is an investigation of leadership, as it has been perceived over several millenniums. Class discussions focus on imaginative literature, non-fiction prose, and contemporary media that present the leader in action and the challenges, methods, and essential elements of leadership. Significant outside reading is required. Prerequisites: B or better grade in ENGL 101, and 3.5 GPA or membership in the Honors program. 3 Cr. (3 Lec.) Occasionally.

ENGL237 Journalism

An introductory course that emphasizes beat reporting, feature writing, community journalism, and career preparation. Students work toward mastery in information gathering, reporting, and editing. They learn to apply ethical codes and practices in their work and to report fairly and accurately on issues of interest to diverse audiences. Prerequisite: Prior completion or concurrent enrollment in ENGL 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGL245 Survey of British Literature I

A survey of the major British literary works from the Anglo-Saxon era to the beginning of English romanticism. ENGL 245 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL246 Survey of British Literature II

The continuation of ENGL 245 including selected works of major British authors from the Romantic period to the present. ENGL 246 fulfills the SUNY General Education Humanities requirement. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL247 Beat Movement in American Literature

An analytical examination of the literature, the history, the social implications and philosophical perspectives of the Beat Movement in American literature. Students read, analyze, assess, and write about a body of literature that contributed to, and exemplifies new configurations and radical inventions, and interventions that have shaped American literature. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL248 Contemporary Women Writers *Cross-listed as WGST 248*

This course is designed for students in all disciplines and examines women's writings from the last twenty-five years. The readings might be limited to a specific issue or region of the world, but will provide exposure to distinctive and disparate women's voices. Students use formal literary analysis techniques and contextual history to recognize the diversity of women's experience and expertise across the globe and to review the major genres and concerns of women writers. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester.

ENGL250 Field Studies in Literature

This travel course introduces students to the literature of a country/region selected by the instructor. Students travel to the selected country/region as a group and gain an understanding of that country's/region's literary tradition and history through a tour designed to highlight places and things of particular literary significance. Some elementary language skills may be recommended as needed. Significant additional costs. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Fall semester.

ENGL255 Writing Television Drama & Comedy

This course explores the process of researching and writing drama and comedy for series television. After close analysis of appropriate texts and series episodes, students develop and write scenes for a current sitcom and a current drama. In addition, they complete a spec teleplay for a current drama or comedy series. ENGL 255 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ENGL256 Playwriting

Creative Writing Course: Students focus on critical elements of playwriting, and write a short play of at least 20 pages, which then is refined, edited, and work-shopped. Various techniques are used, including reading of dramatic texts, improvisation, scenarios, and group exploration. Emphasis is on class participation and in-class exercises. Outside work includes seeing two professional plays and writing short papers based on critical elements therein. ENGL 256 fulfills the SUNY General Education The Arts requirement. Prerequisites: Prior completion or concurrent enrollment ENGL 100 if required by placement testing; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ENGL257 Directing

Students learn the fundamental staging techniques for bringing dramatic texts to life on stage, focusing on techniques for effectively communicating the text to an audience. Students create prompt books that outline the critical information contained in dramatic texts. They also create scenes from improvisation exercises, and direct short scenes. A short paper based on an outside professional theatrical production is written. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL258 Creative Nonfiction Writing *Cross-listed as SOCI 25* Creative Writing Course: This course offers an introduction to the art of writing creative nonfiction, focusing on the genre's five hallmarks (Gerard, *Creative Nonfiction: Researching and Crafting Stories of Real Life*). Using real life as its focus, creative nonfiction has an apparent subject and a deeper subject; addresses enduring human concerns; is rendered as narrative; is based on the author's observations, reflection and research; and employs the conventions of the writing craft. Combining observation, research, and the writing process, students will produce original texts that artfully render lived experience. ENGL 258 fulfills the SUNY General Education requirement in the Arts. Cross-listed as SOCE 258. Prerequisites: ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester. **8**

ENGL260 Creative Writing Portfolio

Students develop writing portfolios that meet the requirements of targeted transfer colleges and employers. They select and revise their writing with instructor guidance. Additional topics include cover letters, resumes, application essays, personal statements, and interviewing skills. Prerequisite: Prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

ENGL261 Visiting Writer Series

This course gives participants the opportunity to hear from and interact with at least three distinguished writers of prose, poetry, screenplays or teleplays. Visiting writers read from their work and discuss their writing process. Students write short response papers and participate in creative writing workshop exercises. Prerequisites: Prior completion or concurrent enrollment ENGL 100; RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

ENGL262 Poetry Writing

Creative Writing Course: In this workshop students write and share poems. Voice, form, rhythm, imagery, figures of speech, symbolism, and other elements of poetry are emphasized. Peer work is critiqued and revised in a workshop environment. In addition, students read and discuss the work of selected poets. ENGL 262 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGL271 Writing Internship

This course allows students the opportunity to include an internship in their studies and to integrate classroom learning with practice before beginning their writing careers. The program chair maintains an approved list of appropriate internship sites allowing students to participate in work environments where writing-oriented tasks such as writing, editing, proofing, and production are part of the student's workload. It is anticipated that students will gain not only invaluable practical experience, but also have the opportunity to complete work product suitable for inclusion in a portfolio. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1-3 Cr. (3-9 Lab.) Occasionally.

ENGL274 Marketing the Screenplay

Examines approaches screenwriters use to get their creative work read by the film industry. Major topics include networking, querying, and pitching. Students develop an understanding of how agencies, management companies, production companies, studios, entertainment attorneys, and writer unions interact. Writers' groups, conferences, film festivals, fellowships and competitions, and other resources are discussed. Legal concerns including copyright and wga registration, release forms, and option contracts are explored. Treatments, loglines, query letters, cover letters, and other tools are developed. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

ENGL275 Getting Published - Prose and Poetry

This course examines the approaches creative writers use to get their work read and published by writing markets, including literary presses, book publishers, magazines, and online publications. Major topics include researching and targeting appropriate markets and developing letters of inquiry, book proposals, and other tools. Literary agents, writers' groups, conferences, fellowships and competitions, and writers' guides are discussed. Basic legal concerns, such as contracts and copyright issues, are introduced. Prerequisites: ENGL 102; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Spring semester.

ENGL280 English-Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

ENGL285H Classic Epic in Transition - Honors *Cross-listed as HUMN 285*

This course introduces the classical epics: the Iliad, Odyssey, and Aeneid. These great poems provide important views of ancient Greek and Roman culture, mythology, and civilization. Their influence ranges over thousands of years, from ancient epic and tragedy to a variety of modern and contemporary arts. As pillars in the western canon of great books, they remain a focus of literary theory and criticism today. Students in this course are required to participate in research and discussion. Open to students in the honors program or by instructor permission. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

ENGL298 Cinema Capstone *Cross-listed as COMM 298*

Students apply what they have learned in the Digital Cinema program courses as they work together to produce a short form, narrative, digital film. The course emphasizes collaboration and cinematic storytelling and aesthetics throughout the preproduction, production, and postproduction stages. Topics include script development, business and legal concerns, budgeting and scheduling, casting, directing, art and sound design, and cinematography. Hands-on participation gives students experience with the technical aspects of preproduction (editing, titles and effects, score, and sound). In addition, students learn about project promotion as they explore transmedia approaches, enter targeted film festivals, and identify appropriate distribution choices. Prerequisite: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; COMM 240; prior completion or concurrent enrollment in ENGL 101; ENGL 135. Restricted to Digital Cinema majors. 3 Cr. (3 Lec.) Spring semester.

ENVIRONMENTAL STUDIES

ENVS101 Introduction to Environmental Science

Explores the biological dimensions of natural-resource management issues. A basic introduction to evolutionary and ecological principles help support discussions of topics such as human population dynamics, human health and toxicology, wildlife biology and management, food production, pest control, and maintenance of biodiversity. Both local and global issues are addressed. Intended for all students, regardless of major field of study. ENVS 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 3 Cr. (2 Lec; 2 Lab.) Fall and spring semesters.

ENVS102 Technology and the Environment

Examines the technological aspects of resource problems. Topics include air and water pollution, traditional and alternative energy sources, climate change, and management of non-renewable resources. Technical and economic constraints are considered, along with alternatives for future development. Local and global issues are addressed. Intended for all students, regardless of major field of study. ENVS 102 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 3 Cr. (3 Lec.) Spring semester.

ENVS105 Environmental Ethics

At heart, all environmental controversies are composed of ethical dilemmas. For example, how much value should be placed on endangered species? What is the equitable way to control greenhouse gas emissions? What moral obligations do we have to non-human animals? This humanities course will function as a framework for analyzing the belief systems that underlie environmental controversies and discussing application of ethical theories to environmental decisions. Ultimately it will ask the student to articulate their own ethical approach to the natural world. Local and global issues are addressed. Intended for all students, regardless of major field of study. The course may be used for a liberal arts, humanities, or unrestricted elective requirement. It will not satisfy a science elective requirement. ENVS 105 fulfills the SUNY General Education Humanities requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENVS107 Economy, Society & Environment *Cross-listed as POSC 107*

This course is a survey of environmental problems taken from an economic standpoint. It will analyze political and economic strategies for formulating sustainable resource management. Potential topics include renewable energy, resource scarcity, ecosystem goods and services, international trade, and globalization. ENVS 107 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: RDNG 116 and MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Spring semester.

ENVS108 Environmental Psychology *Cross-listed as PSYC 108*

A review of various topics and concerns regarding our environment, human behavior, the power of place on our mind and body, and the reciprocal nature of human-environment interactions. Current environmental problems will be examined from a variety of psychological perspectives. Emphasis will be placed on how our surroundings shape our thoughts, emotions, and actions. ENVS 108 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL103; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENVS110 Food Systems Seminar I: Intro to the US Food System

This seminar course will introduce students to the food system concept, and explore the sustainability of the U.S. food system. Topics covered will include: the history of food and agriculture; environmental impacts of food systems; production agriculture in the U.S. and sustainable alternatives; food processing, distribution, and waste; food and health, food security in the U.S.; and local food systems. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall Semester.

ENVS111 Food Systems Seminar II: Food Movements

This seminar course will explore the role of social movements in challenging the dominant food production and distribution system, and in building sustainable alternatives. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 099 if required by placement testing; 2 Cr. (2 Lec.) Spring Semester.

ENVS112 Food Systems Seminar III: Identity, Ethics & Culture in the Global Food System

This seminar course explores the many ways in which our personal and cultural identities are linked to food; investigates the ethical choices involved in preparing and eating food; and examines the dynamic interaction of food and culture in an increasingly globalized world. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall semester.

ENVS 116 Soil Science

This course will explore the physical, chemical, biological, hydrologic, and ecological aspects of agricultural soils. Students in this course will become familiar with the processes of soil formation and classification, the importance of soils to human societies, and the techniques used in soil fertility management. Lab fee required. ENVS 116 fulfills the SUNY GEN ED Natural Sciences requirement. Prerequisite: Prior completion or concurrent enrollment in ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); Prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab). Fall Semester.

ENVS 117 Fall Farming Internship

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for harvesting, postharvest handling, transplanting, seeding, weeding, marketing, crop planning, seed and supply inventory, variety selection, record keeping, and other aspects of diversified farm management and maintenance. Lab fee required. 2 Cr. (6 Lab). Fall semester.

ENVS 141 Agroecology

Agroecology is defined as the application of ecological principles to the design and management of sustainable farming systems. Through this course, students will move away from a narrow concern with farming practices, and toward a scientific understanding of the complex interactions among crop plants, soil, soil organisms, insects, insect enemies, other biotic and abiotic elements of farming systems, environmental conditions, and agricultural management decisions. Students will also learn to understand and appreciate the effects of farming systems on surrounding ecosystems, the food system, and the planet. Lab fee required. ENVS 141 it fulfills the SUNY GEN ED. Natural Sciences requirement. Prerequisite: Prior completion or concurrent enrollment in ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 099 if required by placement testing. 3 cr. (2 Lec, 2 Lab.). Spring semester.

ENVS 142 Spring Farming Internship

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for farm planning, crop rotation, soil preparation, seed starting, transplanting, direct seeding, season extension, marketing, record keeping, and other aspects of spring farm management and maintenance. Lab fee required. 2 Cr. (6 Lab). Spring semester.

ENVS 202 Integrated Pest Management

This course will provide an introduction to the scientific concepts and principles of entomology, plant pathology, and weed science. Students will learn to identify common insect, disease, and weed pests and understand how cultural, biological, and chemical controls can be used to manage pests in a sustainable farming system. Lab fee required.

Prerequisites: ENGL 099 if required by placement testing or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); MATH 090 if required by placement testing; RDNG 099 if required by placement testing.

3 Cr. (3 Lec.) Summer semester.

ENVS 203 Summer Farming Internship

Through hands-on farming experience and site visits to area farms, students will be immersed in the use of farm management techniques that apply key sustainable agriculture concepts. Students will learn proper techniques for farm planning, transplanting, harvesting and postharvest handling, integrated pest management, marketing, record keeping, and other aspects of summer farm management and maintenance. Lab fee required. 3 Cr. (9 Lab). Summer semester.

ENVS 280 Environmental Science Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: instructor permission. 1-3 Cr. Occasionally.

ENVS285 Sustainable Farming and Food Systems Capstone

Through in-class discussion and hands-on learning, students will develop their knowledge of food systems practices, problems, and solutions. Students will complete a food-systems based research, community outreach, or service project on a topic of their choosing. The course will facilitate development of job skills, research skills, communication skills, and an understanding of the practical application of food systems concepts. Prerequisite: Prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 3 Lab) Fall semester.

ENVS295 Global Seminar *Cross-listed as ANTH 295*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENVS295H Global Seminar-Honor *Cross-listed as ANTH 295H*

Using a case-study approach, students learn about important current issues focusing on environmental sustainability. Live videoconferencing and web-based instruction allow students from several colleges in the United States and abroad to critically examine environmental issues and their social impact on a global level. ENVS/ANTH 295 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: ENGL 101; one course in the social sciences; ENVS 101 or ENVS 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGLISH AS SECOND LANGUAGE

ESL 090 Writing and Grammar I

This is a high-level beginning writing and grammar course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop basic writing skills including, but not limited to, the composing process, development of ideas, and sentence structure. Grammar work will emphasize simple verb tenses, uses of nouns, pronouns, and adjectives. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

ESL 091 Reading and Vocabulary I

This is a high-level beginning reading course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop skills and strategies for reading and comprehending simple short stories and articles, writing related sentences, and decoding. Students will also learn to infer meaning from contextual clues and become familiar with the Academic Word List. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

ESL 092 Speaking and Listening I

This is a high-level beginning speaking and listening course intended for non-native speakers of English who need additional support to move from general to academic English. Students will develop both formal and informal classroom discourse. Through oral presentations and spoken interactions with teachers and classmates, students develop fluency and accuracy in speaking and apply strategies for comprehending and processing short spoken passages. Prerequisites: Appropriate assessment test score. 4 Equivalent credits. (4 Lec.)

ESL 110 Writing And Grammar II

This intermediate ESL course focuses on strengthening academic writing, editing, and revising skills, along with expanding students' repertoire of grammar structures and vocabulary needed for making their writing more effective. In addition to the structure of the paragraph, students explore unity, coherence, and audience. Through spontaneous and planned writing tasks using college level materials, peer and individual editing activities, and class discussion, students will become familiar with both the academic writing process and the key features of academic style. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

ESL 111 Reading and Vocabulary II

This intermediate ESL course develops reading comprehension skills so that students will be able to: infer meaning from contextual clues, develop pre-reading skills (skimming and scanning texts, titles, graphs, illustrations, etc.), predict meaning from pre-reading activities and visual aids, identify and restate main ideas and supporting details, develop dictionary skills, and make personal connections with and respond to reading selections. Students will also become familiar with the Academic Word List as well as prefixes, suffixes, and roots as aids in understanding new vocabulary. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

ESL 112 Speaking and Listening II

This intermediate ESL course develops conversation, pronunciation, idiomatic, and aural comprehension skills. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business, and academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation, and rhythm of English. Listening comprehension stresses understanding verbal instructions, questions, and academic lectures, including note taking. Students learn appropriate verbal and non-verbal behavior as well as conversational management techniques to exchange ideas in small and large group conversation. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

ESL 120 Writing and Grammar III

This advanced ESL course focuses on strengthening academic writing, editing, and revising skills, along with expanding students' repertoire of grammar structures and vocabulary needed for making their writing more effective. Students practice different writing processes and rhetorical strategies in order to write essays that are purposeful, thoughtful, and coherent, and that conform to the conventions of standard written English. They review grammatical structures needed for effective communication. Students understand writing as a social and collaborative process. Substantial outside preparation and lab/online work are required. Students must receive a C or better grade to successfully complete this course. Prerequisites: Appropriate assessment test score or successful completion of ESL 110. 4 Cr. (4 Lec.) Fall and spring semesters.

ESL 121 Reading and Vocabulary III

This advanced ESL course is designed to help students deal with the high demands of academic reading by focusing on becoming efficient and autonomous readers and to help them function adequately in college courses. This goal will be achieved through activities that treat efficient reading strategy use in relation to text type (fiction and non-fiction) and the purpose of reading, as well as developing critical thinking strategies. Students will also further their knowledge of the Academic Word List. Students must receive a C or better grade to successfully complete this course. Prerequisites: Successful completion of ESL 111 or appropriate assessment test score. 4 Cr. (4 Lec.) Fall and spring semesters.

ESL 122 Speaking and Listening III

This advanced ESL course further develops conversation, pronunciation, idiomatic, and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of oral communication skills in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation, and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance, and tone in conversation on campus and in overall social situations. The course continues to build the students' listening comprehension in academic lectures. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. Students must receive a C or better grade to successfully complete this course. Prerequisites: Successful completion of ESL 112 or appropriate assessment test score. 4 Cr. (4 Lec.)

FITNESS

FITN101 Swimming I

Designed for students with little or no swimming ability. Students learn fundamental skills such as bobbing, prone and back glides, the front, back, and elementary backstroke, changing direction, treading water, jumping and diving into deep water. Special emphasis is placed on helping non-swimmers overcome fear of the water. Red Cross certification available for additional fee. 1 Cr. (2 Lab.) Fall semester.

FITN102 Swimming II

The objective of this course is refinement of basic strokes (front crawl, back crawl, elementary backstroke, breaststroke, and sidestroke) in order to swim with more ease, efficiency, and power. New skills that are introduced include the butterfly stroke, open and flip turns, feet-first, and tuck and pike surface dives. Endurance will be improved by the completion of the course. Red Cross certification available for additional fee. Prerequisite: FITN 101 or equivalent skill level. 1 Cr. (2 Lab.) Spring semester.

FITN104 Racquetball, Handball & Squash

This course introduces students to three parallel games with an emphasis on learning through activity. The course is designed to explore and develop the similarities of the three games. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

FITN106 Modern Dance

This is a diversified study of the fundamentals of modern dance, and a combination of dance movement, theory, and imagination. Other styles of dance may be introduced. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN107 SCUBA Diving *Cross-listed as RECR107*

Introduction to the basic concepts of safe scuba diving. Students learn elementary scuba techniques and safety practices while participating in instructional classes taught by a certified instructor in the TC3 swimming pool. No prior scuba experience required; all scuba equipment provided. Additional fee required. Prerequisites: RDNG 099; prior completion or concurrent enrollment in ENGL 099 and MATH 090. 1 Cr. (2 Lab.) Occasionally.

FITN108 Adult Recreation and Fitness

This course operates on an independent study basis and follows the physical fitness guidelines established by the President's Council on Physical Fitness. It is designed for the student who already incorporates physical exercise into his/her daily routine. Students are required to actively participate in an approved exercise mode (physical activity), and to document the frequency and intensity of their activity. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and RDNG 099 if required by placement testing. A medical clearance for physical activity is strongly recommended. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN109 Skiing and Snowboarding

Covers skiing and snowboarding instruction for all levels from the beginner to the advanced. Classes are held at Greek Peak. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN112 Water Safety Instruction

This course is designed to train instructor candidates to teach the Infant and Preschool Aquatics Program, the seven levels of a Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide courses. It also teaches instructor candidates how to use course materials, conduct training sessions, evaluate student progress, and prepare and submit records and reports. Red Cross certification available for additional fee. Prerequisites: FITN 102 or Red Cross level 5 or 6 skills with permission of the instructor; 16 years of age or older, and successful completion of a pretest; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

FITN116 Tennis I

Designed to teach the fundamentals of tennis, specifically to new tennis players. Instruction includes supervised practice sessions and informal competition among participants. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN119 Fly Fishing

This course is intended to introduce students to the sport and the literature of fly fishing, with special emphasis upon stream fishing for trout and salmon. Topics covered will include tackle selection, casting techniques, knot tying, applied entomology, conservation, and safety in a stream. Weather permitting, field trips will be a part of the instructional program. Letter grade or P/F option is available. Hip boots or waders and a valid New York State fishing license are required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

FITN120 Archery I

Students learn the basics of archery with an emphasis on the seven steps of archery, scoring, and the history of archery. Safety will be a major emphasis at all times. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. A medical clearance for physical activity is strongly recommended. Rental equipment fee. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN121 Archery II

Students learn the basics of archery with an emphasis on the seven steps of archery, scoring, and the history of archery. Safety will be a major emphasis at all times. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. A medical clearance for physical activity is strongly recommended. Rental equipment fee. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN124 Introduction to PanAfrika Drumming & Dance

Introduction to PanAfrika Drumming and Dance is a music and arts program designed to introduce students to African culture through instruction in traditional African drumming and dance. Students will learn a variety of African dance moves, rhythms, songs and drumming as a group. Students will experience traditional dances that celebrate rites of passage, harvest, courtship and healing. Dancers will use their bodies to tell stories of African life and discover the common thread that runs throughout all cultures. The class will help students develop a sense of community and bonding as they work together for their performance. No prior music or dance experience is required. 1 Cr. (2 Lab.)

FITN130 Varsity Athletics I

Provides academic credit to first-year varsity athletes who successfully complete course requirements and a sport season. Students involved in formal athletic programs are exposed to a myriad of learning experiences in the classroom, during practice sessions and contests. The state of one's health/fitness, social process issues, and mechanical principles are typically addressed in successful sport environments. Prerequisites: Verification of eligibility to participate in a varsity sport activity; prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN140 Coed Sports

This course is designed to expose students to a variety of sports and activities using campus and community resources. Activities will be experienced at the introductory level. Students with no previous experience in these activities are encouraged to enroll. A medical clearance for physical activity is strongly recommended. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Summer semester.

FITN141 Coed Basketball

Designed to provide a learning experience in the sport of basketball, all aspects of the game will be introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN145 Coed Soccer

Designed to provide a learning experience in the sport of soccer, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

FITN147 Coed Softball

Designed to provide a learning experience in the sport of softball, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN149 Coed Volleyball

Designed to provide a learning experience in the sport of volleyball, all aspects of the game are introduced and supervised. Previous experience with team sport activities is desirable, but not required. A medical clearance for physical activity is strongly recommended. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

FITN160 Backpacking *Cross-listed as RECR 160*

Covers the fundamentals of backpacking as a lifetime leisure activity including backpacking specific techniques, skills, information and a practical experience. Includes a mandatory weekend backpacking trip. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN161 Mountain Biking Cross-listed as RECR 161

Provides students with the opportunity to learn the fundamentals of mountain biking as a lifetime leisure activity. Topics include mountain biking specific techniques, skills, bike maintenance, information, and a practical experience. Each student must have a mountain bike and helmet. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall semester.

FITN163 Teambuilding and Group Initiative Activities Cross-listed as RECR 163

Provides students with the opportunity to learn the fundamentals of low level teambuilding and group initiative activities. Emphasis is placed on leading activities for various groups, applying lessons to a real-life context, and analyzing activities to meet the needs of various groups. Students become prepared to lead teambuilding and group initiative activities for people in an outdoor recreation/education or fitness recreation setting. A teambuilding trip experience is included. This is a hands-on active class and all students are encouraged to participate regardless of any disability. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall semester.

FITN164 Snowshoeing Cross-listed as RECR 164

Covers the fundamentals of snowshoeing as a lifetime leisure activity including snowshoeing specific techniques, skills, information, and a practical experience. The majority of the class is spent outside snowshoeing in the local weather. Snowshoes are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN165 Canoeing Cross-listed as RECR 165

This course is designed to teach the basic skills needed to handle canoes. Topics studied include organization of trips, self-rescue, paddling skills, and survival techniques. As much time as possible is spent on the water starting with basic flat-water skills and progressing to moving water. Canoes and PFDs are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN166 Cross Country Skiing Cross-listed as RECR 166

This course covers the fundamentals of Cross Country Skiing as a lifetime leisure activity including specific techniques, skills, information, and practical experiences. The majority of the class is held outside skiing in the local winter weather. Cross Country Skis and boots are provided; however, students are welcome to use their own personal equipment as well. No previous experience in Cross Country Skiing is necessary. Additional fee required Prerequisite: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN 170 Hatha Yoga

This is an introduction to Hatha Yoga class for beginners, providing tools to reduce stress and focus the mind. This class will use yoga postures, breathing exercises, and meditation techniques. The class will also use readings, reflection, and discussion to examine the scientific and philosophical knowledge of yoga as a way to ease stress, strengthen the bone and muscle structures, lower blood pressure, increase flexibility and strength, improve mind functioning and sustain health. Each student will keep weekly reflection journal observations on the changes noticed throughout the semester. 1 Cr. (2 Lab). Fall and spring semesters.

FITN180 Introduction to Tango

This course focuses on social dancing and includes some elements of choreography, stage, and improvisational skills. Students are able to improve their connection, balance, coordination, and improvisational skills. Elements of Vals and Milonga are introduced. 1 Cr. (2 Lab.) Occasionally.

FITN203 Bowling

Students taking this course learn the basics of bowling, including, but not limited to the techniques of bowling, rules of the game, scoring, history of bowling, and governing organizations. The class meets each week at a local bowling facility. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. Transportation is not furnished. A medical clearance for physical activity is strongly recommended. Additional fee for lane rental. 1 Cr. (2 Lab.) Spring semester.

FITN204 Karate I

An introduction to the physical and spiritual aspects of traditional Japanese karate that teaches basic karate skills, individual kata (form), and two-person practices, as well as breathing and relaxation techniques. The emphasis of the training is on mutual respect, physical fitness, and self-empowerment. The course also incorporates practices of qigong (Chinese energy practice) to improve health and well-being. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN205 Karate II

A continuation of FITN 204. Students successfully completing the course will be at a level equivalent to orange belt (advanced beginner). Different kata (pre-arranged forms) are studied. Prerequisite: FITN 204. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN208 Weight Control

This course focuses on basic principles of weight control through diet and exercise. Each student designs a weight management program to meet individual goals. Theory and physical exercise are the primary focus. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN213 Self Defense

An introductory level course in practical self-defense designed for women and men. Students learn practical and effective basic defensive techniques as well as responses to a multitude of situations. They also learn how to improve awareness and to recognize a threat. No previous experience or training is required. Each class has a lecture and skill development component. Prerequisites: Prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN215 Aerobic Conditioning

This course provides opportunities for aerobic conditioning and strength training. Students have unlimited access to the college fitness center, without charge. Each student is provided with an individual exercise performance chart, a personal fitness testing data record sheet, and is guided into a comprehensive exercise routine. The course combines group lectures, use of the fitness center, optional use of the pool, and an outdoor walk/jogging trail. The fitness center has adaptive equipment. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN216 Lifeguard Training

Lifeguard Training prepares individuals to assume more effectively the duties and responsibilities of lifeguards. It covers equipment-based rescues, spinal injury management, post-rescue care and many other topics based on up-to-date principles of aquatic safety. First aid and professional rescuer level CPR training are also included. The Waterfront Life Guarding module covers skills and knowledge needed at the waterfront. American Red Cross (or similar) certifications available for an additional fee. Prerequisites: FITN 102 or Red Cross level 5 or 6 skills with permission of the instructor; 15 yrs. of age or older, and successful completion of a pretest; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 2 Cr. (1 Lec., 2 Lab.) Fall and spring semesters.

FITN221 Snow Sports Instructor's Course

This course is an introduction to teaching skiing and snowboarding professionally. A certified member of the Professional Ski Instructors of America Association at Greek Peak Snow Sports School, in Virgil, N.Y. teaches the course. Snow sport school policies and procedures and progressions in learning and teaching skiing and snowboarding skills are covered. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

FITN230 Varsity Athletics II

This course provides academic credit to second year varsity athletes who successfully complete course requirements and a sport season. Students involved in formal athletic programs are exposed to a myriad of learning experiences in the classroom, during practice sessions and contests. The state of one's health/fitness, social process issues, and mechanical principles are typically addressed in successful sport environments. Prerequisites: Verification of eligibility to participate in a varsity sport activity; prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

FITN240 Sports Officiating

Prepares students for sports officiating in soccer, volleyball, basketball, or lacrosse. Emphasis is placed on the rules, proper positioning, officiating mechanics, and etiquette. The course includes philosophy, theory, physical, and mental training. It provides an opportunity for those interested in becoming involved professionally in officiating New York State sport contests and pursuing sport specific officials' certification(s). Successful completion of the course prepares students for sport officiating examinations in New York State. A required practicum of understudy assignments makes up 25 percent of the grade. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Occasionally.

FRENCH

FREN101 French I

This course is designed to develop beginning level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French. Substantial outside preparation and lab work are required. FREN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 OR ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

FREN102 French II

This course is designed to develop high-beginning to low-intermediate level speaking, listening, reading, and writing skills in French. Cultural information about the French-speaking world is discussed. Course emphasis is on speaking and understanding colloquial French. Substantial outside preparation and lab work are required. FREN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 OR ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 3 Cr. (3 Lec.) Spring semester.

FREN201 Intermediate French I

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 201 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 3 Cr. (3 Lec.) Occasionally.

FREN202 Intermediate French II

This course is designed to develop solid intermediate level speaking, listening, reading, and writing skills in French and covers cultural information about the French-speaking world. Course emphasis is on speaking and understanding colloquial French, but also includes an introduction to French literature and some expository writing. Substantial outside preparation and lab work are required. FREN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: FREN 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 3 Cr. (3 Lec.) Occasionally.

FRESHMAN SEMINAR

FSS 110 Freshman Seminar-General Interest

Intended for the first semester, this course will allow students to engage in an exploration of issues related to college success including engaging themselves in the college community, understanding diversity and relationship dimensions, understanding college resources, policies and procedures, and acquiring a self-understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well as after earning an associate degree. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150 or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Occasionally.

FSS 115 Freshman Seminar-General Interest

Intended for the first semester, this course will allow students to engage in an in-depth exploration of issues related to college success including engaging themselves in the college community, understanding diversity and relationship dimensions, understanding college resources, policies and procedures, and acquiring a self-understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans both within TC3 as well following earning a degree at TC3. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150 or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

FSS 118 Freshman Seminar-Nursing Interest

Intended primarily for first semester college students with a particular interest in nursing, students will engage in an exploration of issues related to college success and will gain an understanding of the requirements for admissions to the nursing program. This course will assist students in engaging themselves in the college community; understanding diversity and relationship dimensions; and understanding college resources, policies, and procedures. It will also assist students in acquiring a self-understanding of one's own strengths and intelligences and how these can be applied to academic goals, wellness issues, and issues related to future academic plans, both within TC3 as well as following a degree at TC3. Students wishing to enroll after their first semester must request permission of the instructor. Because of the similarity of the course content, students may not receive credit toward their degree for ACAD 100, ACAD 150, or any other FSS course taken in combination with this course. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

FSS 131 Self and World

"Welcome students! This class will help you 1) create strong relationships with your teachers and peers; 2) figure out how to "do college" successfully; 3) discover how to apply your experiences, interests, and strengths to your learning; and 4) explore academic majors and career possibilities that match your interests. Unlike many classes you have taken in the past, where your job was to learn the "material" the teacher taught, this class is about learning from your own and your classmates' experiences. You will be thinking deeply, reading actively, and writing a lot, but what you think, read, and write about will be relevant to you. You'll work hard, and you'll have fun. Modest fee for aptitude testing. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 99 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

FSS 132 Freshman Seminar - Environmental Studies

This is a required first semester course for students in the Environmental Science A.S. degree program. Students are introduced to the broad scope of Environmental Studies as an academic discipline, career options in this field, and transfer opportunities in both the natural and social sciences. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

FSS 137 Freshman Seminar-New Media

Designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

FSS 138 Freshman Seminar – Math/Science

This is a required first semester course for students in the Liberal Arts and Sciences Math/Science A.S. degree program. Students will be given instruction in support services (faculty suites, secretaries, counseling, labs, etc.) and online instruction for Blackboard courses and creating schedules. Students are introduced to the Liberal Arts and Sciences Math/Science program, career options and transfer options in math, biology, chemistry, and physics. Prerequisite: Prior completion or concurrent enrollment in ENGL 099, MATH 090, and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

FSS 160 Freshman Seminar - Communication and Media Arts

Designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (1 Lec.) Fall semester.

FSS 175 Freshman Seminar - Sport Management

This is a required first semester course for students in the Sport Management A.S. degree program. Students are introduced to the study of Sport Management as an academic discipline, career options in this field, and transfer opportunities. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

GEOGRAPHY

GEOG120 World Regional Geography

This course analyzes human settlement and modification of the Earth's major regions. It uses a social science perspective to review key aspects of our on-going economic, historical and cultural development in a comparative context. GEOG 120 fulfills the SUNY General Education requirement in Social Sciences. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

GEOLOGY

GEOL101 Introductory Geology

This is an introductory course in physical geology. Topics include structure of the earth, rocks and minerals, weathering and erosion, glaciation, plate tectonics, earthquakes, mountain building, igneous activity, geologic time, and local geology. Laboratories include the study of rocks, minerals, fossils, and topographic maps. Substantial outside preparation for the laboratories is required. GEOL 101 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

GEOL125 Biology and Earth Science for Teachers *Cross-listed as BIOL 125*

This course is required for students intending to pursue a degree program in childhood/early childhood education but it may be of interest to others who do not plan to major specifically in science or a related field. Basic concepts in earth science and biology are covered with an emphasis on topics necessary for informed decision making in our modern society. The intent of the instructor is to provide students with the knowledge necessary to function as an informed parent, citizen, and perhaps teacher in a world very much affected by human activity. . BIOL/GEOL 125 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

GERMAN

GERM101 Beginning German I

This course is designed to develop beginning level speaking, listening, reading, and writing skills in German. Cultural information about the German-speaking world is presented. Course emphasis is on speaking and understanding colloquial German. Substantial outside preparation and lab work are required. GERM 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or current enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

GERM102 Beginning German II

This course is a continuation of GERM 101. Students are required to write short compositions and discuss required reading assignments in German. Substantial outside preparation is required. GERM 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: GERM 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 3 Cr. (3 Lec.). Spring semester.

HEALTH

HLTH104 Medical Terminology *Cross-listed as NURS 104*

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HLTH126 Health and Fitness

Students closely examine the elements of health and health-related components of physical fitness in this introductory course. Planning and participating in an interesting successful exercise and nutrition program is a fundamental aspect of this course. Successfully preventing, responding to injury/illness, and increasing or maintaining a productive level of energy are all issues which, when managed properly, contribute to an improved quality of life. Additional topics addressed include finding meaningful work, enjoying leisure activities, growing older successfully, and improving and protecting the environment. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

HLTH135 Therapeutic Touch: Massage Techniques *Cross-listed as NURS 135*

This course covers massage techniques to address common and specific health concerns such as pain management, fluid retention, skin integrity, self-esteem, depression, and anxiety. Student should be familiar with the concept of homeostasis as it pertains to health care issues. The class is open to health care professionals and students in the allied health care field. A general knowledge of anatomy and physiology, basic psychology and listening skills is required. Class hours are divided; on campus, online discussion, and clinical hours both on campus and at health care sites where students use massage techniques on clients. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 095 and RDNG 116 if required by placement testing. 2 Cr. (1.5 Lec., 0.5 Lab.) Fall and spring semesters.

HLTH205 First Aid and Safety Education

This is a study of the typical injuries, illnesses, and emergency situations received in workplace, recreation, home and community, as well as the corresponding first aid skills needed to manage those emergencies until Emergency Medical Services (EMS) personnel arrive. This course emphasizes ways to prevent such scenarios and helps students confront their fears of stepping forward to provide assistance. The corresponding American Red Cross certificate(s) in CPR and First Aid are awarded for additional fee upon satisfactory completion of the requirements. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

HLTH206 Personal Health

Isolates some of the most perplexing health-related problems, and provides opinions, data, and facts to help students make decisions to optimize their personal health. Topics include promoting health behavior change, psychosocial health, managing stress, violence and abuse, human sexuality, nutrition, weight management, personal fitness, addictions and addictive behavior, alcohol, tobacco and caffeine, illicit drugs, cardiovascular disease, cancer, infectious diseases, sexually transmitted infections, noninfectious conditions, healthy aging, environmental health, consumerism and complementary and alternative medicine. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HLTH207 Drug Studies

: This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and to evaluate information related to specific subject matter. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or prior completion of, or concurrent enrollment in, ESL 120, 121, and 122 if required by placement testing, prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HLTH208 Alcohol and Alcoholism

This course is a basic study of the drug alcohol and the disease alcoholism. All facets of the subject are discussed, including the sociological, psychological, and physiological. Experts who represent various areas, such as the medical profession, the law, rehabilitation, counseling, and psychiatry are called upon to share their knowledge and expertise with the class. An honest and practical look is taken at a drug affecting most of us in some way. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100 or prior completion of, or concurrent enrollment, in ESL 120, 121, and 122 if required by placement testing; prior completion of, or concurrent enrollment in, RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HLTH210 Consumer Health Issues

This course offers students the opportunity to explore health care delivery systems, and the roles of caregivers from historical, ethical, political, social, and global perspectives. As a result of this exploration, students will become better-informed health consumers, and will be able to make more sound and responsible decisions to obtain and/or to provide improved health and health care for themselves and their families. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

HLTH215 World Health Problems

The major causes of morbidity and mortality around the world are discussed and analyzed. Topics discussed in a seminar format include water availability, sanitation, malnutrition, mental health and addiction, AIDS, and other diseases. The health problems of developed countries are compared and contrasted with those of developing countries, along with the methodologies used by national and international agencies to solve them. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

HLTH216 International Health On-Site - Study Abroad

A service learning study abroad experience, coupled with ANTH/IED 260 Culture Survey for Study Abroad, this is an exploration of international health issues on site in a developing country. Students participate in health care clinics and other practice settings. Pre- and post-trip meetings and assignments are required. Significant additional costs. Prerequisites: ENGL 100; MATH 090 and RDNG 116 if required by placement testing; concurrent enrollment in ANTH/IED 260; instructor permission. 3 Cr. (1 Lec., 6 Lab.) Offered December-January and occasionally other vacation periods. Fall semester.

HISTORY

HSTY101 Development of the Western Tradition I

This course surveys the major historical developments of western civilization from the pre-historic era to 1650. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 101 fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY102 Development of the Western Tradition II - Honors

This course surveys the major historical developments of western civilization from 1650 to the present. Special emphasis is placed on reading, interpreting, and discussing primary sources so students can comprehend the practice of historical research. HSTY 102 fulfills the SUNY General Education Western Civilization requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY110 World History to 1500

This course surveys the major developments in World Civilizations before 1500 and uses a chronological, regional, and intercultural approach. Students study social, political, religious, and economic changes that have created the complex modern world. Focus is given to areas of the Caribbean Basin, South America, Africa, the Middle East, Asia, and Australasia. HSTY 110 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY111 World History Since 1500

This course surveys the major developments in world civilizations since 1500 and uses a chronological and regional approach. Students study social, political, religious and economic changes that have created the complex modern world. Focus is given to areas of the Caribbean Basin, South America, Africa, the Middle East, Asia, and Australasia. HSTY 111 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY201 American History to 1877

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the War Between the States. HSTY 201 fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY201H American History to 1877 – Honors

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the War Between the States. HSTY 201H fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY202 American History Since 1877

This course analyzes problems faced by the American people since the end of Reconstruction. Issues include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. HSTY 202 fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY202H American History Since 1877 – Honors

This course analyzes problems faced by the American people since the end of Reconstruction. These problems include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. HSTY 202H fulfills the SUNY General Education American History requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HSTY225 African American History

This course is an introduction to African American history from the colonial era until Reconstruction. While tracing the major events that shaped America's history, the course focuses on the experience of African peoples using primary sources, audio and video presentations, class discussions, and lectures. Some major topics include geography and culture of Africa, transatlantic slave trade, systems of chattel slavery, and the roles of African Americans in religion, politics, culture, revolution, and the Civil War in America. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, HSTY 225 fulfills the SUNY General Education American History requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

HSTY230 History of Ireland - Study Abroad *Cross-listed as POSC 230*

The focus of this travel course is the history, culture, and politics of Ireland. Students travel to Ireland as a group, and learn about the role of Ireland in world history. Films, discussions with local people, and visits to museums, cultural, historical, political and religious sites are integral parts of the course. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; instructor permission; RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Fall semester.

HSTY233 Women in U.S. History Cross-listed as WGST 233

This course emphasizes the experiences of women from a variety of cultures within the U.S. from colonial times to the present. Among the topics discussed are women's familial roles, the changing nature of household work, racial and ethnic differences in women's experiences, the women's rights movement, employment of women outside the home, and contemporary feminism. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, this course fulfills the SUNY General Education American History requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

HSTY252 Native American History: Colonial Policies

A consideration of the development and maintenance of colonial policies toward Native Americans from the point of European contact to the War of 1812. The political, social, economic, and religious changes that resulted from national claims by the Spanish, Dutch, French, and British are examined. The course also examines how non-native peoples represented Native Americans and how these images (and misrepresentations) changed over time. Native American art and literature are introduced. HSTY 252 fulfills the SUNY General Education Other World Civilizations requirement. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

HSTY255 Labor History

This course focuses on the individual and collective experience of workers from European colonization to the early twentieth century. Students are introduced to some of the major events in the history of the American working class through readings, lecture, online sources, videos and discussions. The course explores the construction of class and class-consciousness; studies changes in union philosophies and activities; and begins to understand the historical forces that helped shape the contemporary workplace. Material unfolds conceptually as the course considers how and why the workforce has changed over time. HSTY 255 fulfills the SUNY General Education American History requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

HSTY260 Topics in Modern Latin America Cross-listed as POSC 260

This travel course introduces students to the modern history and politics of Latin America. Instructors select a nation to survey, for example Colombia, Ecuador, Guatemala, or Honduras etc. Students travel to the designated country as a group, and gain practical experience in the modern historical, political, social, economic, and religious climate by touring in both urban and rural areas. HSTY/POSC 260 fulfills the SUNY General Education Other World Civilizations requirement. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: ENGL 100; instructor permission; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

HSTY261 Modern Colombia Cross-listed as POSC 261

This travel course continues introducing students to the modern history and politics of the Republic of Colombia. Building on elements introduced in HSTY/POSC 260 Topics in Modern Latin America: Colombia, students have the opportunity to gain deeper appreciations and understandings of current socio-economic, historical, and political developments. Colombia is rapidly developing and emerging from over 50 years of civil war, offering students social science perspectives on the challenges and promises of land use changes, political culture, nature preserve creation, sustainable economics, export economics, demographic shifts, the peace process, education, tourism development, and infrastructure. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: HSTY/POSC 260; permission of instructor. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

HSTY280 History - Independent Study

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

HSTY290 Social Science Capstone Course *Cross-listed as ANTH 290 or PSYC 290 or SOCI 290*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students will conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Occasionally.

HOTEL AND RESTAURANT MANAGEMENT

HRMG100 Introduction to the Hospitality Industry

A study of the hospitality industry, its present status, and future trends, including an introduction to the various areas of specialization as well as employment and industry statistics. Areas covered include hotels, restaurants, resorts, emerging food and beverage production operations, casinos, meeting planning, cruise lines and travel and tourism organizations. Personal and professional qualifications for different career options will be discussed. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 090; and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HRMG101 Food Service and Preparation

Basic procedures and techniques for large quantity food preparation and service are covered. The study of sanitation, safety, equipment operation, food purchasing and preparation techniques, and table service are covered. Special projects in menu planning, purchasing, preparation, and services are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

HRMG102 Food Service and Preparation II

This course involves practical application of elements of Food Service and Preparation I. Students work either in a commercial or institutional food service operation on a weekly basis. A weekly debriefing/discussion of the students' work experience is included. Prerequisites: HRMG 101; ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 8 Lab.) Occasionally.

HRMG103 Rooms Division Management

This course is a study of the procedures, analysis, and management of front office, housekeeping, engineering, and security. Through lecture, discussion, property tours, and industry case study students gain an understanding of the various areas of the various lodging operations within a hotel. Other hotel departments will be introduced to explain departmental relationships. Prerequisites: ENGL 100; MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HRMG105 Food Sanitation & Safety

The basics of sanitation and management of food safety in the hospitality industries are the foundation of this training course. Students are prepared for industry certification testing which is required and monitored by the NYS Health Department to assure adherence to good sanitation and food handling practices. If the final exam is passed with a 75% grade or better, certification is awarded by the National Restaurant Association. Additional fee is required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

HRMG107 Safe Alcohol Handling

The principles of responsible alcohol transactions, which include understanding alcohol laws, evaluating intoxication levels, dealing with difficult situations, and checking identification, are covered. Students prepare for industry certification testing. If the final exam is passed with a 75% grade or better, certification is awarded by the National Restaurant Association. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

HRMG201 Hospitality Law

This course is a study of laws and regulations pertaining to hotel, restaurant, travel, and casino industries. The focus is on risk management, precautions, documentation procedures, and preventative methods necessary to avoid, or at least minimize, legal action. The course covers areas such as food and beverage service and safety responsibilities, contracts, employment and labor issues, civil rights, negligence, the innkeeper's duties, corporate and franchise laws, and product liability. Emphasis is placed on analyzing legal cases related to the hospitality industry so that future managers understand their legal rights and responsibilities. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

HRMG205 Hospitality Marketing

This course is a study of hospitality marketing for hotels, food service, travel/tourism, special events, and destination operations. Development of a strategic marketing plan, market research and analysis, buyer behavior, market segmentation, competition analysis, e-commerce business, publicity and promotion, and business feasibility are discussed. Various career and entrepreneurial opportunities in hospitality marketing and management are introduced. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

HRMG206 Food and Labor Cost Control A study of the impact effective control systems have on handling food, beverage, labor and assets. Cash procedures and handling of sales revenue are addressed. The student learns that checkpoints must be established for purchasing, receiving, storage, and disposal of product. Employee training and counseling are also addressed. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment RDNG 116 if required by placement testing; MATH 090. 3 Cr. (3 Lec.) Fall and spring semesters.

HRMG213 Hospitality Internship

Through employment, mentorship and self-directed studies at a hospitality related organization, Hotel Restaurant and Management majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete three credits before graduation, a minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization. Six credits may be earned by completing a work experience minimum of 270 hours (18 hours per week for 15 weeks). Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; approval by faculty advisor and Hotel and Restaurant Management Program Chair. 3 Cr. (9 Lab.) Fall, spring, and summer semesters.

HRMG216 Hospitality Internship

Through employment, mentorship and self-directed studies at a hospitality related organization. Hotel Restaurant and Management majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete three credits before graduation, a minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization. Six credits may be earned by completing a work experience minimum of 270 hours (18 hours per week for 15 weeks). Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; approval by faculty advisor and Hotel and Restaurant Management Program Chair. 6 Cr. (18 Lab.) Fall, spring, and summer semesters.

HRMG218 International Hospitality Experience-Study Abroad

Through a unique study abroad partnership, students will be immersed in classes and other self-directed studies with a world class international hospitality partner. Students will build on the fundamental skills learned in prior coursework. An integral part of this program is the opportunity for students to meet and live with people from all over the world and study hospitality principles in a country other than their own. Prerequisites: ENGL100; HRMG 100; HRMG 101 or WINE 120; MATH 090 if required by placement testing. Based on the location of the experience, basic proficiency in a foreign language may be required. Minimum of 7 college credits must be completed at TC3 before applying for the experience (not including high school Dual/Concurrent Enrollment credit); minimum GPA of 2.5; instructor permission. Additional requirements may apply for students who are not US citizens. 3-12 Cr. (9 -36 Lab.) Occasionally.

HRMG220 International Culture & Cuisine - Study Abroad

This course offers exposure and historical insight to cuisines of the world. The particular aspects of regional ingredients and traditional cooking techniques are discovered for the beginning culinary professional. The course is a full cultural immersion in a distinct international culinary facility and country. Significant additional cost. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; HRMG 101; HRMG 105 or HRMG 107; if required by placement testing prior completion or concurrent enrollment in ENGL 101; and instructor permission. 3 Cr. (9 Lab.) Spring semester.

HUMAN SERVICES

HUMS104 Introduction to Corrections *Cross-listed as CRJU 104*

This course focuses on the components and programs that constitute the correctional system within the United States. Major topics include origins and history of correctional philosophies, rationales, practices, programs, and institutions; administration and management of correctional facilities and programs; constitutional requirements and requirements in the operations of corrections; legal rights of inmates; incarceration of special-needs offenders; supervision of offenders who are not incarcerated; and the future of punishment and corrections. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

HUMS105 Introduction to Human Services

The purpose of this course is to identify agencies in the community that provide human services. Emphasis is placed on examination of the particular mission, objectives, organization, staffing patterns, and funding of such agencies. The interaction of various roles of the human service network is also examined. The course is intended for human service students, as well as for interested community members. The instructional modes include lecture, seminar, agency visits and presentations. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS107 Introduction to Disability Studies

This course will introduce students to the emerging field of disability studies. Students will explore cultural, historical, political, and social antecedents that have influenced contemporary conceptualizations of disability. Students will examine how the social inequities of race, class, gender, and sexual orientation have impacted disabled individuals, and how disability status has contributed to exclusion and oppressive practices. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

HUMS111 Introduction to the Aging and Elder Studies

This course presents an introductory level, interdisciplinary approach to the study of aging in American society. Sociological, biological, psychological, and demographic perspectives on the aging process are considered. The course provides an overview of theory, research, and applied aspects of aging. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS114 The Process of Group Communication

This course examines group process and its relationship to service organizations. Students study norms, roles, group rules, power, and leadership of small groups. Students experience and evaluate new techniques and methods of working with small groups in a human service setting. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall semester.

HUMS125 Introduction to Early Childhood Education *Cross-listed as ECHD 125*

This course focuses on the functioning of the total child, stressing the importance of early childhood education in a diverse society. Emphasis is placed upon the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families. The students use observational worksheets in natural settings. Educational philosophy, legislation, public policy concerning the young child, and an overview of child care services are also discussed. The NYS (New York State) Common Core standards will be discussed. Students will be required to spend 20 hours of observation and participation in an early childhood setting throughout the semester. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS128 The Family: Strength-Based Intervention

A systems model is used to assess families' strengths and weaknesses in reference to meeting basic human needs of each member. Understanding the family in the social environment, emphasizing the strengths, resources, and unused opportunities of each family member, and identifying interventions available to the human services worker are studied. Priority is given to the study of the challenges most frequently encountered by families. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

HUMS200 Generalist Social Work Practice Skills

This course is designed to orient students to the knowledge, values, and skills utilized in generalist social work practice. This course utilizes an array of perspectives including ecological, strengths based, and systems perspectives. This course introduces students to ethics, the helping relationship, cultural competency, professional role expectations and phases of practice. Utilizing a problem solving approach, students practice observation, reflective listening, communication, interviewing, and assessment through experiential exercises. Prerequisites: HUMS 105; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. C or better is required for students in Human Services programs. Students cannot apply credit for both HUMS 110 and HUMS 200 toward their degree. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS206 Juvenile Delinquency *Cross-listed as SOCI 206*

Attention is directed to an analysis of the demography of delinquency and gangs, the selective characteristics of delinquents and gangs, the societal processes related to their causes, theories concerning causes and prevention, and the evaluation of empirical studies and programs provided by youth agencies and the juvenile justice system. Students research and analyze landmark cases of the U.S. Supreme Court. SOCI 206 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

HUMS212 Community Corrections *Cross-listed as CRJU 212*

This course examines the variety of programs and services developed and used by community corrections. Major topics include probation, intermediate corrections, parole, criminal sentencing structures and processes, management of community corrections organizations, supervising a differentiated offender population, practitioners within community corrections, and juvenile community corrections programs. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

HUMS218 Home and Community Based Services for Older Persons

This study applies human service skills and resources, as well as knowledge of problems and needs of older persons, to an investigation of the delivery of helping services. Topics include home care, health and nutrition aid, recreation, social support, work opportunities, and provisions for institutional care, which are suitable for the physical, social psychological, and economic needs of individual clients. Prerequisites: ENGL 101; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

HUMS225 Early Childhood Curriculum Development *Cross-listed as ECHD 225*

Introduces and examines recent research in the field of early childhood development and uses it to develop curriculum for young children. Emergent, developmentally appropriate, anti-bias, and creative curriculum are discussed and integrated. Students demonstrate situations and analyze possible effects of methods discussed in class. Readings on methods and materials in the early childhood classroom are required. Prerequisites: ECHD/HUMS 125; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ECHD 110 recommended. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS229 Applied Methods in Human Services

This course covers the practical applications and applied methods of the various helping theories in human services. Opportunities are provided for trying out a variety of helping methods. Videotapes and case studies are used extensively. Prerequisites: C or better grade in ENGL 101; HUMS 105; HUMS 110 OR HUMS 200; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMS 232 Human Services Internship and Seminar

This course is intended to provide students with a practical experience in a community human services agency. Students enter the internship as volunteers or trainees, and are subject to all legal, ethical, and professional standards required of designated agency staff. A minimum of 135 hours of work experience per semester (10 hrs. per week in a 15 week semester), and 1 hour of seminar per week. Students review fundamental principles of practice in their internship, and are provided with opportunities to discuss varying topics in seminar. Students cannot apply credit for both HUMS 232 and HUMS 230 toward their degree. Prerequisites: Written permission from Program Chair is required; HUMS 200; HUMS 229; ENGL 101. C or better is required for students in Human Services Programs. 4 Cr. (1 Lec., 9 Lab). Fall and spring semesters.

HUMANITIES

HUMN232 Introduction to World Religions

An introduction to several of the world religious traditions including Buddhism, Hinduism, Chinese religions, African tribal religions, Judaism, Christianity, and Islam. Students will learn about the key doctrines, beliefs, and practices of seven major religious world views. Although the course provides only a foundation for understanding different world religions, students will be given the opportunity to study one religious tradition in more depth. HUMN 232 fulfills the SUNY General Education Other World Civilizations and Humanities requirements. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HUMN285H Classic Epic in Translation - Honors *Cross-listed as ENGL 285H*

This course introduces the classical epics: the Iliad, Odyssey, and Aeneid. These great poems provide important views of ancient Greek and Roman culture, mythology, and civilization. Their influence ranges over thousands of years, from ancient epic and tragedy to a variety of modern and contemporary arts. As pillars in the western canon of great books, they remain a focus of literary theory and criticism today. Students in this course are required to participate in research and discussion. Open to students in the honors program or by instructor permission. Prerequisites: ENGL 102; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

INTERDISCIPLINARY STUDIES

INTD 095 Integrated Developmental Reading and Writing

This integrated course helps students develop the reading and academic writing skills necessary for academic success. The reading skills addressed in the course include the reading process, determining the meaning of unfamiliar words in context, and identifying main ideas and key details. The writing skills addressed in the course include the writing process, paragraph development, adherence to grammatical and punctuation standards, and introductory essay writing. In order to take additional reading and writing courses, students must earn a passing grade in both the reading and writing portions of the course, must pass the final with a C, and must earn an overall grade of C. This course is not intended for non-native speakers of English who have yet to complete ESL classes. Prerequisite: Appropriate reading or writing assessment scores. 5 Equiv. Cr. (5 Lec.) Fall and spring semesters.

INFORMATION RESOURCE MANAGEMENT

IRM 101 Research Strategies

How do you go about researching an information problem? This course goes beyond basic database and Internet searching to identify the experts, agencies, foundations and organizations who generate information. Search tools are reviewed, but the emphasis is on evaluation and critical reading of sources. Some class time is devoted to discussion of critical issues involving the role of information in society such as privacy, civil liberties, free speech and disinformation. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 1 Cr. (0.5 Lec., 0.5 Lab.) Fall semester.

INTERNATIONAL EDUCATION

IED 160 International Education

The course facilitates student registration in study abroad programs and courses offered by other colleges at various international locations. Upon completion of the international experience, students will receive academic credit for a variety of appropriate courses. Student must receive approval from an academic advisor and must be in good academic standing. Significant additional costs. 3 - 15 Cr. (9 -45 Lab.) Occasionally.

IED 260 Culture Survey for Study Abroad *Cross-listed as ANTH 260*

Provides a full cultural immersion experience via a short term study abroad trip to a non-U.S. culture, such as Guatemala, Nicaragua, Ecuador, Spain, Italy, etc. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include indigenous lifestyles, health care, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. ANTH/IED 260 fulfills the SUNY General Education Other World Civilizations requirement. Significant additional costs. Scholarships available. Corerequisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as BIOL 116, HSTY260, HLTH 216, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Occasionally.

IED 261 Study Abroad Culture Survey *Cross-listed with ANTH 261.*

Provides a full cultural immersion experience via a short term study abroad trip to a western culture, such as France, Italy or Spain. Students are guided to practice cultural relativism using a holistic approach thereby broadening their global perspective. They practice hands-on ethnographic research methods such as interviewing, observing, and reflective journal writing. Cultural focus areas that are examined include expressive arts, cuisine, family structure, gender roles, religion, human rights, and globalization. Pre and post-trip work is required. Students meet during the semester preceding the trip. Significant additional costs. Scholarships available. Co-requisites: Designed as part of a six credit Learning Community, the course can be offered with courses such as HRMG 220, ENGL 250, ENGL 149 Transformative Travel Writing, etc. An interview and permission of instructor(s) are required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; ANTH 201 or ANTH 202, and language speaking skills of destination country are recommended. 3 Cr. (1 Lec., 6 Lab.) Fall and spring semesters.

ITALIAN

ITAL101 Italian I

This course is designed to develop beginning level speaking, listening, reading, and writing skills in Italian. Cultural information about the Italian-speaking world is covered. Course emphasis is on speaking and understanding colloquial Italian. Substantial outside preparation and lab work are required. ITAL 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

ITAL102 Italian II

Building on the skills and knowledge acquired in Italian I, students continue developing listening comprehension, speaking, reading, and writing skills in Italian. By the end of the course students will be able to express themselves in Italian using past, conditional, future, and subjective tenses, both orally and in writing. Outside language lab work required. ITAL 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: ITAL 101; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and RDNG 116 if required by placement testing.

3 Cr. (3 Lec.) Spring semester.

MATHEMATICS

MATH090 **Pre-Algebra**

This non-credit course is designed for students who need to review certain mathematical skills in pre-algebra, including operations with negative numbers, fractions, decimals, and percents; ratios and proportions; introduction to geometry, algebra, probability and statistics; estimation, approximation, and mathematical notation. It is intended to help those who have not had experiences in math for a number of years, and to improve the skills of those who have had difficulty mastering these topics. Portions of this course are conducted without a calculator. A C or better grade is required to pass the course and to take additional mathematics courses. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 or INTD 095 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

MATH095 **Beginning Algebra**

This is a beginning algebra course intended for students who have never had algebra or had it many years ago. Topics include operations of the integers, algebraic operations (distribution, addition of like terms, evaluation of algebraic expressions), linear equations and inequalities with applications, coordinate graphing, linear graphing and equations of lines, exponents, operations with polynomials, factoring, solving higher degree equations by factoring, and solving quadratics by factoring, graphing, and using the quadratic formula. A C or better grade is required to pass the course, and to take additional algebra based mathematics courses. A scientific calculator is recommended. This is a noncredit course, which may not be applied toward any degree or certificate program. It may be counted toward a full-time load for financial aid purposes. Prerequisites: C or better grade in MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 099, or in ESL 101, if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

MATH098 **Quantitative Literacy**

This course focuses on math for everyday life. It integrates fluency with numbers, proportional reasoning, data interpretation, algebraic reasoning, modeling, and communicating quantitative information. Mathematical concepts are investigated through group problems and class discussions based on real-life contexts of citizenship, personal finances, and medical literacy. This course prepares students to take a college-level non-STEM course in mathematics, such as MATH 200, MATH 113, or MATH 115. Students placing at this level and needing MATH 120 should take MATH 095 instead of this course. Additional fee required. Prerequisites: Prior completion of MATH 090 if required by placement testing. 4 Equiv. Cr. (4 Lec.) Fall and spring semesters.

MATH109 **Statistical Literacy**

This course is a study of selected topics from basic probability and statistics, including equally likely outcomes, conditional probability, mutually exclusive events, independent events, multiplication rule, mean, median, mode, standard deviation, normal curve, margin of error, and expected value. It is intended as a math elective for students without a background in algebra and is not a substitute for a standard statistics course. Students are required to have a calculator capable of computing mean and standard deviation, TI-34II recommended. Cooperative work is encouraged. Math 109 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

MATH110 Topics in Mathematics

This course covers topics in mathematics related to everyday life applications. Such topics include proportions, customary units of measure, ratios and conversions, consumer mathematics, algebraic expressions and equations, introduction to quadratic and exponential functions, probability and statistics, and introductory geometry. These topics are studied through practical and quantitative reasoning applications as well as the use of technology. MATH 110 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.)

MATH113 Mathematics for Elementary School Teachers I

This is the first in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. It is designed to provide an understanding of the various mathematical concepts presented in elementary schools. There is an emphasis on problem solving, communicating using mathematical language and theory, rational numbers and decimals. No calculator use is allowed during class or on tests. Prerequisites: C or better grade in Math 098 or MATH 120 if required by placement testing; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

MATH115 Mathematics for Elementary School Teachers II

This is the second in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. The course is designed to provide an understanding of the various mathematical concepts presented in elementary school. There is an emphasis on problem solving. Communicating using mathematical language and notation is stressed. Topics include probability and statistics, geometry, concepts of measurement, tessellations, congruence and constructions. MATH 115, together with MATH 113, fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 113 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

MATH120 College Algebra

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities. A specified model of a scientific calculator is recommended. MATH 120 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 095 or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103); prior completion or concurrent enrollment in RDNG116. 4 Cr. (4 Lec.)

MATH122 Technical Mathematics

Designed specifically to meet the needs of students in technology programs, this course is a study of fundamental algebraic operations, linear equations, functions, applied geometry, trigonometry, and vector analysis. MATH 122 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 095 or appropriate qualifying test score; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semesters.

MATH138 Pre-Calculus Mathematics

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include; theory of functions and radicals, right triangle trigonometry, analytic trigonometry, law of sines, law of cosines, trigonometry with applications, vectors, polar coordinates, binomial theorem and conic sections. MATH 138 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 122 or MATH 120 (College Algebra), or appropriate qualifying test score; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr, (4 Lec.) Fall and spring semesters.

MATH200 Statistics

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 098 or MATH 120 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

MATH200H Statistics - Honors

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 098 or MATH 120 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; instructor permission. 3 Cr. (3 Lec.) Fall and spring semesters.

MATH201 Calculus I

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives and anti-derivatives of algebraic, trigonometric, logarithmic, and exponential functions, and the definite integral. Applications include curve sketching, optimization problems, and related rates. A graphing calculator is recommended. MATH 201 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 138 (or MATH 135) or appropriate qualifying test score; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 4 Cr. (4 Lec.) Fall and spring semesters.

MATH201H Calculus I - Honors

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives and anti-derivatives of algebraic, trigonometric, logarithmic, and exponential functions, and the definite integral. Applications include curve sketching, optimization problems, and related rates. A graphing calculator is recommended. MATH 201 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 138 or appropriate qualifying test score; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103); instructor permission. 4 Cr. (4 Lec.) Fall and spring semesters.

MATH202 Calculus II

This course is a continuation of Calculus I. Topics include: slope fields, applications of separable differential equations, area between two curves, volumes of revolution, arc-length, work, advanced integration techniques (parts, trig integrals, trig substitution, and partial fractions), L'Hopital's Rule, improper integrals, infinite series, parametric equations, and polar coordinates. Use of a graphing calculator is required. The course is intended for students in the Computer Science, Engineering Science, Liberal Arts-Adolescence Teacher Education: Mathematics and Physics concentrations, and the Liberal Arts-Math/Science A.S. degree programs. MATH 202 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 201 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 4 Cr. (4 Lec.) Fall and spring semesters.

MATH203 Calculus III

A continuation of Calculus II, this course is intended for students in the Computer Science, Engineering Science, Liberal Arts - Adolescence Teacher Education: Mathematics and Physics concentrations, and the Liberal Arts-Math/Science A.S. degree programs. Topics include vectors, lines and planes and surfaces in space, cylindrical and spherical coordinates, differentiation and integration of vector-valued functions, tangent vectors and normal vectors, partial derivatives, directional derivatives and gradients, tangent planes and normal lines, multiple integrals, multiple integrals in cylindrical and spherical coordinates, line integrals, conservative vector fields and independence of path, Green's theorem, surface integrals, divergence theorem, flux, and Stoke's theorem. MATH 203 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 202 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103). 4 Cr. (4 Lec.) Fall semester.

MATH206 Differential Equations

An introduction to solution methods for ordinary differential equations and partial differential equations. Topics include separable equations, exact equations, linear equations, numerical approximations, reduction of order, undetermined coefficients, Cauchy-Euler equations, variation of parameters, power series solutions, Laplace transforms, unit step function, Dirac delta, and introduction to partial differential equations. Applications discussed include orthogonal trajectories, growth and decay, springs, beams, heat flow, and the wave equation. MATH 206 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 203, or B or better grade in MATH 202, or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

MATH208 Linear Algebra

This course covers topics that involve emphasis on algebra, geometry, pre-calculus, and calculus skills. Topics include systems of linear equations, matrices and matrix operations, Euclidean n-space, vectors (algebraically and geometrically), linear transformations, vector spaces, eigenvalues, and eigenvectors. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 201. 4 Cr. (4 Lec.) Occasionally.

MATH216 Discrete Mathematics

This is an introductory course intended primarily for students in the Computer Science programs or the Liberal Arts & Sciences Adolescence Teacher Education concentration in mathematics, but it could serve as a liberal arts math elective for any student. Topics include set theory, functions and relations, logic, methods of proof, induction and recursion, number theory, counting methods and discrete probability, graph theory, trees, and finite state automata. MATH 216 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 120 (OR 122 or MATH 132) or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Spring semester.

METEOROLOGY

METR101 Introductory Meteorology

A study of the weather around us. Topics include the structure of the atmosphere, heat balance of the earth, air masses, circulations, fronts, cyclones, severe weather, and climate and its change. The laboratory will emphasize mathematical calculations for atmospheric physics and processes, gathering meteorological data, analysis of weather systems, and short-term weather forecasting. METR 101 fulfills the SUNY General Education Natural Sciences requirement.

Prerequisites: College level math skills, MATH 095 or equivalent if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

MUSIC

MUSI101 Music Appreciation

This course is designed to help students develop their understanding of music as a language of human expression. The melodic, rhythmic, harmonic form, and historical significance of selected pieces are examined. Students are introduced to a wide variety of music from primitive to modern times and develop the skill to recognize patterns, forms, and styles found in music. MUSI 101 fulfills the SUNY General Education requirement in the Arts. Prerequisite: RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

MUSI103 College Community Chorus

Basics of harmony and musical dynamics are covered in this introduction to choral singing. Public performance is required. This course may be taken more than once. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Occasionally.

MUSI108 Music Theory I

This course is a basic introduction to music fundamentals. Students learn notation, rhythmic patterns, melodic pattern, and harmonic progressions. Analysis of musical textures and forms, ear training, and sight reading are included. Prerequisite: RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

MUSI109 Music Theory II

A study of fundamental chords structures, the ways in which they are formed, and the ways they work. This material should be of use to musicians as they improvise all styles of existing music. Prerequisites: MUSI 108; RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

MUSI115 Small Ensemble-Recorder

This course helps students develop the skill of playing in a group. Students learn by performing a variety of music from all parts of the world. The course is open to students with some experience playing the recorder or other instrument. It may be taken more than once. Familiarity with basic melody and rhythmic notation. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

MUSI117 Applied Music-Piano

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

MUSI118 Applied Music-Guitar

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

MUSI120 Applied Music-Voice

Provides individual one-half hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

MUSI127 Applied Music-Piano

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

MUSI128 Applied Music-Guitar

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

MUSI130 Applied Music-Voice

Provides individual one-hour lessons, with the appointments to be arranged with the instructor. This course may be taken more than once. Fees: Additional fee payable to instructor. Prerequisite: RDNG 099 if required by placement testing. 2 Cr. (2 Lec.) Fall and spring semesters.

NURSING

NURS102 New York State Coalition: PN to RN Transition

Designed to validate prior learning and to update/enhance the student's knowledge, this course facilitates transition from the role of practical nurse to that of a student preparing for the role of registered nurse. Nursing process is used as the framework for critical thinking and problem solving. In addition to the regular admissions requirements, individuals holding a LPN current registration in a United States jurisdiction must successfully complete this course before they will be considered for second year status in the Nursing A.A.S. degree program. Grading is Pass/Fail. Offered exclusively in an online format. Modest service fee required. Prerequisites: ENGL 101; MATH 095 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

NURS104 Medical Terminology *Cross-listed as HLTH 104*

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

NURS110 Fundamentals of Nursing

The nursing curriculum, which is based on developing critical thinking skills and habits of mind, and attaining clinical judgment, is introduced, as are the professional and legislative standards that govern nursing practice, including the NYS Nurse Practice Act, HIPAA, and principles of safety and infection control. Students explore and apply basic concepts and skills of evidence-based nursing practice. Emphasis is placed on learning caring behaviors and therapeutic communication, with a focus on health assessment using Gordon's functional health patterns; particular emphasis is given to the coping/stress, self-perception/self-concept, sleep/rest, health perception/health management, values/beliefs, and roles/relationships patterns. All levels of prevention are introduced, with a focus on primary prevention activities aimed at healthy individuals across the lifespan. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program and must enroll in lecture, laboratory, and field sections of the course. Requires basic computer skills, including keyboarding, word processing, email and internet use, and use of Blackboard, a course management system. Prerequisites: Prior completion or concurrent enrollment in BIOL 131 and ENGL 101; C or better grade in MATH 095 and RDNG 116 if required by placement testing. 7 cr. (4 Lec., 9 Lab.) Fall semester.

NURS120 Critical Thinking in Medical Surgical Nursing

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients in acute-care settings, particularly those with alterations in Gordon's functional health patterns of activity/exercise and nutrition/metabolism. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on clients' learning needs for self-care and other aspects of secondary prevention. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of Blackboard, a course management system. Prerequisites: NURS 110; ENGL 101; C or better grade in BIOL 131; prior completion or concurrent enrollment in BIOL 132. 9 cr. (4 Lec., 15 Lab.) Spring semester.

NURS135 Therapeutic Touch: Massage Techniques Cross-listed as HLTH 135

This course covers massage techniques to address common and specific health concerns such as pain management, fluid retention, skin integrity, self-esteem, depression, and anxiety. Student should be familiar with the concept of homeostasis as it pertains to health care issues. The class is open to health care professionals and students in the allied health care field. A general knowledge of anatomy and physiology, basic psychology and listening skills is required. Class hours are divided; on campus, online discussion, and clinical hours both on campus and at health care sites where students use massage techniques on clients. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; MATH 095 and RDNG 116 if required by placement testing. 2 Cr. (1.5 Lec., 0.5 Lab.) Fall and spring semesters.

NURS200 Simulation in Nursing

This is a web enhanced and experiential learning course which explores the role of the nurse, appropriate nursing skills, critical thinking, ethical decision making, clear communication skills, team collaboration, delegation, cultural sensitivity/awareness, and professionalism in a safe environment using high fidelity simulation. Real life clinical reasoning scenarios, instructioning, reflective learning, and debriefing are course components. Through the application of multiple levels of patient case scenarios and simulations, integration of quality and safety in patient care is demonstrated through the utilization of nursing and scientific knowledge related to diseases processes including effects on the pathophysiology of the patient. Students are administered sequential decision making events within an environment that mimics a clinical setting. Student simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional registered nurse. Prerequisites: NURS 110; NURS 120; BIOL 131; BIOL132; ENGL 101; MATH 095 and RDNG 116 if required by placement testing. 2 Cr. (1.5 Lec., .5 Lab) Spring semester.

NURS208 The Art and Science of Nursing Across the Lifespan

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child Abuse training. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of Blackboard, a course management system. Prerequisites: All courses required in the first two semesters of the nursing program; C or better grade in BIOL 131 and BIOL 132. 10 cr. (6 Lec., 12 lab.) Fall semester.

NURS208H The Art and Science of Nursing Across the Lifespan - Honors

Utilizing and building upon previously-learned critical thinking skills and habits of mind, nursing concepts, and clinical skills, the student learns to apply nursing process, caring behaviors, and therapeutic communication to the care of clients across a variety of settings, particularly those with alterations in Gordon's functional health patterns of sexuality/reproduction, cognition/perception, and elimination. The student applies clinical judgment to providing evidence-based nursing care, with emphasis on factors that create uniqueness in client situations, including family, culture, and psychosocial and physiologic life-span challenges, as well as tertiary prevention. Consideration is also given to legal and ethical issues in nursing, including NYS Mandated Reporter Child Abuse training. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. Course requires basic computer skills, including keyboarding, word processing, email and internet use, and use of Blackboard, a course management system. Prerequisites: All courses required in the first two semesters of the nursing program; C or better grade in BIOL 131 and BIOL 132;. 10 cr. (6 Lec., 12 lab.) Fall semester.

NURS225 Professional Practice and Complex Nursing Care

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. The course requires basic computer skills, including keyboarding, word processing, email and internet use, and the use of Blackboard, a course management system. An honors section is offered. Additional fee for exam preparation and exam. Prerequisite: All courses required in the first three semesters of the nursing program; prior completion or concurrent enrollment in BIOL 112 and NURS 241. 10 cr. (6 Lec., 12 Lab.) Spring semester.

NURS225H Professional Practices & Complex Nursing Care – Honors

The student uses and incorporates all previously-learned critical thinking skills and habits of mind, all Gordon's functional health patterns, concepts of primary, secondary and tertiary prevention, therapeutic communication, and care skills to plan and implement evidence-based care for clients with complex health problems, including clients with chronic and multi-system health issues, across a variety of settings. Emphasis is placed on professional issues and the transition from student to RN role. The student examines and applies leadership and client care management concepts and skills. Course experiences provide an active learning environment in a variety of settings. Students must be admitted to the nursing program to enroll in this course. The course requires basic computer skills, including keyboarding, word processing, email and internet use, and the use of Blackboard, a course management system. Additional fee for exam preparation and exam. Prerequisite: All courses required in the first 3 semesters of the nursing program; prior completion or concurrent enrollment in BIOL 112 and NURS 241; RDNG 116 if required by placement testing. 10 Cr. (6 Lec., 12 Lab.) Spring semester.

NURS232 Nursing Internship

This internship is a cooperative education experience for Nursing students who have completed the first year of academic course work and clinical experiences. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Cortland Regional Medical Center, SUNY Upstate Medical University, and area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, complete interviews and necessary forms with Nursing faculty and appropriate agency personnel. Additional requirements may apply, including preparation for the internship. Students have the option to enroll in a two or three credit internship. A minimum of 100 hours (2 credits), or 150 hours (3 credits) of acceptable and appropriate time at an approved organization must be completed. Prerequisites: NURS 110; NURS 120; BIOL 131; BIOL 132; 2 Cr. (6 Lab.) Fall and spring semesters.

NURS233 Nursing Internship

This internship is a cooperative education experience for Nursing students who have completed the first year of academic course work and clinical experiences. Students have the opportunity to use previously learned nursing knowledge and skills in the work setting of Cayuga Medical Center, Cortland Regional Medical Center, SUNY Upstate Medical University, and area health care agencies. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, complete interviews and necessary forms with Nursing faculty and appropriate agency personnel. Additional requirements may apply, including preparation for the internship. Students have the option to enroll in a two or three credit internship. A minimum of 100 hours (2 credits), or 150 hours (3 credits) of acceptable and appropriate time at an approved organization must be completed. Prerequisites: NURS 110; NURS 120; BIOL 131; BIOL 132; 3 Cr. (9 Lab.) Fall and spring semesters.

NURS241 Pharmacology for Nurses and Allied Health Professionals

This is a comprehensive pharmacology course which explores the basic principles of pharmacology, the legal and ethical foundations of safe medication administration, the role of the nurse in medication administration, lifespan considerations, and the major classifications of medication, including therapeutic actions and uses, clinical significance, nursing implications, adverse effects, and client and family teaching. Prerequisites: NURS 110, BIOL 131, and ENGL 101; prior completion or concurrent enrollment in NURS 120 and BIOL 132. 3 Cr. (3 Lec.) Fall and spring semesters.

OFFICE MANAGEMENT AND ADMINISTRATION

OFFC101 College Keyboarding and Document Processing

Basic keyboarding skills are developed, with emphasis on correct touch-typing techniques for tabulation, rough drafts, letters and envelopes, memos, tables, and business reports. The goal is development of speed and accuracy on straight copy material with a minimum speed requirement of 34 words per minute for three minutes with a maximum of five errors. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 3 Lab.). Occasionally.

OFFC110 Word Processing for Computers Using Microsoft Word

Students are prepared in using the most advanced word processing software available using a Windows environment. Students learn and practice the major functions of the program. Lecture hours are spent introducing the lessons and discussing various problems that may arise during practice. Discussion of format, layout, and other topics that relate to machine operations are covered. Applications designed for reinforcement are completed during lab hours. Throughout the semester, unit tests are given which require students to apply the skills they have acquired. Prerequisites: OFFC 101; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 090 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.). Occasionally.

OFFC203 Administrative/Automated Office Procedures

Basic office/computer skills common to most office situations are covered. Students learn about the techniques and principles of electronic/manual filing. Skills such as handling the telephone, electronic messaging, mailing, assisting/coordinating office meetings and conferences are developed through classroom exercises and discussions. Time management techniques, both in personal life as well as in business careers, are discussed, along with those qualities and skills necessary for promotion to positions of management and supervision. Strong emphasis is placed on proper office dress and grooming, and those attitudes and qualities essential to success in the business world. Interviewing skills and resume writing are emphasized. Prerequisites: ENGL 101; OFFC 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

OFFC211 Intermediate College Keyboarding & Document Processing

This course is designed for students who can type, but who need additional instruction in production typing of letters, memos, various projects, business reports, and tabulated documents that are likely to be encountered in the average business office. Advanced skills using Word are required in order to complete projects that call for desktop publishing, tables command using spreadsheet formulas, the use of macros and styles, and sort and select, as well as charts. The typing speed required in this course ranges from 45-60 words per minute with an accuracy range of zero to five errors on five-minute timed writings. Students pursuing an associate degree in Office Management and Administration must earn a C or better grade in order to fulfill degree requirements, and to advance to the third program course in keyboarding. Prerequisites: OFFC 101; MATH 095 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in OFFC 110. 3 Cr. (2 Lec., 3 Lab.). Occasionally.

OFFC221 Advanced College Keyboarding and Document Processing

This course is designed for students who can type, but who need additional instruction in production typing of letters, memos, various projects, business reports, and tabulated documents that are likely to be encountered in the average business office. Advanced skills using Word are required in order to complete projects that call for desktop publishing, tables command using spreadsheet formulas, the use of macros and styles, and sort and select, as well as charts. The typing speed required in this course ranges from 45-60 words per minute with an accuracy range of zero to five errors on five-minute timed writings. Students pursuing an associate degree in Office Management and Administration must earn a C or better grade in order to fulfill degree requirements, and to advance to the third program course in keyboarding. Prerequisites: OFFC 101; MATH 095 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in OFFC 110. 3 Cr. (2 Lec., 3 Lab.). Occasionally.

OFFC230 Office Management and Administration Internship

The internship is an opportunity for students to gain work experience directly related to the field of office management/administration. Students spend eight hours per week in an office either on campus or in an area business. This experience allows them to apply the skills and knowledge gained in Office Management/Administration courses. In the classroom part of the course, students develop a resume, analyze their personality and work habits, strengthen weak areas of personality and work habits, study job-seeking strategies, learn how to negotiate salaries, and learn techniques on interviewing. Mock interviews are given. The classroom portion of the course is analyzed and evaluated through the completion of a portfolio that students develop as the semester progresses. At the end of the course, students submit a report evaluating their experience in the internship office. Prerequisites: OFFC 101; OFFC 110; OFFC 203; OFFC 211; ENGL 101; CAPS 121; CAPS 131; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in CAPS 123 and CAPS 141. 3 Cr. (1 Lec., 8 Lab.). Occasionally.

PARALEGAL

PARA101 Introduction to Paralegalism

An examination of the role of paralegals in the legal system, with a particular emphasis on the New York State court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA130 Legal Research and Drafting

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research, the Internet, and CD-ROM products. In particular, the student gains familiarity with a law library and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus is on New York and federal law. However, after successful completion of the course, students have the tools necessary for legal research of all types, in any jurisdiction. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; C or better grade in PARA 101; RDNG 116 if required by placement testing; concurrent enrollment in PARA 101 is permissible with instructor permission. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA205 Litigation/Civil Procedure

The objective of this course is to develop students' understanding of the basic concepts, rules and principles (as well as some of the basic practical applications) forming the foundation of civil procedure and practice. Topics include courts, statutes of limitation, jurisdiction, venue, parties, pleading, motions, judgments, discovery, pretrial incidents, enforcement of judgments, special proceedings and other civil topics. The primary focus is on the laws of the State of New York, which apply generally to other states; the secondary focus is on federal rules. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA206 Special Education Law & Advocacy

This is a paralegal elective course that will give students a background in education law with a focus on special education advocacy on behalf of public school children. Special education advocacy requires extensive knowledge of education law, disability needs, and the legal standards that apply. Participants will be introduced to the history of special education law, develop an understanding of key concepts of special education expressed in case law, understand educational evaluations, develop an understanding of the business of special education law, and learn the ethics of advocating for students with disabilities. The history of special education law is rooted in *Brown v. Board of Education* and is traced through legislative and judicial history to include the Education for All Handicapped Children Act, the IDEA, the IDEIA, Section 504 of the Rehabilitation Act of 1973, through No Child Left Behind and the related other acts, such as the Every Student Succeeds Act. This course will focus on the substance and procedural aspects of federal and state education laws, rules and regulations for a law office paralegal as well as for a lay advocate. Topics will include pragmatic concerns such as dealing with children, parents, and school administrators. Prerequisite: PARA 130. 3 credits (3 Lec.) Spring semester.

PARA210 Real Estate/Property Law

Students develop an understanding of real estate and property law in general and with respect to the paralegal's function. Topics include terminology, contracts, title to property, deeds, estates in land, foreclosure, mortgages, landlord-tenant, tax issues, ethics, and real estate closings. In particular, students become familiar with deeds, abstracts, survey maps, and closing statements. The primary focus is on the laws of New York with comparisons to the laws of other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA213 Constitutional Law *Cross-listed as POSC 213*

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information is presented from legal and historical perspectives. A student successfully completing this course acquires some proficiency with the scholarly study of law and its application. BUAD 201 or CRJU 105 or PARA 101 or POSC 103 are recommended. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

PARA213H Constitutional Law – Honors

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information is presented from legal and historical perspectives. A student successfully completing this course acquires some proficiency with the scholarly study of law and its application. BUAD 201, CRJU 105, PARA 101, or POSC 103 are recommended. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

PARA215 Family Law/Domestic Relations

Designed for upper level paralegal majors, students acquire an understanding of the basic concepts, rules and principles, as well as some of the basic practical applications that form the foundation of family and domestic relations law. Topics include terminology, courts, matrimonial, divorce, property distribution, child custody and visitation, child and spousal support, child protection, adoption, paternity, domestic violence, juvenile delinquency, and other relevant topics. In particular, students become familiar with common pleadings and documents a paralegal may assist in preparing. They acquire an understanding of relevant laws, especially the New York Family Court Act and New York Domestic Relations Law. In addition, students develop their understanding of courts and procedures, and work to strengthen their research, writing, and drafting skills. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA216 Legal Aspects of Evidence *Cross-listed as CRJU 215/PARC 216*

The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, eyewitness identification, and confessions. It also explores rules governing admissibility of evidence at trial, witness competency and credibility, hearsay, testifying effectively, judicial decisions interpreting individual rights, and case studies. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

PARA220 Wills, Trusts, Estate Planning

The drafting of wills and trusts and the administration of estates are a unique combination of art and science. Artistically speaking, the creative use of legal technology and techniques provides a vehicle for a client to literally speak from the grave and dictate control over his or her assets after death. At the same time, the detailed practice and procedural requirements of state and federal statutes give a scientific atmosphere in which the estate practitioner must operate. In this course, paralegal majors become familiar with both aspects of this subject in order that they will be able to competently assist the attorney in the practice of Trust and Estate Law. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Fall and spring semesters.

PARA225 Criminal Law and Procedure

This course introduces the paralegal student to topics, issues, and procedures that a paralegal deals with working in a criminal law environment. The emphasis is on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment. Some general, philosophical and historical material is considered with a particular focus on legal research, drafting of pleadings, and other related documents, and trial preparation and conduct. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Fall semester.

PARA226 Bankruptcy

Topics covered are terminology, US Bankruptcy Code, fact and case analysis, pleadings and documents, procedures and remedies, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, fraudulent conveyances, preferences, stays, reorganization plans, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course is general, the primary focus is on the applicable New York and federal laws and practices. Students acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Occasionally.

PARA230 Paralegal Internship

This course, to be taken concurrently with PARA 231 Paralegal Seminar, is a capstone course for all paralegal students. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Each student is required to keep a weekly journal of activities and submit a final written paper on the internship experience. A student with comparable prior law office experience may apply to receive credit for that experience. If approved the student will need to take PARA 231 Paralegal Seminar only. Co-requisite: PARA 231. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in PARA 130, PARA 205, PARA 210, PARA 215, PARA 220 and BUAD 201; overall grade point average of 2.0; instructor permission. Up to two prerequisite courses may be taken concurrently. 2 Cr. (6 Lab.). Fall and spring semesters.

PARA231 Paralegal Seminar

This is the final semester capstone course for all paralegal majors. Students apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Taken concurrently with PARA 230 Paralegal Internship, legal ethics (both attorney and paralegal), law-office management skills (including a technological update and specific computer applications), interviewing, and job placement skills are covered. Discussion topics involve the full range of work in a law office, with an emphasis on the tasks each student is engaged in while completing the internship. Ethical considerations will be a key part. Co-requisite: PARA 230. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in PARA 130, PARA 210, PARA 215, PARA 220, and BUAD 201; overall grade point average of 2.0, and instructor permission. Up to two prerequisite courses may be taken concurrently. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC101 Introduction to Paralegalism

An examination of the role of paralegals in the legal system, with a particular emphasis on the New York State court system. Topics studied include an overview of the court system and administrative agencies, legal terminology, law office management, and ethical and professional practice standards. Prerequisite: Paralegal Studies certificate major. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC130 Legal Research and Drafting

Students develop an understanding of legal research and legal writing. Topics include statutes, case law, drafting and writing process, types of documents, and types and use of research tools, including online legal research, the Internet, and CD-ROM products. In particular, the student gains familiarity with a law library and researching a topic from general topic to specific case. Although this course is intended to be a general course, the primary focus will be on New York and federal law. However, after successful completion of the course, students will have the tools necessary for legal research of all types, in any jurisdiction. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC205 Litigation/Civil Procedure

The objective of this course is to develop students' understanding of the basic concepts, rules and principles (as well as some of the basic practical applications) forming the foundation of civil procedure and practice. Topics include courts, statutes of limitation, jurisdiction, venue, parties, pleading, motions, judgments, discovery, pretrial incidents, enforcement of judgments, special proceedings and other civil topics. The primary focus is on the laws of the State of New York, which apply generally to other states; the secondary focus is on federal rules. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC210 Real Estate/Property Law

Students develop an understanding of real estate and property law in general and with respect to the paralegal's function. Topics include terminology, contracts, title to property, deeds, estates in land, foreclosure, mortgages, landlord-tenant, tax issues, ethics, and real estate closings. In particular, students become familiar with deeds, abstracts, survey maps, and closing statements. The primary focus is on the laws of New York with comparisons to the laws of other jurisdictions. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, or BUAD 201. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC213 Constitutional Law

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information will be presented from a legal perspective, as well as a historical perspective. A student successfully completing this course will acquire some proficiency with the scholarly study of law and its application. BUAD 201, CRJU 105, PARC 101, or POSC 103 are recommended. Prerequisites: Paralegal Studies certificate major; ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

PARC215 Family Law/Domestic Relations

Designed for upper level paralegal majors, students acquire an understanding of the basic concepts, rules and principles, as well as some of the basic practical applications that form the foundation of family and domestic relations law. Topics include terminology, courts, matrimonial, divorce, property distribution, child custody and visitation, child and spousal support, child protection, adoption, paternity, domestic violence, juvenile delinquency, and other relevant topics. In particular, students become familiar with common pleadings and documents a paralegal may assist in preparing. They acquire an understanding of relevant laws, especially the New York Family Court Act and New York Domestic Relations Law. In addition, students develop their understanding of courts and procedures, and work to strengthen their research, writing, and drafting skills. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC216 Legal Aspects of Evidence *Cross-listed as CRJU 215/PARC 216*

The course emphasizes constitutional and procedural considerations affecting arrest, search and seizure, eyewitness identification, and confessions. It also explores rules governing admissibility of evidence at trial, witness competency and credibility, hearsay, testifying effectively, judicial decisions interpreting individual rights, and case studies. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; C or better grade in CRJU 105 or PARA 101 or PARC 101; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

PARC220 Wills, Trusts, Estate Planning

The drafting of wills and trusts and the administration of estates are a unique combination of art and science. Artistically speaking, the creative use of legal technology and techniques provides a vehicle for a client to literally speak from the grave and dictate control over his or her assets after death. At the same time, the detailed practice and procedural requirements of state and federal statutes give a scientific atmosphere in which the estate practitioner must operate. In this course, paralegal majors become familiar with both aspects of this subject in order that they will be able to competently assist the attorney in the practice of Trust and Estate Law. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.). Fall and spring semesters.

PARC225 Criminal Law and Procedure

This course introduces the paralegal student to topics, issues and procedures that a paralegal deals with working in a criminal law environment. The emphasis is on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment. Some general, philosophical and historical material is considered with a particular focus on legal research, drafting of pleadings, and other related documents, and trial preparation and conduct. Prerequisites: Paralegal Studies certificate major; C or better grade or concurrent enrollment in PARC 101, PARC 130, and BUAD 201. 3 Cr. (3 Lec.). Fall semester.

PARC226 Bankruptcy Topics covered are terminology, US Bankruptcy Code, fact and case analysis, pleadings and documents, procedures and remedies, bankruptcy petition and plan preparation, debtor and creditor rights and remedies, consumer protection, fraudulent conveyances, preferences, stays, reorganization plans, ethics, and policy considerations in the development of statutory and decisional law on these topics. Students become familiar with the common forms and pleadings used. Although the course is general, the primary focus is on the applicable New York and federal laws and practices. Students acquire an understanding of the similarities and differences in federal bankruptcy practice in New York and other jurisdictions. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARA 101, and PARA 130. 3 Cr. (3 Lec.). Occasionally.

PARC230 Paralegal Internship

This course, to be taken concurrently with PARC 231 Paralegal Seminar, is a capstone course. The internship is a first step toward obtaining employment as it gives the student some marketable work experience. Students in the final semester of the paralegal program apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Each student completes 150 hours of field work in a legal environment under the supervision of an attorney. Each student is required to keep a weekly journal of activities and submit a final written paper on the internship experience. A student with comparable prior law office experience may apply to receive credit for that experience. If approved, the student will need to take PARC 231 Paralegal Seminar only. Co-requisite: PARC 231. Prerequisites: Paralegal Studies certificate major; C or better grade in PARC 130, BUAD 201, PARC 205, PARC 210, PARC 215, and PARC 220, and instructor permission. Up to three prerequisite courses may be taken concurrently. 2 Cr. (6 Lab.). Fall and spring semesters.

PARC231 Paralegal Seminar

This is the final semester capstone course for all paralegal studies certificate majors. Students apply what they have learned in paralegal courses, and learn how a paralegal functions at work. Taken concurrently with PARC 230 Paralegal Internship, legal ethics (both attorney and paralegal), law-office management skills (including a technological update and specific computer applications), interviewing, and job placement skills are covered. Discussion topics involve the full range of work in a law office, with an emphasis on the tasks each student is engaged in while completing the internship. Ethical consideration will be a key part. Co-requisite: PARC 230. Prerequisites: Paralegal Studies certificate major; C or better grade in PARC 130, BUAD 201, PARC 205, PARC 210, PARC 215, and PARC 220, and instructor permission. Up to three prerequisite courses may be taken concurrently. 3 Cr. (3 Lec.). Fall and spring semesters.

PHILOSOPHY

PHIL101 Introduction to Philosophy

A study of the historical positions of both ancient and modern philosophers, with respect to the basic philosophical problems of knowledge, reality, matter, soul, mind, and God. PHIL 101 fulfills the SUNY General Education Humanities requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

PHIL201 Contemporary Moral Issues

An examination of a range of contemporary moral problems and moral theories. Problems for discussion may include patriotism and cosmopolitanism, the rights of the strong and the weak, the moral status of talent and ambition, issues of moral responsibility in light of deterministic theories of brain function, and the relevance of selfhood and sentience for moral dignity. PHIL 201 fulfills the SUNY General Education Humanities requirement. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

PHYSICS

PHSC104 General Physics I

This is the first half of a two-course sequence. Topics include motion, statics, dynamics, conservation of energy and momentum, rotation, waves, thermodynamics, fluids, vibrations, and sound. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 104 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 120 or MATH 122, or 3 years of high school Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

PHSC104H General Physics I - Honors

This is the first half of a two-course sequence. Topics include motion, statics, dynamics, conservation of energy and momentum, rotation, waves, thermodynamics, fluids, vibrations, and sound. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 104 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: MATH 120 or MATH 122, or 3 years of high school Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing; instructor permission. 4 Cr. (3 Lec., 2 Lab.) Fall and spring semesters.

PHSC105 General Physics II

This is the second half of a two-course sequence. Topics include electricity, magnetism, electromagnetic induction, optics, relativity, quantum physics, atomic, nuclear and elementary particle theories. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 105 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 104; MATH 122 or MATH 132, or 3 years of High School Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

PHSC105H General Physics II - Honors

This is the second half of a two-course sequence. Topics include electricity, magnetism, electromagnetic induction, optics, relativity, quantum physics, atomic, nuclear and elementary particle theories. In the laboratory sessions, error analysis and graphical analysis are emphasized. The course is intended for those with an interest in physics and without a background in calculus. A scientific calculator is required. PHSC 105 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 104; MATH 122 or MATH 132, or 3 years of High School Regents Mathematics; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

PHSC211 Physics I (Mechanics and Heat)

This is the first semester of an integrated three-semester sequence. Topics include motion, static and dynamic systems, conservation of energy and momentum, rotation, elasticity, harmonic motion, fluid mechanics, heat, heat transfer, and thermodynamics. The laboratory will emphasize techniques of error analysis and graphical analysis. PHSC 211 fulfills the SUNY General Education Natural Sciences requirement. PHSC 104 or NYS Regents Physics strongly recommended. A scientific calculator is required. Prerequisites: MATH 201; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

PHSC212 Physics II (Electricity and Magnetism)

This second semester of a three-semester calculus-based physics course. Topics include electrostatic fields, electric potential, resistance, capacitance, inductance, current, dc electrical circuits, magnetic fields and forces, electromagnetic induction, ac circuits, and Maxwell's equations. A calculator capable of solving systems of linear equations is required. PHSC 212 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 211; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and MATH 203. 4 Cr. (3 Lec., 2 Lab.). Fall semester.

PHSC213 Physics III (Waves, Optics and Modern Physics)

This is the third semester of a three-semester calculus-based physics course. Topics include wave motion, sound, electromagnetic waves, relativity, geometrical and wave optics, polarization, duality of waves and particles, atomic theory, quantum mechanics, and nuclear and particle physics. A calculator capable of solving systems of linear equations is required. PHSC 213 fulfills the SUNY General Education Natural Sciences requirement. Prerequisites: PHSC 212; MATH 203; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 2 Lab.). Spring semester.

POLITICAL SCIENCE

POSC103 American National Government

An examination of the essentials of the American constitutional system, the function of political parties, the concept of the federal system, the role of administrative agencies, the methods by which foreign affairs are conducted, and the manners in which conflicting ideals are resolved in a democratic system. POSC 103 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

POSC104 American State and Local Government

This course is designed to study the forms, function, and services of state governments and representative local governments. The dynamics of state and local governments are also considered. POSC 104 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

POSC107 Economy, Society & Environment *Cross-listed as ENVS 107*

This course is a survey of environmental problems taken from an economic standpoint. It will analyze political and economic strategies for formulating sustainable resource management. Potential topics include renewable energy, resource scarcity, ecosystem goods and services, international trade, and globalization. ENVS 107 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: RDNG 116 and MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Spring semester.

POSC112 Public Administration

An introductory level course on public administration in the American context. Students study the development and application of basic principles and concepts underlying how public policies are designed, implemented, and evaluated by federal, state and local bureaucracies in a democratic political system. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

POSC213 Constitutional Law *Cross-listed as PARA 213*

This course is a survey of issues involving U.S. Constitutional Law, including the particulars and history of the Constitution and its amendments, Supreme Court decisions over the past 210 years, the relationships among political institutions, civil rights and liberties, commerce and property rights, and criminal justice and rights. Information is presented from legal and historical perspectives. A student successfully completing this course acquires some proficiency with the scholarly study of law and its application. BUAD 201 or CRJU 105 or PARA 101 or POSC 103 are recommended. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

POSC225 Comparative Politics

This course introduces students to various nation-states of the world and compares governmental development, political history and institutional functions in the contemporary era. Using a wide sample of nation-states it analyzes aspects of international relations, competing domestic political institutions, and the history of internal political processes that have generated cohesion and/or conflict. Prerequisites: ENGL 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

POSC230 History of Ireland Cross-listed as HSTY 230

The focus of this travel course is the history, culture, and politics of Ireland. Students travel to Ireland as a group, and learn about the role of Ireland in world history. Films, discussions with local people, and visits to museums, cultural, historical, political and religious sites are integral parts of the course. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 101; instructor permission; RDNG 116 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.). Fall semester.

POSC260 Topics in Modern Latin America Cross-listed as HSTY 260

This travel course introduces students to the modern history and politics of Latin America. Instructors select a nation to survey, for example Colombia, Ecuador, Guatemala, or Honduras etc. Students travel to the designated country as a group, and gain practical experience in the modern historical, political, social, economic, and religious climate by touring in both urban and rural areas. HSTY/POSC 260 fulfills the SUNY General Education Other World Civilizations requirement. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: ENGL 100; instructor permission; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

POSC261 Modern Colombia Cross-listed as HSTY 261

This travel course continues introducing students to the modern history and politics of the Republic of Colombia. Building on elements introduced in HSTY/POSC 260 Topics in Modern Latin America: Colombia, students have the opportunity to gain deeper appreciations and understandings of current socio-economic, historical, and political developments. Colombia is rapidly developing and emerging from over 50 years of civil war, offering students social science perspectives on the challenges and promises of land use changes, political culture, nature preserve creation, sustainable economics, export economics, demographic shifts, the peace process, education, tourism development, and infrastructure. Elementary Spanish skills highly recommended. Significant additional costs. Prerequisites: HSTY/POSC 260; permission of instructor. 3 Cr. (1 Lec., 6 Lab.) Occasionally offered December-January and other vacation periods.

PSYCHOLOGICAL EDUCATION

PSED 160 Career Exploration

Designed to help students who are undecided about their career path or curriculum choice, this course focuses on a rigorous self-assessment, inclusive of work values, identification of prominent abilities, and examination of interests. Tools including computer software and Internet resources for effective gathering of information about the world of work are introduced. Modest fee for career interest testing. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.). Fall and spring semesters.

PSED213 Job Search

Students develop effective resume, cover letter writing, and interviewing skills, and learn how to best "market" themselves in today's job market. Techniques for exploring job openings, developing career networks, navigating employer-screening processes, and projecting a positive image are emphasized. Prerequisite: ENGL 101. 1 Cr. (1 Lec.) Fall and spring semesters.

PSYCHOLOGY

PSYC101 Psychology of Personal Growth

An applied psychology course providing opportunities for students to learn about and examine their own personal growth. PSYC 101 fulfills the SUNY General Education Social Science requirement. Prerequisites: Prior completion or current enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec). Fall and spring semesters.

PSYC103 Introduction to Psychology

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103), MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC103H Introduction to Psychology - Honors

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103H fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103), MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC108 Environmental Psychology *Cross-listed as ENVS 108*

A review of various topics and concerns regarding our environment, human behavior, the power of place on our mind and body, and the reciprocal nature of human-environment interactions. Current environmental problems will be examined from a variety of psychological perspectives. Emphasis will be placed on how our surroundings shape our thoughts, emotions, and actions. ENVS 108 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL103; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

PSYC200 Theories of Personality

A study of major theories and theoretical approaches to describing the development, adaptability and stability of personality across the lifespan. Theoretical perspectives covered include psychoanalytic (as well as neo-psychoanalytic and social psychoanalytic), trait, biological, learning, cognitive, and existential/humanistic. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC200H Theories of Personality - Honors

A study of major theories and theoretical approaches to describing the development, adaptability and stability of personality across the lifespan. Theoretical perspectives covered include psychoanalytic (as well as neo-psychoanalytic and social psychoanalytic), trait, biological, learning, cognitive, and existential/humanistic. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC201 Social Psychology

A survey course examining the nature and causes of individual behavior and thought in social situations. Emphasis is on applications useful for everyday living. PSYC 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC205 Childhood Psychology

The biological, cognitive, and social-emotional development of the child from birth to puberty will be examined from a social scientific perspective. Special attention will be given to recent, as well as seminal research and theories, and the scientific base of developmental psychology. PSYC 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC207 Adolescent Psychology

Physical, cognitive, and social-emotional development of the adolescent (age 12 through 17) and emerging adult (age 18-20) are studied from multiple psychological and developmental perspectives. Emphasis is placed on normative experiences, cultural differences, as well as problems adolescents and emerging adults face as they mature in today's rapidly changing society. Methods of research in the field and concepts such as intellectual development, identity formation, moral development, gender roles, gender and sexual development, and family and peer relations are discussed. Special attention is given to recent developments in research and theory in the field. Prerequisites: RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC208 Adult Psychology

Adult development is studied from the following major perspectives of research design and methodology: theories of adult development, age divisions (young, middle, late adulthood, and old age), physiology, cognition, perception, gender roles and personality, work, physical and social/family environments. Recent developments in research and theory in the field of adult development and gerontology are discussed. Either a research paper or a summary of a primary research article is required. PSYC 208 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

PSYC209 Abnormal Psychology

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. PSYC 209 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC209H Abnormal Psychology-Honors

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. Prerequisites: PSYC 103; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC216 Introduction to Experimental Psychology

An introduction to experimental methods, applied statistics, ethical concerns in research, and psychological writing. Hypothesis testing, methodological considerations, and APA style of documentation are emphasized. This course familiarizes students with empirical research in psychology, and prepares them for advanced courses in research methods in psychology. Prerequisites: ENGL 101; PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 200. 3 Cr. (3 Lec.). Occasionally.

PSYC218 Educational Psychology

An examination of how psychological concepts affect learning and the classroom behavior of students and teachers. Topics such as cognitive development, social and emotional development, individual differences, exceptionality, classroom management, motivation, memory, and constructivism are discussed theoretically and as they are applied in the classroom. This course is appropriate for individuals interested in a career in teaching, as it is a required course in most education major sequences. It also provides valuable background for individuals planning to enter helping professions such as counseling, human service, early childhood education or, more generally, parenting. PSYC 218 fulfills the SUNY General Education Social Science requirement. Prerequisites: PSYC 103; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; prior completion or concurrent enrollment in EDUC 201 is recommended. 3 Cr. (3 Lec.). Fall and spring semesters.

PSYC263 Development Across the Lifespan

This course will examine human development across the lifespan. Focus will be on physical, cognitive, psychosocial aspects of development as a life-long process. Special attention will be given to the major themes, theories, research findings and debates in the field. The impact of ethnic, gender, and cultural factors on development will be examined. PSYC 263 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Completion of RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

PSYC290 Social Science Capstone Course***Cross-listed as ANTH 290 or HSTY 290 or SOCI 290***

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. A relevant theme, chosen each semester by the social sciences faculty, provides the focus for the course. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. Students conduct both primary and secondary research. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.). Fall and spring semesters.

READING

RDNG116 College Reading and Study Skills

This course is designed to help students develop a variety of effective college-level reading and studying strategies. Emphasis is placed on students understanding and applying key memory principles, basic learning processes, and fundamental metacognitive strategies. Course topics include reading textbooks and other college-level material, taking text and classroom notes, preparing for and taking tests, and managing time and keeping organized. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

RECREATION LEADERSHIP/OUTDOOR EDUCATION

RECR107 SCUBA Diving *Cross-listed as FITN107*

Introduction to the basic concepts of safe scuba diving. Students learn elementary scuba techniques and safety practices while participating in instructional classes taught by a certified instructor in the TC3 swimming pool. No prior scuba experience required; all scuba equipment provided. Additional fee required. Prerequisites: RDNG 099; prior completion or concurrent enrollment in ENGL 099 and MATH 090. 1 Cr. (2 Lab.) Occasionally.

RECR110 Introduction to Recreation

This course is an analytical introduction to the nature, history, and evolution of leisure, recreation, and play over the lifespan. Leisure implications for individuals, groups, and society are explored, and the delivery of such services is discussed. Additional fee for conference attendance. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall semester.

RECR112 Introduction to Kinesiology

This course will provide an overview of the sub-discipline areas within Kinesiology as well as the vocational opportunities, certifications, and professional associations within the field. Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

RECR120 Leadership in Recreation

Introduces basic concepts, principles, techniques, strategies, and problems of leading in the recreation setting. The common roles of leaders are addressed, and effective leadership practices and their application to organized group activities are analyzed. This is a hands-on learning course. Volunteer work at a community agency is required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Spring semester.

RECR150 Play Across Cultures *Cross-listed as SOCE 150*

Play Across Cultures is intended to increase students' awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. As a result, student interest and appreciation of contrasting cultures, and respect for cultural differences are fostered. The course satisfies the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

RECR160 Backpacking *Cross-listed as FITN 160*

Covers the fundamentals of backpacking as a lifetime leisure activity including backpacking specific techniques, skills, information and a practical experience. Includes a mandatory weekend backpacking trip. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.). Fall and spring semesters.

RECR161 Mountain Biking *Cross-listed as FITN 161*

Provides students with the opportunity to learn the fundamentals of mountain biking as a lifetime leisure activity. Topics include mountain biking specific techniques, skills, bike maintenance, information, and a practical experience. Each student must have a mountain bike and helmet. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall semester.

RECR163 Teambuilding and Group Initiative Activities *Cross-listed as FITN 163*

Provides students with the opportunity to learn the fundamentals of low level teambuilding and group initiative activities. Emphasis is placed on leading activities for various groups, applying lessons to a real-life context, and analyzing activities to meet the needs of various groups. Students become prepared to lead teambuilding and group initiative activities for people in an outdoor recreation/education or fitness recreation setting. A teambuilding trip experience is included. This is a hands-on active class and all students are encouraged to participate regardless of any disability. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Cr-Lab.). Fall semester.

RECR164 Snowshoeing *Cross-listed as FITN 164*

Covers the fundamentals of snowshoeing as a lifetime leisure activity including snowshoeing specific techniques, skills, information, and a practical experience. The majority of the class is spent outside snowshoeing in the local weather. Snowshoes are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

RECR165 Canoeing *Cross-listed as FITN 165*

This course is designed to teach the basic skills needed to handle canoes. Topics studied include organization of trips, self-rescue, paddling skills, and survival techniques. As much time as possible is spent on the water starting with basic flat-water skills and progressing to moving water. Canoes and PFDs are provided. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

RECR166 Cross Country Skiing *Cross-listed as FITN166*

This course covers the fundamentals of Cross Country Skiing as a lifetime leisure activity including specific techniques, skills, information, and practical experiences. The majority of the class is held outside skiing in the local winter weather. Cross Country Skis and boots are provided; however, students are welcome to use their own personal equipment as well. No previous experience in Cross Country Skiing is necessary. Additional fee required Prerequisite: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Spring semester.

RECR201 Introduction to Therapeutic Recreation

A holistic review of the history and philosophy of therapeutic recreation in the health care spectrum, the course explores the principles, practices and procedures of therapeutic recreation. Students examine the role of therapeutic recreation professionals in quality of life enhancement for individuals with disabilities, and illness in diverse settings. Prerequisites: ENGL100. 3 Cr. (3 Lec.) Spring semester.

RECR210 Diversity and Inclusion in Recreation

This course was created on the premise that all people deserve to be included in recreation and leisure services. Students consider the general impact of prejudice and discrimination on peoples' lives, most especially the potential impact they can have on the quality of peoples' leisure lives. Students are encouraged to celebrate differences, their own as well as others. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall semester.

RECR215 Recreation and the Expressive Arts

This course presents the expressive disciplines of music, dance, drama, and visual art from a historical, social and leisure perspective. Students will develop an understanding of art's main concerns, function and purpose while examining the various fundamentals of art. Students will develop an appreciation for these art forms and have opportunities to express themselves through these artistic outlets. Students will learn basic skills to develop and organize programs that incorporate expressive arts in a variety of recreational settings. A combination of lectures, studios, assignments and field trips are utilized. RECR 215 fulfills the SUNY General Education requirement in The Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. Additional Activity Fee Required. 3 Cr. (2 Lec., 2 Lab). Fall semester.

RECR220 Programming Recreation and Leisure

A study of programming principles and techniques for recreational, leisure, and other human-service settings. Provides programming skills, theories, and practical experiences in budgeting, program areas, program formats, life stages, objective writing, and evaluation of recreation programming. Particular focus is on the design and implementation of recreation programs for leisure-related services. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Spring semester.

RECR230 Personal Training & Aerobic Leadership

Students learn the principles of exercise programs needed by effective personal trainers and group fitness instructors. They learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as how to design aerobic and anaerobic exercise programs that help clients to improve posture, movement, flexibility, balance, core function, cardio respiratory fitness, and muscular endurance strength. The practical and educational components of teaching a safe and effective group fitness class are also covered. Prerequisite: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; FITN 215; prior completion or concurrent enrollment in BIOL 201. 3 Cr. (3 Lec.). Fall semester.

RECR232 Exercise Physiology *Cross-listed as BIOL232*

Covers the acute physiological responses and chronic adaptations to exercise including scientific evaluation of neuromuscular, metabolic, and cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole, and acute and chronic exercise. Cross-listed with BIOL 232. Prerequisites: MATH 095 or MATH 098 and RDNG 116 if required by placement testing; ENGL 100; prior completion or concurrent enrollment in BIOL 201. 3 Cr. (3 Lec.) Spring semester.

RECR260 Camp Counseling and Outdoor Education

This course, which includes field experiences, teaches the methods, techniques, strategies, skills, activities, and current practices in outdoor education and recreation. Students learn about the chief functions of a camp counselor as a leader, teacher, arbitrator, and friend to participants in an organized camp program. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

RECR270 Wilderness and the American Culture

This course is a survey of wilderness and the philosophy of wilderness through the ages, encouraging increased aesthetic perception and deepened awareness of the human experience through contact with the wilderness. Studying the history and concept of wilderness helps us to understand ourselves and circumstances of our situation. Concepts such as art, literature, politics, romanticism, the enlightenment, and religion are explored through our relationship with the wilderness. Though the focus of this course is on the wilderness and its impact on the American culture, the concept of wilderness from non-western civilizations are explored, compared, and contrasted as well. RECR 270 fulfills the SUNY General Education Humanities requirement. Prerequisites: Prior completion of RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL101. 3 Cr. (3 Lec.) Spring and fall semesters.

RECR274 Outdoor Recreation Pursuits

Provides basic knowledge for outdoor recreation and adventure recreation activities. Topics include hands-on outdoor adventure activities, skills, theories, and leadership practiced under the guidelines of current outdoor and adventure ethics. Additional fee required. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101 with a C or better grade. 3 Cr. (3 Lec.). Fall semester.

RECR276 Outdoor Recreation Field Adventure

Students learn basic outdoor recreation pursuit skills in the classroom and practice those skills in an extended (week-long) experiential field experience. Basic knowledge for outdoor and adventure recreation activities that take place in the United States are covered. Depending on the trip route, students could participate in activities not limited to: backpacking, canoeing, hiking, mountain climbing, white water rafting, and primitive camping. Additional fee required. Prerequisites: ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; instructor permission. 3 Cr. (1 Lec., 6 Lab.). Spring semester.

RECR284 Outdoor Recreation Proficiency

Designed as an independent study, the student advances his/her outdoor recreation adventure skills and knowledge to a minimal level beyond those learned in introductory activity classes such as backpacking, canoeing, snowshoeing, etc. The student selects an activity of his/her choice and, in consultation with the instructor, a customized learning plan is developed in order for the student to master standard proficiencies of the activity. Prerequisites: One FITN/RECR outdoor activity course; MATH 095 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (3 Lab.). Fall and spring semesters.

RECR285 Recreation Field Work

Integrating classroom education with an experiential field experience, students complete 120+ service hours in an approved recreational agency under the combined supervision of a field professional and the TC3 instructor. During this experience, students are required to observe recreation professionals, plan, participate in, and lead recreational experiences for the agency. Additional fee required. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; RECR 110; prior completion or concurrent enrollment in RECR 120 and RECR 220. 3 Cr. (9 Lab.). Fall and spring semesters.

RUSSIAN

RUSN101 Russian I

This course is designed to expand and improve the student's ability to speak, read, write, and understand Russian at a beginning level. Substantial outside preparation using audio-visual materials are required. RUSN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisite: Prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

RUSN102 Russian II

This course is designed to expand and improve the student's ability to speak, read, write and understand Russian at a beginning level. Russian history and culture are also included. RUSN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisite: RUSN 101. 3 Cr. (3 Lec.) Spring semester.

RUSN280

Designed for students who wish to continue Russian studies, current and useful vocabulary with functionally based grammar explanations are emphasized. Students will further develop basic reading, listening and communication skills. Prerequisite: RUSN 102. 3 Cr. (3 Lec.) Occasionally.

SOCIAL SCIENCE

SOCE131 Introduction to Men's Studies Cross-listed as WGST 130.

A social scientific study of men, and what it means to be a "man," in American society. In a highly engaging forum, the course brings together the many sub-disciplines comprising men's studies: sociology, anthropology, psychology, biology, history, economics, art, literature, women's studies, and religious studies. Students gain an integrated understanding of the ideologies and experiences of men amid the social, cultural, economic and political institutions of contemporary society. Prerequisites: Prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Occasionally.

SOCE150 Play Across Cultures Cross-listed as RECR 150

Play Across Cultures is intended to increase students' awareness of how play, especially young peoples' play, and celebration, are both different and alike around the world. As a result, student interest and appreciation of contrasting cultures, and respect for cultural differences are fostered. The course satisfies the SUNY General Education Other World Civilizations requirement. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

SOCE200 Baseball in American Culture

Explores the role that major league baseball, past and present, has played in changing certain aspects of American culture. A discussion of the history of baseball through the 19th and 20th centuries is followed by coverage of how baseball has created and reflected change in American society. Topics covered include race issues, lifestyles, gender roles, fashion, language, art, literature, film, and American business. The course is intended for novices and die-hard fans of baseball, and for the purpose of developing an understanding of the prominent role the "national pastime" has played in American culture. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Summer semester.

SOCE201 Human Sexuality

The biological, psychological, and sociological aspects of human sexuality are addressed in this course. Evolving norms and customs, cross-cultural comparisons, sexual development, and sexual choices are some of the topics covered. Controversial issues such as abortion and pornography are also discussed, with emphasis on understanding the complexity of issues rather than teaching a particular perspective. SOCE 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101. 3 Cr. (3 Lec.). Fall and spring semesters.

SOCE205 Organizational Behavior

Intended to acquaint students with psychological and sociological concepts, methods, and findings that are relevant to the needs of employees and employers, as well as to people in other organizational settings. Major topics include employee attitudes, motivation, and job satisfaction. Research in topic areas such as leadership, power, conflict, group behavior, corporate culture, organizational analysis, and change within organizations is also covered. SOCE 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; PSYC 103 or SOCI 101 or ECON 101. 3 Cr. (3 Lec.). Occasionally.

SOCE258 Creative Nonfiction Writing *Cross listed as ENGL258*

Creative Writing Course: This course offers an introduction to the art of writing creative nonfiction, focusing on the genre's five hallmarks (Gerard, *Creative Nonfiction: Researching and Crafting Stories of Real Life*). Using real life as its focus, creative nonfiction has an apparent subject and a deeper subject; addresses enduring human concerns; is rendered as narrative; is based on the author's observations, reflection and research; and employs the conventions of the writing craft. Combining observation, research, and the writing process, students will produce original texts that artfully render lived experience. ENGL 258 fulfills the SUNY General Education requirement in the Arts. Cross-listed as SOCE 258. Prerequisites: ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

SOCE281 Social Science Internship

Each student completes a minimum of 135 hours of field work in a social science community service setting under the supervision of a professional employed by the agency served. Weekly updates and future plans for action must be submitted to the instructor. A letter of completion from the agency supervisor detailing hours worked and describing student's accomplishments, goals achieved, and impact of the work will be submitted by the student's supervisor. Prerequisites: Permission of the instructor. 3 Cr. (9 Lab.). Occasionally.

SOCIOLOGY

SOCI101 Introduction to Sociology

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

SOCI101H Introduction to Sociology – Honors

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101H fulfills the SUNY General Education Social Sciences requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall and spring semesters.

SOCI201 Sociology of the Family

This course uses both sociological and ecological approaches to study the family. Several areas of inquiry are emphasized including the sociological and historical context of family life, relationships between the family and other social institutions, diversity in childhood and family experiences related to race, ethnicity, social class, gender, and public policy. SOCI 201 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

SOCI203 Sociology of Race, Power, and Privilege

This course introduces students to the sociological study of race, power, and privilege in the U.S. context. Emphasis is placed on the social construction of race; the historical foundations and contemporary expressions of structural inequalities in wealth, power, and prestige along racial lines; the counter-stories of historically underrepresented racial groups contrasted to the dominant narrative; and the “normalization of whiteness” and resulting privileges. Prerequisites: SOCI 101; MATH 090. Prior completion or concurrent enrollment in RDNG 116 and ENGL 100, if required by placement testing. Cr. (3 Lec). Fall and spring semesters.

SOCI205 Contemporary Social Problems

A variety of sociological perspectives and theories are used to understand and analyze contemporary local and global social problems. The course focuses on social problems and inequities related to housing, immigration, race, health care, socioeconomic class, gender, poverty, criminal justice, education, employment, governance, the environment, etc. Major objectives of the course are to research and comprehend the origins and histories of various social problems, to understand how and why social problems affect particular social groups, and to analyze and construct resolutions to contemporary social problems. SOCI 205 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

SOCI206 Juvenile Delinquency *Cross-listed as HUMS 206*

Attention is directed to an analysis of the demography of delinquency and gangs, the selective characteristics of delinquents and gangs, the societal processes related to their causes, theories concerning causes and prevention, and the evaluation of empirical studies and programs provided by youth agencies and the juvenile justice system. Students research and analyze landmark cases of the U.S. Supreme Court. SOCI 206 fulfills the SUNY General Education Social Science requirement. Prerequisites: SOCI 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Spring semester.

SOCI207 Introduction to Criminology

Students apply sociological principles to an analysis of crime in the United States. The nature and extent of crime are studied in light of the nature of American social institutions. Major theories and policies concerning crime control are discussed and evaluated in light of empirical tests of their effectiveness. Contemporary issues such as serial killing, terrorism, and criminal profiling are examined. SOCI 207 fulfills the SUNY General Education Social Sciences requirement. Prerequisites: SOCI 101; MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Fall semester.

SOCI218 Smart TV *Cross-listed as ENGL 218*

The social sciences study relationships between individual perceptions and behaviors and social and historical contexts. The humanities study the multiple ways that humans create and express meaning. This cross-disciplinary course uses a critically acclaimed television series as text to explore the complexity and representation of human experience through the twin lenses of the humanities and social sciences. Prerequisite: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.). Fall semester.

SOCI220 Development Anthropology in a Globalizing World *Cross-listed as ANTH 220*

This course prepares students for citizenship in a global society by focusing on the challenges of development and its impact on micro cultures. How can local people's views and skills be brought to the center of development and how do western and indigenous views differ? Students are introduced to the history and theories of development anthropology and sociology, with special attention given to recent case studies. Examination of the role of applied anthropologists and sociologists are considered, including ethics, research tools, people centered appropriate technology, environmental and cultural sustainability, and the participatory model of development. Prerequisites: ANTH 202; prior completion or concurrent enrollment in ENGL 101; MATH 090 and RDNG 116 if required by placement testing; or instructor's permission. 3 Cr. (3 Lec.). Fall semester.

SOCI228 Sociology of Popular Culture

This course uses sociology in order to gain an understanding of the role that media and popular culture play in the larger society as well as within our own lives. Students gain an overview of the sociology of media and popular culture and explore more focused topics in the area, including the creation of identities, fads, advertising, the establishment of "decency" and social norms, and the impact of the news media. Prerequisite: SOCI 101; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.). Spring semester.

SOCI280 Independent Study-Sociology

This course will enable the student to do in-depth research on some aspect of his/her interest. Faculty member approval is required prior to registration. Prerequisite: ENGL 101 and instructor permission. 1-3 Cr. Occasionally.

SOCI290 Social Science Capstone Course *Cross-listed as ANTH 290/HSTY 290/PSYC 290*

Provides students with an opportunity to draw on a variety of disciplines, perspectives and methods from the social sciences in application to a specific research problem of local and/or global importance. In consultation with the course instructor(s), students will choose a relevant research topic to explore for the class. The course is conducted as a research and discussion seminar and is used as the outcomes assessment course for the program. In the psychology focused section of the course (PSYC 290), students will read and understand primary research in order to synthesize it into a coherent background on their topic. In the section not focused on psychology (ANTH/HSTY/SOCI 290), students will conduct both primary and secondary research on their topic. Prerequisites: RDNG 116 if required by placement testing; MATH 095 if required by placement testing; ENGL 101; C or better grade in PSYC 103; SOCI 101; and a HSTY course. 3 Cr. (3 Lec.) Fall and spring semesters.

SOCI295 Foundations of Education *Cross-listed as EDUC 295*

This course is designed to introduce students to the historical, sociological, and philosophical foundations of education. Students explore the philosophical aims and historical development of education; the relationship between education, society, and culture; the relationship between social stratification (e.g., race, gender, class, sexual orientation), and educational opportunities and outcomes; and the relationship between the state, public policy, and educational reform. In addition, students develop a personal philosophy of teaching that connects theory and practice, and addresses diversity and social justice. Prerequisites: ENGL 101; SOCI 101; MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

SPANISH

SPAN100 Occupational Spanish

Provides basic foreign language tools necessary for effective and service-oriented employment. Students develop communication and cross-cultural skills crucial for successful work in an organization with a diverse staff. Field specific vocabulary, key cultural differences, and team building guidelines are emphasized. Phonetic software facilitates the learning process. Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

SPAN101 Beginning Spanish I

Designed for students with no background in Spanish, the course focuses on the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Primary emphasis is placed on developing listening comprehension, speaking, reading, and writing skills. The culture, people, and geography of the Spanish-speaking world are also studied. SPAN 101 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103); RDNG 116 if required by placement testing. 4 Cr. (4 Lec.) Fall and spring semesters.

SPAN102 Beginning Spanish II

Building on the skills and knowledge mastered in SPAN 101, students continue to learn the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Outside preparation using CD-ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present and preterit tenses in Spanish. SPAN 102 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 101; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 3 Cr. (3 Lec.) Fall and spring semesters.

SPAN201 Intermediate Spanish I

This is an intermediate Spanish course focusing on speaking, reading, writing and listening comprehension. Grammar learned in first year Spanish is reviewed. Major emphasis is placed on improving oral communication skills and reading comprehension. Students explore different aspects of the cultures, history and current events of the Spanish-speaking world. Outside preparation using CD ROMs, the internet, or other audio-visual materials is required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish. The class is conducted exclusively in Spanish. SPAN 201 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 102; Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 or (prior completion of ESL 103). 3 Cr. (3 Lec.) Occasionally.

SPAN202 Intermediate Spanish II

This is a continuation of Intermediate Spanish I. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Outside preparation using CD-ROMs, the internet, or other audio-visual materials may be required. Students are expected to be able to communicate in the present, past, and future tenses in Spanish and should be able to use indicative, subjunctive and imperative moods. The class is conducted exclusively in Spanish. SPAN 202 fulfills the SUNY General Education Foreign Language requirement. Prerequisites: SPAN 201; prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103). 3 Cr. (3 Lec.) Occasionally.

SPAN280 Hispanic Literature and Culture I

This is an advanced-intermediate course, intended to be a bridge to upper level literature courses. Major emphasis is placed on helping students to improve their oral communication skills and reading comprehension. Students continue to explore different aspects of the cultures, history, and current events of the Spanish speaking world. Students are expected to be able to communicate in the present, past, and future tenses as well in the indicative, subjunctive and imperative moods in Spanish. The class is conducted exclusively in Spanish. Prerequisites: SPAN 202 or equivalent; prior completion or concurrent enrollment in ENGL101. 3 Cr. (3 Lec.) Occasionally.

SPAN281 Hispanic Literature and Culture II

As a continuation of SPAN 280, this course is designed to further develop students' knowledge and understanding of important elements of Hispanic culture and civilization as well as to advance their oral, listening, writing, and reading comprehension proficiencies in Spanish. Representative literary works of Spanish and Latin American authors are covered primarily through class discussions and small group work. (This course is open to native Spanish speakers. They should have the equivalent reading and writing ability in SPANISH to take this course.) This course is conducted exclusively in Spanish. It is not a grammar course but rather an advanced introduction to literature and culture. Prerequisites: SPAN 280; prior or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

SPORT MANAGEMENT

SPMT150 Foundations of Sport Management

Gives students a basic understanding of the various dimensions of the sports industry in the United States and throughout the world. The course includes a survey of management principles in relation to planning, organizing, managing and staffing sport organizations. Topics examined include types of sport organizations, governance systems, segments of the sport industry, contemporary issues and career and professional development in the field.

Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

SPMT190 Event Practicum I

This course is an introduction to game and event administration. It requires a minimum of 50 hours of on-site game administration, including assisting in the planning, organizing, and conducting of intercollegiate athletic events during a given semester. Prerequisites: MATH 090 and RDNG 116 if required by placement testing.

1 Cr. (1 Lec.) Fall and spring semesters.

SPMT195 Event Practicum II

Involves game and event administration progressing to some supervisory duties. A minimum of 50 hours of on-site game administration involving a SUNY Cortland/TC3 intercollegiate athletic event is required. Hours can be accumulated over the course of the fall and spring semesters. Prerequisites: SPMT 190; MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

SPMT255 Sport Event Management

Students examine the foundations of sports event management, including finance, operations, marketing/ticketing, sponsorship, hospitality/service, volunteer management, and community relations. They develop capital and operating budgets for a sports event and learn how to identify and deliver equipment needs, ensure that maintenance requirements are met, and understand current technologies as they relate to specific sport/athletic events. Students are required to participate in the development and operational administration of a game or special sport event.

Prerequisites: ACCT 101; SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

SPMT260 Sport Media Management

This course provides an introduction to the structure, function, role and effects of the mass media in the sport industry. It includes a study of principles and fundamentals of sport information and media relations. Students learn to develop and produce promotional, informational, and news-oriented material. Prerequisites: SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

SPMT270 Sport Facilities/Venue Management

The processes of designing, planning, and managing public and private sport, and other public assembly facilities are addressed. Principles of facility planning, design, construction, financial and legal management, and operational issues of public and private arenas and multiple-purpose sport facilities are highlighted. Prerequisites: ACCT 101; SPMT 150; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

WEB DESIGN

WD 155 Extensible Markup Language *Cross-listed as CAPS 155*

Designed for the student who is experienced with HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), and would like to learn how to use XML (Extensible Markup Language) for advanced web site design. Students are introduced to SSI (Server Side Includes). Prerequisites: WD/CAPS 153; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Fall and spring semesters.

WD 157 Web & Mobile Design

An introduction to the development of Web pages for the Internet including mobile devices. Topics include device independent HTML5, CSS3, and JavaScript including content-specific elements, links, multimedia, 2D/3D graphics, and JavaScript. This course is designed for the student who would like to learn how to use the JavaScript programming language to add dynamic interactivity and other advanced features to his/her Web pages, and to enhance his/her ability to create practical and compelling device independent Web sites. Prerequisites: Prior completion or concurrent enrollment in ENGL 099, MATH 095, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab, 15 weeks) Occasionally.

WD 220 PHP and Database Programming

An introduction to PHP programming with a specific focus on configuring and using web servers with the PHP programming language. Students use programming and database concepts to create real world projects using PHP and database applications such as My SQL. Special emphasis is given to configuring and using PHP with the Apache web server, creating and managing web databases, and creating dynamically generated web pages. Prerequisites: CAPS 131; CAPS/WD 155; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.). Fall semester.

WD 256 Web & Mobile Design Solutions

This course provides an opportunity for students with advanced web and mobile design skills to further strengthen and apply their web and mobile proficiencies in an independent, self-directed and integrated environment. Following an independent study format, students may, with prior instructor approval, choose a topic from any field of web and mobile design, implementation, and problem resolution. Prerequisites: WD 157; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (9 Lab. for 5 weeks) Occasionally.

WINE MARKETING

WINE120 Survey of Wine and Alcoholic Beverages

This is an introductory course that covers the many categories of alcoholic beverages available on the market today. Topics include the wine styles of the major wine producing countries in the world, spirits and beer. Critical tasting is an integral part of the course. Additional fee required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in HRMG 107, ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

WINE130 Grape Growing and Wine Business

This course provides an overview of the methods of grape growing and wine making. A wide range of business and economic aspects of wine production are introduced. Students gain an understanding and appreciation for the art and skill that go into crafting premium wines. Additional fee required. Prerequisites: ENGL 100; WINE 120; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

WINE200 Sensory Evaluation for Wine and Food Pairing

This course examines the principles of sensory evaluation used in wine making and marketing. Students develop advanced levels of appreciation and evaluation that are needed by a wine producer, wine merchant, and enologist, who by the nature of their respective professions must discern flavors and establish tasting benchmarks. The successful pairing of wines with foods on a practical and theoretical basis is emphasized. Students learn how to score and present wine properly. Additional fee required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; WINE 120; WINE 130; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

WINE202 Beverage Studies

This course is a study of a range of both alcoholic and non-alcoholic beverages that explores coffees, teas, beers, and spirits from production to final usage. Students learn about beverages and their use in a variety of establishments including, bars, clubs, casinos, tasting rooms, coffee/tea house, breweries, and restaurants. Students gain the knowledge needed to work or manage a variety of industry establishments. Additional fee required. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; HRMG 100; WINE 120; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

WINE213 Wine Marketing Internship

Through employment, mentorship and self-directed studies at a vineyard, tasting room, restaurant, distributor, or wine tourism establishment, wine marketing majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete this course during the summer between the first and second year of the program. A minimum of 150 hours of acceptable and appropriate employment at an approved organization is required. Prerequisites: ENGL 101, PSED 213; at least 12 college credits must be completed at TC3 (not including high school concurrent enrollment credit); minimum GPA of 2.0; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; and instructor permission. Additional requirements may apply, including preparation for the internship. 3 Cr. (9 Lab.) Summer semester.

WINE220 Wine Marketing and Merchandising

Students learn the fundamental aspects of the wine business and the unique characteristics of its marketing to effectively market and promote wine. Successful sales and customer service strategies along with a range of selling techniques from wholesale, retail, restaurant, and wine room tasting are studied. Students learn how to assess customer needs and meet them. Topics include wine business management, sales and communications, direct and indirect distribution channels, advertising, alternative sales strategies, internet e-commerce, public relations, print and other relevant media, concepts of brand imaging, product slotting and placement. Activities include development of a marketing plan for wine products and merchandise. Additional fee required. Prerequisites: ENGL 101; ENGL 201 or ENGL 204; WINE 120; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

WOMEN & GENDER STUDIES

WGST100 Perspectives on Women - An Introduction

This course is a study of women in American society. Emphasis is placed upon brief but intense contact with many disciplines (biology, psychology, sociology, history, literature, economics, and the arts), each of which is important to develop an integrated understanding of women in contemporary society. The course focuses on the experiences of women in their varied social, cultural, and economic situations and analyzes the social, cultural, economic, and political institutions, which shape women's lives. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Occasionally.

WGST120 Women and Health Care

Health issues affecting women, and women's roles as consumers/recipients, and/or providers of health care are explored. Emphasis is placed upon historical events and social trends affecting contemporary health care, including the influence/impact/consequences of culture, religion, economics, politics, ethics, globalization, the environment, and medical knowledge on the roles of women in health and in illness. Discussions of women's health concerns across the life cycle are included. Global perspectives in women's health and multicultural health care concerns of women worldwide are studied. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

WGST125 Women and Work

Students study the interrelationship of the economic functions of women in the paid and unpaid labor markets, the kinds of jobs open to women, and the historic patterns of women's employment and related income levels. An understanding of women at work is applied in the broader political and social goals of women in a changing society. While the focus is on the situation of women in the United States, comparisons are made to women in other countries. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

WGST130 Introduction to Men's Studies *Cross-listed as SOCE 131*

A social scientific study of men, and what it means to be a "man," in American society. In a highly engaging forum, the course brings together the many sub-disciplines comprising men's studies: sociology, anthropology, psychology, biology, history, economics, art, literature, women's studies, and religious studies. Students gain an integrated understanding of the ideologies and experiences of men amid the social, cultural, economic and political institutions of contemporary society. Prerequisites: Prior completion or concurrent enrollment in ENGL 101 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

WGST200 Images of Women

An exploration of the manner in which women have been, and are portrayed in literature, films, and mass media. Prerequisites: RDNG 116 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, AND 122 (OR PRIOR COMPLETION OF ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Occasionally.

WGST225 Women & Gender Studies Internship

The field placement component of the course requires students to spend eight hours per week in first-hand experience with a specific public, private, social service, cultural, legal, health, government, or educational agency concerned with the situation of women in society. The 120 hours of field work allows the student an opportunity to experience the relationship of theory to practice, and to begin to develop an understanding of how s/he can incorporate this experience into her/his own career and personal objectives. The field experience is supplemented by five conference hours. Initial identification of placement take place after completion of three prerequisite Women and Gender Studies courses in consultation with the student's advisor. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; WGST 100; WGST 125; WGST 200. 3 Cr. (9 Lab.) Occasionally.

WGST233 Women in U.S. History *Cross-listed as HSTY 233*

This course emphasizes the experiences of women from a variety of cultures within the U.S. from colonial times to the present. Among the topics discussed are women's familial roles, the changing nature of household work, racial and ethnic differences in women's experiences, the women's rights movement, employment of women outside the home, and contemporary feminism. Note: For students scoring above 84 on the N.Y. State Regents U.S. History & Government Exam, this course fulfills the SUNY General Education American History requirement. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

WGST248 Contemporary Women Writers *Cross-listed as ENGL 248*

This course is designed for students in all disciplines and examines women's writings from the last twenty-five years. The readings might be limited to a specific issue or region of the world, but will provide exposure to distinctive and disparate women's voices. Students use formal literary analysis techniques and contextual history to recognize the diversity of women's experience and expertise across the globe and to review the major genres and concerns of women writers. Prerequisite: Prior completion of, or concurrent enrollment in, ENGL 101. 3 Cr. (3 Lec.) Spring semester.

WGST280 Women & Gender Studies-Independent Study

This is an advanced course of study enabling the student to conduct in-depth research on an aspect of interest in the field of Women and Gender Studies based on a mutual agreement between the student and faculty member. Prerequisite: Instructor permission. 3 Cr. (1 Lec., 6 Lab.) Occasionally.