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[Degrees & Certificates](#) > Honors College

**Honors College**

**A Community of Scholars**

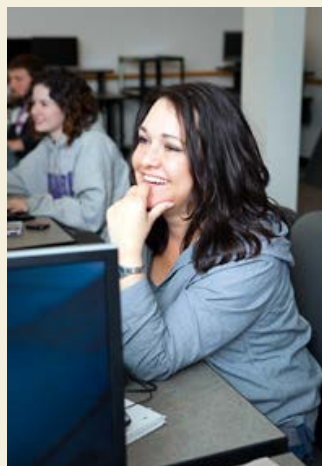
Honors College provides a challenging curriculum for highly motivated students who have demonstrated their academic ability. Honors students work in a community of scholars, engaging in academic discussion and projects that require a high level of participation and independent investigation.

**Requirements**

[PSYC 103](#)

**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.



**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**

- [ENGL 101H](#)
- [ENGL 102H](#)
- [ENGL 235H](#)
- [ENGL 285H](#)

**Social Science**

- [SOCJ 101H](#)
- [PSYC 103H](#)
- [HSTY 101H](#)
- [HSTY 102H](#)
- [HSTY 201H](#)
- [HSTY 202H](#)
- [ANTH 202H](#)

**Science**

- [BIOL 104](#)
- [BIOL 105](#)
- [CHEM 107](#)
- [Chem 108](#)
- [PHSC 104](#)
- [PHSC 105](#)
- [PSHC 211](#)
- [PHSC 212](#)
- [PHSC 213](#)

**Math**

- [MATH 200](#)
- [MATH 201](#)

**Capstone courses**

- [ANTH/ENVS 295H](#)
- [BIOT 295](#)

**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**

*Our Stories*



**Health Services**

**A healthy campus**

[Full story](#)

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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](#).

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  
[Email Professor Pastorello](#)

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[Degrees & Certificates](#) > Sustainability Designation

## 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.

### Course Requirements

[Requirements and approved electives \(pdf\)](#)

### Sustainability Efforts on Campus

[Find out what faculty, staff and students are doing on campus](#)

### 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 approved list.

For More Information contact Professor Kelly Wessell.

[Email Professor Wessell](#)

## Our Stories



**Northeast Pediatrics**  
**Our alums are everywhere**  
[Full story](#)

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[Degrees & Certificates](#) > Farm to Bistro

## Farm to Bistro



The future of food is not in a box.

It's in the dirt. It's in a real kitchen with real people.

And it tastes incredible.

### The Farm to Bistro concept

Tompkins Cortland Community College's innovative Farm to Bistro concept gives students hands-on experience in every aspect of the food-production system, as the College operates its own [organic farm](#) and supplying fresh, local produce to [Coltivare](#), the College's downtown Ithaca culinary center.

The program supports four degree programs at the College, [Culinary Arts](#) and [Sustainable Farming and Food Systems](#) which both started in 2014, as well as [Wine Marketing](#) and [Hotel and Restaurant Management](#).

### Filling a Need

The Farm to Bistro program is unique in our region, and addresses a need for qualified workers in organic farming, culinary arts, hospitality, and food and wine marketing. Local agriculture and related retail continue to grow – our students will lead the way.

### Key Components: The TC3 Farm

Students will learn year-round, modern organic vegetable production with the added benefit of doing so in direct relationship with the distribution and preparation needs of [Coltivare](#).

Sustainability is the focus of [the farm](#), as students experience cultivating the land and working in hoop houses on a farm run free of the commercial energy grid through the use of wind, solar, and geothermal technology.

### Ideal location

The [TC3 farm](#) is located adjacent to the Dryden campus and provides the ideal opportunity for students to experience food production at a human-scaled, local level. This dynamic field lab and classroom will also enrich the curriculum in agriculture, biology, environmental studies, and other classes.



### Key Components: Coltivare Culinary Center

#### Farm to Bistro Programs

- [Culinary Arts](#)
- [Sustainable Farming and Food Systems](#)
- [Wine Marketing](#)
- [Hotel and Restaurant Management](#)

## Our Stories



**Ashlee Seals**  
 A true woman of excellence  
[Full story](#)

SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

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The [Coltivare culinary center](#) supports the educational mission of Farm to Bistro with teaching labs and real-world experience for students in the restaurant, as well as an event space and tasting room. Under the supervision of professional staff and faculty, students will experience every aspect of the operation.



#### **The Restaurant**

Fresh food from the TC3 farm, combined with other local ingredients, will create a distinctly seasonal and unique regional menu.

Students will learn to prepare fresh, hand-crafted foods and learn all aspects of a team-driven restaurant enterprise – meal planning and preparation, professional service techniques, and food and wine pairing expertise. Drawing from the College's long-standing commitment to international education, Coltivare will have a distinctly global flair, even as it is sourced with local ingredients.

#### **The Learning Labs**

Students will practice and perfect food-preparation techniques in separate state-of-the-art teaching labs.

Coltivare also presents community members with an opportunity to join demonstration courses and partake in workforce training. They will benefit from the professional expertise of our international partners and the international experience of faculty and students who have studied across the world.

#### **Wine Tasting**

Featuring local wines and beers, Coltivare will highlight the rich variety of wineries and breweries in our area – one of the most diverse and successful wine-growing regions in the world. Students will have the unique educational experience of learning about wine styles, wine pairings, and the wine business while immersed in a culinary setting.

#### **Events**

Flexible event space will be available to host public and private tastings, banquets, and other events. Attendees will benefit from Coltivare's freshly sourced local menu, attention to detail, and dedicated service with a unique and Coltivare flair.

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## Disney College Program

**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 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 Melinda Slawson in the Global Initiatives office to discuss visa regulations.

### 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

## Our Stories



**Linda Pasto**  
**Partners in possibility**  
[Full story](#)



**Earn your Keuka College Degree at Tompkins Cortland Community College.**

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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](#).

### **What is the pay?**

Pay rates range from \$9.00 to \$9.43 per 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 \$79 to \$109, 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.

### **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 Collegiate courses are the equivalent of university courses and are endorsed for credit by the American Council on Education. 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](#).

### **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 \$300. All of Disney's educational courses are free of charge; students pay only for textbooks and supplies. Housing fees (\$79 to \$109 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](#).
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](#) to the Tompkins Cortland Disney Coordinator.
2. After the coordinator confirms your eligibility for the program, complete the [Disney Online Application](#). 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](#).
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.

### **For More Information**

Visit the [Disney College Program](#).

**Tompkins Cortland Disney Program Coordinator**  
Room 214  
607.844.8222, Ext. 4258  
[Email Coordinator](#)

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**Study Abroad**

**We Offer Faculty Led Trips**

Tompkins Cortland Community College sponsors short term programs in several different countries. New programs are always in the works.



Opportunities
<b>Fall - January</b>
<a href="#">Cambodia: Anthropology &amp; English</a>
<a href="#">Ireland: Literature &amp; History</a>
<a href="#">Nicaragua: Anthropology &amp; Health</a>
<a href="#">Spain: Art &amp; History</a>
<b>Spring - May</b>
<a href="#">Colombia: Tropical Ecology and History</a>
<a href="#">Italy: Culture &amp; Cuisine</a>

**Why Study Abroad?**

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 230 for more information and to apply. Interested students should also speak to the faculty trip leader to learn about the program.

**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](#).

**Information Sessions**

Find out the essentials on each trip and what you need to do to make the chance to study abroad a reality.



**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!

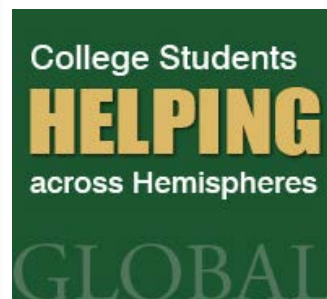
Submit all pre-departure documents ON TIME and

Attend mandatory Pre-Departure Orientations

*Our Stories*



**Julianna Johnson**  
 A life-changing education  
[Full story](#)



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**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.

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



[Stay connected with Tompkins Cortland](#)

[Degrees & Certificates](#) > Vector Scholars

Vector Scholars



**Financial and academic support for committed students**

The Vector Scholars program provides personalized support for students invested in their success, but in need of some financial and academic assistance.

**Vector Scholar Info**

[Applying to be a Vector Scholar](#)

[Vector Scholars Peer Coaches \(for continuing students only\)](#)

The program develops personal connections among participants and the Tompkins Cortland community with an intensive pre-semester program in the first fall and programming throughout enrollment. It helps dedicated students to:

- Identify a clear academic direction
- Develop academic success skills
- Navigate a path to completion

**Pre-Semester Program**

An essential part of the Vector experience is a week-long intensive pre-semester program in August before classes begin. All expenses will be paid (resident or commuter) while you join other new students, current students, and faculty and staff in a range of activities preparing you for a successful first semester at Tompkins Cortland.

**The Benefits of Becoming a Vector Scholar**

- Discover and develop your strengths to apply them for college and career success.
- Create early connections to the college community and resources.
- Benefit from developing relationships with faculty and staff, other new and current students, and an assigned financial aid counselor.
- Understand the differences in responsibility and expectations between high school and college
- Develop an academic plan and a personal roadmap to graduation and beyond.
- Have the opportunity, in many cases, to accelerate any pre-college coursework you may need.
- Receive additional funds for textbooks and other course materials and a supplement to your food budget each semester.
- Receive ongoing support through your enrollment at Tompkins Cortland.
- Have fun doing it all!

**Requirements to be accepted as a Vector Scholar**

You must be a full-time student 24 years of age or younger. You must meet income and academic preparedness requirements. This must be your first semester of college OR you must have previously earned 15 or fewer college credits and have been out of school for at least one

*Our Stories*



**Health Services**  
**A healthy campus**  
[Full story](#)

**Get  
research  
help  
at the Library**

**News & Announcements**

- Registration Open for Summer Classes
- Memorial Day Holiday
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- Financial Aid Available for Summer Classes
- Planning to Graduate in August?
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semester. To see the full requirements visit the [Applying to be a Vector Scholar](#) page.

**No Cost to Participate**

There is **no cost** for participation in the program, but spaces are limited. All materials and program expenses will be provided. Pre-semester residence hall fees will be paid for residential students; commuter students will receive transportation assistance.

**For More Information**

For more information visit the [Applying to be a Vector Scholar](#) page, call 607.844.8222, Ext. 4414, or email [Vector@tomkinscortland.edu](mailto:Vector@tomkinscortland.edu).

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[Stay connected with Tompkins Cortland](#)

[Degrees & Certificates](#) > Phi Theta Kappa

## 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 the 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 maintained 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.

## Our Stories



**Health Services**  
A healthy campus  
[Full story](#)



**News & Announcements**  
Registration Open for Summer Classes  
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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. 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.

You may be able to find help covering your membership fee. Please talk to 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 scholarship, 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 provost, and the dean of instruction. 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 also 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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- Winter 2017
- Spring 2017
- Summer 2017
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[Academic Calendar](#) > Spring 2017

Spring 2017

General Dates

Martin Luther King Day - College Holiday — January 16 (M)  
 Faculty Returns — January 19 (R)  
 Classes Begin — January 25 (W)  
 Early Student Progress Reports Due — February 24 (F)  
 Mid-Winter Break - No Day or Evening Classes — March 2-3 (R-F)  
 Mid-Winter Day - No Day or Evening Classes — March 2 (R)  
 Spring Break - No Day or Evening Classes — March 20-March 25 (M-A)  
 Spring Day - College Holiday — March 24 (F)  
 Prospective Student Open House — April 7 (F)  
 Registration Day - No Day Classes — April 12 (W)  
 \*Final Exam Week — May 15-19 (M - F)  
 Classes End — May 19 (F)  
 Grades Due — May 22 (M)  
 Nursing Recognition Ceremony — May 23 (T)  
 Commencement — May 25 (R)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

Session Specific Dates

15-week classes

January 25 – May 19

last day to add — February 7 (T)  
 last day to drop — February 14 (T)  
 last day to withdraw W — April 6 (R)  
 last day to withdraw WP/WF — May 9 (T)

First 5-week classes

January 25 – February 28

last day to add — January 27 (F)  
 last day to drop — January 31 (T)  
 last day to withdraw W — February 14 (T)  
 last day to withdraw WP/WF — February 23 (R)

Second 5-week classes

March 1 - April 14

last day to add — March 7 (T)  
 last day to drop — March 9 (R)  
 last day to withdraw W — March 30 (R)  
 last day to withdraw WP/WF — April 10 (M)

Third 5-week classes

April 17 – May 19

last day to add — April 19 (W)  
 last day to drop — April 21 (F)  
 last day to withdraw W — May 5 (F)  
 last day to withdraw WP/WF — May 12 (F)

First 7 ½-week classes

January 25 – March 17

last day to add — January 31 (T)  
 last day to drop — February 2 (R)  
 last day to withdraw W — February 23 (R)  
 last day to withdraw WP/WF — March 14 (T)

Second 7 ½-week classes

March 27 – May 19

last day to add — March 31 (F)  
 last day to drop — April 5 (W)  
 last day to withdraw W — April 27 (R)

Our Stories



**Julianna Johnson**  
 A life-changing education  
[Full story](#)

**See the world.**  
 Explore Study Abroad

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last day to withdraw WP/WF — May 12 (F)

**Late Start classes**

**March 1 – May 19**

last day to add — March 13 (M)

last day to drop — March 16 (R)

last day to withdraw W — April 21 (F)

last day to withdraw WP/WF — May 12 (F)

\* All classes must meet during their scheduled final exam time.

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## Degrees & Certificates

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## Online Learning

### Online Learning



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.

### Online Courses

Use the [Course Search](#) page to search for online courses by semester and discipline. Or [view all online courses](#) to browse the entire list of offerings.

### Degrees Offered Fully Online

These degree programs can be completed fully online:

[Accounting](#), A.A.S., Certificate

[Business Administration](#), A.A.S.

[Computer Information Systems](#), A.A.S.

[Computer Support Specialist](#), A.A.S.

[Criminal Justice](#), A.A.S., A.S., Certificate

[Hotel and Restaurant Management](#), A.A.S.

[Paralegal](#), A.A.S.

### Certificates Offered Fully Online

These certificates can be completed fully online:

[Business Management](#)

[Chemical Dependency Counseling](#)

[General Studies](#)

[Paralegal Studies](#)

### Flexible Scheduling Through Online Options

Degrees and certificates that can be completed 80% online

[Accounting](#), A.S.

[Business Administration](#), A.S.

[Chemical Dependency Counseling](#), A.A.S.

[Entrepreneurship](#), A.A.S.

## Our Stories



### Dryden Mutual

Mutual benefit

[Full story](#)



SUNY Delhi bachelor's degree  
without leaving Tompkins Cortland  
Community College

You can study part-time or full-time  
and build upon credits you earned at  
Tompkins Cortland or other colleges.

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[Liberal Arts and Sciences: General Studies](#), A.S.

[Liberal Arts and Sciences: Humanities](#), A.A.

[Liberal Arts and Sciences: Social Science](#), A.S.

**Degrees and certificates that can be completed 50% online**

[Computer Science, General or Engineering](#), A.S.

[Biotechnology](#), A.S.

[Broadcast Journalism](#), A.S.

[Broadcast Production, Radio](#), A.A.S.

[Construction and Environmental Technology](#), A.A.S.

[Creative Writing, Screenwriting or Prose/Poetry](#), A.A.

[Digital Cinema](#), A.S.

[Early Childhood, General or Transfer](#), A.A.S.

[Human Services](#), A.A.S., Certificate

[Liberal Arts and Sciences: Math/Science](#), A.S.

[Liberal Arts and Sciences: Women & Gender Studies](#), A.S.

[Liberal Arts and Sciences: Education, Early Childhood or Childhood](#), A.S.

[Sport Management](#), A.S.

[Wine Marketing](#), A.A.S.

For more information about taking online courses,  
Email [OnlineLearning@tompcortland.edu](mailto:OnlineLearning@tompcortland.edu) or call 607.844.8222, ext.  
4399

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Transfer Opportunities

## Recent Transfer Opportunities

Wondering what other students have done in the past? Below each college or university is a list of some of the College's program areas that students have completed before transferring to that school.



<b>Regions</b>
<a href="#">New York State</a>
<a href="#">Out of State</a>
<b>Transfer Assistance</b>
Visit the Counseling, Career, and Transfer Services office for <a href="#">transfer assistance</a> .
<b>Graduate Profile</b>
<a href="#">Graduate employment and transfer profile</a>

### New York Opportunities

#### Alfred State

[Criminal Justice](#)

[New Media](#)

#### Alfred University

[Liberal Arts and Sciences: General Studies](#)

[New Media](#)

#### Arnot-Ogden Medical Center, School of Radiologic Technology

[Liberal Arts and Sciences: General Studies](#)

#### Binghamton University

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## Our Stories



**Kelly Wessell**  
 The place to teach  
[Full story](#)



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**Canisius College**

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**Cazenovia College**

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**Clarkson University**

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**The Culinary Institute of America**

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A.A.S. Degree

**Tompkins Cortland to Add New Degree Program**

**Applied Science and Technology\***

The new Applied Science and Technology A.A.S. degree program will give students the technical skills high-tech employers in our area need, right now.

[more info](#)

*Our Stories*



**Kelly Wessell**  
 The place to teach  
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Customized Contract Training  
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A.A.S. Degree, Certificate

The courses of study offered at Tompkins Cortland Community College are arranged alphabetically by discipline in this section. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been deleted from any curriculum since the last issuance of the catalog. Courses required in a degree/certificate program are offered at least once every academic year. Other elective courses are generally offered at least once every other academic year unless otherwise noted.

While planning coursework within a specific academic program, students should work with their academic advisor regarding availability of core content courses, and should also review all course section availability including day, evening, online and extension center sections. Students who need a course which is not offered, or which is fully enrolled, should confer with their academic advisor, the appropriate department chairperson, or the Dean of Instruction.

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Course Search

Course Search

Search of available sections, targeted by discipline to get a flavor for the College's offerings or begin planning your semester schedule.

Semester	Year	Campus	Filter
Spring	2016	Dryden	Evening
Summer	2017	Ithaca	Daytime
Fall		Cortland	Optional.
Winter		Online	Choose only one.

Disciplines

ACAD	ACCT	ANTH	ARAB	ART
ASTR	BIOL	BIOT	BUAD	CAPS
CDS	CFOR	CHEM	CHIN	CIS
COMM	CONT	CRJU	CSCI	CSS
CULI	DRAF	ECHD	ECON	EDUC
ELEC	EMT	ENGL	ENSC	ENVS
ESL	FITN	FREN	FSS	GEOG
GEOL	GERM	HLTH	HRMG	HSTY
HUMN	HUMS	IED	IRM	ITAL
MATH	METR	MUSI	NURS	OFFC
PARA	PARC	PHIL	PHSC	POSC
PSED	PSYC	RDNG	RECR	RUSN
SOCE	SOCI	SPAN	SPMT	WD
WGST	WINE			

[Guide to disciplines](#)

Tompkins Cortland Community College offers many learning opportunities that incorporate current technologies. Please note that **any** course, even those primarily designed to be delivered in lecture format, may require online activity as part of the course. Visit the [Online Learning](#) section of the catalog for more information on how to be successful in an online learning environment.

Note: The Evening filter selects only classes that start at 4:30 p.m. or later, while the Daytime filter selects for classes that end by 5:30 p.m.

The courses of study offered at Tompkins Cortland Community College are arranged alphabetically by discipline in this section. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been deleted from any curriculum since the last issuance of the catalog. Courses required in a degree/certificate program are offered at least once every academic year. Other elective courses are generally offered at least once every other academic year unless otherwise noted.

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Our Stories



**Marc Harrison**  
Inspiration at any age  
[Full story](#)



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chairperson, or the Dean of Instruction.

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## Academic Calendar

## Academic Calendar

Tompkins Cortland offers courses in the spring, fall, and summer of each calendar year. The College offers traditional full-semester courses in the fall and spring, as well as three iterations of five-week courses and two iterations of 7½-week courses in the fall and spring. The summer session offers two five-week sessions, one eight-week evening session, and a 10-week session. NOTE: Summer session offerings often overlap.

In addition to important session dates, the Academic Calendar also lists official College breaks and significant ceremonies.



## Our Stories

**Linda Pasto****Partners in possibility**[Full story](#)

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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 Dean of Instruction. 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.

## Our Stories

**Derik Rich****A place to find yourself**[Full story](#)**News & Announcements**[Registration Open for Summer Classes](#)[Memorial Day Holiday](#)[Spring Academic Calendar](#)[Financial Aid Available for Summer Classes](#)[Planning to Graduate in August?](#)[Independence Day Holiday Break](#)

## 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 Dean of Instruction 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 Dean of Instruction 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](#).

### **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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Student Services

**Student Services**

Our mission is student success, and the Tompkins Cortland community is dedicated to helping students achieve their vision of success with the support of numerous people on campus. From the admissions office to the Dr. Lucille S. Baker Commons, the College offers an array of support services.

**Admissions**

A great starting point not only for applying to Tompkins Cortland, but also for having all of your questions about applications, student life, and academic life answered.



**Tuition and Fees**

Discovered information about the College's affordable education.

**Financial Aid**

Get a comprehensive look at the financial aid process and procedures. Also, find information about federal programs, student loans, grants, academic requirements for financial aid, and more.

**Scholarships**

Tompkins Cortland offers more than 50 scholarships including some that pay for all tuition and fees. Explore the numerous offerings.

**Academic Assessment**

Learn about assessment done prior to taking classes at Tompkins Cortland, as well as advisement and registration processes.

**Academic Support Services**

From tutoring to assistance with computing, disabilities, and more, academic support is a core value of the College.

**Student Life**

With more than 800 beds on campus and numerous active student clubs and organizations, the College is a place where the residential student and commuter can feel comfortable and be active in the campus community.

*Our Stories*



**Health Services**  
**A healthy campus**  
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**DegreeWorks**

The easy way to track your degree progress

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 Barros, Jessica  
 Bethoney, Danielle  
 Bickford, Franklin  
 Cameron, Jeanne, Ph.D  
 Cartagena-Cook, Milagros  
 Cerretani, Susan  
 Chase, Lawrence  
 Curran, Kerry  
 Decker, Aaron  
 Ensign, Mary Ellen  
 Flaten, David, Ph.D.  
 Ford, Gary  
 Ford, Lisa  
 Georgiakaki, Sophia  
 Gilewski, Amber  
 Gold, Darlene, Ph.D.  
 Grossman, Richard  
 Hallisey, Mary  
 Hamel, Martha  
 Haverlock, Kevin  
 Jacob, James R., Ph.D.  
 Johnson, Kimari  
 LaMontain, Jasmine  
 Littell, Harry  
 Martin, Angela  
 Mathers, Anndrea  
 McCabe, Tim  
 McDonough, Kathleen  
 McMinn, Glenna  
 Mercer, Patrick  
 Mike, Rochelle M.  
 Millman, Keith  
 Moore, Paula  
 Moose, Barbara

## Faculty

**Meet Our Faculty**[Ansbro, Marianne](#)

Professor, Coordinator of Disney Program

[Barros, Jessica](#)

Assistant Professor, English

[Bethoney, Danielle](#)

Professor, Mathematics

[Bickford, Franklin](#)

Professor, Chemistry

[Cameron, Jeanne, Ph.D.](#)

Professor, Sociology

[Cartagena-Cook, Milagros](#)

Professor, Nursing

[Cerretani, Susan](#)

Professor, English

[Chase, Lawrence](#)

Professor, Business

[Curran, Kerry](#)

Instructor, English

[Decker, Aaron](#)

Instructor, English

[Ensign, Mary Ellen](#)

Assistant Professor, Mathematics

[Flaten, David, Ph.D.](#)

Professor, History, Political Science

[Ford, Gary](#)

Associate Professor, Accounting

[Ford, Lisa](#)

Professor, English

[Georgiakaki, Sophia](#)

Professor, Mathematics

[Gilewski, Amber](#)

Associate Professor, Psychology

[Gold, Darlene, Ph.D.](#)

Professor, English

[Grossman, Richard](#)

Professor, Reading

[Hallisey, Mary](#)

Learning Lab Specialist IV, Nursing

[Hamel, Martha](#)

Professor, Recreation/Lifetime Sports and Recreation Education and Psychology

[Haverlock, Kevin](#)

Professor, Business

[Jacob, James R., Ph.D.](#)

Professor, Biology

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Moser, Sandra  
Need, Bruce  
Ochs, Scott  
Pastorello, Karen, Ph.D.  
Putnam, Nancy  
Putnam, Timothy  
Rea, Cornelia B., Ph.D.  
Regula, Anna  
Reid, Taylor, Ph.D.  
Sambolec, Eric, Ph.D.  
Sammis, Carol  
Sarachan, Robert  
Schmidt, Melissa, Ph.D.  
Seager, Brandon  
Seyfried, Lisa  
Shanks, Christine  
Sharpe, Kimberly  
Sheldon, Mary  
Smith, Joseph, Ph.D.  
Smith, Tammy  
Snyder, David  
Spencer, Rebecca  
Stafford, Susan  
Stavenhagen-Helgren, Tina  
Swinnich, Janet  
Testa, Paul  
Troyer, John  
Vande Berg, Travis, Ph.D  
Wessell, Kelly, Ph.D  
Whitener, Ken  
Xaver, Chris, Ph.D.

[Johnson, Kimari](#)  
Associate Professor, English

[LaMontain, Jasmine](#)  
Technical Specialist Biology Laboratories  
Chemical Hygiene Officer

[Littell, Harry](#)  
Associate Professor, Photography

[Martin, Angela](#)  
Instructor, English as a Second Language

[Mathers, Anndrea](#)  
Assistant Professor, English

[McCabe, Tim](#)  
Professor, Economics/Business

[McDonough, Kathleen](#)  
Professor, Criminal Justice

[McMinn, Glenna](#)  
Professor, Nursing

[Mercer, Patrick](#)  
Associate Professor, Recreation Leadership/Outdoor Recreation

[Mike, Rochelle M.](#)  
Professor, Reading

[Millman, Keith](#)  
Professor, New Media

[Moore, Paula](#)  
Professor, Nursing

[Moose, Barbara](#)  
Assistant Professor, Nursing

[Moser, Sandra](#)  
Professor, Nursing

[Need, Bruce](#)  
Professor, English

[Ochs, Scott](#)  
Professor, Criminal Justice/Sociology

[Pastorello, Karen, Ph.D.](#)  
Professor, History

[Putnam, Nancy](#)  
Professor, Mathematics

[Putnam, Timothy](#)  
Professor, Mathematics

[Rea, Cornelia B., Ph.D.](#)  
Professor, Psychology

[Regula, Anna](#)  
Associate Professor, Reading

[Reid, Taylor, Ph.D.](#)  
TC3 Farm Education Director

[Sambolec, Eric, Ph.D.](#)  
Professor, Psychology

[Sammis, Carol](#)  
Associate Professor, Early Childhood

[Sarachan, Robert](#)  
Professor, Paralegal

[Schmidt, Melissa, Ph.D.](#)  
Professor, Nursing

[Seager, Brandon](#)

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

Assistant Professor, Wine Marketing

[Seyfried, Lisa](#)

Assistant Professor, Nursing

[Shanks, Christine](#)

Assistant Professor, Graphic Design

[Sharpe, Kimberly](#)

Professor, Nursing

[Sheldon, Mary](#)

Associate Professor, Mathematics

[Smith, Joseph, Ph.D.](#)

Professor, Chemical Dependency Counseling

[Smith, Tammy](#)

Professor, Computer Information Systems

[Snyder, David](#)

Professor, Sport Management

[Spencer, Rebecca](#)

Professor, Nursing

[Stafford, Susan](#)

Associate Professor, Hotel and Restaurant Management

[Stavenhagen-Helgren, Tina](#)

Professor, Anthropology

[Swinnich, Janet](#)

Professor, Physics, Electrical Technology, Engineering Science

[Testa, Paul](#)

Professor, Construction Technology

[Troyer, John](#)

Instructor, English

[Vande Berg, Travis, Ph.D.](#)

Professor, Sociology

[Wessell, Kelly, Ph.D.](#)

Professor, Biology

[Whitener, Ken](#)

Associate Professor, Computer Science

[Xaver, Chris, Ph.D.](#)

Professor, Communication and Media Arts

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[Degrees & Certificates](#) > General Education

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- Sustainability Designation
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**General Education**

**CRITICAL THINKING**

**Graduates will:**

Develop meaningful questions to address problems or issues.

Gather, interpret, and evaluate relevant sources of information.

Reach informed conclusions and solutions.

Consider analytically the viewpoints of self and others.

**Implementation:**

Embedded across the curriculum in both program core and general education courses: no specified credit hours.

Degree granting programs will identify how the curriculum supports this goal.

**COMMUNICATION**

**Graduates will:**

Communicate effectively taking into consideration specific audiences and purposes.

Produce written texts in support of a thesis or hypothesis that are characterized by grammatically correct sentence structure; unified, coherent, and logically developed paragraphs; and effective transitions. Deliver engaging oral presentations that are well organized and supported.

Develop and demonstrate active listening skills.

**Implementation:**

ENGL 100 (as required), ENGL 101, and ENGL 201 or 204 as foundations for skill development: 6-9 credit hours

Embedded across the curriculum in both program core and general education courses.

NOTE: Satisfies SUNY Basic Communication requirement

**LIBERAL ARTS AND SCIENCES**

**Graduates will:**

Extend their understanding of the Liberal Arts and Sciences: humanities, mathematics, natural sciences, and social sciences.

**Implementation:**

A minimum of one 3-4 credit hour course in each area: 12-15 credit hours.

Courses should be selected from the SUNY approved list.

NOTE: Satisfies four additional SUNY General Education requirements

[Tompkins Cortland Liberal Arts and Science Disciplines](#)

**SOCIAL/GLOBAL AWARENESS**

**Graduates will:**

Begin to understand how their lives shape and are shaped by the

**SUNY General Education**  
[All Approved Courses](#)



*Our Stories*



**Padraic O'Donnell**  
 Finding his strength  
[Full story](#)

**SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College**

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

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complex world in which they live.

Understand that their actions have social, economic, and environmental consequences.

**Implementation:**

Embedded across the curriculum in both program core courses and general education courses, and co-curricular activities.

Degree-granting programs will identify how the curriculum supports this goal.

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[Degrees & Certificates](#) > Internships/Experiential Learning

## Internship/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 options by degree program area

### 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](#)

### Hotel and Restaurant Management

[HRMG213: Hospitality Internship](#)

[HRMG216: Hospitality Internship](#)

### Human Services

[HUMS230: Human Service Internship](#)

## Our Stories



**Esther Williams**  
 The thriving artist  
[Full story](#)



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**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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## Register for Classes

## Register for classes

Only students enrolled in a degree or certificate program can register for classes using the online registration process through myTC3. Students must also have a minimum 2.0 GPA and not be on the College STOP list.

Students who are not enrolled or who are members of the general public can search the course schedule, but cannot register online.

[Advisement](#) is an important part of academic success. Remember to meet with your advisor before registration day to go over your course selections and requirements.

### Walk-In/Mail-In/Fax-In Registration

Print and Fax Copy of Our [Registration Form](#).

Print a copy of the [Student Schedule Worksheet](#).

### Enrollment Services Center

**Main Campus, Dryden (Room 101)**

170 North Street, Dryden, NY

607.844.6580

Fax: 607.844.6541 or 607.756.7562

**Regular Hours**

Monday, Wednesday, Friday, 8:30 a.m.–4 p.m.

Tuesday, 8:30 a.m.–6 p.m.

Thursday, 9 a.m.–4 p.m.

Phone: 607.844.6580

**Nancy S. Lieberman Extension Center in Ithaca**

118 North Tioga Street

Ithaca, NY

607.272.3025

**Fall and Spring Semester**

Monday, Closed

Tuesday, 10 a.m.–8 p.m.

Wednesday, 8:30 a.m.–5 p.m.

Thursday, 10 a.m.–8 p.m.

Friday, 8:30 a.m.–2 p.m.

Saturday and Sunday, Closed

1.607.272.3025

**Summer Hours****May 22–August 18**

Monday, 12–8 p.m.

Tuesday, 9 a.m.–5 p.m.

Wednesday, 12–8 p.m.

Thursday, 9 a.m.–5 p.m.

Closed Friday, Saturday, and Sunday

1.607.272.3025

**Cortland Extension Center**

157 Main Street

Cortland, NY

607.756.5275

**Fall and Spring Semester**

Monday, Closed

Tuesday, 10 a.m.–8 p.m.

Wednesday, 8:30 a.m.–5 p.m.

Thursday, 10 a.m.–8 p.m.

Friday, 8:30 a.m.–2 p.m.

## Our Stories

**Gabrielle Cook**

Letters home: from Chennai, India

[Full story](#)

## DegreeWorks

The easy way  
to track your  
degree progress

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Saturday and Sunday, Closed  
1.607.756.5275

### **Summer Hours**

**May 22–August 18**

Monday–Thursday, 8 a.m.–5 p.m.  
Closed Friday, Saturday, and Sunday  
1.607.756.5275

### **Register Online**

You can register online if you meet certain criteria and are authorized by your advisor.

[Sign in to myTC3](#) and select myINFO

Select "Register," then select "Register for Courses"

Follow the directions provided

If you have questions or problems, review the [course search and registration help online](#) or contact the Enrollment Services Center by [Email](#) or by phone (607.844.6580).

### **Assessment/Prerequisites**

Almost all new students must take placement tests in English, reading, and math before being able to register for any courses at Tompkins Cortland. Students wishing to take a course with a "Prerequisite" must show proof of successful completion of the prerequisite course in order to register.

### **Success in Online Learning**

In order to be successful with online learning, you should possess the following basic skills:

Basic skills with computers and the Internet

Strong skills in reading comprehension

Strong college writing skills

Motivation and self-discipline

Easy and frequent access to a computer with word processing and a high-speed Internet connection

If you are unsure as to whether you meet these conditions, speak with your advisor or contact the Enrollment Services Center via [Email](#) or call 607.844.6580.

Visit the [Online Learning](#) section of the catalog for more information on how to be successful in an online learning environment.

### **Auditing a Course**

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.

### **Email or call the Enrollment Services Center**

Call 607.844.6580 or Email the [Enrollment Services Center](#).

### **Registration Day**

Each fall and spring semester a registration day is held for currently enrolled students to register for the following semester. There are no classes held during the day as faculty and staff are dedicated to assisting students with their course registration for the next semester. Check the academic calendar for exact dates. Registration day is the first opportunity for students 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.

Students should meet with their advisor prior to registration day to make their plans for the upcoming semester. Currently enrolled students 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, students can work with an advisor to add and drop courses before classes begin.

### **Prerequisites**

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

### **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 met, 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, students are required to obtain the Dean of Instruction's signature in addition to their 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.

### **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.

### **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 dean of instruction.

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 dean of instruction.

### **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. Full-time, matriculated students in good standing may take one course at SUNY Cortland. There is no extra tuition charge involved. Courses taken at SUNY Cortland must be applicable to the student's 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 a student's GPA at Tompkins Cortland. Students are responsible for having official transcripts sent to the College after they have completed the semester. Contact an enrollment services specialist at 607.844.6580 for registration information.

### **Auditing**

Audit status must be declared at the time of registration. Students who

audit courses must pay regular tuition. The notation of "X" will be made on the student's 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 Auditors:** If you are a lifetime member of the Tompkins Cortland Community College Alumni Association you may audit, free of charge, 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:** A matriculated student who does not enroll for the next consecutive fall or spring semester will not be required to reapply for admission. An absence of more than a single semester will require application for readmission and cause the student to be subject to new degree requirements. Students who are academically suspended or otherwise dismissed from the College will not maintain their matriculation.

**Leave of Absence Policy:** Students needing a documented leave of absence must petition the Associate Dean for Curriculum and Academic Records for such a leave. 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). Students granted a leave of absence before the end of a semester shall receive a grade of W, WP, or WF according to the current withdrawal policy.

### **Permission to Attend Another Institution**

Students wishing to take a course at another institution should request 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.

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[The State University of New York](http://www.sunysccc.edu)

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[Degrees & Certificates](#) > [Honors College](#) > PSYC 103

## Honors College

### PSYC 103, Introduction to Psychology Honors Option

If you are interested in earning Honors credit in PSYC 103, Introduction to Psychology, please read the following information.

#### Description

This particular Honors option is a way for students who are enrolled in PSYC 103, Introduction to Psychology to earn Honors credit while enrolled in a non-honors course. (The only other way of earning Honors credit on our campus is to be enrolled in a specific Honors course section.) Honor courses in general are designed to be enrichment opportunities for academically talented students interested in committing to a more extensive or advanced level of work than what is required in the regular sections of courses. Honors credit may be a benefit to students interested in transferring to other institutions as it designates a more intense level of study.



Completion of six additional, on-line assignments are required to earn this Honors credit. A variety of extra assignments are used to earn the credit. These assignments are all located and completed via a web-enhanced section of the course. The instructor/facilitator for this Honors option will be Professor Matty Hamel. A student can be enrolled in any section of PSYC 103, with any instructor, and still partake in this option as these assignments are in addition to the assignments required of students in the regular section of the course.

#### Purpose of proposal

To provide access for more students enrolled in PSYC 103 to earn Honors credit.

To provide more challenging coursework for talented students enrolled in PSYC 103.

#### Enrollment prerequisites

Students must have an overall grade point average of B+ or better to be permitted to attempt this Honors option. This average may include high school work.

Students must be enrolled in ENGL 101, or have completed this course successfully, prior to enrollment in this Honors option.

If a student needs to take RDNG 116, they must complete the Reading course prior to enrollment in the Honors option.

Students must complete an on-line contract in the course agreeing to certain standards of effort and writing related behaviors (i.e., plagiarism).

#### Criteria to earn Honors credit

A student must earn a B+ or better in the regular section of the course in order to earn the Honors option credit.

Student must satisfactorily complete 6 additional assignments in the web-enhanced section of the course. The assignments themselves will be more intense and/or extensive, and of high quality. A student must complete these assignments within the timeline established.

## Our Stories



**Dryden Mutual**  
Mutual benefit  
[Full story](#)



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Successful completion means earning a minimum grade of 85 out of 100 points on each assignment.

The final grade will be determined by combining the grade that the student earned in the regular section of the course with the Honors designation. Eligible students **must** have earned a grade of B+ or higher in the regular section of the course. Example: If a student earns a B+ in PSYC 103 and successfully completes the required assignments in the Honors section, the grade of B+ stands and an H is added to PSYC 103H. If the student does not earn a B+ grade or higher in the regular section of the course, or successfully complete the Honors assignments, the Honors credit will not be granted.

The completion of honors work will not raise the grade earned in the regular section of PSYC 103, Introduction to Psychology.

### Logistics

Those students interested in earning honors credit will also register for a web-enhanced section, referred to as PSYC 103H. Stated another way, these students will be enrolled in two sections of PSYC 103 at the same time.

Administratively we will drop students from the regular section at the end of the semester and enter the grade in the Honors section. If you are doing the honors work and stay registered to the end of the class in the honors section, you will receive an appropriate grade in the honors section and the regular section will be automatically dropped.

**If you are not doing the additional honors work and are registered in the honors section, the honors section will need to be dropped before the end of the W (Withdrawal) period.**

This section will bear zero (no additional) credit. To earn honor credit, a student must successfully complete the assignments explained in the web-enhanced portion of the course by the end of the semester.

At the end of each semester Matty Hamel will report to the Registrar's Office the names of the students who have satisfactorily completed the Honors credit. Upon receipt of this information the Registrar will assign the Honors designation to students who have also successfully earned a B+ or better in the regular section of PSYC 103.

Only students currently enrolled in PSYC 103 may earn the Honors credit.

A high grade for regularly required work will not in itself warrant the awarding of the Honors designation

### How to Register for the Honors Option for PSYC 103, Introduction to Psychology

Secure an *Official Change of Schedule Form*. Complete the top of the form and *Under Courses to be Added*, enter the information below and secure Matty Hamel's permission. Professor Hamel's office is in Faculty Suite 220 and her Email is: hamelm@tompkinscortland.edu

Subject Abbreviation	Course Number	Section Type	Section Number	Credit Hours	Instructor's Signature
PSYC	103H	Hybrid	HY1	0	You need to have Hamel's permission in writing or by Email

Sign the form at the bottom.

Get your Advisor's signature to verify that you have the prerequisites for entering into this option.

Turn the form into the Room 101.

You may register for this Honors Option on-line provided you also secure Email permission from the Instructor and your Advisor.

### For More Information

Professor Karen Pastorello  
 Honors Director  
 607.844.8222, Ext. 4233  
[Email Professor Pastorello](mailto:kpastorel@tompkinscortland.edu)



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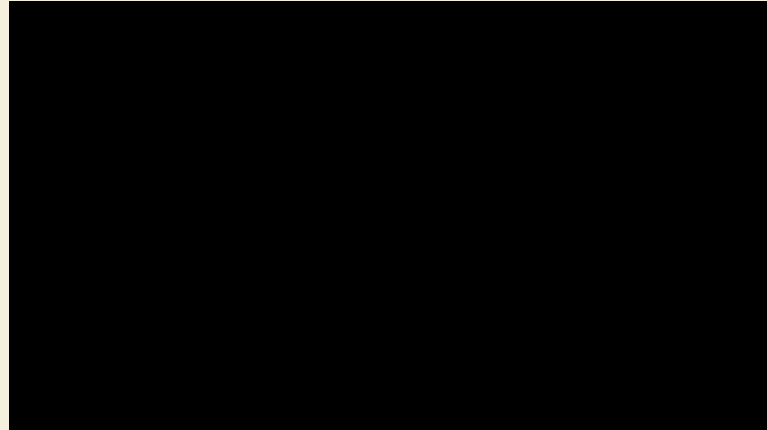


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[Degrees & Certificates](#) > Culinary Arts

## Culinary Arts (HEGIS: 5404)

### A.A.S. Degree



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](#) 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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Program Chair.

### Program Chair

[Susan Stafford](#)

Associate Professor (Hotel & Restaurant Management)

[Email](#)

## Our Stories



Chris Xavier and Christine Guest  
Hands-on ... cameras on  
[Full story](#)

**SUNY Delhi**  
STATE UNIVERSITY OF NEW YORK

SUNY Delhi bachelor's degree  
without leaving Tompkins Cortland  
Community College

You can study part-time or full-time  
and build upon credits you earned at  
Tompkins Cortland or other colleges.

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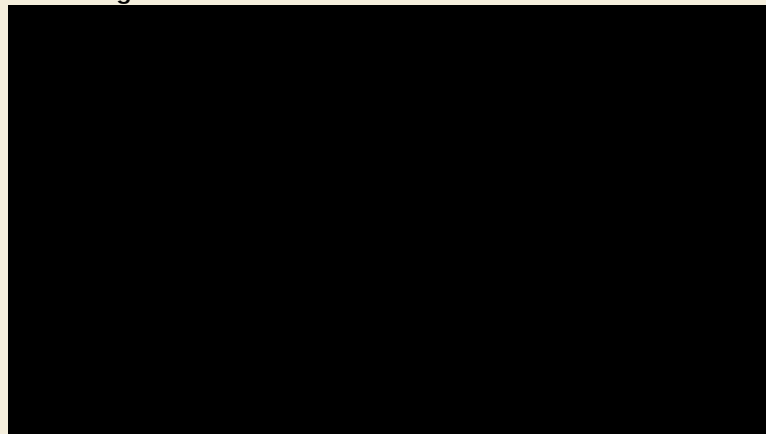


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[Degrees & Certificates](#) > Sustainable Farming and Food Systems

## Sustainable Farming and Food Systems (HEGIS: 5499)

### A.A.S. Degree



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](#) concept.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### Transfer Options

Graduates may continue their education via transfer to a four-year college or university.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Taylor Reid, Ph.D.](#)  
TC3 Farm Education Director  
[Email](#)

## Our Stories



**Padraic O'Donnell**  
Finding his strength  
[Full story](#)

# Keuka

COLLEGE

Earn your Keuka College  
Degree at Tompkins Cortland  
Community College.

## News & Announcements

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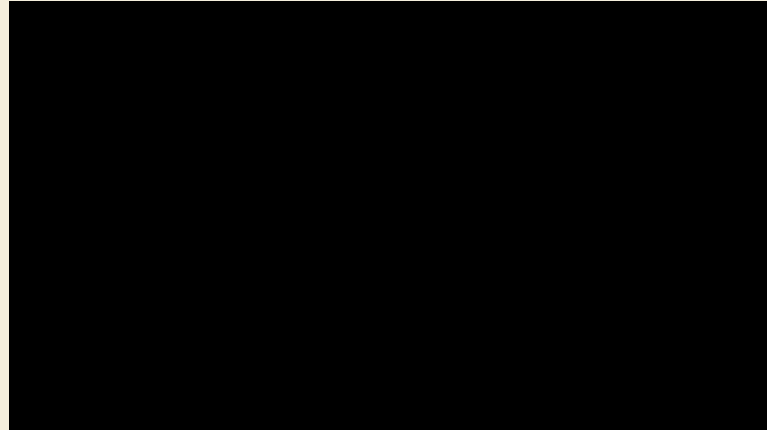


[Stay connected with  
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[Degrees & Certificates](#) > Wine Marketing

## Wine Marketing (HEGIS: 5010)

### A.A.S. Degree, Certificate



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](#) concept. Wine Marketing students will get real-world experience pairing wines with meals at Cultivare, 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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Certificate(s)

Wine Marketing, [requirements](#), [career options](#)

### 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.

### Career Opportunities

The wine marketing program prepares graduates for careers in wine

## Our Stories



**Farm to Bistro**  
Sustainable innovation  
[Full story](#)



## News & Announcements

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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.

#### **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.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

#### **Program Chair**

[Brandon Seager](#)

Assistant Professor (Wine Marketing)

[Email](#)

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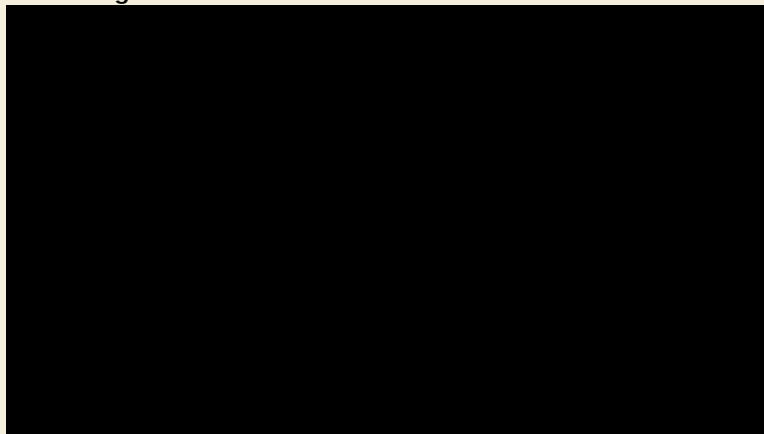


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[Degrees & Certificates](#) > Hotel and Restaurant Management

**Hotel and Restaurant Management**  
 (HEGIS: 5010)

**A.A.S. Degree**



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.

**Program Requirements**  
 (for those matriculating in 2017-2018)

**Degree(s)**  
 A.A.S., [requirements](#), [career](#)

*Our Stories*



**Sam Trotman**  
 Going 'everywhere'  
[Full story](#)

**Get research help at the Library**

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[options](#)

### **Career Opportunities**

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, lodging managers, meeting, convention and event planners, chefs and head cooks, gaming services, and customer service representatives.



### **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.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### **Program Chair**

[Susan Stafford](#)

Associate Professor (Hotel & Restaurant Management)

[Email](#)

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**Admissions Office**

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[Degrees & Certificates](#) > [Study Abroad](#) > Cambodia

**Cambodia - English and Anthropology**

**Be transformed, and experience Cambodia in the heart of Southeast Asia**

Be a part of a unique collaboration among Tompkins Cortland, and the Center for Khmer Studies. Explore Angkor Wat, local villages, and outdoor markets. Learn about the Khmer Rouge and its lasting effects on Cambodian society. Taste traditional foods, interact with Cambodian people, view the beautiful countryside, and be transformed.

**Date:** Late December 2017 - January 2018 (approximately 2 weeks)

**Travel Fee:** Approximately \$2,900



**Travel Fee Includes**

- Transportation to/from airport and in country
- Round-trip airfare
- Transportation in Cambodia
- Lodging
- Some meals
- Entrance/admission to attractions
- Mandatory travel health insurance



Not included in the trip fee: Passport fees, vaccination costs, some meals, personal spending money, tuition (included in your fall course load), and any applicable baggage-handling feeds imposed by the airlines or entrance/exit taxes.

**Note:** Estimated \$300 minimum for personal spending and other meals.

**Funding Your Study Abroad Program**

Students may be eligible for scholarships through the Tompkins Cortland Foundation, SUNY, Benjamin A. Gilman, and other sources. Contact instructors or the

**Opportunities**

**Fall - January**

[Cambodia: Anthropology & English](#)

[Ireland: Literature & History](#)

[Nicaragua: Anthropology & Health](#)

[Spain: Art & History](#)

**Spring - May**

[Colombia: Tropical Ecology and History](#)

[Italy: Culture & Cuisine](#)

*Our Stories*



**Ashlee Seals**  
 A true woman of excellence  
[Full story](#)



**SAVE money**  
**SHARE a ride**

**News & Announcements**

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- Independence Day Holiday Break



study abroad coordinator (Global Office, room 230) for more information about scholarship opportunities.

**Register in Spring | Fall semester courses | Travel in January**

### **Courses Offered**

**English 149**, [Transformative Travel Writing](#), 3 credits

**ANTH 260**, [Fieldwork in Anthropology](#), 3 credits

### **Instructors**

**Angela Martin** | Instructor of ESL and Foreign Languages Angela teaches Fieldwork in Anthropology (ANTH 260). She has traveled throughout Europe and Central America but is looking forward to her first trip to Cambodia. Contact Angela by calling 607.844.8222, Ext. 4404, or by [email](#).

**John Troyer** | Instructor of English John teaches the Transformative Travel Writing Course (ENGL 149) and traveled with Tompkins Cortland Community College students to Cambodia in January 2017. Contact John by calling 607.844.8222, Ext. 4249 or by [email](#)

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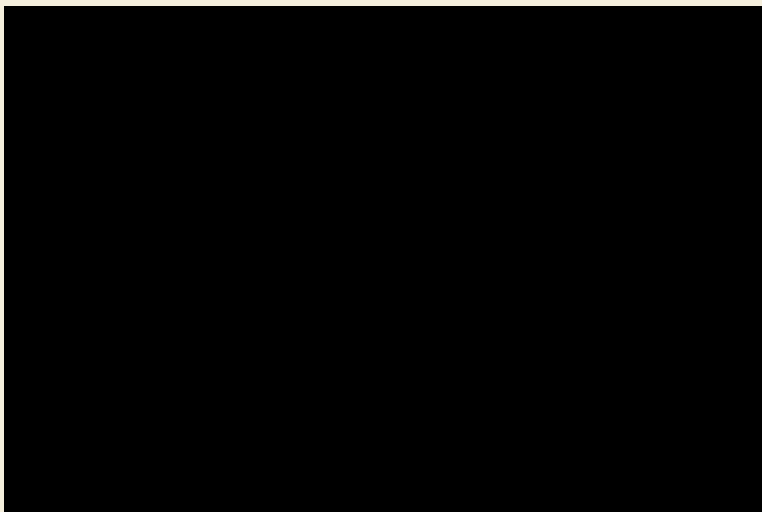
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[Degrees & Certificates](#) > [Study Abroad](#) > Ireland

**Ireland: Literature & History**



**Experience Irish History and Capture the Enchantment of Ireland through Beautiful Photographs**

Earn six college credits while experiencing the scenic landscape and rich heritage of Ireland. Irish culture has retained much of its tribal past in its contemporary culture, in the soaring strains and mournful undertones of its music, and in the warm, communal, and genuine hospitality of its people.



**Go off the beaten path with experienced professors**

- Tour authentic medieval castles and monasteries
- Visit two World-Heritage sites: The passage tomb of Newgrange (older than the Pyramids of Giza, Egypt) and the majestic Cliffs of Moher.
- Walk the battlefields that changed Irish history and the cobblestone streets and markets of Dublin and Galway
- See world-class museums and heritage centers

**Opportunities**

**Fall - January**

- [Cambodia: Anthropology & English](#)
- [Ireland: Literature & History](#)
- [Nicaragua: Anthropology & Health](#)
- [Spain: Art & History](#)

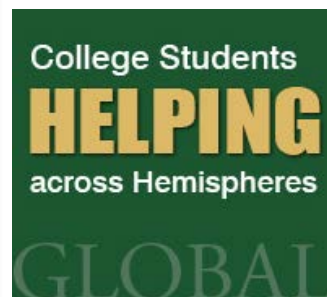
**Spring - May**

- [Colombia: Tropical Ecology and History](#)
- [Italy: Culture & Cuisine](#)

*Our Stories*



**Holly McBean**  
 Making her dream possible  
[Full story](#)



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**Register in Spring | Fall semester courses | Travel in January**

**Travel Fee:** Approximately \$2,200

### Travel Fee Includes

Two weeks in modern youth hostels and inns (share rooms with other participants)

Round-trip airfare

Transportation to/from the airport

In-country breakfasts

Entrance/admission to all attractions

Mandatory travel health insurance

Not included in the trip fee: Passport fees, any vaccination costs, daily lunches and dinners, tuition, and any applicable baggage-handling fees imposed by the airlines or entrance/exit taxes.

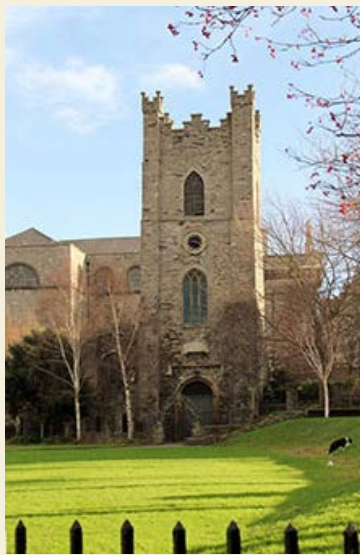
**Note:** Estimated \$700 minimum for personal spending and other meals.

### Funding Your Study Abroad Program

Information on scholarships and other possible funding sources for Tompkins Cortland students is available in the Office of Global Initiatives, room 230.

### Receive 6 credits for this trip

**Art 111**, [Photography I](#), 3 credits  
**History 230**, [History of Ireland](#), 3 credits



### Instructors

**Keith Millman** | Professor of New Media  
Keith teaches in the arts programs and has previously traveled with students to Ireland.  
Contact Keith at 607.844.8222, Ext. 4206, or by [Email](#).

### John Sheehan

John teaches the History of Ireland course, as well as



other Liberal Arts courses at Tompkins Cortland. He has traveled with Tompkins Cortland students to Ireland for the past four years. Contact John in room 122, at 607.844.8222, Ext. 4272, or by [Email](#).

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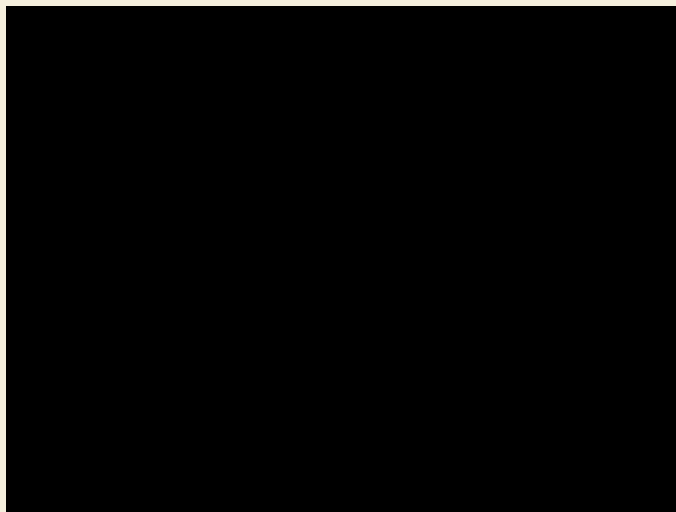
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[Degrees & Certificates](#) > [Study Abroad](#) > Nicaragua

Looking for Adventure?  
 Come with us to Nicaragua this winter!



Join our team for a 15-day immersion in Nicaraguan life and culture with a focus on health care.

**Date:** travel for 16 days around January 1-16, 2018

**Cost:** Approximately \$2,900



**Travel Fee Includes:**

- roundtrip airfare from Syracuse, New York to Managua, Nicaragua
- 15 nights of accommodations
- All meals and non-alcoholic beverages
- Transportation from Managua to Puerto Cabezas, and all other in-country transport

**Opportunities**

**Fall - January**

- [Cambodia: Anthropology & English](#)
- [Ireland: Literature & History](#)
- [Nicaragua: Anthropology & Health](#)
- [Spain: Art & History](#)

**Spring - May**

- [Colombia: Tropical Ecology and History](#)
- [Italy: Culture & Cuisine](#)

*Our Stories*



**Ben Currens**  
 More than you might expect  
[Full story](#)



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- Translation services
- Cultural activities
- Workshop and activity supplies
- Insurance (mandatory)

**Not included in the travel fee:** passport fees, vaccination costs, any applicable baggage fees imposed by the airlines, personal spending money (estimated \$300) or tuition for associated courses.

**Scholarships:** Students may be eligible for scholarships through the Tompkins Cortland Foundation, SUNY, Benjamin A. Gilman, and other sources. Contact Instructors or the Study Abroad Coordinator (Global Office, room 230) for more information about scholarship opportunities.

### Activities

Join our team for a 15-day immersion in Nicaraguan life and culture, with a focus on health care. You will engage in a full spectrum of activities as both student and educator as you participate in service learning and exchange with our Nicaraguan partners.

Activities may include health clinics in remote indigenous communities, teaching

projects at local health care facilities, cultural activities, and much more.



Our goal for this service-learning course is to provide you with a deeper understanding of the reality of healthcare in a resource constrained setting. This includes development of an understanding of the cultural, environmental, and social realities faced by Nicaraguans on a daily basis.

The Atlantic coast of Nicaragua provides a unique and diverse setting for our group. For more than 20 years, Tompkins Cortland has been travelling to Puerto Cabezas, the capital city of RAAN. Our history of service and learning in the community makes this experience unique and deeply rewarding for both our group and our Nicaraguan collaborators.



**Register in Spring | Fall semester courses | Travel in January**

### Courses Offered

**HLTH 216, [International Health](#)** on-site in Nicaragua

**ANTH 260, [Cultural Survey of Study Abroad](#)** of Nicaragua, 7.5 wk session, attendance required

### For more information

#### **Paula Moore, RN, CNM, MSN**

In 2018, Paula Moore will lead this trip for the tenth year! Paula teaches the international health on-site as well as many other nursing courses at Tompkins Cortland. She has been traveling and teaching the Nicaragua service learning trip to Tompkins Cortland students for the past four years. Contact Paula in room 220, at 607.844.8222, Ext. 4463, or by [email](#).

#### **Paul Treadwell**

Paul Treadwell will be leading the group for the third time. With seven years experience leading trips to Nicaragua, Paul has developed a deep understanding of the history and culture of Nicaragua. His focus is on providing rich and meaningful learning experiences for trip participants. He also works at Cornell University where he is engaged in the development of online learning courses for adult learners. Contact Paul by [email](#).



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## Spain: Art and History in Modern Spain

**Experience the vibrant culture of Madrid and Barcelona**



Our travel experience will focus on world-class museums and urban historical development of the two cities.

**Travel Dates:** January 3-13, 2018. Ten days of travel with eight full days in Spain with focus on Madrid and Barcelona.

**Cost:** Approximately \$2,200

**Program Cost Includes**

Bus transportation from Tompkins Cortland to New York-area airport and round-trip airfare from New York to Barcelona

Train from Madrid to Barcelona

Museum entry fees

One meal per day

Lodging in furnished apartments

Mandatory health and emergency insurance

**Not included in the travel fee:** additional meals and souvenirs and some in-country transportation are the responsibility of the student. Budget an additional \$400 at minimum for food, incidental expenses and some transportation.

**Funding Your Study Abroad Program**

Students may be eligible for scholarships through the Tompkins Cortland Foundation, SUNY, Benjamin A. Gilman, and other sources. Contact Instructors or the Study Abroad Coordinator (Global Office, room 230) for more information about scholarship opportunities.

**Experience Spain in a Whole New Way**

Explore Barcelona's imaginative architecture

Walk Spain's capital, Madrid, and visit major museums and historical sites

Sample traditional Spanish cuisine

Shop the famous Las Ramblas district of Barcelona

**Opportunities**

**Fall - January**

[Cambodia: Anthropology & English](#)

[Ireland: Literature & History](#)

[Nicaragua: Anthropology & Health](#)

[Spain: Art & History](#)

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[Italy: Culture & Cuisine](#)

*Our Stories*



**Ben Currens**  
 More than you might expect  
[Full story](#)



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- Independence Day Holiday Break



Actively participate in modern Spanish culture

### Course Offered

**ART 102, 3 credits**

[History and Appreciation of Art II](#) (SUNY General Education #8)

**HSTY 262, 3 credits**

[Topics in Modern Spain](#) (SUNY General Education #5)

**Register in Spring | Fall semester courses | Travel in January**



### For More Information, Contact the Trip Leaders

#### **Randi Millman-Brown, M.A., Adjunct Instructor of Art**

Randi Millman-Brown has a B.A. in Art Studio & Photography and an M.A. in Art History. She has been teaching Art History and the History of Photography courses at Tompkins Cortland for the past 10 years. She is an art and architectural historian, photographer and travel writer. Contact Randi by [email](#).

#### **David Flaten, Ph.D., Professor of History and Political Science**

Dave is interested in the dynamic history of modern Spain, working to integrate student understanding of the human, and natural environments we experience. Contact David by calling 607.844.8222, Ext. 4229 or by [email](#).

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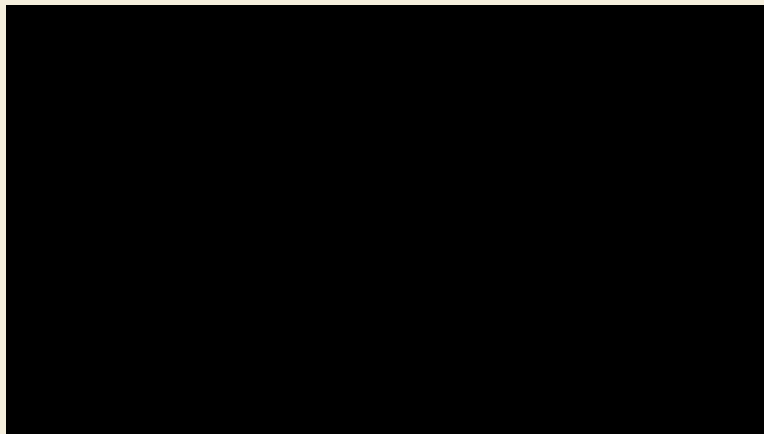
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**Colombia - Ecology and History**



**See the Amazon and the Andes.**

**Date:** Late May - early June, 2017

**Cost:** Approximately \$3500

Open to all Tompkins Cortland students. Limited space available. Registration is by permission only.



**Program Cost Includes**

- 14 nights in local hostels/hotels
- Round trip airfare
- All local transportation and guide fees
- 14 meals (one meal a day)
- HTH International Insurance (mandatory)

**Does Not Include**

- Passport and Visa Fees
- Vaccination costs
- Any applicable baggage handling fees imposed by the airlines
- Any entrance or exits taxes into/out of the destination country
- Additional meals
- Personal spending (souvenirs, additional activities, any personal items that need to be bought in country)

**Activities**

**Opportunities**

**Fall - January**

- [Cambodia: Anthropology & English](#)
- [Ireland: Literature & History](#)
- [Nicaragua: Anthropology & Health](#)
- [Spain: Art & History](#)

**Spring - May**

- [Colombia: Tropical Ecology and History](#)
- [Italy: Culture & Cuisine](#)

*Our Stories*



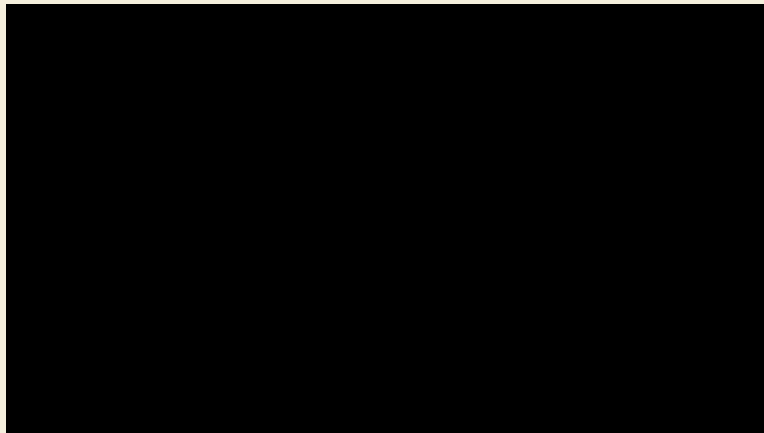
**James Jacob**  
**Family DNA Portraits**  
[Full story](#)



**News & Announcements**  
 Registration Open for Summer Classes  
 Memorial Day Holiday  
 Spring Academic Calendar  
 Financial Aid Available for Summer Classes  
 Planning to Graduate in August?  
 Independence Day Holiday Break

This course explores the diversity of Colombian landscapes and cultures. We will begin in the city of Cali, one of the major economic and industrial centers of the country. From there, we will explore the cloud forests of the Central Andes by horseback, canoe the flooded forests of the Amazon, and snorkel or scuba dive among the Caribbean reefs.

Throughout the trip, we will focus on the intersection of environment and culture in order to enrich our understanding of this diverse country.



### Funding Your Study Abroad Program

Information on scholarships and other possible funding sources for students is available in the Office of Global Initiatives, room 230.

### Course Offered

**BIOL 116** ([Tropical Field Natural History](#)) will introduce you to the nature and ecology of the Neotropics. You will learn about the plants and animals that make these places unique.

**HSTY/POSC 260** ([Topics in Modern Latin America](#)) surveys the development of modern Colombian history with an emphasis on current trends in the economy, land use patterns, settlement, and political arenas.



### Instructors

#### Dr. Kelly Wessell

is an aquatic ecologist who has co-led this trip since its inception four years ago. He is a dedicated teacher and an enthusiastic advocate for tropical ecosystem conservation. Contact Kelly by calling 607.844.8222, Ext. 4235 or by [Email](#).

#### Dr. David Flaten

is interested in the dynamic history of modern Colombia, working to integrate student understanding of the human and natural environments we experience. Contact David by calling 607.844.8222, Ext. 4229 or by [Email](#).

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[Degrees & Certificates](#) > [Study Abroad](#) > Italy

**Degrees & Certificates**

- General Education
- Honors College
- PTK Honor Society
- Farm to Bistro
- Sustainability Designation
- Disney College Program
- Study Abroad
- Vector Scholars
- College in High School
- Internships

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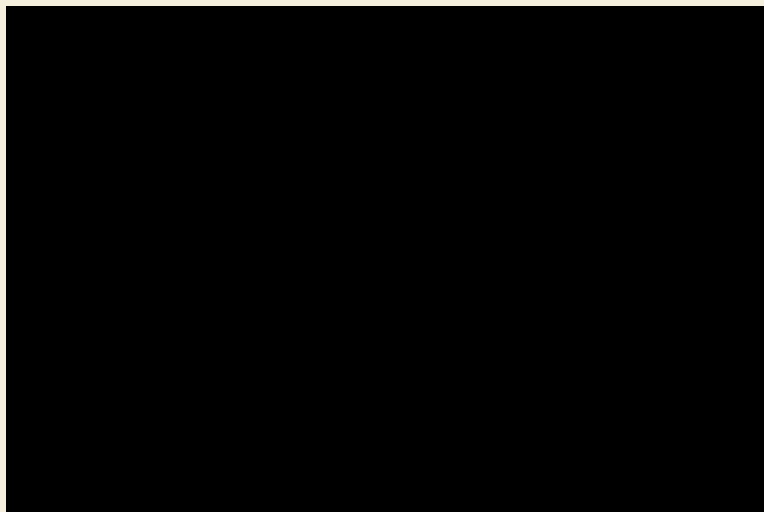
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**Italy: Culture & Cuisine**



**Date:** Late May - early June, 2017  
**Cost:** Approximately \$5100



**Program Cost Includes**

13 nights in a local hotel beginning in Ancient Rome, and then four days on the Tuscan Coast and five days in Florence

Airfare

All transportation costs in-country, and U.S. to airport

27 meals included (two per day)

Admission to all programmed lectures and activities

Guided visits to the places of interest

Health insurance (mandatory)

This amount does not include passport and visa fees, vaccination costs, tuition, customary gratuities, one meal and beverage per day, any applicable baggage-handling fees imposed by the airlines or entrance/exit taxes.

Scholarships may be available for qualified students through the Office of Global Initiatives, room 230.

**Activities**

Arrive in Rome for orientation and sightseeing. Travel north through the countryside to Tuscany, then on to Florence, all while exploring

**Opportunities**

**Fall - January**

[Cambodia: Anthropology & English](#)

[Ireland: Literature & History](#)

[Nicaragua: Anthropology & Health](#)

[Spain: Art & History](#)

**Spring - May**

[Colombia: Tropical Ecology and History](#)

[Italy: Culture & Cuisine](#)

*Our Stories*



**Rosanna Perez**  
**Opening her mind**  
[Full story](#)

**SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College**

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

**News & Announcements**

- Registration Open for Summer Classes
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- Spring Academic Calendar
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the culture, art, artifacts, and architecture of Italy. Experience hands-on cooking and wine classes taught by world-class Italian chefs and instructors from the Apicius International School of Hospitality.

Stroll the local farm markets, and learn how the "Mediterranean diet" has sustained the people of Italy and become an international phenomenon.



### Course Offered

**HRMG 220, 3 credits**

[International Culture and Cuisine](#)

**ANTH 261, 3 credits**

[Fieldwork in Anthropology](#)



### Instructors

#### **Susan Stafford**

Is chair of the Hotel and Restaurant Management Program at Tompkins Cortland. She has more than 30 years of experience in the hospitality and tourism industry, as well as customer service. Contact Sue in room 220, at 607.844.8222, Ext. 4456 or by [Email](#).

#### **Marcia Patitucci Waffner**

Marcia teaches International Culture and Cuisine in addition to Food Preparation and Customer Service Courses. Marcia has earned acclaim for her culinary style and her passion for Italian cuisine. She has studied the regional cuisines of Italy and brings her love of the culture and food to her students. Contact Marcia in room 122, at 607.844.8222, Ext. 4281 or by [Email](#).

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Degrees & Certificates

- General Education
- Honors College
- PTK Honor Society
- Farm to Bistro
- Sustainability Designation
- Disney College Program
- Study Abroad
- Vector Scholars
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[Degrees & Certificates](#) > Farm to Bistro

## Farm to Bistro



The future of food is not in a box.

It's in the dirt. It's in a real kitchen with real people.

And it tastes incredible.

### The Farm to Bistro concept

Tompkins Cortland Community College's innovative Farm to Bistro concept gives students hands-on experience in every aspect of the food-production system, as the College operates its own [organic farm](#) and supplying fresh, local produce to [Coltivare](#), the College's downtown Ithaca culinary center.

The program supports four degree programs at the College, [Culinary Arts](#) and [Sustainable Farming and Food Systems](#) which both started in 2014, as well as [Wine Marketing](#) and [Hotel and Restaurant Management](#).

### Filling a Need

The Farm to Bistro program is unique in our region, and addresses a need for qualified workers in organic farming, culinary arts, hospitality, and food and wine marketing. Local agriculture and related retail continue to grow – our students will lead the way.

### Key Components: The TC3 Farm

Students will learn year-round, modern organic vegetable production with the added benefit of doing so in direct relationship with the distribution and preparation needs of [Coltivare](#).

Sustainability is the focus of [the farm](#), as students experience cultivating the land and working in hoop houses on a farm run free of the commercial energy grid through the use of wind, solar, and geothermal technology.

### Ideal location

The [TC3 farm](#) is located adjacent to the Dryden campus and provides the ideal opportunity for students to experience food production at a human-scaled, local level. This dynamic field lab and classroom will also enrich the curriculum in agriculture, biology, environmental studies, and other classes.



### Key Components: Coltivare Culinary Center

#### Farm to Bistro Programs

- [Culinary Arts](#)
- [Sustainable Farming and Food Systems](#)
- [Wine Marketing](#)
- [Hotel and Restaurant Management](#)

## Our Stories



James Jacob  
 Family DNA Portraits  
[Full story](#)

## COLLEGENOW

COLLEGE CREDITS FOR HIGH SCHOOL STUDENTS

Get Started in High School

Finish Your Degree at Tompkins Cortland Community College

## News & Announcements

- Registration Open for Summer Classes
- Memorial Day Holiday
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- Planning to Graduate in August?
- Independence Day Holiday Break



The [Coltivare culinary center](#) supports the educational mission of Farm to Bistro with teaching labs and real-world experience for students in the restaurant, as well as an event space and tasting room. Under the supervision of professional staff and faculty, students will experience every aspect of the operation.



### **The Restaurant**

Fresh food from the TC3 farm, combined with other local ingredients, will create a distinctly seasonal and unique regional menu.

Students will learn to prepare fresh, hand-crafted foods and learn all aspects of a team-driven restaurant enterprise – meal planning and preparation, professional service techniques, and food and wine pairing expertise. Drawing from the College's long-standing commitment to international education, Coltivare will have a distinctly global flair, even as it is sourced with local ingredients.

### **The Learning Labs**

Students will practice and perfect food-preparation techniques in separate state-of-the-art teaching labs.

Coltivare also presents community members with an opportunity to join demonstration courses and partake in workforce training. They will benefit from the professional expertise of our international partners and the international experience of faculty and students who have studied across the world.

### **Wine Tasting**

Featuring local wines and beers, Coltivare will highlight the rich variety of wineries and breweries in our area – one of the most diverse and successful wine-growing regions in the world. Students will have the unique educational experience of learning about wine styles, wine pairings, and the wine business while immersed in a culinary setting.

### **Events**

Flexible event space will be available to host public and private tastings, banquets, and other events. Attendees will benefit from Coltivare's freshly sourced local menu, attention to detail, and dedicated service with a unique and Coltivare flair.

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[Academic Calendar](#) > Fall 2016

## Fall 2016

### General Dates

Faculty Returns — August 17 (W)  
 New students move into Residence Halls — August 21  
 Continuing students move into Residence Halls — August 23  
 Classes Begin — August 24 (W)  
 Labor Day - College Holiday — September 5 (M)  
 Early Student Progress Reports Due — September 23 (F)  
 Fall Break - No Day or Evening Classes — October 7-11 (F-T)  
 Fall Day (All College Retreat) — October 11 (T)  
 Prospective Student Open House — November 4 (F)  
 Registration Day - No Day Classes — November 10 (R)  
 Thanksgiving- No Day or Evening Classes — November 23-26 (W-A)  
 Graduate Recognition Ceremony — December 9 (F)  
 \*Final Exam Week — December 12-16 (M-F)  
 Classes End — December 16 (F)  
 Grades Due — December 19 (M)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

### Session Specific Dates

#### 15-week classes

##### August 24 – December 16

last day to add — September 7 (W)  
 last day to drop — September 14 (W)  
 last day to withdraw W — October 28 (F)  
 last day to withdraw WP/WF — December 5 (M)

#### First 5-week classes

##### August 24 – September 28

last day to add — August 26 (F)  
 last day to drop — August 30 (T)  
 last day to withdraw W — September 14 (W)  
 last day to withdraw WP/WF — September 23 (F)

#### Second 5-week classes

##### September 29 – November 7

last day to add — October 3 (M)  
 last day to drop — October 5 (W)  
 last day to withdraw W — October 24 (M)  
 last day to withdraw WP/WF — November 2 (W)

#### Third 5-week classes

##### November 8 – December 16

last day to add — November 11 (F)  
 last day to drop — November 15 (T)  
 last day to withdraw W — December 2 (F)  
 last day to withdraw WP/WF — December 9 (F)

#### First 7 ½-week classes

##### August 24 – October 18

last day to add — August 30 (T)  
 last day to drop — September 1 (R)  
 last day to withdraw W — September 23 (F)  
 last day to withdraw WP/WF — October 12 (W)

#### Second 7 ½-week classes

##### October 19 – December 16

last day to add — October 25 (T)  
 last day to drop — October 28 (F)  
 last day to withdraw W — November 21 (M)

## Our Stories



Blaze Sanders

Big dreams

[Full story](#)

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last day to withdraw WP/WF — December 9 (F)

**Late Start classes**

**September 30 – December 16**

last day to add — October 12 (W)

last day to drop — October 18 (T)

last day to withdraw W — November 15 (T)

last day to withdraw WP/WF — December 9 (F)

\* All classes must meet during their scheduled final exam time.

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[Academic Calendar](#) > Winter 2017

Winter 2017

General Dates

Classes Begin — December 20 (T)  
 Campus Holiday Break begins — December 23 (F)

**PLEASE NOTE: Winter session classes are in session via Blackboard while the campus is closed during holiday break.**

Campus Holiday Break ends — January 2 (M)  
 Martin Luther King Day - College Holiday — January 16 (M)  
 Classes End — January 23 (M)

**Final Grades due — January 24 (T)**

Session Specific Dates

**December 20 (T) - January 23 (M)**

Last day to add — December 21 (W)  
 Last day to drop — December 22 (R)  
 Last day to withdraw "W" — January 9 (M)  
 Last day to withdraw "WP/WF" — January 18 (W)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

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Dryden Mutual Mutual benefit [Full story](#)

**Free tutoring**  
 all subjects  
 at the Library

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[Academic Calendar](#) > Summer 2017

**Summer 2017**

**General Dates**

Memorial Day - College Holiday — May 29 (M)  
 Classes Begin — May 31 (W)  
 College Holiday - Independence Day — July 3-4 (M-T)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

**Session Specific Dates**

**First Five Week Day Session**

**May 31 (W) - June 30 (F)**  
 Last day to add — June 2 (F)  
 Last day to drop — June 6 (T)  
 Last day to withdraw "W" — June 19 (M)  
 Last day to withdraw "WP/WF" — June 28 (W)

**Second Five Week Day Session**

**July 5 (W) – August 4 (F)**  
 Last day to add — July 7 (F)  
 Last day to drop — July 11 (T)  
 Last day to withdraw "W" — July 24 (M)  
 Last day to withdraw "WP/WF" — August 2 (W)

**Eight Week Session**

**May 31 (W) – July 25 (T)**  
 Last day to add — June 6 (T)  
 Last day to drop — June 9 (F)  
 Last day to withdraw "W" — June 30 (F)  
 Last day to withdraw "WP/WF" — July 19 (W)

**Ten Week Session**

**May 31 (W) – August 4 (F)**  
 Last day to add — June 7 (W)  
 Last day to drop — June 12 (M)  
 Last day to withdraw "W" — July 11 (T)  
 Last day to withdraw "WP/WF" — July 28 (F)

*Our Stories*



**Esther Williams**  
 The thriving artist  
[Full story](#)

The Pathways Scholarship provides aid and support for adult students



**News & Announcements**

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## Fall 2017

### General Dates

Faculty Returns — August 16 (W)

Classes Begin — August 23 (W)

Labor Day - College Holiday — September 4 (M)

Early Student Progress Reports Due — September 22 (F)

Fall Break - No Day or Evening Classes — October 6-10 (F-T)

Fall Day (All College Retreat) — October 10 (T)

Prospective Student Open House — November 3 (F)

Registration Day - No Day Classes — November 9 (R)

Thanksgiving- No Day or Evening Classes — November 22-25 (W-A)

Graduate Recognition Ceremony — December 8 (F)

\*Final Exam Week — December 11-15 (M-F)

Classes End — December 15 (F)

Grades Due — December 18 (M)

### Session Specific Dates

#### 15-week classes

##### August 23 – December 15

last day to add — September 6 (W)

last day to drop — September 13 (W)

last day to withdraw W — October 27 (F)

last day to withdraw WP/WF — December 4 (M)

#### First 5-week classes

##### August 23 – September 27

last day to add — August 25 (F)

last day to drop — August 29 (T)

last day to withdraw W — September 13 (W)

last day to withdraw WP/WF — September 22 (F)

#### Second 5-week classes

##### September 28 – November 6

last day to add — October 2 (M)

last day to drop — October 4 (W)

last day to withdraw W — October 23 (M)

last day to withdraw WP/WF — November 1 (W)

#### Third 5-week classes

##### November 7 – December 15

last day to add — November 10 (F)

last day to drop — November 14 (T)

last day to withdraw W — December 1 (F)

last day to withdraw WP/WF — December 8 (F)

#### First 7 ½-week classes

##### August 23 – October 17

last day to add — August 29 (T)

last day to drop — August 31 (R)

last day to withdraw W — September 22 (F)

last day to withdraw WP/WF — October 11 (W)

#### Second 7 ½-week classes

##### October 18 – December 15

last day to add — October 24 (T)

last day to drop — October 27 (F)

last day to withdraw W — November 20 (M)

last day to withdraw WP/WF — December 8 (F)

### Late Start classes

#### Key

Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

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### Health Services

**A healthy campus**[Full story](#)

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**September 29 – December 15**

last day to add — October 11 (W)

last day to drop — October 17 (T)

last day to withdraw W — November 14 (T)

last day to withdraw WP/WF — December 8 (F)

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[Academic Calendar](#) > Winter 2018

Winter 2018

General Dates

Classes Begin — December 19 (T)  
 Campus Holiday Break begins — December 25 (M)

**PLEASE NOTE: Winter session classes are in session via Blackboard while the campus is closed during holiday break.**

Campus Holiday Break ends — January 2 (T)  
 Martin Luther King Day - College Holiday — January 15 (M)  
 Classes End — January 22 (M)

**Final Grades due — January 23 (T)**

Session Specific Dates

**December 19 (T) - January 22 (M)**

Last day to add — December 21 (R)  
 Last day to drop — December 22 (F)  
 Last day to withdraw "W" — January 8 (M)  
 Last day to withdraw "WP/WF" — January 17 (W)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
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Big dreams

[Full story](#)

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[Academic Calendar](#) > Spring 2018

**Spring 2018**

**General Dates**

Martin Luther King Day - College Holiday — January 15 (M)  
 Faculty Returns — January 18 (R)  
 Classes Begin — January 24 (W)  
 Early Student Progress Reports Due — February 23 (F)  
 Mid-Winter Break - No Day or Evening Classes — March 1-2 (R-F)  
 Mid-Winter Day - No Day or Evening Classes — March 1 (R)  
 Spring Break - No Day or Evening Classes — March 19-March 24 (M-A)  
 Spring Day - College Holiday — March 23 (F)  
 Prospective Student Open House — April 6 (F)  
 Registration Day - No Day Classes — April 11 (W)  
 \*Final Exam Week — May 14-18 (M - F)  
 Classes End — May 18 (F)  
 Grades Due — May 21 (M)  
 Nursing Recognition Ceremony — May 22 (T)  
 Commencement — May 24 (R)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

**Session Specific Dates**

**15-week classes**

**January 24 – May 18**

last day to add — February 6 (T)  
 last day to drop — February 13 (T)  
 last day to withdraw W — April 5 (R)  
 last day to withdraw WP/WF — May 8 (T)

**First 5-week classes**

**January 24 – February 27**

last day to add — January 26 (F)  
 last day to drop — January 30 (T)  
 last day to withdraw W — February 13 (T)  
 last day to withdraw WP/WF — February 22 (R)

**Second 5-week classes**

**February 28 - April 13**

last day to add — March 6 (T)  
 last day to drop — March 8 (R)  
 last day to withdraw W — March 29 (R)  
 last day to withdraw WP/WF — April 9 (M)

**Third 5-week classes**

**April 16 – May 18**

last day to add — April 18 (W)  
 last day to drop — April 20 (F)  
 last day to withdraw W — May 4 (F)  
 last day to withdraw WP/WF — May 11 (F)

**First 7 ½-week classes**

**January 24 – March 16**

last day to add — January 30 (T)  
 last day to drop — February 1 (R)  
 last day to withdraw W — February 22 (R)  
 last day to withdraw WP/WF — March 13 (T)

**Second 7 ½-week classes**

**March 26 – May 18**

last day to add — March 30 (F)  
 last day to drop — April 4 (W)  
 last day to withdraw W — April 26 (R)

*Our Stories*



**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)



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last day to withdraw WP/WF — May 11 (F)

**Late Start classes**

**February 28 – May 18**

last day to add — March 12 (M)

last day to drop — March 15 (R)

last day to withdraw W — April 20 (F)

last day to withdraw WP/WF — May 11 (F)

\* All classes must meet during their scheduled final exam time.

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[Academic Calendar](#) > Summer 2018

**Summer 2018**

**General Dates**

Memorial Day - College Holiday — May 28 (M)  
 Classes Begin — May 30 (W)  
 No Classes in Session — July 2-3 (M-T)  
 College Holiday - Independence Day — July 4 (W)

Key
Monday (M)
Tuesday (T)
Wednesday (W)
Thursday (R)
Friday (F)
Saturday (A)

**Session Specific Dates**

**First Five Week Day Session**

**May 30 (W) - June 29 (F)**  
 Last day to add — June 1 (F)  
 Last day to drop — June 5 (T)  
 Last day to withdraw "W" — June 18 (M)  
 Last day to withdraw "WP/WF" — June 27 (W)

**Second Five Week Day Session**

**July 5 (R) – August 3 (F)**  
 Last day to add — July 9 (M)  
 Last day to drop — July 11 (W)  
 Last day to withdraw "W" — July 24 (T)  
 Last day to withdraw "WP/WF" — August 1 (W)

**Eight Week Session**

**May 30 (W) – July 24 (T)**  
 Last day to add — June 5 (T)  
 Last day to drop — June 8 (F)  
 Last day to withdraw "W" — June 29 (F)  
 Last day to withdraw "WP/WF" — July 18 (W)

**Ten Week Session**

**May 30 (W) – August 3 (F)**  
 Last day to add — June 6 (W)  
 Last day to drop — June 11 (M)  
 Last day to withdraw "W" — July 10 (T)  
 Last day to withdraw "WP/WF" — July 27 (F)

*Our Stories*



**Sam Trotman**  
 Going 'everywhere'  
[Full story](#)

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[Course Search](#) > Final Exam Schedule

## Spring 2017 Final Exam Schedule

### May 13 - 19 (Saturday - Friday)

All courses must meet during the final examination week, even if the instructor is not giving a final exam.

#### **Schedule Changes - made after 3/22/17 (last edited 4/24/17)** [List - Changes Only](#)

**Schedule (Posted 3/22/2017)**

**List By Courses:** [PDF](#)

**List By Instructor:** [PDF](#)

**Finals Week Weather Policy:**

In the event a day of classes is cancelled during Final Exam week, the day will be made up on the Friday of Final Exam week. If multiple days are missed during Final Exam week, the second day missed will be made up on the Monday of the following week and so forth.

In the event that we have a delay on any day during Final Exam week, the time blocks affected will be made up on the Friday of the Final Exam week. If multiple days have a delay during Final Exam week, the second day's time block(s) will be made up on the Monday of the following week and so forth.

Exams to be made up will be held at the same scheduled time and at the same scheduled location.

For more information, contact the

[Academic Records Office](#)

607.844.8222, Ext. 4339

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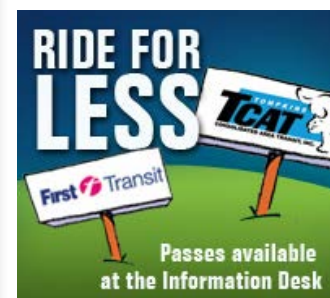
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**Katrina Teeter**

Putting the student in student-athlete

[Full story](#)

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**Study Abroad**

**We Offer Faculty Led Trips**

Tompkins Cortland Community College sponsors short term programs in several different countries. New programs are always in the works.



Opportunities
<b>Fall - January</b>
<a href="#">Cambodia: Anthropology &amp; English</a>
<a href="#">Ireland: Literature &amp; History</a>
<a href="#">Nicaragua: Anthropology &amp; Health</a>
<a href="#">Spain: Art &amp; History</a>
<b>Spring - May</b>
<a href="#">Colombia: Tropical Ecology and History</a>
<a href="#">Italy: Culture &amp; Cuisine</a>

**Why Study Abroad?**

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 230 for more information and to apply. Interested students should also speak to the faculty trip leader to learn about the program.

**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](#).

**Information Sessions**

Find out the essentials on each trip and what you need to do to make the chance to study abroad a reality.



**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

*Our Stories*



**Gabrielle Cook**  
 Letters home: from Chennai, India  
[Full story](#)



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**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.

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[Online Programs](#) > Is it Right for You?

**Is it Right for You?**

Successful distance learners have a few characteristics in common. Read this list to determine whether online classes are a good fit for you.

**Are you self-disciplined and motivated?**

Unlike traditional courses in which classes meet face-to-face at specific times, you will complete your work throughout the week when it is convenient for you. However, without the structure of regular class meetings, it will be up to you to pace yourself and keep up with assignments.

**Are you able to commit time each day or week to your online course(s)?**

Online courses often require at least as much or more of a time commitment than traditional courses. Before enrolling, be sure you have enough time to keep up with your daily or weekly assignments.

**The Open SUNY Readiness Guide**

See how an online course works. Check your computer skills. Prepare for success in online courses.

[Are you Ready?](#)



**Do you have good reading, writing, and communication skills?**

In online courses, most communication is written. If writing is a challenge for you, be sure to find out how much writing is required for the course before enrolling.

**Are you comfortable seeking help when needed?**

If you have problems with the technology or course content, you need to let your instructor know as soon as possible so that he or she knows how to assist you.

**Will you miss the experience of sitting in a classroom?**

There is considerable interaction in online courses. However, it is not the same as face-to-face interaction. If you feel that a traditional classroom is essential for learning or you want to experience campus life, then online classes may not be right for you.

**Are you comfortable using computers?**

Your computer is your primary learning and communication tool in online courses. Though you do not need to be a computer expert, you do need know some basic technology skills, such as word processing and using a Web browser.

If you have the right qualities to be a successful online student, you will likely find it to be a very convenient and rewarding alternative to traditional classroom learning.

*Our Stories*



**Ashlee Seals**  
 A true woman of excellence  
[Full story](#)



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[Online Programs](#) > Benefits

## Benefits

The benefits of online learning go beyond mere convenience. You may find online learning more conducive to your learning style. If you are motivated, disciplined, and enjoy online interaction through social media sites, Email, and other interactive means, then online learning may be ideal for you.



**Attend class anytime, anywhere you have web access.** You can fit your coursework around your work and family commitments.

**Access course materials 24 hours a day, seven days a week.** Log in any time and access lectures, discussions, explanations, and comments.

**Benefit from student-centered teaching approaches.** Every student has his or her own way of learning that works best for them. Also, students who have disabilities may find learning online fits their needs.

**Improve communication skills** by using the current technologies that are critical in today's global workplace.

**Network with classmates from a wide range of backgrounds and locations.** Online students often feel that they can actually listen to the comments made by other students, because everyone gets a chance to contribute.

**Access instructors** through chat, discussion forums, or course Email without having to wait for office hours.

**Improve your grades.** A [study from the Department of Education](#) found that students taking online courses outperformed their peers in traditional classrooms. Learning at your own pace and taking more time to read, review, and discuss often results in higher grades.

**Learn innovative strategies for virtual teamwork** by using electronic communication to interact with a group. Employers highly value this skill.

**Benefit from a flexible schedule,** which is extremely helpful if you are balancing education with work and family.

## Our Stories



**Gabrielle Cook**  
 Letters home: from Chennai, India  
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[admissions@tomkinscortland.edu](mailto:admissions@tomkinscortland.edu)[Online Programs](#) > Myths

## Myths

### Online learning is easier and takes less time.

Online learning requires increased time-management in exchange for the flexibility of completing class work without being in a traditional classroom. Online courses are just as rigorous as on-campus classes. You must still participate and submit assignments by the deadlines.



### It's easy to cheat in an online class.

Cheating is no more prevalent in online classes than it is in traditional classes. In addition, the tools used by the College to monitor and encourage academic integrity hold our students to a higher standard. Many instructors send homework papers through Turnitin to check for plagiarism. Instructors also use special configurations on tests that require you to take tests that may be timed, individualized, and include essay questions. Cheating is not tolerated and it is grounds for dismissal.

### Online students are not connected to the campus.

Online courses provide extensive interaction with instructors and other students through discussion forums, chat, and other technologies. The more you participate, the more connected you will be.

### There are no real teachers in an online class.

At Tompkins Cortland, you'll learn from the same expert instructors who are professionally trained to teach our on-campus classes. Though you might not see them in person, you will interact with them online through discussion forums, course Email, chat, and online lectures.

### Employers won't accept online degrees or classes.

With millions of online learners in the United States, employers realize that 'online' is simply a new delivery format, not a separate kind of education. Tompkins Cortland is an accredited college and transcripts do not mention whether coursework was completed on campus or online. The learning objectives and requirements are the same.

## Our Stories



### Dryden Mutual

**Mutual benefit**[Full story](#)

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[Online Programs](#) > Taking an Online Course

## Taking an Online Course

You should have received a letter from the College with your myTC3 username and password. With your myTC3 username and password follow these steps:

1. Select the "Sign in" link
2. Enter your myTC3 username and password.
3. The first time you log in successfully to myTC3 you will be directed to enroll in [myTC3 PASSWORD](#). You can recover or change your myTC3 password later or receive password assistance in accordance with the [Student Identity Verification Policy](#).
4. Select "Web Courses" link.
5. **Remember to sign out when finished**, especially if you are on a public or shared computer.

## Our Stories



**Harriet Rovner Ferguson**  
 Class of 1972  
[Full story](#)

# Text the Library

607.545.4TC3

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[Online Programs](#) > Technical Requirements

## Technical Requirements

Successful navigation through an online course requires that your computer meet the specifications below. If your computer does not meet the requirements, technical support may be limited and you may run into problems viewing and using components of your courses.

### Hardware Requirements

Blackboard is a web-based application should work reliably on almost any computer that is capable of accessing the Internet. Older computers may run slower or may not be able to handle some of the media in certain courses, but should suffice if a newer computer is not available.

The [student computer recommendation](#) lists what will meet or exceed the hardware requirements.

### Operating System

Microsoft Windows XP, Windows Vista, Windows 7

Mac OS X: 10.3 or higher

### Hardware

256 MB of RAM

1GB free hard disk space

High-speed Internet connection

### Software

Word processor, Microsoft PowerPoint or PowerPoint Viewer, Adobe Reader

Some courses may require additional software

### Browsers

Windows Internet Explorer 8 and 9

Mozilla Firefox 3.6

Google Chrome

Safari

Additional detailed information is available on [browser requirements](#).

### Internet Connectivity

A broadband Internet connection such as DSL or Cable is recommended for best results with online courses. Access to a computer with a dial-up connection is an absolute minimum.

### Web Browser Settings

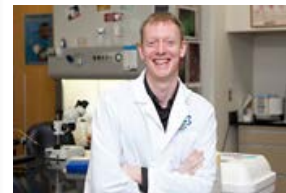
#### Internet Cookies

Your web browser needs to be set to allow for cookies.

#### Pop-up Blocker

The Pop-up Blocker in your web browser either needs to be off or set it to allow pop-up windows from the tc3.sln.suny.edu domain.

## Our Stories



**Marc Harrison**

Inspiration at any age

[Full story](#)



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[Degrees & Certificates](#) > Accounting

## Accounting

(HEGIS: 5002)

### A.S. Degree, A.A.S. Degree, Certificate

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)  
A.A.S., [requirements](#), [career options](#)

### Certificate(s)

Accounting, [requirements](#), [career options](#)

### Career Opportunities

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.

Visit [Career Coach](#) to explore career options related to:

[Accounting, A.S. degree](#)

Accounting, A.A.S. degree

Accounting, Certificate

### 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

## Our Stories



### Jasmine Fields

An international education

[Full story](#)

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SUNY Oswego  
SUNY New Paltz  
SUNY Delhi  
Empire State College

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Gary Ford](#)

Professor (Accounting)

[Email](#)

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[Degrees & Certificates](#) > Business Administration

**Business Administration**  
 (HEGIS: 5004)

**A.S. Degree, A.A.S. Degree, Certificate**  
 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.



**Program Requirements**  
 (for those matriculating in 2017-2018)

**Degree(s)**

- A.S., [requirements](#), [career options](#)
- A.A.S., [requirements](#), [career options](#)

**Certificate(s)**

- Business Management, [requirements](#), [career options](#)
- Executive Office Assistant, [requirements](#), [career options](#)

**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.

**Career Opportunities**

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.

**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

*Our Stories*



**Hannah Wildenstein**  
 Tompkins Cortland was a stepping stone for Hannah  
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Ithaca College  
SUNY College at Oswego  
SUNY College at Oneonta  
SUNY College at Brockport

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chairs**

[Larry Chase \(A.A.S. Degree\)](#)

Professor (Business)

[Email](#)

[Kevin Haverlock \(A.S. Degree\)](#)

Professor (Business)

[Email](#)

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[Degrees & Certificates](#) > Computer Information Systems

## Computer Information Systems (HEGIS: 5101)

### A.A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

These graduates are performing such tasks as network support, programming, web page design, database design, and user support.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Tammy Smith](#)

Professor (Computer Information Systems)

[Email](#)

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**Donna Ryan**

From Tompkins Cortland to Duke University  
[Full story](#)



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[Degrees & Certificates](#) > Computer Support Specialist

## Computer Support Specialist (HEGIS: 5104)

### A.A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Ken Whitener](#)

Associate Professor (Computer Science)

[Email](#)

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**Ben Currens**

More than you might expect

[Full story](#)

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[Degrees & Certificates](#) > Criminal Justice

## Criminal Justice

(HEGIS: 5505)

### A.S. Degree, A.A.S. Degree, Certificate

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

A.A.S., [requirements](#), [career options](#)

### Certificate(s)

Criminal Justice, [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

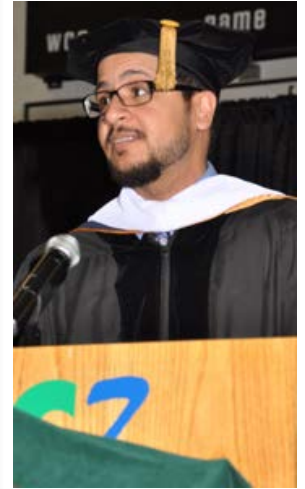
### Program Chair

[Scott Ochs](#)

Professor (Criminal Justice)

[Email](#)

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### Randol Contreras

From the streets of the South Bronx to academia, Randol Contreras found his path at Tompkins Cortland.

[Full story](#)

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[Degrees & Certificates](#) > Paralegal

## Paralegal (HEGIS: 5099)

### A.A.S. Degree, Certificate

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Certificate(s)

Paralegal Studies, [requirements](#), [career options](#)

### 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.

### Career Opportunities

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.

### 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

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**Kelly Wessell**  
The place to teach  
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Syracuse University

Utica College

Wells College

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Robert Sarachan](#)

Professor (Paralegal)

[Email](#)

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[Degrees & Certificates](#) > Chemical Dependency Counseling

## Chemical Dependency Counseling (HEGIS: 5506)

### A.A.S. Degree, Certificate

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 treatment field for practice experiences in therapeutic communities, rehabilitation centers, outpatient programs, correctional facilities, hospitals, and related organizations. Specialized courses in counseling 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.

A new 350 clock hour certificate program in Chemical Dependency Counseling is 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; c) seeking to complete their certificate program requirements partially or entirely online. In addition, the certificate provides an alternative educational opportunity for those pursuing direct access to the addictions employment field upon program completion. Besides the 350 clock hours of education/training, students must also complete 1 – 3 years of specific work experience in the chemical dependency field to meet eligibility requirements for the NYS OASAS credentialing examination.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Certificate(s)

Chemical Dependency Counseling, [requirements](#), [career options](#)

### Clock Hours and Continuing Education

The chemical dependency counseling degree and certificate provide the 350 clock hours of education and training required by the New York State Office of Alcoholism and Substance Abuse for credentialed alcoholism and substance counselors (CASAC). The programs also provide course work for counselors pursuing re-credentialing.

### Field Experience

Students will participate in two semesters of 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.

### Career Opportunities

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.

### Transfer Options

Recent graduates have continued their education in addiction studies, psychology, human services, health education, and social work at:

## Our Stories



**Crystal Sanchez**

**A career, not just a job**

[Full story](#)

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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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Joseph Smith, Ph.D., LCSW-R, CASAC](#)

Professor (Human Services and Chemical Dependency Counseling )

[Email](#)

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[Degrees & Certificates](#) > Liberal Arts and Sciences: General Studies

## Liberal Arts and Sciences: General Studies (HEGIS: 5649)

### A.S. Degree, Certificate

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Certificate(s)

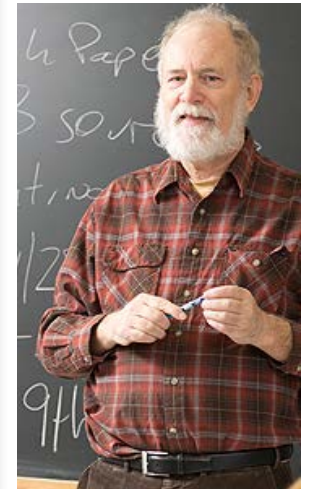
General Studies, [requirements](#), [career options](#)

### 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

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### Accelerated Development

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**Program Chair**

[Jeanne Cameron](#)

Professor (Sociology)

[Email](#)

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[Degrees & Certificates](#) > Entrepreneurship

## Entrepreneurship

(HEGIS: 5004)

### A.A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### Transfer Options

Although the Entrepreneurship A.A.S. degree is not designed primarily for transfer, graduates will have the opportunity to continue their education at four year colleges and universities.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Tim McCabe](#)  
Associate Professor (Economics/Business)  
[Email](#)

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**Padraic O'Donnell**  
Finding his strength  
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[Degrees & Certificates](#) > International Business

## International Business (HEGIS: 5001)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Kevin Haverlock](#)  
Professor (Business)  
[Email](#)

## Our Stories



**Holly McBean**  
Making her dream possible  
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[Degrees & Certificates](#) > Liberal Arts and Sciences: Teacher Education Transfer

## Liberal Arts and Sciences: Teacher Education Transfer

(HEGIS: 5608)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S.

Area

Adolescent Education (Teacher Education Transfer), [requirements](#), [career options](#)

Childhood Education (Teacher Education Transfer), [requirements](#), [career options](#)

Early Childhood Education (Teacher Education Transfer), [requirements](#), [career options](#)

### Career Opportunities

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.

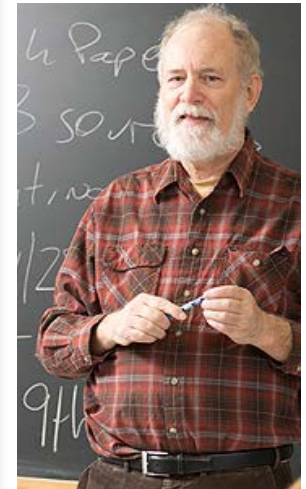
### Transfer Options

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 ([www.sysadm.suny.edu/provost/teachered.htm](http://www.sysadm.suny.edu/provost/teachered.htm)).

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

## Our Stories



### English 98

### Accelerated Development

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childhood or early childhood education or in adolescence education:

**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. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, [www.suny.edu/EducationTransfer](http://www.suny.edu/EducationTransfer). Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair - Adolescence**

[Rochelle M. Mike](#)

Professor (Reading)

[Email](#)

**Program Chair - Childhood**

[Rochelle M. Mike](#)

Professor (Reading)

[Email](#)

**Program Chair - Early Childhood**

[Carol Sammis](#)

Associate Professor (Early Childhood Education)

[Email](#)

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[Degrees & Certificates](#) > Liberal Arts and Sciences: Humanities

**Liberal Arts and Sciences: Humanities**  
 (HEGIS: 5649)

**A.A. Degree**

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.

**Program Requirements**

(for those matriculating in 2017-2018)

**Degree(s)**

A.A., [requirements](#), [career options](#)

**Career Opportunities**

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.

**Transfer Options**

Recent transfer institutions include:

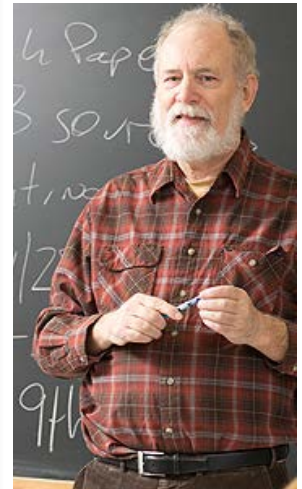
- Binghamton University
- Cornell University
- SUNY College at Cortland
- SUNY College at Fredonia
- SUNY College at Geneseo
- SUNY College at Plattsburgh

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Susan Cerretani](#)  
 Professor (English)  
[Email](#)

*Our Stories*



**English 98**  
**Accelerated Development**  
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The Pathways Scholarship provides aid and support for adult students



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[Degrees & Certificates](#) > Liberal Arts and Sciences: Social Science

## Liberal Arts and Sciences: Social Science (HEGIS: 5649)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services Office.

### Program Chair

[Amber Gilewski](#)

## Our Stories



**Harriet Rovner Ferguson**  
Class of 1972  
[Full story](#)



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Associate Professor (Psychology)

[Email](#)

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[Degrees & Certificates](#) > Computer Science

## Computer Science

(HEGIS: 5101)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S.

Sequence

General, [requirements](#), [career options](#)

Engineering, [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Tammy Smith](#)

Professor (Computer Information Systems)

[Email](#)

## Our Stories



**Milagros Cartagena**

The experience of a lifetime

[Full story](#)

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The easy way  
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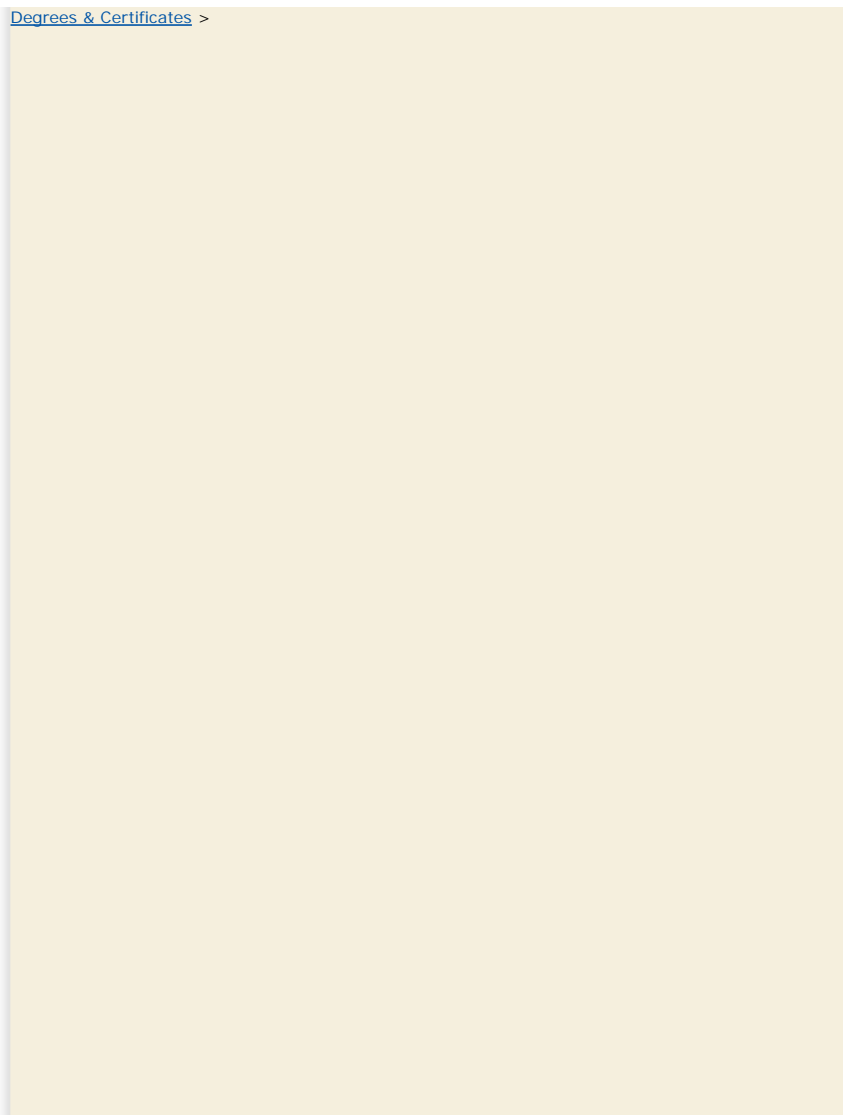
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[Degrees & Certificates](#) > Communication and Media Arts

**Communication and Media Arts**  
 (HEGIS: 5008)

**A.S. Degree**

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.

**Program Requirements**  
 (for those matriculating in 2017-2018)

**Degree(s)**

- A.S.
- Emphasis
  - Broadcast Journalism, [requirements](#), [career options](#)



**Career Opportunities**

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.

**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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Chris Xaver, Ph. D.](#)  
 Professor (Communication and Media Arts)  
[Email](#)

*Our Stories*



**Chris Xaver and Christine Guest**  
 Hands-on ... cameras on  
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[Degrees & Certificates](#) > Broadcast Production

## Broadcast Production

(HEGIS: 5008)

### A.A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S.

Concentration

Radio, [requirements](#), [career options](#)

Television, [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Chris Xaver, Ph.D.](#)

Professor (Digital Cinema, Communication and Media Arts)

[Email](#)

## Our Stories



**Mick Thomas**

Finding his 'Rhythm' at Tompkins Cortland

[Full story](#)

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[Degrees & Certificates](#) > Construction and Environmental Technology

**Construction and Environmental Technology**  
 (HEGIS: 5317)

**A.A.S. Degree, Certificate**

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.

**Program Requirements**

(for those matriculating in 2017-2018)

**Degree(s)**

A.A.S., [requirements](#), [career options](#)

**Certificate(s)**

Construction and Environmental Technology, [requirements](#), [career options](#)

**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.

**Career Opportunities**

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.

**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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Paul Testa](#)  
 Professor (Construction Technology)  
[Email](#)

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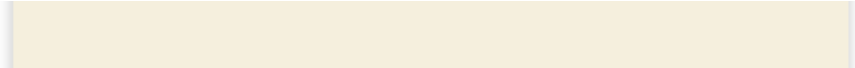
**Derik Rich**  
 A place to find yourself  
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**SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College**

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

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[Degrees & Certificates](#) > Creative Writing

## Creative Writing (HEGIS: 5615)

### A.A. Degree, Certificate

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 publish the College's literary journal, Revisions.

You may select the Prose, Poetry, and Drama concentration or the Screenwriting concentration.

### Program Requirements (for those matriculating in 2017-2018)

#### Degree(s)

A.A.  
Concentration  
Prose, Poetry, and Drama, [requirements](#), [career options](#)  
Screenwriting, [requirements](#), [career options](#)

#### Certificate(s)

Creative Writing: Prose and Poetry, [requirements](#), [career options](#)  
Creative Writing: Screenwriting, [requirements](#), [career options](#)

#### Career Opportunities

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.

#### 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 Carnegie Mellon University and SUNY College at Oswego.

You might also consider:

Binghamton University  
SUNY College at Brockport  
Cornell University  
SUNY College at Cortland  
Emerson College  
Goddard College  
Ithaca College

## Our Stories



**Mick Thomas**

**Finding his 'Rhythm' at Tompkins Cortland**  
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New York University  
SUNY College at Purchase  
University of Southern California

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chairs**

[Darlene Gold, Ph.D.](#)

Professor (English)

[Email](#)

[Kimari Johnson](#)

Assistant Professor (English)

[Email](#)

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[Degrees & Certificates](#) > Digital Cinema

## Digital Cinema

(HEGIS: 5606)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

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**Mick Thomas**

Finding his 'Rhythm' at Tompkins

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University of Texas at Austin

USC – University of South Carolina

UCLA

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Chris Xaver, Ph.D.](#)

Professor (Digital Cinema, Communication and Media Arts)

[Email](#)

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[Degrees & Certificates](#) > Early Childhood

## Early Childhood (HEGIS: 5503)

### A.A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### 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.

### Career Opportunities

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.

### 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

### Program Chair

[Carol Sammis](#)  
Associate Professor (Early Childhood Education)  
[Email](#)

## Our Stories



**Carrie Burlingame-Powers**  
Making college work for her  
[Full story](#)



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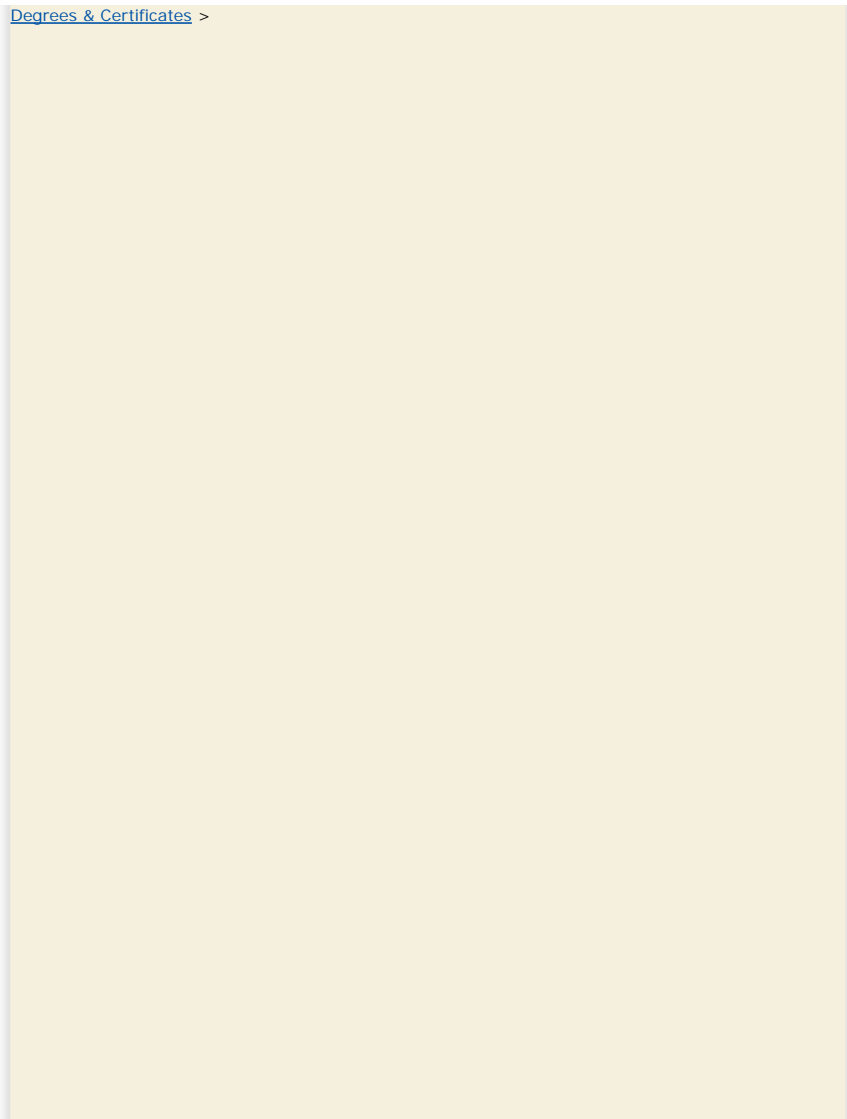
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[Degrees & Certificates](#) > Liberal Arts and Sciences: Math/Science

## Liberal Arts and Sciences: Math/Science (HEGIS: 5649)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### Transfer Options

Recent transfer institutions include:

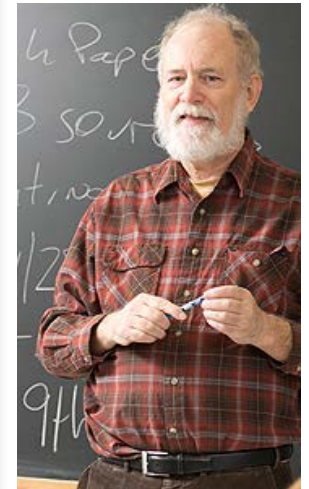
Binghamton University  
Canisius College  
Columbia University  
Cornell University  
SUNY College at Cortland  
SUNY College of Environmental Science and Forestry  
SUNY College at Geneseo  
Hobart and William Smith Colleges  
Ithaca College  
Rochester Institute of Technology  
Thomas Jefferson University  
Virginia Polytechnic Institute

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

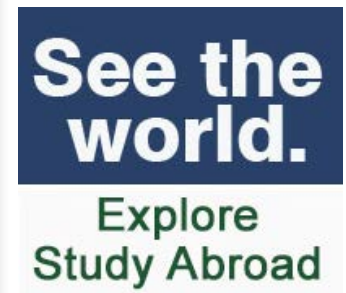
### Program Chair

[Nancy Putnam](#)  
Professor (Mathematics)  
[Email](#)

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[Degrees & Certificates](#) > Liberal Arts and Sciences: Women and Gender Studies

## Liberal Arts and Sciences: Women and Gender Studies

(HEGIS: 5649)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

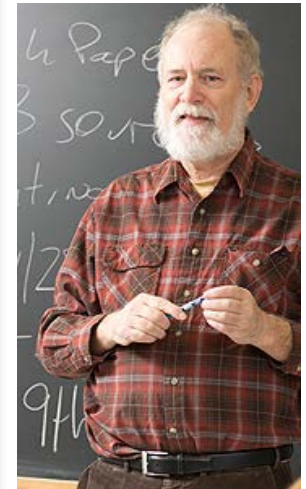
For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Karen Pastorello, Ph.D.](#)



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Professor (History)  
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[Degrees & Certificates](#) > Sport Management

## Sport Management

(HEGIS: 5099)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Larry Chase](#)

Professor (Business)

[Email](#)

## Our Stories



**Janita Moricette**

From Tompkins Cortland to Tompkins Cortland

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[Degrees & Certificates](#) > [Biology](#)

## Biology

(HEGIS: 5604)

### A.S. Degree, Biotechnology Certificate

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](#), [cell-molecular biology](#), [microbiology](#), [organismal biology](#), [physiology](#), [nutrition](#), and the [Health Sciences](#). 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.

### 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.



### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#)

### Certificate(s)

Biotechnology, [requirements](#), [career options](#)

### 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.

### 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](#)

## Our Stories



James Jacob  
 Family DNA Portraits  
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The Pathways Scholarship provides aid and support for adult students

**PATHWAYS**  
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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

For specific transfer information, contact the Program Chair.

**Program Chair**

[James R. Jacob, Ph.D.](#)

Professor (Biology/Biotechnology)

[Email](#)

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[Degrees & Certificates](#) > [Engineering Science](#)

## Engineering Science

(HEGIS: 5609)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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.

### Program Chair

[Paul Testa](#)  
 Professor (Engineering Science)  
[Email](#)

## Our Stories



**Blaze Sanders**

**Big dreams**

[Full story](#)

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Office of Diversity Education  
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[Degrees & Certificates](#) > Environmental Studies

## Environmental Studies

(HEGIS: 5499)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### 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.

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Kelly Wessell, Ph.D.](#)

## Our Stories



**Kelly Wessell**

The place to teach

[Full story](#)

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[Degrees & Certificates](#) > Graphic Design

## Graphic Design

(HEGIS: 5499)

### A.S. Degree

Visual appearance can create instant perceptions about people, organizations, and products. Those perceptions, valid or not, often affect your behavior toward people, organizations, and products. Graphic designers are artists charged with creating visual images, be it a corporate logo, a company web site, a College catalog, or a candy's colorful wrapper.

The field changes daily with the expanding use of computers in design, giving graphic artists an exciting array of challenges. According to the U.S. Department of Labor, "employment of graphic designers is expected to grow 13 percent from 2008-2018, as demand for graphic design continues to increase from advertisers and computer design firms."

Our program responds to technological demands and realities. You will be exposed to a variety of courses in design and computers.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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, and Vision Art Photo.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

## Our Stories

**Julianna Johnson**

A life-changing education

[Full story](#)



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[Christine Shanks](#)

Assistant Professor (Graphic Design)

[Email](#)

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[Degrees & Certificates](#) > Human Services

## Human Services (HEGIS: 5501)

### A.S. Degree, A.A.S. Degree, Certificate

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."

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

A.S., [requirements](#), [career options](#)

### Certificate(s)

Human Services, [requirements](#), [career options](#)

### Field Experience

As part of your six-credit internship you will work in a Human Service agency. This field work course enables you to work for 224 hours in direct care helping people to help themselves

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

## Our Stories



### Gabrielle Cook

Letters home: from Chennai, India

[Full story](#)



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**Program Chair**

[Joseph Smith, Ph.D., LCSW-R, CASAC](#)

Professor (Human Services and Chemical Dependency Counseling )

[Email](#)

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[Degrees & Certificates](#) > International Studies

## International Studies

(HEGIS: 2210)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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.

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Tina Stavenhagen-Helgren](#)

Professor (Anthropology)

[Email](#)

## Our Stories



**Vanessa Wikel**

Finding her own path

[Full story](#)



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[Degrees & Certificates](#) > [New Media](#)

## New Media (HEGIS: 5012)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### Program Chair

[Keith Millman](#)

Professor (New Media)

[Email](#)

## Our Stories



**Esther Williams**  
 The thriving artist  
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[Degrees & Certificates](#) > Nursing

## Nursing (HEGIS: 5012)

### A.A.S. Degree



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](#) are available for students in the Nursing program. The nursing program's course completion rate is 80%, with a NCLEX/certification exam pass rate of 94%. The job placement rate is 100%.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.A.S., [requirements](#), [career options](#)

### 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.

### Career Opportunities

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.

## Our Stories



**Northeast Pediatrics**  
Our alums are everywhere  
[Full story](#)



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### **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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

### **Program Chair**

[Kim Sharpe, MS, RN, CNE](#)

Professor (Nursing)

[Email](#)

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[Degrees & Certificates](#) > Photography

## Photography

(HEGIS: 5007)

### A.S. Degree

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](#).

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Career Opportunities

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.

### 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

## Our Stories



**Mick Thomas**

Finding his 'Rhythm' at Tompkins Cortland  
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Cornell University  
SUNY College at Cortland  
Ithaca College  
SUNY New Paltz  
SUNY College at Oswego  
Rochester Institute of Technology

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Harry Littell](#)

Associate Professor (Photography)

[Email](#)

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[Degrees & Certificates](#) > Recreation: Exercise Studies

## Recreation: Exercise Studies (HEGIS: 5506)

### A.S. Degree

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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### Agencies offering Certification in Fitness/Personal Training

[American College of Sports Medicine](#)

[National Academy of Sports Medicine](#)

[American Council on Exercise](#)

[National Exercise Trainer Association](#)

### Career Opportunities

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.

### 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

### Program Chair

[Patrick Mercer](#)

Associate Professor (Recreation)

[Email](#)

## Our Stories



**Chris Xavier and Christine Guest**  
Hands-on ... cameras on  
[Full story](#)



SUNY Delhi bachelor's degree  
without leaving Tompkins Cortland  
Community College

You can study part-time or full-time  
and build upon credits you earned at  
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[Degrees & Certificates](#) > Recreation: Outdoor Recreation

**Recreation: Outdoor Recreation**  
 (HEGIS: 5506)

**A.S. Degree**

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.

**Program Requirements**

(for those matriculating in 2017-2018)

**Degree(s)**

A.S., [requirements](#), [career options](#)

**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.

**Career Opportunities**

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.

**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

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

**Program Chair**

[Patrick Mercer](#)

*Our Stories*



**Padraic O'Donnell**  
 Finding his strength  
[Full story](#)

**SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College**

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

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Associate Professor (Recreation)

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[Degrees & Certificates](#) > Recreation: Recreation Leadership

## Recreation: Recreation Leadership (HEGIS: 5506)

### A.S. Degree

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 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.

### Program Requirements

(for those matriculating in 2017-2018)

### Degree(s)

A.S., [requirements](#), [career options](#)

### 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.

### Career Opportunities

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.

### 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 College at Brockport
- SUNY College at Cortland
- Ithaca College
- Lock Haven University
- SUNY College at Plattsburgh

For specific transfer information, contact the Counseling, Career, and Transfer Services office.

## Our Stories



**Ashlee Seals**

**A true woman of excellence**

[Full story](#)

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**Program Chair**

[Patrick Mercer](#)

Associate Professor (Recreation)

[Email](#)

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[Course Search](#) > Disciplines

## Disciplines

Select a discipline to view all the courses descriptions for courses in that discipline.

- [ACAD](#) Academic Success
- [ACCT](#) Accounting
- [ANTH](#) Anthropology
- [ARAB](#) Arabic
- [ART](#) Art
- [ASTR](#) Astronomy
- [BIOL](#) Biology
- [BIOT](#) Biotechnology
- [BUAD](#) Business Administration
- [CAPS](#) Computer Applications
- [CDS](#) Chemical Dependency Counseling
- [CFOR](#) Computer Forensics
- [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
- [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

## Our Stories



**Blaze Sanders**

**Big dreams**

[Full story](#)



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<a href="#">OFFC</a>	Office Management and Administration
<a href="#">PARA</a>	Paralegal
<a href="#">PARC</a>	Paralegal Studies Certificate
<a href="#">PHIL</a>	Philosophy
<a href="#">PHSC</a>	Physics
<a href="#">POSC</a>	Political Science
<a href="#">PSED</a>	Psychological Education
<a href="#">PSYC</a>	Psychology
<a href="#">RDNG</a>	Reading
<a href="#">RECR</a>	Exercise Studies/Outdoor Recreation/Recreation Leadership
<a href="#">RUSN</a>	Russian
<a href="#">SOCE</a>	Social Science
<a href="#">SOCL</a>	Sociology
<a href="#">SPAN</a>	Spanish
<a href="#">SPMT</a>	Sport Management
<a href="#">WD</a>	Web Design
<a href="#">WGST</a>	Women and Gender Studies
<a href="#">WINE</a>	Wine Marketing

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[Course Search](#) > Search Help Guide

## Search Help Guide

The Course Search page provides an easy way to access course schedule information in myINFO. Selecting options in each box will refine your search results.

### Course Search

#### Semester

Semester

Spring

Summer

All

Select the semester for which you'd like to see courses. Only semesters currently available for registration are displayed.

#### Year

Year

2011

All

Select the year in which you would like to see courses.

#### Campus

Campus

Dryden

Ithaca

Cortland

Online

Choose the location where you prefer to take your course. Online courses do not require a campus location. Leave this blank to search all.

#### Filter

Filter

Evening

Daytime

Use the filter to choose whether you want to take evening or daytime classes. The daytime filter selects for classes that are held between 7 a.m. and 6 p.m. The evening classes filter at 6 p.m. or later.

#### Disciplines

Choose one of the [Disciplines](#) to see courses offered in a specific department.

## Our Stories



**Chris Xavier and Christine Guest**  
 Hands-on ... cameras on  
[Full story](#)

# Online tutoring

Sun. - Thurs.  
7 p.m. - midnight

### News & Announcements

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Disciplines

<input type="radio"/> ACAD	<input type="radio"/> ACCT	<input type="radio"/> ANTH	<input type="radio"/> ART	<input type="radio"/> ASTR
<input type="radio"/> BIOL	<input type="radio"/> BIOT	<input type="radio"/> BUAD	<input type="radio"/> CAPS	<input type="radio"/> CDS
<input type="radio"/> CFOR	<input type="radio"/> CHEM	<input type="radio"/> CHIN	<input type="radio"/> CIS	<input type="radio"/> COMM
<input type="radio"/> CONT	<input type="radio"/> CRJU	<input type="radio"/> CSCI	<input type="radio"/> CSS	<input type="radio"/> DRAF
<input type="radio"/> ECHD	<input type="radio"/> ECON	<input type="radio"/> EDUC	<input type="radio"/> ELEC	<input type="radio"/> EMT
<input type="radio"/> ENGL	<input type="radio"/> ENSC	<input type="radio"/> ENVS	<input type="radio"/> ESL	<input type="radio"/> FITN
<input type="radio"/> FREN	<input type="radio"/> FSS	<input type="radio"/> GEOG	<input type="radio"/> GERM	<input type="radio"/> HLTH
<input type="radio"/> HRMG	<input type="radio"/> HSTY	<input type="radio"/> HUMN	<input type="radio"/> HUMS	<input type="radio"/> IED
<input type="radio"/> IRM	<input type="radio"/> ITAL	<input type="radio"/> MATH	<input type="radio"/> METR	<input type="radio"/> MUSI
<input type="radio"/> NURS	<input type="radio"/> PARA	<input type="radio"/> PARC	<input type="radio"/> PHIL	<input type="radio"/> PHSC
<input type="radio"/> POSC	<input type="radio"/> PSED	<input type="radio"/> PSYC	<input type="radio"/> RDNG	<input type="radio"/> RECR
<input type="radio"/> RUSN	<input type="radio"/> SOCE	<input type="radio"/> SOCI	<input type="radio"/> SPAN	<input type="radio"/> SPMT
<input type="radio"/> WD	<input type="radio"/> WGST	<input type="radio"/> WINE		

## Section Search

### Courses

Once you select the search button, you will be sent to a page called "Section Search". This page lists all available courses according to your search specifications. The Course, Date, Session, Credits, Fees, Schedule, Instructors, and Available seats are included in the results. These will help you decide which is the best course section for you.

Showing 1 of 949

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Academic Success- Continuing Students ACSC170, Acad 194C	02/2012 - 03/2012	2012 Spring Other	1.000		9:10:00 AM - 10:00:00 AM, Tompkins Cortland Community College Main Room 424	Dr. Christine M. Severette	1 of 20

[View full-sized image](#)

### Login

**Login** ▲

Use your myTC3  
Credentials to Login.

User Name

Password

On the left side of the page you will find a Login tab. In this tab you can log on to your myTC3 account if you have one. You can also complete the registration process in myINFO if you are eligible to register online.

### Options

**Options** ▲

Open Sections Only

---

New Search

---

Refine Search

---

**Sort By**

---

**Results Per Page**

---

**Legend**  
 Open  Closed

On the left side you will also find a tab for Options. You can adjust the display properties of your search results in this tab or refine your search.

### Refine Search

#### Advanced Search

All settings from the Course Search will be carried over to the myINFO Advanced Search. Additional search options allow you to further refine your search.

Basic Search
Advanced Search

<b>Keywords</b> <input type="text"/>	<b>Course Code</b> <input type="text"/>	<b>Registration Type</b> <input checked="" type="radio"/> traditional <input type="radio"/> Continuing Education <input type="radio"/> Both
<b>Period</b> <input type="text"/>	<b>Session</b> <input type="text"/>	

---

<b>Starts From</b> <input type="text"/> <small>12 (mm/dd/yyyy)</small>	<b>Ends By</b> <input type="text"/> <small>12 (mm/dd/yyyy)</small>
<b>Starts From</b> <input type="text"/>	<b>Ends By</b> <input type="text"/>
<b>Meeting</b> <input type="text"/>	<b>Campus</b> <input type="text" value="Tompkins Cortland Community College"/>

---

<b>Status</b> <input type="text"/>	<b>Sub Type</b> <input type="text"/>
<b>Credit Type</b> <input type="text"/>	<b>Instructor</b> <input type="text"/>

---

<b>Program</b> <input type="text"/>	<b>Class Level</b> <input type="text"/>
<b>Department</b> <input type="text"/>	<b>Population</b> <input type="text"/>
<b>College</b> <input type="text"/>	<b>Nontraditional Programs</b> <input type="text"/>
<b>Curriculum</b> <input type="text"/>	<b>General Education</b> <input type="text"/>

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[admissions@tompkinscortland.edu](mailto:admissions@tompkinscortland.edu)[Stay connected with  
Tompkins Cortland](#)[Policies & Procedures](#) > [Student Rights and Responsibilities](#) > FERPA

## 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](#) to Academic Records, Room 223, by the end of the third week of classes in a semester or summer session.

### 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 Associate Dean for Curriculum and Academic Records that

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identifies the record(s) he/she wishes to inspect. The Associate Dean 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 Associate Dean for Curriculum and Academic Records, clearly identify the part of the record he/she wants changed, and specify why the record is inaccurate. If the Associate Dean 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>.

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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## 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.

**More Information**

[Grade Point Average](#)

## 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
Failing	F	0.0
<b>Other Grade Notations</b>		
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 (Immunization 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.

## Our Stories



**Derik Rich**  
 A place to find yourself  
[Full story](#)



Office of Diversity Education and Student Services



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**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**

Any student who wishes to challenge a course grade should do so within the following timeline:

for 10 or 15 week courses: within two weeks of the beginning of the following semester;

for all courses with a duration shorter than 10 weeks: within two weeks after the grade is posted in myTC3.

Students should discuss the situation with their academic advisor and the course instructor. If a satisfactory resolution cannot be reached through discussion with the instructor, written request for grade change should be made to the appropriate department chairperson.

Grade appeals must be based on a violation; misunderstanding; or an arbitrary, capricious, or inequitable application of a regulation, policy, or process contained in the course outline or College policies. The written request for grade change must be delivered by email or hard copy to the appropriate department chairperson.

The department chairperson shall conduct an independent investigation including interviewing both student and instructor and any witnesses deemed relevant and material to the issues raised. A written decision will be provided to both parties within two weeks.

Either the student or instructor may appeal the decision to the dean of instruction within 10 days of receipt of the department chairperson's decision. Appeal shall be in writing, setting forth the reasons the decision of the department chairperson should not be carried out and specifically setting forth the grounds for such appeal.

The dean of instruction shall make a final adjudication and determination in the matter and notify both parties and the appropriate department chairperson of the final decision in writing within 14 days.

### 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.

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## 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 semester in order to determine their current academic standing.

Effective Fall 2011

GPA Credits Average (GPA)	Minimum Grade Point
12 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 (MMR Withdrawal), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

### Earned/Attempted Ratio Standards

Effective Fall 2011

Attempted Credits	Earned Credits
0-11	0 credits
12+	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 number below 100, such as ENGL99 and MATH095). Also, in calculating the ratio of earned/attempted credits, the following will be included: P (Pass), AW (Administrative Withdrawal), MW (MMR 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 standard will be issued an Academic Warning and strongly advised to consult with his or her academic advisor and develop a plan to avoid more severe academic consequences. Academic Warning is not noted on the student's academic record.

### 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. Enrollment is limited to a maximum of 13 credits and students must meet with a Student Success Advisor, develop and file a Student

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**Blaze Sanders**

**Big dreams**

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Success Plan and register for classes no later than the day before classes begin for the semester. The notation "Probation" will be placed on the student's academic record.

It is the student's responsibility to insure that the meeting with the advisor takes place and that the agreement is properly completed and submitted; 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 have shown "significant progress" by earning a 2.0 minimum GPA and successfully completing 75 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 academic record. The student is again limited to a maximum of 13 credits and must meet with a Student Success Advisor, complete and file a Student Success Plan and register for classes no later than the day before classes begin for the 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 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 academic record.

Students who are academically suspended for a second or subsequent time will be suspended for a full academic year including summer and winter sessions.

### **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, students are limited to a maximum of 13 credits and must meet with a Student Success Advisor, develop and file a Student Success Plan 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 are limited to a maximum of 13 credits and must meet with a Student Success Advisor, develop and file a Student Success Plan 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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## Student Rights and Responsibilities

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 below.

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## Campus Policies and Procedures

### Office of Public Safety

[Policies](#) 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](#) 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](#) that guide the College's specific enforcement of certain issues.

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**Milagros Cartagena**

The experience of a lifetime

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## Admissions Requirements (Domestic)

Students who wish to pursue a degree program must [apply for admission](#). An application is available [online](#), or by contacting the admissions office. Students who have been accepted to the College are termed "matriculated." You must be matriculated to receive financial aid.

### 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 pursue a degree, full-or part-time, you must apply for admission. Here is a summary of [how to enroll](#).

New students are required to submit an official high school transcript and/or a copy of their high school equivalency diploma (GED) test scores. If the student has submitted a completed application and academic credentials, they may be granted matriculated status at the College.

### Nursing Admissions

Although the College has an open enrollment admissions policy, admission to the nursing program is selective. Visit the [nursing admissions](#) page for detailed information.

### Admission of Transfer Students

Students who have attended another college should follow the same admissions procedures as listed for new students and, in addition, provide an official academic transcript from all colleges attended, even if no college credit was earned. All official transcripts must be requested by the student and sent directly from the former college or university to the admissions office. A student will not be admitted and transfer credit cannot be granted unless an official transcript is 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 at Tompkins Cortland. 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 students who are not high school graduates (or equivalent) to be admitted at SUNY community colleges. However, students may still be admitted if they had earned 6 college credits prior to July 1, 2012. To meet state requirements, a student must also have met "ability to benefit" on our Accuplacer test. If they do not meet this criteria, their options are to enroll at Tompkins Cortland as a non-admitted student to pursue the 24-credit hour equivalency diploma (but students will have no financial aid and must pay for all expenses) or to pursue a GED. Once a student has earned their GED, he or she may reapply and be admitted at Tompkins Cortland.

### Admission of Home-Schooled Applicants

Students who have been home-schooled may apply for admission at the College if they have reached compulsory age (the school year during which they turned 16 has ended). Documentation of a valid and in-effect individualized home instruction plan (IHIP) pursuant to section 100.10 of

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**Derik Rich**

A place to find yourself

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the Regulations of the Commissioner of Education must be submitted. A student may also submit a letter of substantial equivalency from their home district Superintendent of Schools (or comparable chief school administrator) verifying that their program was substantially equivalent to a four-year high school program. Home-schooled students unable to obtain this documentation must receive a high school equivalency diploma (GED) prior to being admitted at Tompkins Cortland. In all cases, home-schooled students must complete the College's assessment testing.

### **Admission of Students from Non-Registered NYS High Schools**

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

### **Admission of Students with a Degree from a Previous College/University**

Students seeking to earn a degree who 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 to confer degrees can use the prior degree as verification of high school graduation (or equivalent). An official transcript or copy of the student's 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 a student has 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 - these students must follow the requirements for the admission of non-high school graduates.

### **Admission of Students Previously Dismissed from a College for Disciplinary Reasons**

#### **Fall 2015 Deadline: July 15**

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

### **Admission of Ex-offenders**

#### **Fall 2015 Deadline: July 15**

Tompkins Cortland will consider an application for admission from ex-offenders, however, the College reserves the right to admit or deny any application. After applying, ex-offenders must submit a conviction record indicating all felonies, a personal statement, and a letter of recommendation, however, certain situations may require additional information and, in most cases, a meeting with the ex-offender committee.

### **Admission of Students on 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.

## Academic Assessment

Students admitted to a degree or certificate program 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.

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## Tuition and Fees

### 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.

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### 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.

### 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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## Scholarships

One of the the College's Foundation's most vital activities is the stewardship of a [scholarship program](#) for students. The Foundation offers these funds through the generosity of community donors who recognize the need to support educational opportunity.

Individuals or organizations interested in establishing a scholarship or grant-in-aid fund should call the Tompkins Cortland Alumni and Development Office at 607.844.8222, Ext. 4366. All gifts to the Foundation are tax-deductible.

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## Academic Support Services

[The Dr. Lucille S. Baker Commons](#) is home to Tompkins Cortland's various academic support services, ranging from technology support services to tutoring to assistance for students with disabilities.

[The Office of Career, Counseling, and Transfer Services](#) also provides numerous services to students seeking counseling or information about careers or transferring to other academic institutions.

## Our Stories



**Ashlee Seals**  
 A true woman of excellence  
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[Student Services](#) > Academic Advisement

## Academic Advisement at Tompkins Cortland

### Academic Advisors provide important services to help students succeed in college.

These advisors can help you:

Understand how academic programs can meet your career and academic goals

Identify program requirements and plan appropriate course schedules

Make changes in class schedules

Explore career and transfer goals and choose the appropriate Tompkins Cortland program and courses to meet those goals

Connect with appropriate campus resources (e.g., Counseling, Career & Transfer Services, Baker Center for Learning)

Change your program or advisor (all changes must be made through Student Success and Advisement Services)

### All students have access to academic advisement

Most full-time students are assigned to a faculty advisor in their program. Other students are assigned to the Student Success and Advisement Services Office in room 101. If you are not sure who your advisor is, check myINFO by selecting the "contact my advisor" option, or visit room 101 for assistance.

### Advisor Responsibilities

Be available during office hours and by appointment

Provide direction for program progress toward the student's career/educational goals

Provide relevant, current academic information

Refer students for assistance in solving academic or personal problems

### Student Responsibilities

Understand program information (requirements, courses)

Obtain necessary signatures on college forms (Change of Schedule, Registration for the next semester) or consent for online registration

Understand information on services provided by the college

Discuss career, transfer and program plans

### You should seek out your advisor:

Any time you are considering a change in your current schedule (add, drop, withdraw)

Any time you have a question about your academic plans/progress or resources you might wish to use

As you prepare to register for each new semester—many advisors will post appointment sign-up sheets at this busy time of year

If you think you may want to change your academic program

#### Keep on Top of Your Academic Progress

Monitoring your progress toward your goals with an advisor is a good way to stay motivated.

Research has shown that students who seek out the assistance of their advisor are 30% more likely to be successful and stay enrolled in college than those who don't.

## Our Stories



**Janelle Boyd**  
Her vision of success  
[Full story](#)



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 Moose, Barbara

[Faculty](#) > Ansbro, Marianne**Meet Our Faculty****Ansbro, Marianne**

**Professor of Business Administration, Coordinator of Disney Program**



B.S., Cornell University  
 CTC Institute of Certified Travel Agents  
 M.A., George Washington University

**Background**

Mimi coordinates the College's Disney College Program. She has worked in hotels, restaurants, and travel agencies and holds a B. S. degree in Hotel Administration from Cornell University and an M. A. in Travel Administration and Tourism Development from The George Washington University.

With professional interests focusing on quality customer service, experiential learning, and international education, she gets great satisfaction helping students to learn from their experiences at the Walt Disney World® Resort.

[Email Professor Ansbro](#)

*Our Stories***Ashlee Seals****A true woman of excellence**[Full story](#)

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**Meet Our Faculty**

**Bethoney, Danielle**  
**Professor, Mathematics**

B.A., Keuka College  
 M.S., University of North Texas

[Email Professor Bethony](#)

*Our Stories*



**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)



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[Faculty](#) > Bickford, Franklin**Meet Our Faculty****Bickford, Franklin****Professor, Chemistry**

B.S., SUNY College at Oswego  
 M.N.S., Arizona State University

Chancellor's/Trustee's Award for Excellence in Teaching, 1995

**Background**

Graduated from SUNY Oswego 1963. Taught high school chemistry at Firestone High School in Akron, Ohio. Received master's degree from Arizona State University 1967. Taught high school chemistry at Camarillo High School in Camarillo California for two years and taught astronomy as an adjunct at Ventura Junior College for one year. Joined faculty in June 1969.

[Email Professor Bickford](#)

*Our Stories***Sam Trotman**

Going 'everywhere'

[Full story](#)

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[Faculty](#) > Cameron, Jeanne, Ph.D**Meet Our Faculty****Cameron, Jeanne, Ph.D.**  
**Professor, Sociology**

B.A., SUNY College at Cortland;  
 M.A., Ph.D., SUNY at Binghamton

**Biography**

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. The privilege of working and learning with community college students for 20 in small and friendly classes has extended and enriched her commitment to social justice and equity in education. Each day, her admiration and respect for Tompkins Cortland students and their stories deepen. She thinks this is the "best job" in the world, and she welcomes you to learn with her.

**Awards**

Chancellor's Award for Excellence in Teaching, 2002

Chancellor's Award for Scholarship and Creative Activities, 2011

**Highlight key published works**

Jeanne's most recent publications include:

*Canaries Reflect on the Mine: Dropouts' Stories of Schooling* (Information Age Publishing, 2012), which received the 2013 Outstanding Publication Award of the Narrative Research SIG of the American Educational Research Association; The Society of Professors of Education 2013 Book Award; and the American Educational Studies Association 2013 Critics Choice Award.

"Autoethnography and the Emergent Public: Counterstories from a Community College Classroom" (in *Dangerous Counterstories in the Corporate Academy: Narratives for understanding, resistance, and community in the age of Neoliberalism*, edited by Emily Daniels and Brad Porfilio, Information Age Publishing, 2013). This article tells the story of her Introduction to Sociology classes at Tompkins Cortland.

**Special projects**

Jeanne frequently collaborates with other teachers at Tompkins Cortland, and team teaches courses that link academic writing with sociology, cross-disciplinary research seminars, a course on HBO's *The Wire*, Race and Ethnicity, and Creative Nonfiction. She is currently involved in *writing to learn* practices, using a good deal of informal writing in the classroom to help students develop a deep understanding of difficult concepts and ideas.

*Our Stories*

**Vanessa Wikel**  
**Finding her own path**  
[Full story](#)

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[Email Professor Cameron](#)

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Meet Our Faculty

**Cartagena-Cook, Milagros**  
Professor, Nursing



B.S., College of Mount Saint Vincent  
B.S., University of Phoenix  
M.S.N., Holy Family University

[Email Professor Cartagena](#)

*Our Stories*



**Carrie Burlingame-Powers**  
Making college work for her  
[Full story](#)



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Meet Our Faculty

**Cerretani, Susan**  
**Professor, English**



B.A., SUNY at Oswego  
 M.S., SUNY at Cortland

Chancellor's/Trustees' Award for Excellence in Teaching, 2014

[Email Professor Cerretani](#)

*Our Stories*



**Julianna Johnson**  
**A life-changing education**  
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Office of Diversity Education  
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[Faculty](#) > Chase, Lawrence**Meet Our Faculty****Chase, Lawrence**  
**Professor, Business**

B.A., Ithaca College  
 M.B.A., Syracuse University

2006 Chancellor's/Trustees' Award for Faculty Service

[Email Professor Chase](#)

*Our Stories***James Jacob****Family DNA Portraits**[Full story](#)**News & Announcements**

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**Meet Our Faculty**

**Curran, Kerry**

**Instructor, English**

B.A., Georgetown University

M.A., American University

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**Carrie Burlingame-Powers**

Making college work for her

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**Decker, Aaron**  
**Instructor, English**

B.A., SUNY Geneseo  
M.A., Binghamton University

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## Our Stories



**Vanessa Wikel**  
Finding her own path  
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[Faculty](#) > Ensign, Mary Ellen

Meet Our Faculty

**Ensign, Mary Ellen**  
**Assistant Professor, Mathematics**

B.A., University of Delaware  
 M.S.Ed., SUNY at Cortland

[Email Professor Ensign](#)

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**Esther Williams**  
**The thriving artist**  
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[Faculty](#) > Flaten, David, Ph.D.**Meet Our Faculty****Flaten, David, Ph.D.****Professor, History, Political Science**

B.A., Gustavus Adolphus College  
 M.A., Ph.D., Fordham University

**Background**

Dr. Flaten earned his Ph.D. in political history at Fordham University in 1999 and joined the College's teaching staff in 2003. He teaches a wide variety of history and political science offerings.

**Awards**

2009 Chancellor's/Trustees' Award for Excellence in Teaching

**Special projects**

Dr. Flaten is a returned Peace Corps Volunteer who served in Guatemala 1987-1990. He has a continuing interest in international study abroad courses. Each January he conducts a two week course and travels through Guatemala. He also leads a two week trip to Colombia each May.

[Email Professor Flaten](#)

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**Carrie Burlingame-Powers**  
 Making college work for her  
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 Millman, Keith  
 Moore, Paula  
 Moose, Barbara

[Faculty](#) > Ford, Gary**Meet Our Faculty****Ford, Gary****Associate Professor, Accounting**

B.B.A., University of Alaska, Anchorage  
 M.S., SUNY Polytechnic Institute, Utica/Rome

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. Prior to becoming a full-time faculty member, Gary worked as a CPA for an international CPA firm in the audit, tax, and management advisory services departments; Internal Auditor for a four-year university; Internal Audit Manager for a major county government; and Controller/401(k) & Pension Plan Administrator for an international design firm. He teaches various courses including Principles of Accounting I & II, Intermediate Accounting I & II, Cost Accounting, and Individual Federal Tax.



In addition to teaching, advising students, and participating on college service committees, Gary is involved in filmmaking and the local arts community. He and his wife, Lisa, also a professor at Tompkins Cortland, make short films together and volunteer with the Syracuse International Film Festival and other arts organizations.

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McMinn, Glenna

Mercer, Patrick

Mike, Rochelle M.

Millman, Keith

Moore, Paula

Moose, Barbara

[Faculty](#) > Ford, Lisa**Meet Our Faculty****Ford, Lisa****Professor, English**

B.A., Florida Atlantic University

M.A., SUNY at Binghamton

**Awards**

2003 SUNY  
Chancellor's/Trustees' Award  
for Excellence in Creative  
and Scholarly Activities

2010 SUNY  
Chancellor's/Trustees' Award  
for Excellence in Teaching

2013 Best Director, *Prodigy*, Knickerbocker Film Festival in Albany

**Background**

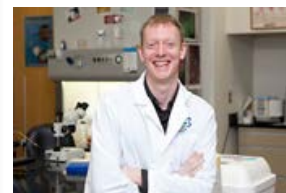
Lisa teaches academic writing, screenwriting, and digital cinema courses.

Lisa's written work for film and television has earned recognition in the Austin Film Festival, the AMPAS Nicholl Screenwriting Fellowship and the Disney/ABC Television Writing Program. She is the writer and director of short films selected to screen in the SAG Foundation Short Film Showcase, the New Filmmakers Screening Series at Anthology Film Archives in NYC, the Park City Film Music Festival, the Fort Lauderdale International Film Festival, the Louisville International Festival of Film, the Syracuse International Film Festival, the Williamsburg Independent Film Festival, Katra Film Series, The ReelheART International Film Festival, the Show Me Justice Film Festival, and the DC Independent Film Festival.

**Special projects**

Lisa participates regularly in conferences and other teaching, writing, and film events.

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[Faculty](#) > Georgiakaki, Sophia

### Meet Our Faculty

**Georgiakaki, Sophia**  
Professor, Mathematics



B.S., Athens, Greece University of Economics and Business  
M.S., Cornell University

2011 Chancellor's Award Winner for Excellence in Teaching  
2016 Chancellor's/Trustees' Award for Excellence in Faculty Service

[Email Professor Georgiakaki](#)

### Our Stories



**Harriet Rovner Ferguson**  
Class of 1972  
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Smith, Tammy  
Snyder, David  
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Testa, Paul  
Troyer, John  
Vande Berg, Travis, Ph.D  
Wessell, Kelly, Ph.D  
Whitener, Ken  
Xaver, Chris, Ph.D.

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Hamel, Martha

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LaMontain, Jasmine

Littell, Harry

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Mathers, Anndrea

McCabe, Tim

McDonough, Kathleen

McMinn, Glenna

Mercer, Patrick

Mike, Rochelle M.

Millman, Keith

Moore, Paula

Moose, Barbara

[Faculty](#) > Gilewski, Amber

## Meet Our Faculty

### Gilewski, Amber

**Associate Professor, Psychology**

B.A., The Richard Stockton College of New Jersey  
M.A., LaSalle University

#### Background

Received her BA in psychology from The Richard Stockton College of New Jersey and an MA in clinical-counseling psychology from LaSalle University in Philadelphia, PA. She has taught psychology at various institutions since 2004. She is an Associate Professor of Psychology at Tompkins Cortland, and also has experience teaching in China and Taiwan and working for several years in the mental health field. Other areas of interest include vegetarianism, environmentalism, animal rights, human rights, feminism, and comic relief.

#### Other Tompkins Cortland activities

Sustainability Council, Service Tradition Scholarship Advisor, Kaleidoscope Project

[Email Professor Gilewski](#)

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**A healthy campus**[Full story](#)

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[Faculty](#) > Gold, Darlene

**Meet Our Faculty**

**Gold, Darlene, Ph.D.**  
**Professor, English**

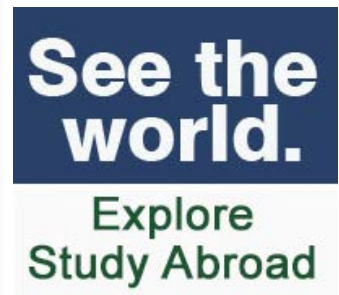
B.A., Boston University  
M.F.A., Columbia University  
Ph.D., Binghamton University

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**Ben Currens**  
**More than you might expect**  
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 Millman, Keith  
 Moore, Paula  
 Moose, Barbara

[Faculty](#) > Grossman, Richard**Meet Our Faculty**
**Grossman, Richard**  
**Professor, Reading**


B.S., Southern Connecticut State College  
 M.S. Ed., State University College at Oneonta  
 D.E.Sp., Appalachian State University

**Biography**

Richard D. "Rick" Grossman came to Tompkins Cortland in 1985. In his role as professor, he teaches reading and study skills courses. In addition, he mentors adjunct faculty who teach those courses. In his role as learning strategies specialist, Professor Grossman also provides individual assistance to students looking to improve their academic performance. Finally, he serves as the faculty liaison for area high school teachers offering college success courses to their students for Tompkins Cortland college credit.

**Awards****2009-10**

Distinguished Faculty Liaison – Tompkins Cortland CollegeNow  
Concurrent Enrollment

**2012**

Chancellor's/Trustees' Award for Excellence in Faculty Service

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James Jacob

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 McMinn, Glenna  
 Mercer, Patrick  
 Mike, Rochelle M.  
 Millman, Keith  
 Moore, Paula  
 Moose, Barbara

[Faculty](#) > Hallisey, Mary**Meet Our Faculty****Hallisey, Mary****Learning Lab Specialist IV, Nursing**

B.S., University of Connecticut

Chancellor's/Trustees' Award for Excellence in Professional Service, 2016

[Email Professor Hallisey](#)*Our Stories***Vanessa Wikel****Finding her own path**[Full story](#)

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- Mercer, Patrick
- Mike, Rochelle M.
- Millman, Keith
- Moore, Paula
- Moose, Barbara

[Faculty](#) > Hamel, Martha

Meet Our Faculty

**Hamel, Martha**

**Professor, Recreation/Lifetime Sports and Recreation Education and Psychology**



A.S., Tompkins Cortland Community College  
 B.S., Ithaca College  
 M.S., SUNY College at Cortland  
 M.A., SUNY College at Binghamton

2006 Chancellor's/Trustees' Award for Excellence in Teaching

[Email Professor Hamel](#)

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**Chris Xavier and Christine Guest**  
 Hands-on ... cameras on  
[Full story](#)



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**Haverlock, Kevin**  
**Professor, Business**

B.S., LeMoyne College  
M.B.A., Syracuse University

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**Gabrielle Cook**  
**Letters home: from Chennai, India**  
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Mercer, Patrick

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Moore, Paula

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## Meet Our Faculty

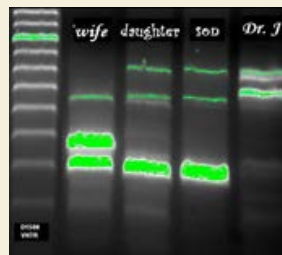
**Jacob, James R., Ph.D.**  
**Professor, Biology**B.S., Allegheny College  
Ph.D., University of Texas Health Science Center at San AntonioSUNY Chancellor's Award for Excellence in Faculty Service, 2010  
Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities, 2015

### Background

Dr. James R. Jacob received his Ph.D. from the University of Texas Health Science Center at San Antonio, specializing in viral hepatitis and liver disease. He received a B.S. from Allegheny College in Meadville, Pa. for studies leading to a joint major in biology and chemistry.

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. He is also listed as co-inventor on four patents, with several in application:

Aside from basic and applied scientific research sponsored by government and corporate sponsors, Dr. Jacob has taught medical, dental, veterinary and graduate students as well as directed the individual research projects of visiting scholars.

Dr. Jacob is co-Principle Investigator on the, "[Community College Undergraduate Research Initiative \(CCURI\)](#)." This \$3.5 million educational research project is funded through the National Science Foundation (NSF) Transforming Undergraduate Research in the Sciences initiative. The CCURI is disseminating an inquiry-based teaching model where students are exposed to real world science through case study teaching in introductory courses coupled with hands-on research experience at their institution. CCURI is providing resources for over 26 community college institutions across the national for faculty development opportunities.

Dr. Jacob developed the Biotechnology degree program at Tompkins Cortland that includes course work in microbiology, genetics and cell

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**Janelle Boyd**  
Her vision of success  
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Xaver, Chris, Ph.D.

biology. Upon successful completion of requirements for an Associate in Science degree the student may transfer to a bachelor degree program.

*"The carriage won't go unless you have the horses to pull it."*

-- **Ancient Prussian proverb, anon.**

[Email Professor Jacob](#)

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[Faculty](#) > Johnson, Kimari

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**Johnson, Kimari**  
**Assistant Professor, English**

B.A., Oberlin College  
 M.F.A., Cornell University

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**Harriet Rovner Ferguson**  
**Class of 1972**  
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**LaMontain, Jasmine**

**Technical Specialist Science Labs  
Chemical Hygiene Officer**

A.S., Tompkins Cortland Community College

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**Carrie Burlingame-Powers**  
Making college work for her  
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[Faculty](#) > Littell, Harry

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**Littell, Harry**

**Associate Professor, Photography**

A.A.S., Rochester Institute of Technology

B.F.A., Cornell University

M.F.A., Alfred University

Chancellor's/Trustees' Award for Excellence in Teaching, 2015

[Email Professor Littell](#)

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**Vanessa Wikel**

**Finding her own path**

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### Martin, Angela

**Instructor, English as a Second Language**

B.A., Stetson University  
M.A., University of Massachusetts

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### Meet Our Faculty

#### Mathers, Anndrea

Assistant Professor, English

B.A., Bryan College  
M.A., Univeristy of Illinois  
Ph.D., Northwestern

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**Sam Trotman**

Going 'everywhere'

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[Faculty](#) > McCabe, Timothy

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**McCabe, Tim**  
**Professor, Economics/Business**

B.A., St. Bonaventure University  
 M.A., University of West Virginia

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**Meet Our Faculty**

**McDonough, Kathleen**  
**Professor, Criminal Justice**



B.A., SUNY at Buffalo  
 J.D., SUNY at Buffalo School of Law

Chancellor's/Trustees' Award for Excellence in Teaching, 2012

**Background**

Graduate of SUNY Buffalo School of Law. Clerked for the Honorable John T. Curtin, U.S. District Court Judge. Practiced criminal law for 18 years, with a focus on appeals. Taught as adjunct faculty at Monroe Community College for 11 years. Joined Tompkins Cortland as full-time faculty member in Fall 2005.

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**Chris Xaver and Christine Guest**  
**Hands-on ... cameras on**  
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 Moose, Barbara

[Faculty](#) > McMinn, Glenna**Meet Our Faculty****McMinn, Glenna****Professor, Nursing**

A.A.S., Tompkins Cortland Community College  
 B.S., Health Science Center at Syracuse  
 M.S., SUNY at Binghamton

Chancellor's/Trustees' Award for Excellence in Teaching, 2012

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**Padraic O'Donnell**  
**Finding his strength**  
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## Meet Our Faculty

**Mercer, Patrick****Associate Professor, Recreation Leadership/Outdoor Recreation**

B.S., Lock Haven University of Pennsylvania

M.S., SUNY at Cortland

**2008 Trustees' Award for Excellence in Adjunct Teaching**

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..."

This sign was posted near the apex of the hiking trail that leads fellow outdoor seekers over 900 vertical feet from the trail head to this area along side of a precipitous cliff. This particular cliff drops off on both sides over 500 feet to the deck, like a knife blade, forming an exposed narrow ridge at the top to greet hikers and climbers alike.

The sign continued, "The area beyond this point has been left in a natural condition. Loose or falling rocks, sheer drop offs and slippery footings are common."

And then concluded, "Visitors should have rock climbing ability before entering the area."

It did not say "keep out" or "no trespassing." Its message was to delineate the end of the hiking trail and the beginning of something greater or more intense than casual hiking. As I later learned while completing my master's degree in Outdoor Education at SUNY Cortland, the intent of this sign was to protect inexperienced hikers from dangers while at the same time allowing individuals to make a conscious, informed decision as whether to proceed forward or to turn back. For some, the sign serves as a warning ... for others, a challenge!

As an Outdoor Educator, W-EMT, Program Director, Camp Counselor, High Ropes Director, and now 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. I enjoy teaching people the skills and knowledge necessary so that they can safely venture beyond their own sign that marks the end of the realm of who they currently are. Instead of saying "keep out," I invite and facilitate participants and students to experience their own trials so that, in the end, they can continue on their own path that leads to whatever exposure in life they seek. My overall goal is that these same students become leaders themselves so they too can help others as I have helped them.

*Our Stories***Julianna Johnson****A life-changing education**[Full story](#)

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Whitener, Ken  
Xaver, Chris, Ph.D.

The irony of this sign is that the end of three days of rock climbing, scaling that cliff, my climbing partner and I decided to hike the trail back down to the parking lot as opposed to our usual method of rappelling. It was on this descent from this precarious natural area that we came across this sign and its message. Though I was new to this world of rock climbing, it was at this point I could now consider myself a "Rock Climber."

[Email Professor Mercer](#)

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## Meet Our Faculty

### Mike, Rochelle M. Professor, Reading

B.A. and M.S., SUNY College at Cortland.

Teaching is an act of hope for a better future. The rewards of teaching are neither ostentatious nor obvious – they are often internal, invisible, and of the moment. But paradoxically, they can be deeper, more lasting, and less illusory than the cut of your clothes or the size of your home. The rewards of teaching might include watching a [student] and come alive to a particular literacy, discipline or way of thinking, or seeing another begin to care about something or someone in a way that he never cared before... There is a particularly powerful satisfaction in caring in a time of carelessness, and thinking in a time of thoughtlessness. The reward of teaching is knowing that your life makes a difference.

-- William Ayers

For me teaching is complex, often messy, and very much about connections of all kinds, especially human connections. It is often ambiguous and so much more about asking the right questions than providing the right answers. In that sense teaching and learning are intertwined - actively and simultaneously engaging both teacher and student. Teaching then becomes much more than technique and methodology and learning becomes more than the acquisition of information. Classrooms become places where we can discover as much about ourselves as we can about the material. Teaching is for caring people who reach deep for the best in themselves and are vigilant about looking for and nurturing the same in their students.

I am a professor of education and reading and chair of the childhood education program. I teach both Introduction to the Teaching Profession and College Reading and Study Skills. I am also a member of the English department. I hold a master's degree in education and have been teaching at Tompkins Cortland for 20 years.

I am an avid movie fan and news junkie. I love to spend time at and on Cayuga Lake and have a pretty decent fossil collection to prove it. I enjoy reading, gardening and crafts.

[Email Professor Mike](#)

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**Ben Currens****More than you might expect**[Full story](#)

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[Faculty](#) > Millman, Keith

## Meet Our Faculty

**Millman, Keith****Professor, New Media**

B.F.A., University of Oregon  
M.F.A., California College of Arts

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.

As chair of the New Media program, I teach many of the core courses in the program, often in collaboration with other professors. It is a privilege to teach with talented faculty and staff and be part of Tompkins Cortland Community College.

I actively show my art in galleries and adjudicate art shows. I have received grants from Cornell University Council for the Arts, The Community Arts Partnership (Ithaca, NY) and The Innovation Fund Grant of Tompkins Cortland. Work in collections include the Portland Art Museum, Portland, OR and the Preus Photo Museum, Norway. I recently co-authored a book with John Sheehan, *The Immortal Imagination: the 22nd North Carolina Infantry Regiment in War and Peace* published by M.T. Publishing Inc., 2016.

### Recent Awards

2013 Best in Show Made in New York, Schweinfurth Memorial Art Center, Auburn, NY

2010 SUNY Chancellor's/Trustees' Award for Excellence in Creative and Scholarly Activities

## Our Stories



**Esther Williams**  
The thriving artist  
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## Meet Our Faculty

**Moore, Paula**  
**Professor, Nursing**

A.S., Tompkins Cortland Community College  
 B.A., Buffalo State College  
 M.S.N., SUNY College at Stonybrook

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**Moose, Barbara**  
**Assistant Professor, Nursing**

A.S., SUNY College of Technology at Alfred  
 B.S., Regis University  
 M.S., Regis University

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**Barros, Jessica**  
**Assistant Professor, English**

B.A., Boston College  
 M.F.A., Emmerson  
 D.A., St. John's University

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**Professor, Nursing**

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Curran, Kerry

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Millman, Keith

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[Faculty](#) > Need, Bruce

## Meet Our Faculty

### Need, Bruce

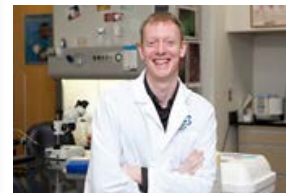
#### Professor, English

B.A., Western Washington University

J.D., University of Washington School of Law

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**Marc Harrison****Inspiration at any age**[Full story](#)TOMPKINS  
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Moose, Barbara

[Faculty](#) > Ochs, Scott

## Meet Our Faculty

### Ochs, Scott

**Professor, Criminal Justice/Sociology**

B.A. SUNY College at Cortland  
M.A., John Jay College of Criminal Justice

Scott teaches Introduction to Criminal Justice, Criminology, Juvenile Delinquency, and Criminal Investigation, and also oversees the Program Internship.

#### Awards

2005 Chancellor's/Trustees' Award for Excellence in Teaching  
2004 National Drug Court Institute, U.S. Justice Department Planning and Training Initiative  
Numerous Civic and Community Certificates of Appreciation for Community Involvement

#### Background and Projects

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. Scott began at Tompkins Cortland in 1993 and currently chairs the Criminal Justice Program. He routinely is contacted and interviewed by the media concerning crime and criminals and assisted a local agency with a comprehensive jail study. Scott was recently selected by a New York City film producer for participation in a documentary film about ex-offenders and hurdles they face reintegrating into society. The film also focused upon challenges in education. Other film participants included the President of John Jay College of Criminal Justice, a Columbia University researcher and field professionals from prominent New York City agencies. Scott is also active in the Criminal Justice Educator's Association of New York State and is a regional Vice President on its board.

[Email Professor Ochs](#)

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### Katrina Teeter

**Putting the student in student-athlete**[Full story](#)

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Moose, Barbara

[Faculty](#) > Pastorello, Karen, Ph.D.

## Meet Our Faculty

**Pastorello, Karen, Ph.D.**  
Professor, HistoryB.A., St. John Fisher College  
M.A., Arizona State University  
Ph.D., Binghamton University

2007 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities

Karen Pastorello currently chairs the Women and Gender Studies Program. She earned a Ph.D. in Modern American History from Binghamton University, 2001; an M.A. in American Labor History from Arizona State University, 1985; and a B.A. in History and Education from St. John Fisher College, 1977.

Dr. Pastorello has taught at Tompkins Cortland Community College since 1990. She teaches the American History survey courses as well as 19th Century Labor History, U.S. Women's History, and Women and Work. Her interests include progressive era labor history and labor feminism. She has published several articles and two books: *A Power Among Them: Bessie Abramowitz Hillman and the Making of the Amalgamated Clothing Workers of America* (University of Illinois Press, 2008); and, most recently, *The Progressives: Activism and Reform in American Society, 1893-1917*. (John Wiley and Sons, 2014).[Email Professor Pastorello](#)

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**Harriet Rovner Ferguson**  
Class of 1972  
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**Putnam, Nancy**  
**Professor, Mathematics**

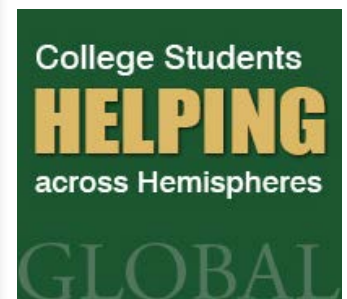
A.A.S., Corning Community College  
 B.S., M.S.Ed., SUNY College at Cortland

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 Her vision of success  
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**Meet Our Faculty**

**Putnam, Timothy**  
**Professor, Mathematics**



A.S., Tompkins Cortland Community College  
 B.S., M.S. Ed., SUNY College at Cortland

1998 Trustees' Award for Excellence in Adjunct Teaching

[Email Professor Putnam](#)

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**Mutual benefit**  
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 Moose, Barbara

[Faculty](#) > Rea, Cornelia B., Ph.D.**Meet Our Faculty****Rea, Cornelia B., Ph.D.****Professor, Psychology**

B.A., Clark University  
 M.S., University of Oklahoma  
 Ph.D., Clark University

**Teaching Philosophy:** I believe learning about Psychology should contribute to your understanding of people around you and also broaden your self-awareness and knowledge. To do this I give assignments which to help students integrate abstract knowledge and theories with their own real life experiences. I also try to provide active learning exercises in every class and materials matched to a variety of learning styles and modalities (visual, verbal, experiential and even kinesthetic where possible). Finally, my background in cognitive psychology makes me highly aware of how students are best able to learn information and retain it. I am also very interested in positive psychology and helping students identify and develop their personal strengths in ways that will allow them to have fulfilling experiences at Tompkins Cortland and in life in general.

**Courses Taught:** Social Psychology, Introduction to Psychology, Social Science Capstone (Topic: Conflict Resolution), Freshman Seminar.

**Other Interests:** Among many other interests, I have worked as a volunteer mediator in Cortland County for the last five years. I have training in family mediation, custody mediation, Special Ed. Mediation, community mediation and environmental conflict resolution techniques. I also sing in a multicultural chorus in Ithaca.

**Favorite Quote:** "Wherever a process of life communicates an eagerness to him who lives it, there the life becomes genuinely significant."

**William James**, one of the grandfathers of the psychology field and a great thinker.

[Email Professor Rea](#)*Our Stories***Holly McBean****Making her dream possible**[Full story](#)

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## Meet Our Faculty

**Regula, Anna**  
**Associate Professor, Reading and Study Skills**

B.S., SUNY College at Cortland  
 M.S.Ed., SUNY College at Cortland

Chancellor's/Trustees' Award for Excellence in Teaching, 2013

[Email Professor Regula](#)

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**Janelle Boyd**  
 Her vision of success  
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 Moore, Paula  
 Moose, Barbara

[Faculty](#) > Reid, Taylor, Ph.D.**Meet Our Faculty**

**Reid, Taylor, Ph.D.**  
**TC3 Farm Education Director**



B.S., University of Massachusetts  
 M.S., Michigan State University  
 Ph.D., Michigan State University

**Background**

Taylor Reid is the TC3 Farm Education Director, and chairs the Sustainable Farming and Food Systems degree program. He holds a B.S. in Plant and Soil Science from the University of Massachusetts, and both an M.S. in Botany and Plant Pathology, and a Ph.D. in Community, Food, and Agriculture from Michigan State University. Taylor's research has focused on the motivations and learning processes of first-generation farmers, food and agricultural standards, and the history of the organic farming movement. He is the founder of [beginningfarmers.org](http://beginningfarmers.org).

[Email Professor Reid](#)*Our Stories*

**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)

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Whitener, Ken  
Xaver, Chris, Ph.D.

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[Faculty](#) > Sambolec, Eric, Ph.D.

### Meet Our Faculty

**Sambolec, Eric, Ph.D.**  
**Professor, Psychology**

B.A., Ithaca College  
M.A., Ph.D., Michigan State University

[Email Professor Sambolec](#)

### Our Stories



**Carrie Burlingame-Powers**  
Making college work for her  
[Full story](#)

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[Faculty](#) > Sammis, Carol

**Meet Our Faculty**

**Sammis, Carol**

**Associate Professor, Early Childhood Education**

B.A., Juniata College  
M.S., SUNY at Cortland

Chancellor's/Trustees' Award for Excellence in Faculty Service, 2014

[Email Professor Sammis](#)

*Our Stories*



**Carrie Buchanan**  
A tradition of service  
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The easy way  
to track your  
degree progress

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[Faculty](#) > Sarachan, Robert

## Meet Our Faculty

### Sarachan, Robert

#### Professor, Paralegal

B.A., Harper College  
 B.S., SUNY College at Binghamton  
 M.S., Syracuse University  
 M.B.A. and J.D., Indiana University.

[Email Professor Sarachan](#)

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### Carrie Burlingame-Powers

Making college work for her

[Full story](#)

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[Faculty](#) > Schmidt, Melissa, Ph.D.

### Meet Our Faculty

**Schmidt, Melissa, Ph.D.**  
**Professor, Nursing**



B.S., Binghamton University  
M.S., Binghamton University  
Ph.D., Binghamton University

Chancellor's/Trustees' Award for Excellence in Teaching, 2011

[Email Professor Schmidt](#)

### Our Stories



**Northeast Pediatrics**  
Our alums are everywhere  
[Full story](#)



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[Faculty](#) > Seager, Brandon

## Meet Our Faculty

### Seager, Brandon

#### Assistant Professor, Wine Marketing

Brandon Seager is the Chair of the Wine Marketing program at Tompkins Cortland. Midway through his first career in Mechanical Engineering, the wine bug bit in the early 2000's, and Brandon decided to pursue a graduate degree at Cornell University, and enter the wine industry. Starting as a Cellar Rat under the mentorship of one of the Finger Lakes' finest winemakers, he worked his way up the ranks of Cellar Master, Assistant Winemaker, and Winemaker.

Brandon's real passion is bringing the wine to the masses, and he now celebrates that exuberance in his role as an educator of the future professionals of the local and global wine industry. He enjoys traveling to the world's wine regions to experience their wines in context. It's fundamentally easier to understand wine when it's tasted at origin.

We live in a global society now, but fine wines express their sense of place in a way that reminds us we all have a unique story to tell.

[Tompkins Cortland's Farm-to-Bistro](#) program is visionary as an education based on how food and beverages grown in this place are meant to be enjoyed together. Food and wine are great anywhere, but food and wine from the Finger Lakes are extraordinary. We are blessed and lucky to live smack dab in the middle of a gustatory bounty. As a consummate supporter of New York wines, Brandon believes that the momentum of the Finger Lakes makes this the most exciting place in the wine world at this time. Brandon is passionate about sharing his enthusiasm and translating his knowledge to student success in the industry.

When not teaching, tasting, or thinking about wines, Brandon enjoys time at home with his family, traveling, and embracing his role as new-millennial bon vivant.

He is currently training his dog to sniff out wine faults, rather unsuccessfully so far.

IN VINO VERITAS

[Email Professor Seager](#)

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**Northeast Pediatrics**  
 Our alums are everywhere  
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 Sun. - Thurs.  
 7 p.m. - midnight

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**Seyfried, Lisa**  
**Assistant Professor, Nursing**

Tompkins Cortland Community College  
 Corning Community College  
 B.S.N. Keuka College  
 M.S.N., Keuka College

[Email Professor Seyfried](#)

*Our Stories*



**Padraic O'Donnell**  
**Finding his strength**  
[Full story](#)

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## Meet Our Faculty

**Shanks, Christine****Assistant Professor, Graphic Design**

BS, Visual Communications, Towson University  
MFA, Photography, University of Delaware

[Professor Shanks' website](#)

*Photo courtesy of  
© Bradley Marks,  
shot at CAA  
Conference NY*

2015

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](#) 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).

For more than 10 years I have shared my expertise with students as a professor in higher education, as well as through workshops and lessons for students of all ages.

New educational tools are presented to us everyday in the electronic age.

Some examples of how I incorporate social media in my teaching:

[Pictorial Collective](#) ([Facebook](#) companion page): Visual Inspirations

[The Tech Savvy Creative](#) ([Facebook](#) companion page): Technology tutorials for creatives

[Shanks Course Group](#) (inspiration, news, events and updates about creative fields and pertinent student information, must request to join)

[Photo Crit Group](#) (photography critique group for students, alumni, faculty and professionals – must request to join)

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**Julianna Johnson**  
A life-changing education  
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Troyer, John  
Vande Berg, Travis, Ph.D  
Wessell, Kelly, Ph.D  
Whitener, Ken  
Xaver, Chris, Ph.D.

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Hamel, Martha

Haverlock, Kevin

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LaMontain, Jasmine

Littell, Harry

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McDonough, Kathleen

McMinn, Glenna

Mercer, Patrick

Mike, Rochelle M.

Millman, Keith

Moore, Paula

Moose, Barbara

[Faculty](#) > Sharpe, Kimberly**Meet Our Faculty****Sharpe, Kimberly**  
**Professor, Nursing**

B.S., Hartwick College

M.S., Syracuse University

Chancellor's/Trustees' Award for Excellence in Faculty Service, 2011

Kim Sharpe graduated with a bachelor's degree in nursing from Hartwick College in Oneonta, N.Y.



She then started her career at Memorial Sloan Kettering Cancer Center in New York City. She was a nurse manager of an oncology unit in Orlando, Fla., before she moved back to this area. She worked in the ICU at Upstate Medical Center in Syracuse before changing to become a nurse case manager at Aetna Insurance for a few years.

She obtained her master's degree in nursing from Syracuse University and then taught at Crouse Hospital School of Nursing for 10 years before coming to Tompkins Cortland. She currently works per diem as an RN at Hospicare along with her position as department chair and professor here at the College.

[Email Professor Sharpe](#)*Our Stories*

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[Faculty](#) > Sheldon, Mary

**Meet Our Faculty**

**Sheldon, Mary**  
**Professor, Mathematics**

B.S., University of Colorado, Boulder  
 B.S., SUNY College at Cortland  
 M.S., Walden University

[Email Professor Sheldon](#)

*Our Stories*



**Vanessa Wikel**  
 Finding her own path  
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 Moore, Paula  
 Moose, Barbara

[Faculty](#) > Smith, Joseph, Ph.D.**Meet Our Faculty****Smith, Joseph L., Ph.D., LCSW-R, CASAC**

**Chair, Professor, Human Services and Chemical Dependency Counseling**



B.S., Utica College  
 M.S.W., Syracuse University  
 Ph.D., Smith College School for Social Work

Chancellor's/Trustees' Award for Excellence in Teaching, 2015

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. Dr. Smith practices part time in Syracuse, NY. Additionally, Dr. Smith teaches as an adjunct instructor in the graduate social work program at Syracuse University.

Dr. Smith has served as a Research Advisor in the MSW Program at Smith College School for Social Work in Northampton, MA. Also, he has worked as a trainer and consultant for the NYS Office of Alcoholism and Substance Abuse Services. Dr. Smith participates actively in scholarly activities including presentation and publication.

Dr. Smith is an experienced online educator, and has proficiency with distance learning, curriculum development, quality improvement, and assessment.

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**Julianna Johnson**  
 A life-changing education  
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## Meet Our Faculty

### Smith, Tammy

#### Professor, Computer Information Systems

A.S., Broome Community College  
 B.S., M.S., Binghamton University

[Email Professor Smith](#)

## Our Stories



### Jasmine Fields

An international education

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The Pathways Scholarship provides aid and support for adult students



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[Faculty](#) > Snyder, David

## Meet Our Faculty

**Snyder, David**  
**Professor, Sport Management**

B.S., Hartwick College  
 M.S., Syracuse University

[Email Professor Snyder](#)

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**Northeast Pediatrics**  
 Our alums are everywhere  
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[Faculty](#) > Spencer, Rebecca**Meet Our Faculty****Spencer, Rebecca****Professor, Nursing**

B.S., SUNY College at Utica/Rome  
 M.S., Syracuse University

1994 Chancellor's/Trustees' Award for Excellence in Teaching

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*Our Stories***Harriet Rovner Ferguson****Class of 1972**[Full story](#)**News & Announcements**

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Millman, Keith

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Moose, Barbara

[Faculty](#) > Stafford, Susan**Meet Our Faculty****Stafford, Susan****Associate Professor, Hotel & Restaurant Management**

A.A.S., SUNY College at Canton

B.S., Niagara University

Trustees' Award for Excellence in Adjunct Teaching, 2007

Chancellor's/Trustees' Award for Faculty Service, 2013

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 and Culinary Arts Degree Programs at Tompkins Cortland Community College, a SUNY community college. She has been instrumental in the development of [Tompkins Cortland's 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.

She has served as hotel inspector for Condé Nast Publications; specifically, Johansen's Guide to Luxury Hotels, including inspection of independent luxury properties in New York, Pennsylvania, and Ontario, Canada. Stafford also was an owner, partner, and vice president of Hospitality International Executive Search, recruiting and reorganizing operational staff for a list of clients that included most major hotel, restaurant, and food service companies nationally and some operations internationally.

Prior to those positions, Stafford had a range of experience, which included progressive management position with Interstate Hotels (Marriott), Holiday Inns, and Hilton. She also has conference services experience with Travel Trade Publications and Bonnie Walsh Associates.

As a full-time faculty member and department chair at Tompkins Cortland Community College, Stafford is responsible for teaching duties, as well as curriculum development, regional and global education partnerships, enrollment, continuing education, and industry outreach. To that end, she has developed collaborative training programs with Tompkins County Tourism & NYS Hospitality & Tourism Association. She has served and participated in the SUNY Hospitality Consortium; NYS Wine & Culinary Two Year College Consortium, helped to develop a collaboration with Niagara University and others to create transfer opportunities for Tompkins Cortland students; welcomed eight Fulbright Scholarship Students from five developing countries to study within Tompkins Cortland's Hotel and Restaurant degree program; and taught in the Global Disney College Program. She travels annually with students to Italy for their Culture & Cuisine class.

Stafford has travelled to Turkey, Peru, Italy, France, and Croatia to solidify relationships with university partners worldwide focusing on

*Our Stories***Carrie Burlingame-Powers****Making college work for her**[Full story](#)**News & Announcements**

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Wessell, Kelly, Ph.D  
Whitener, Ken  
Xaver, Chris, Ph.D.

international hospitality, wine, and culinary training with the goal of broadening opportunities for Tompkins Cortland students and our area businesses in the global marketplace.

Stafford earned her Bachelor of Science in Hotel and Restaurant Administration from Niagara University, and her Master of Science in Adult Education and Human Resources Training from Elmira College. She also earned an Associate of Applied Science in Hotel Technology from SUNY at Canton. She lives in Homer, N.Y., with her husband of 25 years, Doug. They enjoy their time on the St. Lawrence River and they have three children and a golden retriever, Molly.

[Email Professor Stafford](#)

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[Faculty](#) > Stavenhagen-Helgren, Tina

## Meet Our Faculty

### Stavenhagen-Helgren, Tina

**Professor, Anthropology  
Chair, International Studies  
Study Abroad Trip Leader**



A.S., Hudson Valley Community College  
B.S.W., Eastern College  
M.A., SUNY at Binghamton

Trustees' Award for Excellence in Adjunct Teaching, 2000  
Chancellor's/Trustees' Award for Teaching, 2014

#### Biography

Learning about cross-cultural issues really intrigues me, especially when we discuss this live in a classroom setting. I enjoy incorporating innovative teaching and learning methods. Cultural immersion is key to beginning to grasp the behaviors and thinking patterns of other peoples, and I encourage students to expand their worldviews through travel along with reading and discussion. Having spent some time in countries including Germany, Haiti, and Guatemala has helped me stretch my worldview. My research and experience include immigration issues along the Texas-Mexican border and legal advocacy for Mayan refugees in Colorado. More recently I have studied Mayan immigrants on New York state dairy farms.



I also enjoy traveling, conversing over coffee with people from different cultures, hiking, skiing, reading, and artwork. *Let me know if you would like to join me on a study abroad adventure in Guatemala visiting Mayan villages and engaging in community projects!*

[Email Professor Stavenhagen-Helgren](#)

## Our Stories



**Rosanna Perez**  
Opening her mind  
[Full story](#)

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 Moose, Barbara

[Faculty](#) > Swinnich, Janet**Meet Our Faculty****Swinnich, Janet****Professor; Physics, Electrical Technology, Engineering Science**

B.S., St. Lawrence University  
 M.S., Cornell University

**Awards**

2015 Chancellor's Award for Faculty Service

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.

At the College, she has taught various courses in physics, electrical technology, engineering, and mathematics. She also worked for one year as a Student Success Coordinator and currently serves as Faculty Advisement Liaison. Janet has a great interest in helping students succeed, so she has also taught a few freshman seminar courses.

In 2009, Janet received an Exemplary Leadership Award from the Chair Academy for her work with student success initiatives at Tompkins Cortland.

Her top five themes of talent (per StrengthsQuest) are WOO, Individualization, Input, Arranger, and Developer. In recent years, she has also taken a leading role in promoting talent and strengths development among students and staff. In this role, she assists people in using the results of Gallup's StrengthsFinder inventory and applying the strengths philosophy to their studies, work, and lives.

[Email Professor Swinnich](#)*Our Stories***Janelle Boyd****Her vision of success**[Full story](#)**News & Announcements**

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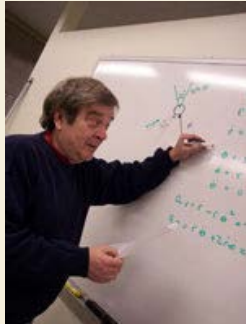
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**Meet Our Faculty**

**Testa, Paul**  
**Professor, Construction Technology**



B.S., Cornell University; Professional Engineer

[Email Professor Testa](#)

*Our Stories*



**Gabrielle Cook**  
**Letters home: from Chennai, India**  
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## Meet Our Faculty

### Troyer, John

#### Instructor, English

B.A., SUNY Oswego

M.A., SUNY Oswego

[Email Professor Troyer](#)

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### Blaze Sanders

#### Big dreams

[Full story](#)



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[Faculty](#) > Vande Berg, Travis, Ph.D.

### Meet Our Faculty

#### Vande Berg, Travis, Ph.D.

##### Professor, Sociology

B.A., Central College  
 M.A., Loyola University  
 Ph.D., Loyola University

Chancellor's/Trustees' Award for Excellence in Teaching, 2016

[Email Professor Vande Berg](#)

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**Julianna Johnson**  
 A life-changing education  
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## Meet Our Faculty

**Wessell, Kelly, Ph.D.**  
**Professor, Biology**

B.S., M.S., Ph.D., Michigan State University

### Awards

2010 SUNY Chancellor's/Trustees' Award for Excellence in Teaching

### Background

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. He also teaches Global Seminar, which is an international collaboration in which students from around the world interact via videoconference and online to work through case studies examining sustainable development. He co-leads a Tropical Field Natural History study abroad trip to Colombia, where students get to explore the Central Andes, Amazon, and Caribbean regions of this culturally and biologically diverse country.

Currently, he serves on the Tompkins Cortland Sustainability Council, the College Teaching Center Board, and co-advises STAND, which is a student club aimed at increasing civic engagement in our college community.

[Email Professor Wessell](#)

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**Northeast Pediatrics**  
**Our alums are everywhere**  
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### Whitener, Ken

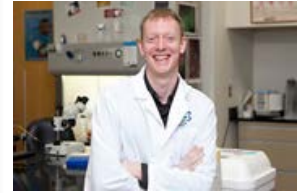
**Associate Professor, Computer Science**

B.A., Georgia State University

M.S., American Intercontinental University

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**Marc Harrison**

Inspiration at any age

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The Pathways Scholarship provides aid and support for adult students



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[Faculty](#) > Xaver, Chris, Ph.D.**Meet Our Faculty****Xaver, Chris, Ph.D.****Professor, Communication and Media Arts**

B.S., M.A., Syracuse University  
Ph.D., Capella University

**Background**

Chris Xaver is the program chair of Communications and Media Arts at Tompkins Cortland Community College in Dryden, N.Y. is part of the State University of New York system (SUNY).

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.

Currently Chris is an in-depth reporter for WCNY's Central Issues television show. She also hosts The Sweet Life with Chris Xaver. Chris produces and hosts podcasts on iTunes for Cappella University. For more than 20 years Chris worked as a reporter and anchor in both television and radio. And as a voice over talent, Chris can be heard on radio, TV, and audio books both locally and nationally.

At the College, Chris has embraced a strengths-based approach to teaching and leading. She's one of just a dozen Gallup selected StrengthsQuest trainers in the U.S. StrengthsQuest is a revolutionary program from The Gallup Organization that focuses students on strengths rather than weaknesses.

[Email Professor Xaver](#)

*Our Stories***Holly McBean**

Making her dream possible

[Full story](#)

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Moser, Sandra  
Need, Bruce  
Ochs, Scott  
Pastorello, Karen, Ph.D.  
Putnam, Nancy  
Putnam, Timothy  
Rea, Cornelia B., Ph.D.  
Regula, Anna  
Reid, Taylor, Ph.D.  
Sambolec, Eric, Ph.D.  
Sammis, Carol  
Sarachan, Robert  
Schmidt, Melissa, Ph.D.  
Seager, Brandon  
Seyfried, Lisa  
Shanks, Christine  
Sharpe, Kimberly  
Sheldon, Mary  
Smith, Joseph, Ph.D.  
Smith, Tammy  
Snyder, David  
Spencer, Rebecca  
Stafford, Susan  
Stavenhagen-Helgren, Tina  
Swinnich, Janet  
Testa, Paul  
Troyer, John  
Vande Berg, Travis, Ph.D  
Wessell, Kelly, Ph.D  
Whitener, Ken  
Xaver, Chris, Ph.D.

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[Degrees & Certificates](#) > [Culinary Arts](#) > Program Requirements

**Program Requirements**

**Culinary Arts: Associate in Applied Science**

Minimum Credits for Graduation: 63

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[CULI101, Food Service and Preparation I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CULI 101.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[ENVS110, Food Systems Seminar I: Introduction to the U.S. Food System](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENVS 110 is only offered in the Fall semester.

[HRMG100, Introduction to the Hospitality Industry](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in HRMG 100.

[HRMG105, Food Sanitation & Safety](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in HRMG 105.

► **Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 17

[BIOL114, Essentials of Nutrition](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CULI102, Food Preparation II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CULI 102.

[CULI160, Back of House Kitchen Practicum](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CULI 160.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS111, Food System Seminar II: Food Movements](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENVS 111 is only offered in the Spring semester.

Choose one from the courses listed below:  
 Minimum credits required: 3

[BUAD103, Entrepreneurship I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[BUAD106, Foundations of Business](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[BUAD219, Human Resource Management](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Katrina Teeter**  
 Putting the student in student-athlete  
[Full story](#)

SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

**News & Announcements**

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## Fall Term 2

Minimum Total Semester Credits: 16

[CULI205, Garde-Manger & Catering Kitchen](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in CULI 205.

[ENVS112, Food Systems Seminar III: Identity, Ethics, and Culture in the Global Food System](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
ENVS 112 is only offered in the Fall semester.

[HRMG107, Safe Alcohol Handling](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of B- is required in HRMG 107.

[WINE120, Survey of Wine and Alcoholic Beverages](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in WINE 120.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### ► Restricted Elective

Use [Schedule Search](#) for electives

## Spring Term 2

Minimum Total Semester Credits: 14

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CULI270, Restaurant Operations & Front of House Practicum](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in CULI 270.

[HRMG206, Food and Labor Cost Control](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in HRMG 206.

[WINE202, Beverage Studies](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in WINE 202.

### ► Environmental Ethics or Foreign Language

Use [Schedule Search](#) for electives

## [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Sustainable Farming and Food Systems](#) > Program Requirements

**Program Requirements**

**Sustainable Farming & Food Systems: Associate in Applied Science**

Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Unrestricted Elective. The course should be chosen in consultation with the student's academic advisor.

[ENVS110, Food Systems Seminar I: Introduction to the U.S. Food System](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 110. ENVS 110 is only offered in the Fall semester.

[ENVS116, Soil Science](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 116. ENVS 116 is only offered in the Fall semester.

[ENVS117, Fall Farming Internship](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENVS 117 is only offered in the Fall semester.

Choose one from the courses listed below:

Minimum credits required: 4

[BIOL102, Principles of Biology II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL105, General Biology II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 16

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS105, Environmental Ethics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS111, Food System Seminar II: Food Movements](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 111. ENVS 111 is only offered in the Spring semester.

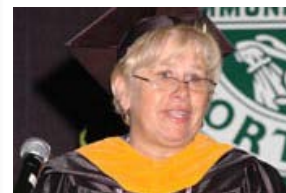
[ENVS141, Agroecology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 141. ENVS 141 is only offered in the Spring semester.

[ENVS142, Spring Farming Internship](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENVS 142 is only offered in the Spring semester.

*Our Stories*



**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)



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► **SUNY GEN ED MATH Elective**

Use [Schedule Search](#) for electives

**Summer Term 1**

Minimum Total Semester Credits: 12

[ENVS101](#), [Introduction to Environmental Science](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS202](#), [Integrated Pest Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 202. ENVS 202 is only offered in the Summer semester.

[ENVS203](#), [Summer Farming Internship](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENVS 203 is only offered in the Summer semester.

Choose one from the courses listed below:

Minimum credits required: 3

[ENVS107](#), [Economy, Society & Environment](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 17

[ENVS112](#), [Food Systems Seminar III: Identity, Ethics, and Culture in the Global Food System](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 112. ENVS 112 is only offered in the Fall semester.

[ENVS285](#), [Sustainable Farming and Food Systems Capstone](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENVS 285. ENVS 285 is only offered in the Fall semester.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201](#), [Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204](#), [Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Restricted Electives**

Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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- Internships

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[Degrees & Certificates](#) > [Wine Marketing](#) > Program Requirements

**Program Requirements**

**Wine Marketing: Associate in Applied Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[HRMG100](#), [Introduction to the Hospitality Industry](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 100.

[HRMG107](#), [Safe Alcohol Handling](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of B- is required in HRMG 107.

[WINE120](#), [Survey of Wine and Alcoholic Beverages](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 120.

► **CAPS Electives** Use [Schedule Search](#) for electives

► **CAPS Electives** Use [Schedule Search](#) for electives

► **Social Sciences Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 13

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSED213](#), [Job Search](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in PSED 213.

[WINE130](#), [Grape Growing and Wine Business](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 130. WINE 130 is only offered in the Spring semester.

► **MATH Elective** Use [Schedule Search](#) for electives

► **Science Elective** Use [Schedule Search](#) for electives

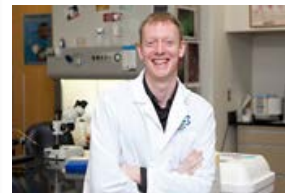
**Summer Term 1**

Minimum Total Semester Credits: 3

[WINE213](#), [Wine Marketing Internship](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 213. WINE 213 is only offered in the Summer semester.

*Our Stories*



**Marc Harrison**  
 Inspiration at any age  
[Full story](#)



Office of Diversity Education  
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### Fall Term 2

Minimum Total Semester Credits: 16

[ACCT101](#), [Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD204](#), [Principles of Marketing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WINE200](#), [Sensory Evaluation for Wine and Food Pairing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 200. WINE 200 is only offered in the Fall semester.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201](#), [Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204](#), [Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

#### ► Humanities Elective

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

[HRMG201](#), [Hospitality Law](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 201.

[HRMG206](#), [Food and Labor Cost Control](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 206.

[WINE202](#), [Beverage Studies](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 202.

[WINE220](#), [Wine Marketing and Merchandising](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in WINE 220.

Choose one from the courses listed below:

Minimum credits required: 3

[BUAD103](#), [Entrepreneurship I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD106](#), [Foundations of Business](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD108](#), [Sales and Sales Management](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD203](#), [Business Communications](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD208](#), [Principles of Management](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD212](#), [Quality Customer Service](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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

[Degrees & Certificates](#) > [Wine Marketing](#) > Program Requirements

**Program Requirements**

**Wine Marketing Certificate: Certificate**

Minimum Credits for Graduation: 25

[Printable Worksheet \(pdf\)](#)

<a href="#">BUAD204, Principles of Marketing</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">HRMG107, Safe Alcohol Handling (B- or better)</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">HRMG201, Hospitality Law (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE120, Survey of Wine and Alcoholic Beverages (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE130, Grape Growing and Wine Business (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE200, Sensory Evaluation for Wine and Food Pairing (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE202, Beverage Studies (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE213, Wine Marketing Internship (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">WINE220, Wine Marketing and Merchandising (C or better)</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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*Our Stories*



**James Jacob**  
 Family DNA Portraits  
[Full story](#)



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[Degrees & Certificates](#) > [Hotel and Restaurant Management](#) > Program Requirements

**Degrees & Certificates**

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**Program Requirements**

**Hotel and Restaurant Management: Associate in Applied Science**

Minimum Credits for Graduation: 62

**BUAD Electives should be selected based on the student's academic progress and intentions upon graduation. BUAD 103 & 207 - Entrepreneurship I & II - are recommended for students interested in pursuing their own business.**

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 14

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[HRMG100, Introduction to the Hospitality Industry](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 100.

[HRMG105, Food Sanitation & Safety](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 105.

Choose one from the courses listed below:

Minimum credits required: 3

[CULI101, Food Service and Preparation I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HRMG101, Food Service and Preparation I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Social Sciences Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[BIOL114, Essentials of Nutrition](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSED213, Job Search](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in PSED 213.

► **Humanities Elective** Use [Schedule Search](#) for electives

► **Mathematics Elective** Use [Schedule Search](#) for electives

► **Restricted Elective** Use [Schedule Search](#) for electives

*Our Stories*



**Harriet Rovner Ferguson**

Class of 1972

[Full story](#)



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### Summer Term 1

Minimum Total Semester Credits: 3

[HRMG213, Hospitality Internship](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 213 (or HRMG 216). A student who completes the 6-credit internship - HRMG 216 - may use the three additional credits to satisfy the Restricted Elective.

### Fall Term 2

Minimum Total Semester Credits: 14

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HRMG103, Rooms Division Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 103.

[HRMG107, Safe Alcohol Handling](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of B- is required in HRMG 107.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[BUAD103, Entrepreneurship I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD106, Foundations of Business](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### Spring Term 2

Minimum Total Semester Credits: 15

[HRMG201, Hospitality Law](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 201.

[HRMG205, Hospitality Marketing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 205.

[HRMG206, Food and Labor Cost Control](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HRMG 206.

► **BUAD 212 or CULI or WINE Elective** Use [Schedule Search](#) for electives

► **Business Communications or BUAD Elective** Use [Schedule Search](#) for electives

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Online Programs](#) > Browser Requirements

## Browser Requirements

### Supported Client Operating Systems and Web Browsers (Updated 08/17/2011)

Listed below are the supported operating systems and browsers for use with Blackboard Learn 9.1. Blackboard Learn is a Web-based application and other browsers and operating system may work well; however, the listed configurations are the only configurations that are tested and supported by Blackboard.

#### Terms and Definitions

- Certified**—fully tested and supported
- Compatible**—key application areas tested
- Provisional**—future technologies considered supported by Blackboard Support
- Not tested**—specified Browser is not supported for the Operating System

### Blackboard Version 9.1 - System Requirements

#### Windows Client Configurations

	Internet Explorer 9	Internet Explorer 8	Firefox (Final Release Channel)*	Firefox 3.6	Google Chrome (Stable Channel)**
Windows XP (32-bit)	Unsupported	Compatible	Compatible	Compatible	Compatible
Windows Vista (32-bit)	<b>Certified</b>	Compatible	<b>Certified</b>	Compatible	Compatible
Windows Vista (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible
Windows 7 (32-bit)	<b>Certified</b>	Compatible	<b>Certified</b>	Compatible	<b>Certified</b>
Windows 7 (64-bit)	Compatible	Compatible	Compatible	Compatible	Compatible

#### Mac OSX Client Configurations

	Safari 5.0	Safari 4.0	Firefox (Final Release Channel)*	Firefox 3.6	Google Chrome (Stable Channel)**
Mac OSX 10.5 "Leopard"	Compatible	Compatible	Compatible	Compatible	Compatible
Mac OSX 10.6 "Snow Leopard"	<b>Certified</b>	Compatible	<b>Certified</b>	Compatible	<b>Certified</b>

\*The Firefox Release Channel is the fully tested version by Mozilla and intended to be the most stable. This channel is updated roughly every 6 weeks. For further detail on Firefox, please review the material available at <http://blog.mozilla.com/blog/2011/04/13/new-channels-for-firefox-rapid-releases/>.

\*\*The Chrome Stable Channel is the fully tested version by Google and intended to be the most stable as the name implies. This channel is

## Our Stories



**Ben Currens**  
 More than you might expect  
[Full story](#)



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updated roughly every 2-3 weeks for minor releases and 6 weeks for major releases. For further detail on Chrome, please review the material available at <http://www.chromium.org>.

#### **Technologies Not Supported**

The following technologies are not supported, though they may have been supported in previous versions of Blackboard Learn:

Internet Explorer 6, 7

Firefox 1.x, 2.0, 3.0 and 3.5

Safari 2.0, 3.0, 3.1, 3.2 and any version on Windows

Mac OSX 10.3, 10.4 "Tiger"

Java 5, although it may continue to work

#### **Accessibility and JAWS**

Blackboard strives to make all its products as accessible as possible. JAWS for Windows 11 and 12 were used during accessibility testing.

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[Degrees & Certificates](#) > [Accounting](#) > Program Requirements

**Program Requirements**

**Accounting: Associate in Science**

Minimum Credits for Graduation: 63

A grade of "C" or higher is required in ENGL 100, and in all ACCT and BUAD courses.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 17

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 101.

[CAPS111, Introduction to Word Processing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED Elective. The course should be selected in consultation with the student's advisor.

Choose one from the courses listed below:  
 Minimum credits required: 4  
[MATH120, College Algebra](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[MATH138, Precalculus Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[MATH201, Calculus I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ACCT102, Principles of Accounting II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 102.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Fall Term 2**

*Our Stories*



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Minimum Total Semester Credits: 15

[BUAD201](#), [Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in BUAD 201.

[ECON120](#), [Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200](#), [Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **ACCT, BUAD, or Liberal Arts Electives** Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 15

[BUAD202](#), [Business Law II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in BUAD 202. BUAD 202 is only offered in the Spring semester.

[ECON121](#), [Principles of Macroeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **ACCT, BUAD, or Liberal Arts Electives** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Accounting](#) > Program Requirements

**Program Requirements**

**Accounting: Associate in Applied Science**

Minimum Credits for Graduation: 60

A grade of "C" or higher is required in ENGL 100 and in each of the major courses: ACCT 101, 102, 120, 203, 204, 205, and 207.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 13

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 101.

[BUAD106, Foundations of Business](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

► **CAPS Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ACCT102, Principles of Accounting II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 102.

[ACCT120, Accounting on Microcomputers](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 120. ACCT 120 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Humanities Elective** Use [Schedule Search](#) for electives

► **MATH Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 17

[ACCT203, Intermediate Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 203. ACCT 203 is only offered in the Fall semester.

[ACCT207, Income Taxation](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ACCT 207. ACCT 207 is only offered in the Fall semester.

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**Jasmine Fields**  
 An international education  
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[BUAD201, Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **ECON Elective** Use [Schedule Search](#) for electives

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► **Science Elective** Use [Schedule Search](#) for electives

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### Spring Term 2

Minimum Total Semester Credits: 14

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[ACCT204, Intermediate Accounting II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ACCT 204. ACCT 204 is only offered in the Spring semester.

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[ACCT205, Cost Accounting](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ACCT 205. ACCT 205 is only offered in the Spring semester.

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[BUAD203, Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[Degrees & Certificates](#) > [Accounting](#) > Program Requirements

**Program Requirements**

**Accounting: Certificate**

Minimum Credits for Graduation: 29

[Printable Worksheet \(pdf\)](#)

[ACCT101, Principles of Accounting I \(C or better\)](#), 4 cr. Schedule: [Sp.](#) [Su.](#) [Fa.](#) [Wi](#)

[ACCT102, Principles of Accounting II \(C or better\)](#), 4 cr. Schedule: [Sp.](#) [Su.](#) [Fa.](#) [Wi](#)

[ACCT203, Intermediate Accounting I \(C or better\)](#), 4 cr. Schedule: [Sp.](#) [Su.](#) [Fa.](#) [Wi](#)

[ACCT204, Intermediate Accounting II \(C or better\)](#), 4 cr. Schedule: [Sp.](#) [Su.](#) [Fa.](#) [Wi](#)

▶ **Restricted ACCT Electives (C OR BETTER)** Use [Schedule Search](#) for electives

▶ **ACCT/BUAD/ECON Electives** Use [Schedule Search](#) for electives

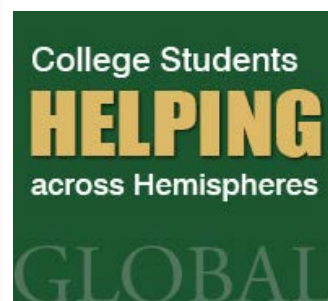
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**Julianna Johnson**  
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[Degrees & Certificates](#) > [Business Administration](#) > Program Requirements

**Program Requirements**

**Business Administration: Associate in Science**

Minimum Credits for Graduation: 63

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 17

<a href="#">ACCT101, Principles of Accounting I</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS111, Introduction to Word Processing</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS121, Introduction to Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS131, Introduction to Databases</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED Elective. The course should be selected in consultation with the student's advisor.

Choose one from the courses listed below:  
 Minimum credits required: 4

<a href="#">MATH120, College Algebra</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">MATH138, Precalculus Mathematics</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">MATH201, Calculus I</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

<a href="#">ACCT102, Principles of Accounting II</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">BUAD111, International Business</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL101, Academic Writing II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

► **Unrestricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

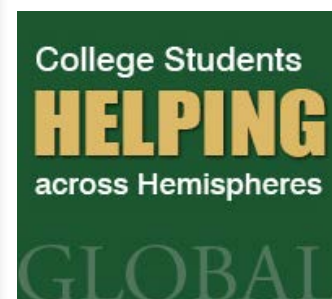
Minimum Total Semester Credits: 15

<a href="#">BUAD201, Business Law I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ECON120, Principles of Microeconomics</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

*Our Stories*



**Milagros Cartagena**  
 The experience of a lifetime  
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[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[MATH200, Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► [ACCT, BUAD, or Liberal Arts Electives](#) Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[ECON121, Principles of Macroeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► [ACCT, BUAD, or Liberal Arts Electives](#) Use [Schedule Search](#) for electives

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► [ACCT, BUAD, or Liberal Arts Electives](#) Use [Schedule Search](#) for electives

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► [SUNY GEN ED Lab Science Elective](#) Use [Schedule Search](#) for electives

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Business Administration](#) > Program Requirements

**Program Requirements**

**Business Administration: Associate in Applied Science**

Minimum Credits for Graduation: 62

**SOCE 205 - Organizational Behavior - may be taken for one of the BUAD Electives.**

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[BUAD106, Foundations of Business](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 106.

[CAPS111, Introduction to Word Processing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

► **Humanities Elective** Use [Schedule Search](#) for electives

► **MATH Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD204, Principles of Marketing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 204.

[BUAD208, Principles of Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 208.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **BUAD Electives** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[ACCT102, Principles of Accounting II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD201, Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 201.

*Our Stories*



**Ben Currens**  
 More than you might expect  
[Full story](#)

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---

[BUAD203, Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in BUAD 203.

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[ECON120, Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **BUAD Electives** Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[BUAD290, Applied Management Seminar](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in BUAD 290.

---

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **BUAD Electives** Use [Schedule Search](#) for electives

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► **BUAD Electives** Use [Schedule Search](#) for electives

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► **Science Elective** Use [Schedule Search](#) for electives

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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- PTK Honor Society
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[Degrees & Certificates](#) > [Business Administration](#) > Program Requirements

**Program Requirements**

**Business Management: Certificate**

Minimum Credits for Graduation: 35

[Printable Worksheet \(pdf\)](#)

<a href="#">ACCT101, Principles of Accounting I</a> , 4 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">ACCT102, Principles of Accounting II</a> , 4 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD103, Entrepreneurship I</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
Choose one course from the courses listed below:	
<a href="#">BUAD104, Business Mathematics</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD109, Personal Money Management</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD106, Foundations of Business</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD201, Business Law I</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD203, Business Communications</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD204, Principles of Marketing</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">BUAD208, Principles of Management</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">CAPS111, Introduction to Word Processing</a> , 1 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">CAPS121, Introduction to Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">CAPS131, Introduction to Databases</a> , 1 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
Choose one course from the courses listed below:	
<a href="#">ECON101, Introduction to Economics</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>
<a href="#">ECON120, Principles of Microeconomics</a> , 3 cr.	Schedule: <a href="#">Sp.</a> <a href="#">Su.</a> <a href="#">Fa.</a> <a href="#">Wi</a>

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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**Esther Williams**  
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**Degrees & Certificates**

- General Education
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- Sustainability Designation
- Disney College Program
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- Vector Scholars
- College in High School
- Internships

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[Degrees & Certificates](#) > [Business Administration](#) > Program Requirements

**Program Requirements**

**Executive Office Assistant: Certificate**

Minimum Credits for Graduation: 29

If students enter in the Spring semester, they will be able to graduate in two semesters provided they enter with competency in basic typing and do not need to take ENGL 100. Otherwise, it may take three semesters to complete the certificate.

If required per placement testing, a minimum grade of C is required in ENGL 100. However, ENGL 100 is not a requirement for the Certificate; it is a pre-requisite for ENGL 101 and other required courses.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 13

[CAPS152](#), [Web Page Design](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 101.

[OFFC101](#), [College Keyboarding and Document Processing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in OFFC 101. OFFC 101 is only offered in the Fall semester.

[OFFC203](#), [Administrative/Automated Office Procedures](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in OFFC 203. OFFC 203 is only offered in the Fall semester.

Choose one from the courses listed below:  
 Minimum credits required: 3  
[BUAD104](#), [Business Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[BUAD109](#), [Personal Money Management](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 16

[BUAD203](#), [Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD212](#), [Quality Customer Service](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121](#), [Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131](#), [Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS141](#), [Presentation Software](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[OFFC110](#), [Word Processing for Computers Using Microsoft Word](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in OFFC 110.

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**Padraic O'Donnell**  
 Finding his strength  
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---

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[Degrees & Certificates](#) > [Computer Information Systems](#) > Program Requirements

**Degrees & Certificates**

- General Education
- Honors College
- PTK Honor Society
- Farm to Bistro
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- Disney College Program
- Study Abroad
- Vector Scholars
- College in High School
- Internships

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**Program Requirements**

**Computer Information Systems: Associate in Applied Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

<a href="#">BUAD106, Foundations of Business</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS121, Introduction to Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS123, Advanced Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS152, Web Page Design</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL100, Academic Writing I</a> , 3 cr. A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

Choose one from the courses listed below:

Minimum credits required: 3

<a href="#">CIS108, Introduction to Computer Information Systems</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CSCI160, Computer Science I</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 17

<a href="#">CAPS131, Introduction to Databases</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS133, Advanced Databases</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CIS132, Network Design</a> , 3 cr. CIS 132 is only offered in the Spring semester.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CIS213, Programming in C++</a> , 3 cr. CIS 213 is only offered in the Spring semester.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CIS214, Systems Analysis and Design</a> , 3 cr. CIS 214 is only offered in the Spring semester.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL101, Academic Writing II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

*Our Stories*



**Julianna Johnson**  
 A life-changing education  
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## Fall Term 2

Minimum Total Semester Credits: 15

[CIS215, Operating Systems](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CIS 215 is only offered in the Fall semester.

[CIS220, Database Concepts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CIS 220 is only offered in the Fall semester.

[CIS223, Programming in C++ Advanced Topics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CIS 223 is only offered in the Fall semester.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Natural Sciences Elective**

Use [Schedule Search](#) for electives

## Spring Term 2

Minimum Total Semester Credits: 15

[BUAD203, Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CIS227, Web Programming & Design](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CIS 227 is only offered in the Spring semester.

[CIS230, Computer Information Systems Internship](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[CIS225, JAVA](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CSCI165, Computer Science II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Restricted Humanities Elective**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Computer Support Specialist](#) > Program Requirements

**Program Requirements**

**Computer Support Specialist: Associate in Applied Science**

Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

<a href="#">CAPS111, Introduction to Word Processing</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS121, Introduction to Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS123, Advanced Spreadsheets</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CSS112, Hardware Repair and Maintenance</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL100, Academic Writing I</a> , 3 cr. A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

Choose one from the courses listed below:

Minimum credits required: 3

<a href="#">CIS108, Introduction to Computer Information Systems</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CSCI160, Computer Science I</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **MATH Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

<a href="#">BUAD106, Foundations of Business</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS131, Introduction to Databases</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS133, Advanced Databases</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CAPS152, Web Page Design</a> , 1 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CIS132, Network Design</a> , 3 cr. CIS 132 is only offered in the Spring semester.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CIS214, Systems Analysis and Design</a> , 3 cr. CIS 214 is only offered in the Spring semester.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL101, Academic Writing II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

**Fall Term 2**

*Our Stories*



**Ashlee Seals**  
 A true woman of excellence  
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**News & Announcements**

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Minimum Total Semester Credits: 15

[BUAD203](#), [Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CIS215](#), [Operating Systems](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[CIS 215 is only offered in the Fall semester.](#)

[CIS220](#), [Database Concepts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[CIS 220 is only offered in the Fall semester.](#)

[CSS212](#), [Help Desk and User Support](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[CSS 212 is only offered in the Fall semester.](#)

[ENGL103](#), [Report Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 2**

Minimum Total Semester Credits: 15

[CSS240](#), [Computer Support Specialist Internship](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
Minimum credits required: 3

[ENGL201](#), [Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204](#), [Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Humanities Elective** Use [Schedule Search](#) for electives

► **Natural Sciences Elective** Use [Schedule Search](#) for electives

► **Social Sciences Elective** Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Criminal Justice](#) > Program Requirements

**Degrees & Certificates**

- General Education
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**Program Requirements**

**Criminal Justice: Associate in Science**

Minimum Credits for Graduation: 60

CRJU 105 is a pre-requisite for most 200-level CRJU courses.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CRJU104, Introduction to Corrections](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 104 is only offered in the Fall semester.

[CRJU105, Introduction to Criminal Justice](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 105 requires prior completion or concurrent enrollment in ENGL 100. A minimum grade of C is required in CRJU 105.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 If a student must choose between PSYC 103 and SOC1 101 in the first semester, then SOC1 101 should be taken, as it is a pre-requisite for other program courses.

**Spring Term 1**

Minimum Total Semester Credits: 15

[CAPS111, Introduction to Word Processing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[MATH120, College Algebra](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH138, Precalculus Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200, Statistics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH201, Calculus I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Gabrielle Cook**  
 Letters home: from Chennai, India  
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Choose one from the courses listed below:

Minimum credits required: 3

[POSC103, American National Government](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[POSC104, American State and Local Government](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[POSC112, Public Administration](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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### Fall Term 2

Minimum Total Semester Credits: 15

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[CRJU205, Concepts of Criminal Law](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**CRJU 205 is only offered in the Fall semester.**

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[SOC1207, Introduction to Criminology](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**SOCI 207 is only offered in the Fall semester.**

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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

---

► **Criminal Justice Elective**

Use [Schedule Search](#) for electives

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► **Liberal Arts Elective**

Use [Schedule Search](#) for electives

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### Spring Term 2

Minimum Total Semester Credits: 15

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[ENGL102, Approaches to Literature](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[SOC1206, Juvenile Delinquency](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**SOCI 206 is only offered in the Spring semester.**

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Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101, Development of the Western Tradition I](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Liberal Arts Elective**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED Lab Science Elective**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Criminal Justice](#) > Program Requirements

**Program Requirements**

**Criminal Justice: Associate in Applied Science**

Minimum Credits for Graduation: 60

**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.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CRJU105, Introduction to Criminal Justice](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 105 requires prior completion or concurrent enrollment in ENGL100. A minimum grade of C is required in CRJU 105.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCI101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 If a student must choose between PSYC 103 or SOCI 101 in the first semester, priority should be given to SOCI 101, since it is a pre-requisite for other program courses.

Choose one from the courses listed below:  
 Minimum credits required: 3  
[POSC103, American National Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[POSC104, American State and Local Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3  
[HSTY101, Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[HSTY102, Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **CAPS Electives** Use [Schedule Search](#) for electives

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**Family DNA Portraits**

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► **Criminal Justice Electives** Use [Schedule Search](#) for electives

► **MATH Elective** Use [Schedule Search](#) for electives

### Fall Term 2

Minimum Total Semester Credits: 15

[CRJU205, Concepts of Criminal Law](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
*CRJU 205 is only offered in the Fall semester.*

[CRJU210, Introduction to Criminal Investigation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCL207, Introduction to Criminology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
*SOCL 207 is only offered in the Fall semester.*

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Liberal Arts Elective** Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

[CRJU215, Legal Aspects of Evidence](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
*CRJU 215 is only offered in the Spring semester.*

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Criminal Justice Electives** Use [Schedule Search](#) for electives

► **Science Elective** Use [Schedule Search](#) for electives

► **Unrestricted Elective** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Criminal Justice](#) > Program Requirements

**Program Requirements**

**Criminal Justice: Certificate**

Minimum Credits for Graduation: 30

**While ENGL 100 is not a required course in the Criminal Justice Certificate program, it is a pre-requisite for ENGL 101 and other program courses.**

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CRJU104, Introduction to Corrections](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 104 is only offered in the Fall semester.

[CRJU105, Introduction to Criminal Justice](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CRJU 105.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[CRJU110, Introduction to Policing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 110 is only offered in the Spring semester.

[CRJU215, Legal Aspects of Evidence](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CRJU 215 is only offered in the Spring semester.

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[POSC103, American National Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[POSC104, American State and Local Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **History Elective** Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Paralegal](#) > Program Requirements

**Program Requirements**

**Paralegal: Associate in Applied Science**

Minimum Credits for Graduation: 63

Alternative program requirement plans are available for students intending to transfer, Honors College students, and students with prior credits or degrees.

Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester.

Unrestricted Electives: Students should select elective courses from subject areas in which they intend to seek employment. PARA 213 - Constitutional Law, PARA 216 - Legal Aspects of Evidence, or PARA 225 - Criminal Law and Procedure can be taken to satisfy these requirements.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PARA101, Introduction to Paralegalism](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in PARA 101.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ECON101, Introduction to Economics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ECON120, Principles of Microeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ECON121, Principles of Macroeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[BUAD201, Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 201.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PARA130, Legal Research and Drafting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in PARA 130.

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Science Elective** Use [Schedule Search](#) for electives

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**Jasmine Fields**  
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## Fall Term 2

Minimum Total Semester Credits: 15

[PARA205, Litigation/Civil Procedure](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 205.

[PARA210, Real Estate/Property Law](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 210.

Choose one from the courses listed below:  
 Minimum credits required: 3

[ENGL102, Approaches to Literature](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[ENGL103, Report Writing](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### ► MATH Elective

Use [Schedule Search](#) for electives

### ► Unrestricted Electives

Use [Schedule Search](#) for electives

## Spring Term 2

Minimum Total Semester Credits: 17

[ENGL204, Fundamentals of Interpersonal Communication](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 3 cr.

[PARA215, Family Law/Domestic Relations](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 215.

[PARA220, Wills, Trusts, Estate Planning](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 220.

[PARA230, Paralegal Internship](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 230. 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).

[PARA231, Paralegal Seminar](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARA 231.

### ► Unrestricted Electives

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Paralegal](#) > Program Requirements

**Program Requirements**

**Paralegal: Certificate**

Minimum Credits for Graduation: 32

A minimum grade of C is required in all courses.

For any credits waived, another course must be substituted, chosen with the approval of an advisor.

**PARC Electives:** Students should select an elective course from a subject area in which they intend to seek employment or have a special interest. PARC 213 - Constitutional Law, PARC 216 - Legal Aspects of Evidence, PARC 225 - Criminal Law and Procedure, PARC 226 - Bankruptcy, or BUAD 202 - Business Law II can be taken to satisfy these requirements. With advisor permission, a student can choose a relevant non-PARC class in place of a PARC Elective.

Since Paralegal Electives are offered once per year, with permission of an advisor, a student may defer PARC 205 and/or PARC 210 until the second semester and take one or two PARC electives in their place in the first semester.

To be admitted to this program, a student must have already earned a baccalaureate degree.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[BUAD201, Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required BUAD 201.

[PARC101, Introduction to Paralegalism](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 101.

[PARC130, Legal Research and Drafting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 130.

[PARC205, Litigation/Civil Procedure](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 205.

[PARC210, Real Estate/Property Law](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 210.

**Spring Term 1**

Minimum Total Semester Credits: 17

[PARC215, Family Law/Domestic Relations](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 215.

[PARC220, Wills, Trusts, Estate Planning](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 220.

[PARC230, Paralegal Internship](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 230.

[PARC231, Paralegal Seminar](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in PARC 231.

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**Janelle Boyd**  
 Her vision of success  
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[Degrees & Certificates](#) > [Chemical Dependency Counseling](#) > Program Requirements

**Program Requirements**

**Chemical Dependency Counseling: Associate in Applied Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[HLTH207](#), [Drug Studies](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HLTH208](#), [Alcohol and Alcoholism](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[CDSC101](#), [Introduction to Chemical Dependency Counseling](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CDSC 101.

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3  
[PSYC207](#), [Adolescent Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[PSYC208](#), [Adult Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **MATH Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[BIOL101](#), [Principles of Biology I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CDSC200](#), [Chemical Dependency Field Work I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in CDSC 200.

[CDSC201](#), [Counseling Theories & Interventions I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CDSC 201 is only offered in the Fall semester.

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ENGL102, [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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PSYC209, [Abnormal Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### Spring Term 2

Minimum Total Semester Credits: 16

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BIOL102, [Principles of Biology II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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CDSC220, [Chemical Dependency Field Work II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in CDSC 220.

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CDSC225, [Counseling Theories & Interventions II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CDSC 225 is only offered in the Spring semester.

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ENGL201, [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Unrestricted Electives**

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[Degrees & Certificates](#) > [Chemical Dependency Counseling](#) > Program Requirements

## Program Requirements

### Chemical Dependency Counseling: Certificate

Minimum Credits for Graduation: 26

[Printable Worksheet \(pdf\)](#)

[CDSC101, Introduction to Chemical Dependency Counseling \(C or better\)](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[CDSC200, Chemical Dependency Field Work I \(C or better\)](#), 4 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[CDSC201, Counseling Theories & Interventions I](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[CDSC220, Chemical Dependency Field Work II \(C or better\)](#), 4 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[CDSC225, Counseling Theories & Interventions II](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[HLTH207, Drug Studies](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[HLTH208, Alcohol and Alcoholism](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp.](#), [Su.](#), [Fa.](#), [Wi.](#)

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

**Note:** The @ symbol represents any course number or discipline. For example, BIOL @ means any course with a Biology course prefix. An @ alone means one course in any course discipline with any course number.

## Our Stories



### Northeast Pediatrics

Our alums are everywhere

[Full story](#)



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[Degrees & Certificates](#) > [Liberal Arts and Sciences: General Studies](#) > Program Requirements

**Program Requirements**

**Liberal Arts and Sciences-General Studies: Associate in Science**

Minimum Credits for Graduation: 60

[Printable Worksheet \(pdf\)](#)

[ENGL100, Academic Writing I \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 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.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Restricted History Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

► **Math or Science Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Natural Sciences Lab Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Other World Civilizations Elective** Use [Schedule Search](#) for electives

Choose one course from the courses listed below:

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCL101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Liberal Arts Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Liberal Arts Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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*Our Stories*



**Vanessa Wikel**  
 Finding her own path  
[Full story](#)



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[Degrees & Certificates](#) > [Liberal Arts and Sciences: General Studies](#) > Program Requirements

**Program Requirements**

**General Studies: Certificate**  
 Minimum Credits for Graduation: 30

[Printable Worksheet \(pdf\)](#)

► **English Electives** Use [Schedule Search](#) for electives

► **Humanities Elective** Use [Schedule Search](#) for electives

► **Math/Science Electives** Use [Schedule Search](#) for electives

► **Social Science Electives** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

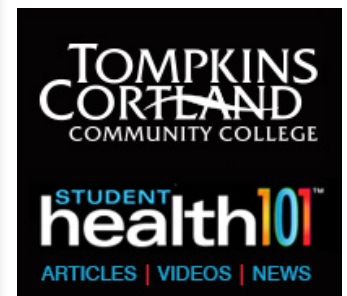
[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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*Our Stories*



**Harriet Rovner Ferguson**  
 Class of 1972  
[Full story](#)



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[Degrees & Certificates](#) > [Entrepreneurship](#) > Program Requirements

**Program Requirements**

**Entrepreneurship: Associate in Applied Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[BUAD103](#), [Entrepreneurship I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 103.

[CAPS121](#), [Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131](#), [Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor. A minimum grade of C is required in ENGL 100.

Choose one from the courses listed below:

- Minimum credits required: 3
- [MATH109](#), [Statistical Literacy](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
  - [MATH120](#), [College Algebra](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
  - [MATH138](#), [Precalculus Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
  - [MATH200](#), [Statistics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
  - [MATH201](#), [Calculus I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **CAPS Elective** Use [Schedule Search](#) for electives

► **Humanities Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ACCT101](#), [Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD108](#), [Sales and Sales Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BUAD 108.

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

- Minimum credits required: 3
- [ECON120](#), [Principles of Microeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
  - [ECON121](#), [Principles of Macroeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Ben Currens**  
 More than you might expect  
[Full story](#)

SUNY Delhi bachelor's degree without leaving Tompkins Cortland Community College

You can study part-time or full-time and build upon credits you earned at Tompkins Cortland or other colleges.

**News & Announcements**

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► **Natural Science Elective**

Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[ACCT102](#), [Principles of Accounting II](#), 4 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD201](#), [Business Law I](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 201.

[BUAD207](#), [Entrepreneurship II](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 207. BUAD 207 is only offered in the Fall semester. It is also occasionally offered in the Summer.

[BUAD208](#), [Principles of Management](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 208.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201](#), [Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204](#), [Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 2**

Minimum Total Semester Credits: 15

[BUAD204](#), [Principles of Marketing](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 204.

[BUAD212](#), [Quality Customer Service](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 212.

[BUAD264](#), [Entrepreneurial Internship](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BUAD 264.

► **ACCT, BUAD, or ECON Elective**

Use [Schedule Search](#) for electives

► **Unrestricted Elective**

Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [International Business](#) > Program Requirements

## Program Requirements

### International Business: Associate in Science

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

#### Fall Term 1

Minimum Total Semester Credits: 13

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ECON120, Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

Choose one from the courses listed below:

Minimum credits required: 3  
[PSYC103, Introduction to Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

#### Spring Term 1

Minimum Total Semester Credits: 16

[ACCT102, Principles of Accounting II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD111, International Business](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD204, Principles of Marketing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GEOG120, World Regional Geography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

#### Fall Term 2

Minimum Total Semester Credits: 18

[BUAD201, Business Law I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD203, Business Communications](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD217, Fundamentals of Exporting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ECON121, Principles of Macroeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Natural Sciences Elective** Use [Schedule Search](#) for electives

## Our Stories



**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)



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► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 15

[BUAD215](#), [International Marketing](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201](#), [Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200](#), [Statistics](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Humanities Elective**

Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Teacher Education Transfer](#) > Program Requirements

## Program Requirements

### Liberal Arts and Sciences-Adolescence Education: Associate in Science

Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

#### Fall Term 1

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101](#), [Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102](#), [Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Math Elective** Use [Schedule Search](#) for electives

#### Spring Term 1

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC207](#), [Adolescent Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY201](#), [American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202](#), [American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Other World Civilizations** Use [Schedule Search](#) for electives

► **SUNY GEN ED The Arts Elective** Use [Schedule Search](#) for electives

#### Fall Term 2

Minimum Total Semester Credits: 15

[EDUC201](#), [Introduction to Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

EDUC 201 is only offered in the Fall semester.

## Our Stories



**Rosanna Perez**  
**Opening her mind**  
[Full story](#)



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[ENGL102, Approaches to Literature](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Foreign Language Electives**

Use [Schedule Search](#) for electives

► **SUNY GEN ED Natural Science Elective**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

[EDUC295, Foundations of Education](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**EDUC 295 is only offered in the Spring semester.**

► **Foreign Language Electives**

Use [Schedule Search](#) for electives

► **Liberal Arts & Sciences Concentration**

Use [Schedule Search](#) for electives

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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**Program Requirements**

**Liberal Arts and Sciences-Childhood Education: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[MATH113, Mathematics for Elementary School Teachers I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in MATH 113.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101, Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH115, Mathematics for Elementary School Teachers II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC205, Childhood Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**SUNY GEN ED Other World Civilizations** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[BIOL125, Biology and Earth Science for Teachers](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Harriet Rovner Ferguson**  
 Class of 1972  
[Full story](#)

**See the world.**  
 Explore Study Abroad

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[EDUC201, Introduction to Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[EDUC 201 is only offered in the Fall semester.](#)

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[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Foreign Language Electives**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[EDUC295, Foundations of Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[EDUC 295 is only offered in the Spring semester.](#)

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► **Foreign Language Electives**

Use [Schedule Search](#) for electives

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► **Liberal Arts & Sciences Concentration**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED The Arts or Lit. for Children**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Teacher Education Transfer](#) > Program Requirements

**Program Requirements**

**Liberal Arts and Sciences-Early Childhood Education: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ECHD125, Introduction to Early Childhood Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts or ECHD Elective. The course should be selected in consultation with the student's advisor.

[MATH113, Mathematics for Elementary School Teachers I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in MATH 113.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[HSTY101, Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH115, Mathematics for Elementary School Teachers II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC205, Childhood Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 16

[BIOL125, Biology and Earth Science for Teachers](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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**Gabrielle Cook**  
**Letters home: from Chennai, India**  
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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Foreign Language Electives**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED Other World Civilizations**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[EDUC295, Foundations of Education](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**EDUC 295 is only offered in the Spring semester.**

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[ENGL220, Literature for Children](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Foreign Language Electives**

Use [Schedule Search](#) for electives

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► **Liberal Arts & Sciences Concentration**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Humanities](#) > Program Requirements

**Program Requirements**

**Liberal Arts and Sciences-Humanities: Associate in Arts**

Minimum Credits for Graduation: 60

[Printable Worksheet \(pdf\)](#)

[ENGL100, Academic Writing I \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 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.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**HISTORY SEQUENCE**

Choose one set of courses from the following sets listed below:

[HSTY101, Development of the Western Tradition I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY201, American History to 1877](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**FOREIGN LANGUAGE SEQUENCE**

Choose one set of courses from the following sets listed below:

[ARAB101, Arabic I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ARAB102, Arabic II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHIN101, Mandarin Chinese I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHIN102, Mandarin Chinese II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN101, French I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN102, French II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN201, Intermediate French I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN202, Intermediate French II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GERM101, Beginning German I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GERM102, Beginning German II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Linda Pasto**  
**Partners in possibility**  
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<a href="#">ITAL101</a> , <a href="#">Italian I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ITAL102</a> , <a href="#">Italian II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">RUSN101</a> , <a href="#">Russian I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">RUSN102</a> , <a href="#">Russian II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN101</a> , <a href="#">Beginning Spanish I</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN102</a> , <a href="#">Beginning Spanish II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN201</a> , <a href="#">Intermediate Spanish I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN202</a> , <a href="#">Intermediate Spanish II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

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► **Humanities Electives** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Math Elective** Use [Schedule Search](#) for electives

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► **Math or Science Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Other World Civilizations Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

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► **Unrestricted Electives** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Social Science](#) > Program Requirements

## Program Requirements

### Liberal Arts and Sciences-Social Science: Associate in Science

Minimum Credits for Graduation: 60

[Printable Worksheet \(pdf\)](#)

[ANTH202, Cultural Anthropology \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A student exempt from ENGL 100 must substitute a three-credit SUNY General Education approved course. The course should be selected in consultation with the student's advisor.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **History Elective (C or better)** Use [Schedule Search](#) for electives

[PSYC103, Introduction to Psychology \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1290, Social Science Capstone \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Social Sciences Electives (C or better)** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Mathematics Elective** Use [Schedule Search](#) for electives

► **Math or Science Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective (C or better)** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Computer Science](#) > Program Requirements

**Program Requirements**

**Computer Science -General Sequence: Associate in Science**

Minimum Credits for Graduation: 63

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS152, Web Page Design](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED Elective. The course should be selected in consultation with the student's advisor.

[MATH138, Precalculus Mathematics](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in MATH 135 as a prerequisite for MATH 201. If exempted from MATH 135, the student must complete another course which should be selected in consultation with his/her advisor.

[MATH200, Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[CIS108, Introduction to Computer Information Systems](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CSCI160, Computer Science I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 16

[CSCI165, Computer Science II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CSCI 165 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH216, Discrete Mathematics](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

MATH 216 is only offered in the Spring semester.

► **SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[CIS220, Database Concepts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CIS 220 is only offered in the Fall semester.

*Our Stories*



**Blaze Sanders**

**Big dreams**

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[CSCI205, Computer Science III-Data Structures](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CSCI 205 is only offered in the Fall semester.

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH201, Calculus I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in MATH 201.

► **SUNY GEN ED Lab Science Elective**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 16

[CSCI210, Computer Architecture & Organization](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
CSCI 210 is only offered in the Spring semester.

[MATH202, Calculus II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Lab Science Elective**

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► **SUNY GEN ED Restricted Electives**

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[Degrees & Certificates](#) > [Computer Science](#) > Program Requirements

**Program Requirements**

**Computer Science - Engineering Sequence: Associate in Science**

Minimum Credits for Graduation: 64

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 14

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A student exempted from ENGL 100 should substitute MATH 206 - Differential Equations. A minimum grade of C in MATH 203 or a minimum grade of B in MATH 202 is required as a pre-requisite for MATH 206. MATH 206 is only offered in the Spring semester. A minimum grade of C is required in ENGL 100.

[MATH200, Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH201, Calculus I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in MATH 201.

Choose one from the courses listed below:

Minimum credits required: 3

[CIS108, Introduction to Computer Information Systems](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CSCI160, Computer Science I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 18

[CSCI165, Computer Science II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CSCI 165 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH202, Calculus II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in MATH 202.

[MATH216, Discrete Mathematics](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

MATH 216 is only offered in the Spring semester.

[PHSC211, Physics I \(Mechanics and Heat\)](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

PHSC 211 is only offered in the Spring semester.

**Fall Term 2**

Minimum Total Semester Credits: 17

[CIS220, Database Concepts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CIS 220 is only offered in the Fall semester.

[CSCI205, Computer Science III-Data Structures](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CSCI 205 is only offered in the Fall semester.

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**Esther Williams**  
 The thriving artist  
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[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH203, Calculus III](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[MATH 203 is only offered in the Fall semester.](#)

[PHSC212, Physics II \(Electricity and Magnetism\)](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[PHSC 212 is only offered in the Fall semester.](#)

### Spring Term 2

Minimum Total Semester Credits: 15

[CSCI210, Computer Architecture & Organization](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[CSCI 210 is only offered in the Spring semester.](#)

Choose one from the courses listed below:  
Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

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**Program Requirements**

**Communication and Media Arts - Broadcast Journalism: Associate in Science**

Minimum Credits for Graduation: 63

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[COMM100, Creating Online Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 100.

[COMM101, Mass Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 101.

[COMM120, Broadcast Operations](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 120.

[COMM127, Audio Production I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 127. COMM 127 is only offered in the Fall semester.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor.

[FSS160, Freshman Seminar - Communication and Media Arts](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 FSS 160 is only offered in the Fall semester.

**Spring Term 1**

Minimum Total Semester Credits: 16

[COMM140, Introduction to Field Production](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 140.

[COMM160, Media Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 160. COMM 160 is only offered in the Spring semester.

[COMM225, Communication Law and Ethics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 COMM 225 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL237, Journalism](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 237. ENGL 237 is only offered in the Spring semester.

[IRM101, Research Strategies](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 IRM 101 is only offered in the Spring semester.

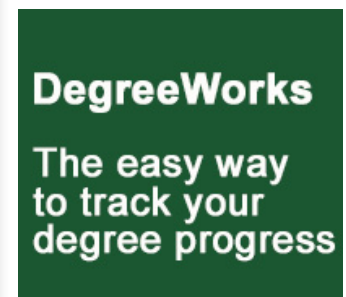
**Fall Term 2**

Minimum Total Semester Credits: 15

*Our Stories*



**Dryden Mutual Mutual benefit**  
[Full story](#)



**News & Announcements**

- Registration Open for Summer Classes
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[ANTH202, Cultural Anthropology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200, Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 16

[COMM262, Portfolio Preparation-Communication](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 262.

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101, Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ART101, History and Appreciation of Art I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ART102, History and Appreciation of Art II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ART111, Photography I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL200, Screenwriting](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MUSI101, Music Appreciation](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Elective** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Broadcast Production](#) > Program Requirements

**Program Requirements**

**Broadcast Production - Radio: Associate in Applied Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 17

[COMM100](#), [Creating Online Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 100.

[COMM101](#), [Mass Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 101.

[COMM110](#), [Aesthetics/Techniques of Video and Film Editing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 110.

[COMM127](#), [Audio Production I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 127. COMM 127 is only offered in the Fall semester.

[COMM135](#), [Recording Technology I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 135. COMM 135 is only offered in the Fall semester.

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[FSS160](#), [Freshman Seminar - Communication and Media Arts](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

FSS 160 is only offered in the Fall semester.

**Spring Term 1**

Minimum Total Semester Credits: 16

[COMM105](#), [Careers in Audio/Music](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

COMM 105 is only offered in the Spring semester.

[COMM227](#), [Audio Production II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 227. COMM 227 is only offered in the Spring semester.

[COMM235](#), [Recording Technology II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 235. COMM 235 is only offered in the Spring semester.

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[PSYC103](#), [Introduction to Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Sam Trotman**  
 Going 'everywhere'  
[Full story](#)



**News & Announcements**

- Registration Open for Summer Classes
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[SOC1101, Introduction to Sociology](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **MATH Elective**

Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[COMM170, Broadcast Copywriting](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 170. COMM 170 is only offered in the Fall semester.

[COMM230, Broadcast Communication Skills](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 230. COMM 230 is only offered in the Fall semester.

[ENGL201, Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Humanities Elective**

Use [Schedule Search](#) for electives

► **Restricted Program Electives**

Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Totals: 13

[COMM160, Media Writing](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 160. COMM 160 is only offered in the Spring semester.

[COMM225, Communication Law and Ethics](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

COMM 225 is only offered in the Spring semester.

[COMM262, Portfolio Preparation-Communication](#), 1 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 262.

► **Lab Science Elective**

Use [Schedule Search](#) for electives

► **Restricted Program Electives**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Broadcast Production](#) > Program Requirements

**Program Requirements**

**Broadcast Production - Television: Associate in Applied Science**  
 Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[COMM101](#), [Mass Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 101.

[COMM110](#), [Aesthetics/Techniques of Video and Film Editing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 110.

[COMM111](#), [Foundations of Digital Editing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 111.

[COMM112](#), [Foundations of Motion Graphics](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 112.

[COMM120](#), [Broadcast Operations](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 120.

[COMM127](#), [Audio Production I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 127. COMM 127 is only offered in the Fall semester.

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[FSS160](#), [Freshman Seminar - Communication and Media Arts](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 FSS 160 is only offered in the Fall semester.

**Spring Term 1**

Minimum Total Semester Credits: 15

[COMM140](#), [Introduction to Field Production](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 140.

[COMM210](#), [Production and Direction](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 210. COMM 210 is only offered in the Spring semester.

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ART104](#), [History of Photography and Video](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[ART106](#), [Introduction to Photojournalism](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Katrina Teeter**  
 Putting the student in student-athlete  
[Full story](#)

**Online tutoring**  
 Sun. - Thurs.  
 7 p.m. - midnight

**News & Announcements**

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[ART111, Photography I](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **MATH Elective**

Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[COMM170, Broadcast Copywriting](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 170. COMM 170 is only offered in the Fall semester.

[COMM245, Professional Video Editing and Post Production](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 245. COMM 245 is only offered in the Fall semester.

[ENGL201, Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Humanities Elective**

Use [Schedule Search](#) for electives

► **Restricted Program Electives**

Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 14

[COMM145, DVD Authoring](#), 1 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 145. COMM 145 is only offered in the Spring semester.

[COMM225, Communication Law and Ethics](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

COMM 225 is only offered in the Spring semester.

[COMM262, Portfolio Preparation-Communication](#), 1 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 262.

[COMM290, Television News Production](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in COMM 290. COMM 290 is only offered in the Spring semester.

Choose one from the courses listed below:

Minimum credits required: 3

[PSYC103, Introduction to Psychology](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101, Introduction to Sociology](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Lab Science Elective**

Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Construction and Environmental Technology](#) > Program Requirements

**Program Requirements**

**Construction & Environmental Technology: Associate in Applied Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[CONT107, Construction Materials](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CONT 107 is only offered in the Fall semester.

[DRAF117, Architectural Drafting I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 DRAF 117 is only offered in the Fall semester.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.

[MATH122, Technical Mathematics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A student with four years of high school mathematics and appropriate placement test scores should substitute MATH 138 or MATH 201. The minimum program requirement of 62 credits must still be met. A waiver request form must be submitted and approved.

**Social Sciences Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[CAPS111, Introduction to Word Processing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS131, Introduction to Databases](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[DRAF118, Architectural Drafting II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 DRAF 118 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS102, Technology and the Environment](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Restricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[CONT202, Surveying](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 CONT 202 is only offered in the Fall semester.

*Our Stories*



**Blaze Sanders**  
**Big dreams**  
[Full story](#)



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[ENGL103, Report Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 3

[BUAD103, Entrepreneurship I](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD201, Business Law I](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

---

► **Lab Science Elective**

Use [Schedule Search](#) for electives

---

► **Unrestricted Elective**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 17

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[CONT115, Construction Estimating and Planning](#), 2 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CONT 115 is only offered in the Spring semester.](#)

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[CONT208, Construction Management and Regulation](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CONT 208 is only offered in the Spring semester.](#)

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[CONT210, Structural Design](#), 4 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CONT 210 is only offered in the Spring semester.](#)

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[CONT216, Materials Testing](#), 2 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CONT 216 is only offered in the Spring semester.](#)

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[ENGL201, Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Humanities Elective**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Construction and Environmental Technology](#) > Program Requirements

**Program Requirements**

**Construction & Environmental Technology: Certificate**

Minimum Credits for Graduation: 29

[Printable Worksheet \(pdf\)](#)

<a href="#">CONT107, Construction Materials</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CONT115, Construction Estimating and Planning</a> , 2 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CONT202, Surveying</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CONT208, Construction Management and Regulation</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CONT210, Structural Design</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">CONT216, Materials Testing</a> , 2 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">DRAE117, Architectural Drafting I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">DRAE118, Architectural Drafting II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENVS102, Technology and the Environment</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

**► Restricted Elective** Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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*Our Stories*



**Gabrielle Cook**  
**Letters home: from Chennai, India**  
[Full story](#)



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[Degrees & Certificates](#) > [Creative Writing](#) > Program Requirements

**Program Requirements**

**Creative Writing-Prose, Poetry, & Drama: Associate in Arts**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[ENGL227](#), [Fundamentals of Creative Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL261](#), [Visiting Writer Series](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 261 is only offered in the Fall semester.

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.

[ENGL258](#), [Creative Nonfiction Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 258 is only offered in the Spring semester.

[ENGL262](#), [Poetry Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 262 is only offered in the Spring semester.

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.

[ENGL229](#), [Introduction to Poetry](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Linda Pasto**  
**Partners in possibility**  
[Full story](#)



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[ENGL256, Playwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**ENGL 256 is only offered in the Fall semester.**

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► **Liberal Arts Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

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### Spring Term 2

Minimum Total Semester Credits: 16

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[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENGL212, Fiction Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENGL215, Short Fiction](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 1

[ENGL108, Literary Performance & the Spoken Word](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL275, Getting Published - Prose and Poetry](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

---

► **Liberal Arts Elective** Use [Schedule Search](#) for electives

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► **Unrestricted Electives** Use [Schedule Search](#) for electives

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### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Creative Writing](#) > Program Requirements

**Program Requirements**

**Creative Writing-Screenwriting: Associate in Arts**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[ENGL135](#), [Short Narrative Film Writing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL261](#), [Visiting Writer Series](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENGL 261 is only offered in the Fall semester.

► **CAPS Electives** Use [Schedule Search](#) for electives

► **CAPS Electives** Use [Schedule Search](#) for electives

► **FOREIGN LANGUAGE SEQUENCE** Use [Schedule Search](#) for electives

► **Liberal Arts Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.

[ENGL200](#), [Screenwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **FOREIGN LANGUAGE SEQUENCE** Use [Schedule Search](#) for electives

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

*Our Stories*



**Blaze Sanders**  
**Big dreams**  
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**News & Announcements**

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Minimum Total Semester Credits: 15

[ENGL216, Advanced Screenwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
*ENGL 216 is only offered in the Spring semester.*

[ENGL233, Film Analysis](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
Minimum credits required: 3

[ART233, Animation](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[COMM115, Introduction to Digital Video](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 16

[ENGL255, Writing the Dramatic Television Series](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL274, Marketing the Screenplay](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
*ENGL 274 is only offered in the Spring semester.*

► **Liberal Arts Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Creative Writing](#) > Program Requirements

**Program Requirements**

**Creative Writing - Prose and Poetry : Certificate**

Minimum Credits for Graduation: 30

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 14

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed before enrolling in ENGL 101.

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102.

[ENGL227](#), [Fundamentals of Creative Writing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL261](#), [Visiting Writer Series](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENGL 261 is only offered in the Fall semester.

► **Restricted Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL215](#), [Short Fiction](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL229](#), [Introduction to Poetry](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[ENGL212](#), [Fiction Writing](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL258](#), [Creative Nonfiction Writing](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL262](#), [Poetry Writing](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Restricted Elective** Use [Schedule Search](#) for electives

► **Unrestricted Electives** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Creative Writing](#) > Program Requirements

**Program Requirements**

**Creative Writing-Screen Writing : Certificate**

Minimum Credits for Graduation: 30

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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.

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102.

[ENGL135](#), [Short Narrative Film Writing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL200](#), [Screenwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL261](#), [Visiting Writer Series](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 261 is only offered in the Fall semester.

► **Unrestricted Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL108](#), [Literary Performance & the Spoken Word](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 108 is only offered in the Spring semester.

[ENGL204](#), [Fundamentals of Interpersonal Communication](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL216](#), [Advanced Screenwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ENGL 216 is only offered in the Spring semester.

[ENGL271](#), [Writing Internship](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL274](#), [Marketing the Screenplay](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL233](#), [Film Analysis](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL255](#), [Writing the Dramatic Television Series](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Unrestricted Elective** Use [Schedule Search](#) for electives

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**Derik Rich**

A place to find yourself

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**News & Announcements**

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[Degrees & Certificates](#) > [Digital Cinema](#) > Program Requirements

**Program Requirements**

**Digital Cinema: Associate in Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[COMM101](#), [Mass Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 101.

[COMM110](#), [Aesthetics/Techniques of Video and Film Editing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 110.

[COMM111](#), [Foundations of Digital Editing](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 111.

[COMM112](#), [Foundations of Motion Graphics](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 112.

[COMM127](#), [Audio Production I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 127. COMM 127 is only offered in the Fall semester.

[COMM140](#), [Introduction to Field Production](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 140.

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor. Students in the Digital Cinema program should take the "Sitcom-themed" section of ENGL 100.

[FSS160](#), [Freshman Seminar - Communication and Media Arts](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 FSS 160 is only offered in the Fall semester.

**Spring Term 1**

Minimum Total Semester Credits: 15

[ART111](#), [Photography I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[COMM210](#), [Production and Direction](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in COMM 210. COMM 210 is only offered in the Spring semester.

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Students in the Digital Cinema program should take the "Film-themed" section of ENGL 101.

[ENGL200](#), [Screenwriting](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:  
 Minimum credits required: 3

<a href="#">MATH120, College Algebra</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">MATH138, Precalculus Mathematics</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">MATH200, Statistics</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

**Fall Term 2**

Minimum Total Semester Credits: 16

<a href="#">COMM240, Non Fiction &amp; Fiction Field Production</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<b>A minimum grade of C is required in COMM 240.</b>	

<a href="#">ENGL233, Film Analysis</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
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Choose one from the courses listed below:  
 Minimum credits required: 1

<a href="#">COMM262, Portfolio Preparation-Communication</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL260, Creative Writing Portfolio</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

<b>► Restricted Electives</b>	Use <a href="#">Schedule Search</a> for electives
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<b>► SUNY GEN ED Lab Science Elective</b>	Use <a href="#">Schedule Search</a> for electives
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**Spring Term 2**

Minimum Total Semester Credits: 15

<a href="#">ENGL201, Fundamentals of Speech</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
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Choose one from the courses listed below:  
 Minimum credits required: 3

<a href="#">COMM298, Cinema Capstone</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL298, Cinema Capstone</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

Choose one from the courses listed below:  
 Minimum credits required: 3

<a href="#">PSYC103, Introduction to Psychology</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SOC1101, Introduction to Sociology</a>	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

<b>► SUNY GEN ED Restricted Elective I</b>	Use <a href="#">Schedule Search</a> for electives
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<b>► SUNY GEN ED Restricted Elective II</b>	Use <a href="#">Schedule Search</a> for electives
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[Degrees & Certificates](#) > [Early Childhood](#) > Program Requirements

**Program Requirements**

**Early Childhood: Associate in Applied Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ECHD110, Children and the Arts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 110.

[ECHD125, Introduction to Early Childhood Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 125.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**MATH Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ECHD225, Early Childhood Curriculum Development](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 225.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ASTR101, Introductory Astronomy](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL114, Essentials of Nutrition](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS101, Introduction to Environmental Science](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS102, Technology and the Environment](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[RECR150, Play Across Cultures](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCE150, Play Across Cultures](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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## Fall Term 2

Minimum Total Semester Credits: 15

[ECHD206, Infant/Toddler Environments and Curriculum](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 206.

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC205, Childhood Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1201, Sociology of the Family](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Per Social Science Department approval, Early Childhood majors do not need to complete SOCI 101 prior to enrolling in SOCI 201.

Choose one from the courses listed below:

Minimum credits required: 3

[ART120, Drawing I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ART130, Ceramics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

## Spring Term 2

Minimum Total Semester Credits: 16

[ECHD240, Techniques for Observing and Recording Young Children's Development](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 240.

[ECHD242, Guided Field Work - Early Childhood Education](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ECHD 242. Honors option offered. See Program Chair.

[ENGL220, Literature for Children](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Unrestricted Elective**

Use [Schedule Search](#) for electives

## [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Math/Science](#) > Program Requirements

**Program Requirements**

**Liberal Arts and Sciences-Math/Science: Associate in Science**  
 Minimum Credits for Graduation: 62

[Printable Worksheet \(pdf\)](#)

[ENGL100, Academic Writing I \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 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.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FSS138, Freshman Seminar - Math/Science](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **History Elective** Use [Schedule Search](#) for electives

[MATH201, Calculus I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Math/Science Course Pairs**

Choose 2 course sets from the following groups. Each set (pair of courses) must be from a different group.

Minimum 14 credits required. Must include one 8-credit pair.

**Biology group**

Schedule

[BIOL101, Principles of Biology I](#),  
 and [BIOL102, Principles of Biology II](#), Total Credits: 6  
 OR  
[BIOL104, General Biology I](#),  
 and [BIOL105, General Biology II](#), Total Credits: 8

[BIOL101: Sp, Su, Fa, Wi](#)  
[BIOL102: Sp, Su, Fa, Wi](#)  
[BIOL104: Sp, Su, Fa, Wi](#)  
[BIOL105: Sp, Su, Fa, Wi](#)

**Chemistry group**

Schedule

[CHEM101, Principles of Chemistry I](#),  
 and [CHEM102, Principles of Chemistry II](#), Total Credits: 8  
 OR  
[CHEM107, General Chemistry I](#),  
 and [CHEM108, General Chemistry II](#), Total Credits: 8

[CHEM101: Sp, Su, Fa, Wi](#)  
[CHEM102: Sp, Su, Fa, Wi](#)  
[CHEM107: Sp, Su, Fa, Wi](#)  
[CHEM108: Sp, Su, Fa, Wi](#)

**Math group**

Schedule

[MATH200, Statistics](#),  
 and [MATH202, Calculus II](#), Total Credits: 7  
 OR  
[MATH202, Calculus II](#),  
 and [MATH203, Calculus III](#), Total Credits: 8

[MATH200: Sp, Su, Fa, Wi](#)  
[MATH202: Sp, Su, Fa, Wi](#)  
[MATH202: Sp, Su, Fa, Wi](#)  
[MATH203: Sp, Su, Fa, Wi](#)

**Physics group**

Schedule

[PHSC104, General Physics I](#),  
 and [PHSC105, General Physics II](#), Total Credits: 8  
 OR  
[PHSC211, Physics I \(Mechanics and Heat\)](#),  
 and [PHSC212, Physics II \(Electricity and Magnetism\)](#), Total Credits: 8

[PHSC104: Sp, Su, Fa, Wi](#)  
[PHSC105: Sp, Su, Fa, Wi](#)  
[PHSC211: Sp, Su, Fa, Wi](#)  
[PHSC212: Sp, Su, Fa, Wi](#)

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Math, Science, or Computer Science Electives** Use [Schedule Search](#) for

*Our Stories*



**Ashlee Seals**  
 A true woman of excellence  
[Full story](#)

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	electives
▶ <b>SUNY GEN ED Humanities or Foreign Language Elective</b>	Use <a href="#">Schedule Search</a> for electives
▶ <b>SUNY GEN ED Social Sciences Elective</b>	Use <a href="#">Schedule Search</a> for electives
▶ <b>Restricted SUNY GEN ED Elective</b>	Use <a href="#">Schedule Search</a> for electives
▶ <b>Liberal Arts Elective</b>	Use <a href="#">Schedule Search</a> for electives
▶ <b>Unrestricted Electives</b>	Use <a href="#">Schedule Search</a> for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Liberal Arts and Sciences: Women and Gender Studies](#) > Program Requirements

**Program Requirements**

**Liberal Arts & Sci.-Women & Gender Studies: Associate in Science**

Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Unrestricted Elective. The course should be selected in consultation with the student's advisor.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WGST100](#), [Perspectives on Women - An Introduction](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WGST200](#), [Images of Women](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WGST233](#), [Women in U.S. History](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3  
[HSTY201](#), [American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[HSTY202](#), [American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WGST120](#), [Women and Health Care](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[WGST125](#), [Women and Work](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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**Jasmine Fields**  
 An international education  
[Full story](#)



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**SUNY GEN ED Western Civilization Elective**

electives

► **Unrestricted Elective**

Use [Schedule Search](#) for  
electives

**Spring Term 2**

Minimum Total Semester Credits: 15

[ENGL201](#), [Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY110](#), [World History to 1500](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY111](#), [World History Since 1500](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY215](#), [History of Latin America](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY245](#), [Topics in Modern Asia](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY252](#), [Native American History: Colonial Policies](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY260](#), [Topics in Modern Latin America](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENVS105](#), [Environmental Ethics](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PHIL101](#), [Introduction to Philosophy](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PHIL201](#), [Contemporary Moral Issues](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Math or Science Elective**

Use [Schedule Search](#) for  
electives

► **Unrestricted Elective**

Use [Schedule Search](#) for  
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[Degrees & Certificates](#) > [Sport Management](#) > Program Requirements

**Program Requirements**

**Sport Management: Associate in Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 17

[ACCT101, Principles of Accounting I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit SUNY GEN ED Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[FSS175, Freshman Seminar - Sport Management](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SPMT150, Foundations of Sport Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in SPMT 150.

Choose one from the courses listed below:

Minimum credits required: 4

[MATH120, College Algebra](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH138, Precalculus Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH201, Calculus I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **CAPS Electives** Use [Schedule Search](#) for electives

► **CAPS Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 17

[BUAD204, Principles of Marketing](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BUAD208, Principles of Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SPMT190, Event Practicum I](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in SPMT 190.

Choose one from the courses listed below:

Minimum credits required: 3

[PSYC103, Introduction to Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCL101, Introduction to Sociology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Katrina Teeter**  
 Putting the student in student-athlete  
[Full story](#)

The Pathways Scholarship provides aid and support for adult students



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► **CAPS Electives** Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[ECON120](#), [Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SPMT255](#), [Sport Event Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in SPMT 255. SPMT 255 is only offered in the Fall semester.

[SPMT260](#), [Sport Media Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in SPMT 260.

► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 13

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200](#), [Statistics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SPMT195](#), [Event Practicum II](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in SPMT 195.

[SPMT270](#), [Sport Facilities/Venue Management](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in SPMT 270. SPMT 270 is only offered in the Spring semester.

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101](#), [Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102](#), [Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY201](#), [American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202](#), [American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[Degrees & Certificates](#) > [Biology](#) > Program Requirements

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**Program Requirements**

**Biology: Associate in Science**  
 Minimum Credits for Graduation: 60

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[BIOL104, General Biology I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BIOL 104.

[CHEM107, General Chemistry I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A student exempted from ENGL 100 must substitute a 3-credit Unrestricted Elective. The course should be selected in consultation with the student's advisor. A minimum grade of C is required in ENGL 100.

Choose one from the courses listed below:  
 Minimum credits required: 1

[CAPS121, Introduction to Spreadsheets](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS123, Advanced Spreadsheets](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 1

[BIOT101, Introduction to Biotechnology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FSS138, Freshman Seminar - Math/Science](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[BIOL105, General Biology II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in BIOL 105.

[CHEM108, General Chemistry II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH138, Precalculus Mathematics](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 14

[CHEM205, Organic Chemistry I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

CHEM 205 is only offered in the Fall semester.

Choose one from the courses listed below:

*Our Stories*



**Harriet Rovner Ferguson**  
 Class of 1972  
[Full story](#)

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**News & Announcements**

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Minimum credits required: 3

[MATH200, Statistics](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH201, Calculus I](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 4

[BIOL211, Ecology](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL205, General Genetics](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL206, Molecular Genetic Techniques](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Restricted Electives**

Use [Schedule Search](#) for electives

## Spring Term 2

Minimum Total Semester Credits: 15

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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Restricted Electives**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED Humanities Elective**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

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► **SUNY GEN ED Restricted Electives**

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## [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Biology](#) > Program Requirements

**Program Requirements**

**Biotechnology: Certificate**

Minimum Credits for Graduation: 24

[Printable Worksheet \(pdf\)](#)

Choose one course from the courses listed below:

[BIOL101, Principles of Biology I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL104, General Biology I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[BIOL112, Essentials of Medical Microbiology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL216, General Microbiology](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL206, Molecular Genetic Techniques](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL221, Cell Culture Techniques](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[BIOT101, Introduction to Biotechnology](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FSS138, Freshman Seminar - Math/Science](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOT295, Biotechnology Seminar](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[CAPS121, Introduction to Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CAPS123, Advanced Spreadsheets](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Chemistry Requirement**

Choose one set of courses from the following sets listed below:

[CHEM101, Principles of Chemistry I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHEM102, Principles of Chemistry II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHEM107, General Chemistry I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHEM108, General Chemistry II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Math Elective - MATH 120 or higher**

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*Our Stories*



**Sam Trotman**  
 Going 'everywhere'  
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[Degrees & Certificates](#) > [Engineering Science](#) > Program Requirements

**Degrees & Certificates**

- General Education
- Honors College
- PTK Honor Society
- Farm to Bistro
- Sustainability Designation
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**Program Requirements**

**Engineering Science: Associate in Science**

Minimum Credits for Graduation: 66

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 and CHEM 206, Organic Chemistry I & II. A student interested in Bioengineering may substitute BIOL 104 and BIOL 105, General Biology I & II.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 14

[CHEM107, General Chemistry I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CSCI160, Computer Science I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor. A minimum grade of C is required in ENGL 100.

[MATH201, Calculus I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 Students who are not able to take MATH 201 in the first semester will need two extra semesters to complete the program. A minimum grade of C is required in MATH 201.

**Spring Term 1**

Minimum Total Semester Credits: 18

[ECON120, Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENSC137, Introduction to Engineering](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENSC 137 is only offered in the Spring semester.

[MATH202, Calculus II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in MATH 202.

[PHSC211, Physics I \(Mechanics and Heat\)](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 PHSC 211 is only offered in the Spring semester.

► **Liberal Arts Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[ENSC204, Mechanics of Materials](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENSC 204 is only offered in the Fall semester.

[ENSC209, Engineering Mechanics: Statics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENSC 209 is only offered in the Fall semester.

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**Ashlee Seals**  
 A true woman of excellence  
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[MATH203, Calculus III](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in MATH 203. MATH 203 is only offered in the Fall semester.

[PHSC212, Physics II \(Electricity and Magnetism\)](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
PHSC 212 is only offered in the Fall semester.

► **Restricted Electives**

Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 18

[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENSC203, Electrical Science](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
ENSC 203 is only offered in the Spring semester.

[ENSC212, Dynamics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
ENSC 212 is only offered in the Spring semester.

[MATH206, Differential Equations](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
MATH 206 is only offered in the Spring semester.

[PHSC213, Physics III \(Waves, Optics and Modern Physics\)](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
PHSC 213 is only offered in the Spring semester.

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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[Degrees & Certificates](#) > [Environmental Studies](#) > Program Requirements

**Program Requirements**

**Environmental Studies: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 14

[BIOL104, General Biology I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BIOL 104.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Unrestricted Elective. The course should be selected in consultation with the student's advisor.

[ENVS101, Introduction to Environmental Science](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENVS 101.

[FSS132, Freshman Seminar - Environmental Studies](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 FSS 132 is only offered in the Fall semester.

Choose one from the courses listed below:  
 Minimum credits required: 3

- [ECON120, Principles of Microeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [ECON121, Principles of Macroeconomics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [ENVS107, Economy, Society & Environment](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [POSC103, American National Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [POSC104, American State and Local Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [POSC107, Economy, Society & Environment](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 17

[BIOL105, General Biology II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in BIOL 105.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS102, Technology and the Environment](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENVS 102.

Choose one from the courses listed below:  
 Minimum credits required: 4

- [MATH120, College Algebra](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [MATH138, Precalculus Mathematics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)
- [MATH201, Calculus I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**SUNY GEN ED Restricted Electives** Use [Schedule Search](#) for electives

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**Vanessa Wikel**  
 Finding her own path  
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### Fall Term 2

Minimum Total Semester Credits: 14

[BIOL 211, Ecology](#), 4 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**BIOL 211 is only offered in the Fall semester.**

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[CHEM 107, General Chemistry I](#), 4 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENGL 201, Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 16

[CHEM 108, General Chemistry II](#), 4 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENVS 295, Global Seminar](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**ENVS 295 is only offered in the Spring semester.**

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[MATH 200, Statistics](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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Choose one from the courses listed below:

Minimum credits required: 3

[ENGL 102, Approaches to Literature](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS 105, Environmental Ethics](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Restricted Elective**

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[Degrees & Certificates](#) > [Graphic Design](#) > Program Requirements

**Program Requirements**

**Graphic Design: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ART109, Graphic Design](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 109.

[ART110, Design I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 110.

[ART120, Drawing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 120.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ART114, Design II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 114.

[ART122, Drawing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ART 122 is only offered in the Spring semester.

[ART180, Typography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 180. ART 180 is only offered in the Spring semester.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HSTY101, Development of the Western Tradition I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY102, Development of the Western Tradition II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY201, American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY202, American History Since 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 16

[ART101, History and Appreciation of Art I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

ART 101 is only offered in the Fall semester.

[ART111, Photography I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Esther Williams**  
 The thriving artist  
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A minimum grade of C is required in ART 111.

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[ART260, Portfolio Preparation - Graphic Design](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 260. ART 260 is only offered in the Fall semester.

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[ART270, Computer Graphics I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 270. ART 270 is only offered in the Fall semester.

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[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **SUNY GEN ED Natural Sciences Elective** Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[ART102, History and Appreciation of Art II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
ART 102 is only offered in the Spring semester.

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[ART271, Computer Graphics II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 271. ART 271 is only offered in the Spring semester.

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[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Restricted Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Human Services](#) > Program Requirements

**Program Requirements**

**Human Services: Associate in Applied Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[HUMS105](#), [Introduction to Human Services](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HUMS 105.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOCL101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Unrestricted Electives** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS200](#), [Generalist Social Work Practice Skills](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HUMS 200.

► **Human Services Electives** Use [Schedule Search](#) for electives

► **MATH Elective** Use [Schedule Search](#) for electives

► **POSC Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS229](#), [Applied Methods in Human Services](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HUMS 229.

► **Human Services Electives** Use [Schedule Search](#) for electives

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**Holly McBean**  
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► **Restricted SOCI Elective**

Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 16

[HUMS232](#), [Human Service Internship & Seminar](#), 4 cr.  
A minimum grade of C is required in HUMS 232.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Human Services Electives**

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► **PSYC Elective**

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► **Science Elective**

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► **Unrestricted Electives**

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[Degrees & Certificates](#) > [Human Services](#) > Program Requirements

**Program Requirements**

**Human Services: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[HUMS105](#), [Introduction to Human Services](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in HUMS 105.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**► Unrestricted Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS200](#), [Generalist Social Work Practice Skills](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in HUMS 200.

[PSYC263](#), [Development Across the Lifespan](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3  
[POSC103](#), [American National Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[POSC104](#), [American State and Local Government](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**► Liberal Arts Electives** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[BIOL100](#), [Human Biology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3  
[HSTY201](#), [American History to 1877](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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**Rosanna Perez**  
**Opening her mind**  
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HSTY202, [American History Since 1877](#)

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► Liberal Arts Electives

Use [Schedule Search](#) for electives

► Restricted Elective

Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 16

[ENGL201](#), [Fundamentals of Speech](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS232](#), [Human Service Internship & Seminar](#), 4 cr.  
A minimum grade of C is required in HUMS 232.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[MATH200](#), [Statistics](#), 3 cr.

Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► Human Services Elective

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► Restricted SUNY GEN ED Elective

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[Degrees & Certificates](#) > [Human Services](#) > Program Requirements

**Program Requirements**

**Human Services: Certificate**

Minimum Credits for Graduation: 30

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.

[HUMS105](#), [Introduction to Human Services](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in HUMS 105.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[HUMS104](#), [Introduction to Corrections](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS125](#), [Introduction to Early Childhood Education](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HUMS200](#), [Generalist Social Work Practice Skills](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[PSYC201](#), [Social Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[PSYC205](#), [Childhood Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Restricted Human Services Elective** Use [Schedule Search](#) for electives

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**Note:** The @ symbol represents any course number or discipline. For example, BIOL @ means any course with a Biology course prefix. An @ alone means one course in any course discipline with any course number.

*Our Stories*



**Dryden Mutual Mutual benefit**  
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[Degrees & Certificates](#) > [International Studies](#) > Program Requirements

**Degrees & Certificates**

- General Education
- Honors College
- PTK Honor Society
- Farm to Bistro
- Sustainability Designation
- Disney College Program
- Study Abroad
- Vector Scholars
- College in High School
- Internships

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

**Program Requirements**

**International Studies: Associate in Science**  
 Minimum Credits for Graduation: 60

[Printable Worksheet \(pdf\)](#)

[ANTH202, Cultural Anthropology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[ANTH220, Dev Anthropology in a Globalizing World](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1220, Dev Anthropology in a Globalizing World](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one course from the courses listed below:

[ECON120, Principles of Microeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ECON121, Principles of Macroeconomics](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I \(C or better\)](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GEOG120, World Regional Geography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HSTY111, World History Since 1500](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**FOREIGN LANGUAGE SEQUENCE**

Choose one set of courses from the following sets listed below:

[ARAB101, Arabic I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ARAB102, Arabic II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHIN101, Mandarin Chinese I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[CHIN102, Mandarin Chinese II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN101, French I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN102, French II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN201, Intermediate French I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FREN202, Intermediate French II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GERM101, Beginning German I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[GERM102, Beginning German II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Northeast Pediatrics**  
 Our alums are everywhere  
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<a href="#">ITAL101</a> , <a href="#">Italian I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ITAL102</a> , <a href="#">Italian II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">RUSN101</a> , <a href="#">Russian I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">RUSN102</a> , <a href="#">Russian II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN101</a> , <a href="#">Beginning Spanish I</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN102</a> , <a href="#">Beginning Spanish II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN201</a> , <a href="#">Intermediate Spanish I</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SPAN202</a> , <a href="#">Intermediate Spanish II</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **Restricted MATH Elective**

Use [Schedule Search](#) for electives

Choose one course from the courses listed below:

All students in the program must complete a Study Abroad course. If a two-course pair is taken, the other course can often be used as an elective. Consult with your advisor for more information.

<a href="#">ANTH260</a> , <a href="#">Culture Survey for Study Abroad</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">BIOL116</a> , <a href="#">Tropical Field Natural History</a> , 4 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">ENGL250</a> , <a href="#">Field Studies in Literature</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">HRMG220</a> , <a href="#">International Culture &amp; Cuisine - Study Abroad</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">HSTY230</a> , <a href="#">History of Ireland - Study Abroad</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">HSTY260</a> , <a href="#">Topics in Modern Latin America</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">IED260</a> , <a href="#">Culture Survey for Study Abroad</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">POSC230</a> , <a href="#">History of Ireland</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">POSC260</a> , <a href="#">Topics in Modern Latin America</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **Sustainability Elective**

Use [Schedule Search](#) for electives

<a href="#">POSC225</a> , <a href="#">Comparative Politics</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>
<a href="#">SOC1101</a> , <a href="#">Introduction to Sociology</a> , 3 cr.	Schedule: <a href="#">Sp</a> , <a href="#">Su</a> , <a href="#">Fa</a> , <a href="#">Wi</a>

► **Restricted SUNY GEN ED Natural Science Elective**

Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Elective**

Use [Schedule Search](#) for electives

► **Unrestricted Electives**

Use [Schedule Search](#) for electives

### [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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**Degrees & Certificates**

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[Degrees & Certificates](#) > [New Media](#) > Program Requirements

**Program Requirements**

**New Media: Associate in Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[ART111, Photography I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 111.

[ART117, Design I for Electronic Media](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 117.

[ART120, Drawing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 120.

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[FSS137, Freshman Seminar-New Media](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ART212, Digital Photography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 212.

[ART213, Dynamic Media I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 213.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

► **Unrestricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 16

[ART101, History and Appreciation of Art I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 101. ART 101 is only offered in the Fall semester.

[ART214, Dynamic Media II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ART 214. ART 214 is only offered in the Fall semester.

*Our Stories*



**Ben Currens**

More than you might expect

[Full story](#)



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[ART233](#), [Animation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 233. ART 233 is only offered in the Fall semester.

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[ART261](#), [Portfolio Preparation - New Media](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 261. ART 261 is only offered in the Fall semester.

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[COMM115](#), [Introduction to Digital Video](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

### Spring Term 2

Minimum Total Semester Credits: 15

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[ART102](#), [History and Appreciation of Art II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 102. ART 102 is only offered in the Spring semester.

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[ART254](#), [Advanced Media Design](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in ART 254. ART 254 is only offered in the Spring semester.

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[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **Liberal Arts Elective** Use [Schedule Search](#) for electives

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► **SUNY GEN ED Lab Science Elective** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Nursing](#) > Program Requirements

**Degrees & Certificates**

- General Education
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**Program Requirements**

**Nursing: Associate in Applied Science**

Minimum Credits for Graduation: 65

A "C" or higher grade is required in BIOL 112, BIOL 131, and BIOL 132. All courses listed in the first two semesters must be completed before a student may take NURS 208 and NURS 225.

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.

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 17

[BIOL131, Principles of Human Anatomy and Physiology I](#), Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 4 cr.  
 A minimum grade of C is required in BIOL 131.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ENGL 100, if required, must be completed with a "C" or higher grade before the first semester.

[NURS110, Fundamentals of Nursing](#), 7 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in NURS 110. NURS 110 is only offered in the Fall semester.

[PSYC103, Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Spring Term 1**

Minimum Total Semester Credits: 16

[BIOL132, Principles of Human Anatomy and Physiology II](#), Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 4 cr.  
 A minimum grade of C is required in BIOL 132.

[NURS120, Critical Thinking in Medical Surgical Nursing](#), 9 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in NURS 120. NURS 120 is only offered in the Spring semester.

[SOC1101, Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 16

[NURS208, The Art and Science of Nursing Across the Lifespan](#), 10 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in NURS 208. NURS 208 is only offered in the Fall semester.

[NURS241, Pharmacology for Nurses and Allied Health Professionals](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in NURS 241.

► **MATH Elective** Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 16

*Our Stories*



**Kelly Wessell**  
 The place to teach  
[Full story](#)



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[BIOL 112, Essentials of Medical Microbiology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in BIOL 112. BIOL 112 is offered in the Spring semester, as well as occasionally in the Summer semester.

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[NURS225, Professional Practice and Complex Nursing Care](#), 10 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
A minimum grade of C is required in NURS 225. NURS 225 is only offered in the Spring semester.

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► **Restricted Humanities Elective**

Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Photography](#) > Program Requirements

**Program Requirements**

**Photography: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ART111, Photography I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ART 111.

[ART120, Drawing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL100, Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

Choose one from the courses listed below:  
 Minimum credits required: 3  
[ART110, Design I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[ART117, Design I for Electronic Media](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ART104, History of Photography and Video](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ART114, Design II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ART122, Drawing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ART 122 is only offered in the Spring semester.

[ART212, Digital Photography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ART 212.

[ENGL101, Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 16

[ART101, History and Appreciation of Art I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 ART 101 is only offered in the Fall semester.

[ART112, Photography II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 A minimum grade of C is required in ART 112.

[ART213, Dynamic Media I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Blaze Sanders**  
**Big dreams**  
[Full story](#)

**Online tutoring**  
 Sun. - Thurs.  
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[ART262, Portfolio Preparation - Photography](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**ART 262 is only offered in the Fall semester.**

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[ENGL102, Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **SUNY GEN ED Social Sciences Elective** Use [Schedule Search](#) for electives

### Spring Term 2

Minimum Total Semester Credits: 15

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[ART102, History and Appreciation of Art II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**ART 102 is only offered in the Spring semester.**

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[ART222, Advanced Digital Photography](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**A minimum grade of C is required in ART 222.**

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[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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► **SUNY GEN ED Natural Sciences Elective** Use [Schedule Search](#) for electives

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► **Unrestricted Elective** Use [Schedule Search](#) for electives

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[Degrees & Certificates](#) > [Recreation: Exercise Studies](#) > Program Requirements

**Program Requirements**

**Recreation: Exercise Studies: Associate in Science**

Minimum Credits for Graduation: 63

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 16

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.

[FITN215](#), [Aerobic Conditioning](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR110](#), [Introduction to Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 110 is only offered in the Fall semester.

Choose one from the courses listed below:  
 Minimum credits required: 3

[PSYC103](#), [Introduction to Psychology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:  
 Minimum credits required: 3

[BIOL101](#), [Principles of Biology I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[BIOL104](#), [General Biology I](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED MATH Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[BIOL114](#), [Essentials of Nutrition](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR112](#), [Introduction to Kinesiology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 112 is only offered in the Spring semester.

[RECR120](#), [Leadership in Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 120 is only offered in the Spring semester.

Choose one from the courses listed below:  
 Minimum credits required: 3

[BIOL102](#), [Principles of Biology II](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HLTH205](#), [First Aid and Safety Education](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

*Our Stories*



**Donna Ryan**  
 From Tompkins Cortland to Duke University  
[Full story](#)



Earn your Keuka College Degree at Tompkins Cortland Community College.

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## Fall Term 2

Minimum Total Semester Credits: 16

[BIOL 201, Human Anatomy and Physiology I](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
BIOL 201 is only offered in the Fall semester. Students must complete both BIOL 101 and BIOL 102 with C or higher grades, or BIOL 104 with a C or higher grade as a pre-requisite for BIOL 201.

[RECR230, Personal Training & Aerobic Leadership](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
RECR 230 is only offered in the Fall semester.

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL102, Approaches to Literature](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENVS105, Environmental Ethics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

► **SUNY GEN ED Restricted Electives**

Use [Schedule Search](#) for electives

## Spring Term 2

Minimum Total Semester Credits: 16

[BIOL202, Human Anatomy and Physiology II](#), 4 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
BIOL 202 is only offered in the Spring semester.

[RECR220, Programming in Recreation and Leisure](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
RECR 220 is only offered in the Spring semester.

[RECR232, Exercise Physiology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
RECR 232 is only offered in the Spring semester.

[RECR285, Recreation Field Work](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Choose one from the courses listed below:

Minimum credits required: 3

[ENGL201, Fundamentals of Speech](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[ENGL204, Fundamentals of Interpersonal Communication](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

## [SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

**Note:** The @ symbol represents any course number or discipline. For example, BIOL @ means any course with a Biology course prefix. An @ alone means one course in any course discipline with any course number.

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[Degrees & Certificates](#) > [Recreation: Outdoor Recreation](#) > Program Requirements

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- General Education
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- PTK Honor Society
- Farm to Bistro
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- Study Abroad
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**Program Requirements**

**Outdoor Recreation: Associate in Science**

Minimum Credits for Graduation: 62

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[FITN102](#), [Swimming II](#), 1 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A student who can demonstrate the swimming proficiency required for FITN 216 - Lifeguard Training, or who can provide documentation of a valid/current lifeguarding certification from a national agency may substitute an Outdoor Activity Elective. A waiver request form must be submitted and approved.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR110](#), [Introduction to Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

RECR 110 is only offered in the Fall semester.

► **CAPS Elective** Use [Schedule Search](#) for electives

► **CAPS Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 16

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[FITN216](#), [Lifeguard Training](#), 2 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A student who can provide documentation of a valid/current lifeguarding certification from a national agency may substitute 2 credits of Outdoor Activity Electives. A waiver request form must be submitted and approved.

[RECR120](#), [Leadership in Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

RECR 120 is only offered in the Spring semester.

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **Outdoor Activity Elective** Use [Schedule Search](#) for electives

*Our Stories*



**Sam Trotman**  
 Going 'everywhere'  
[Full story](#)



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► **SUNY GE Nat. Sciences or The Arts Elective** Use [Schedule Search](#) for electives

► **Unrestricted Elective** Use [Schedule Search](#) for electives

**Fall Term 2**

Minimum Total Semester Credits: 15

[BIOL115](#), [Field Natural History](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR210](#), [Diversity and Inclusion in Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 210 is only offered in the Fall semester.

[RECR274](#), [Outdoor Recreation Pursuits](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 274 is only offered in the Fall semester.

Choose one from the courses listed below:  
 Minimum credits required: 3  
[ENGL102](#), [Approaches to Literature](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[ENVS105](#), [Environmental Ethics](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GEN ED Foreign Language Elective** Use [Schedule Search](#) for electives

**Spring Term 2**

Minimum Total Semester Credits: 16

[ENGL201](#), [Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR150](#), [Play Across Cultures](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR220](#), [Programming in Recreation and Leisure](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 220 is only offered in the Spring semester.

[RECR260](#), [Camp Counseling and Outdoor Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 260 is only offered in the Spring semester.

Choose one from the courses listed below:  
 Minimum credits required: 1  
[RECR276](#), [Outdoor Recreation Field Adventure](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[RECR284](#), [Outdoor Recreation Proficiency](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
[RECR285](#), [Recreation Field Work](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **SUNY GE Amer. Hist. or West. Civ. Elective** Use [Schedule Search](#) for electives

[SUNY General Education & Tompkins Cortland Liberal Arts courses](#)

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**Degrees & Certificates**

- General Education
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- Farm to Bistro
- Sustainability Designation
- Disney College Program
- Study Abroad
- Vector Scholars
- College in High School
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**Program Requirements**

**Recreation Leadership: Associate in Science**

Minimum Credits for Graduation: 61

[Printable worksheet \(pdf\)](#)

**Fall Term 1**

Minimum Total Semester Credits: 15

[ENGL100](#), [Academic Writing I](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

A minimum grade of C is required in ENGL 100. A student exempted from ENGL 100 must substitute a 3-credit Liberal Arts Elective. The course should be selected in consultation with the student's advisor.

[PSYC103](#), [Introduction to Psychology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR110](#), [Introduction to Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 110 is only offered in the Fall semester.

► **CAPS Elective** Use [Schedule Search](#) for electives

► **CAPS Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Mathematics Elective** Use [Schedule Search](#) for electives

► **Unrestricted Elective** Use [Schedule Search](#) for electives

**Spring Term 1**

Minimum Total Semester Credits: 15

[ENGL101](#), [Academic Writing II](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[HLTH205](#), [First Aid and Safety Education](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

Students who can provide a current First Aid Certification of Responding to Emergencies or higher and an Adult, Child, and Infant CPR or higher can substitute a 3-credit Unrestricted Elective. A waiver request form must be submitted and approved.

[RECR120](#), [Leadership in Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
 RECR 120 is only offered in the Spring semester.

[RECR150](#), [Play Across Cultures](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[SOC1101](#), [Introduction to Sociology](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

**Fall Term 2**

Minimum Total Semester Credits: 15

[ENGL102](#), [Approaches to Literature](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

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**Kelly Wessell**  
 The place to teach  
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Office of Diversity Education  
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[RECR210, Diversity and Inclusion in Recreation](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**RECR 210 is only offered in the Fall semester.**

[RECR215, Recreation and the Expressive Arts](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**RECR 215 is only offered in the Fall semester.**

► **Foreign Language Elective** Use [Schedule Search](#) for electives

► **SUNY GEN ED Natural Sciences Elective** Use [Schedule Search](#) for electives

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Minimum Total Semester Credits: 16

[ENGL201, Fundamentals of Speech](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR220, Programming in Recreation and Leisure](#), 3 cr. Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)  
**RECR 220 is only offered in the Spring semester.**

Choose one from the courses listed below:

Minimum credits required: 3

[RECR201, Introduction to Therapeutic Recreation](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

[RECR285, Recreation Field Work](#) Schedule: [Sp](#), [Su](#), [Fa](#), [Wi](#)

► **FITN Elective** Use [Schedule Search](#) for electives

► **PSYC Elective** Use [Schedule Search](#) for electives

► **SUNY GE Amer. Hist. or West. Civ. Elective** Use [Schedule Search](#) for electives

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Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
 Academic Success- Continuing Students ACAD175/Lecture/M01	1/27/11 - 5/20/11	2011 Spring Other	1.000		M 11:00 AM - 11:50 AM; Tompkins Cortland Community College, Main, Room 147A	Dr. Christine M. Xaver PhD	4 of 20

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## 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
<b>Totals</b>		17			39.6

Total Quality Points/Total GPA Credits = GPA

$$39.6/17 = 2.329 \text{ GPA}$$

## Our Stories



**Blaze Sanders**  
**Big dreams**  
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## Student Email Accounts

Every student at the college receives a TC3 MyMail email account. This account will be used by faculty, advisors, financial aid, judicial affairs and other staff to communicate important and required information to students. Use of TC3 MyMail accounts is a privilege given to each student. Students are expected to use these accounts consistent with the College's Computer Use/Ethics Policy.

All students are expected to use this email account and check it regularly, at least once each week. Claiming not to have received a College email will not be an acceptable excuse for failure to complete any College requirement.

## Our Stories



**Carrie Buchanan**  
 A tradition of service  
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## Human Rights

Unlawful discrimination or harassment based on race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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.

**For additional information contact:**

**AFFIRMATIVE ACTION OFFICER, TITLE IX COORDINATOR:**  
 Director of Human Resources

**ADA/SECTION 504 COMPLIANCE OFFICER:**  
 Dean of Organizational Success and Learning

**ACADEMIC SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES:** Coordinator of Access and Equity Services, Baker Commons

**DIVERSITY SUPPORT SERVICES:**  
 Office of Multicultural Services

**SUPPORT SERVICES FOR WOMEN:**  
 Office of Counseling, Career, and Transfer Services

## Our Stories



**Blaze Sanders**  
**Big dreams**  
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[Policies & Procedures](#) > [Student Rights and Responsibilities](#) > Policy on HIV and AIDS

## Policy on HIV and AIDS

Any person who is infected with HIV, or who is perceived to have AIDS/HIV, has the right under Section 504 of the Civil Rights Act to be free from discrimination or harassment while engaged in any activities which are part of the College's campus life. This includes, but is not limited to student admissions, housing, student activities, employee hiring, promotion, demotion, benefits, and termination.

The HIV status of individuals is a confidential matter. Unless authorized by law, no HIV test should be performed without the consent of the individual. If an individual needs to disclose his or her status for the purpose of accommodation, all records are kept confidential and will not be released unless written consent is given, in accordance with the Family Education Rights and Privacy Act of 1974, or where release is authorized by law.

Any individual infected with HIV has the right to continue his or her position with the College as employee or student. In the event an employee or student is having difficulty meeting the requirements of his or her position, the College will make every attempt to make reasonable adjustments in compliance with the Americans with Disabilities Act as amended, Section 504 of the Rehabilitation Act and New York State human Rights Law.

Any College employee or student who experiences discrimination or harassment because they are, or are perceived to be, infected with HIV should report this discrimination or harassment. Reporting is confidential and should be made using the procedures outlined in the Discrimination and Harassment Policy and Procedures. Current educational programs about AIDS/HIV will be developed and maintained for all members of the campus community by the College. The programs will be designed to be proactive to emphasize prevention. The accessibility of these educational programs will be continually monitored, and the materials will be updated to reflect current knowledge.

Tompkins Cortland Community College is responsible for monitoring developments with regard to HIV/AIDS and acting upon and updating the policies of the College. Policy updates are reviewed by the College Board of Trustees. The College will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, and the guidelines suggested by the Centers for Disease Control, the American College Health Association, and the New York State Department of Health. The College will communicate its policy regarding AIDS through: employee publications/student publications, special meetings (as necessary), and bulletin board postings.

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**Padraic O'Donnell**  
Finding his strength  
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## Grievance and Conduct Violation Policies Overview

Tompkins Cortland is committed to the development and maintenance of mutual respect among all members of the college community. We seek to work together to understand and address concerns without having to resort to formal grievance or appeal procedures. However, when that is not possible, we are committed to a fair and reasonable resolution of issues. The processes outlined below apply to all enrolled students and all employees of the college, Faculty Student Association and Tompkins Cortland Foundation.

**Process related to:****[Amendment of student educational record](#)****Preliminary Step:** None**Original Decision Level:** Associate Dean for Curriculum and Academic Records**Appeal Level:** Provost**[Violation of Academic Integrity Policy](#)****Preliminary Step:** Instructor**Original Decision Level:** Provost**Appeal Level:** President**[Grade Challenge](#)****Preliminary Step:** Instructor**Original Decision Level:** Department Chair**Appeal Level:** Dean of Instruction**[Disability-related Accommodations](#)****Preliminary Step:** None**Original Decision Level:** Students - Coordinator of Access & Equity Services Employees and Visitors - Director of Human Resources**Appeal Level:** ADA/504 Compliance Officer**[Non-Academic Code of Conduct](#)****Preliminary Step:** None**Original Decision Level:** Hearing Officer**Appeal Level:** Director of Residence Life & Judicial Affairs (if initially heard by Residence Director) or Dean of Student Life (if initially heard by Director of Residence Life and Judicial Affairs)**[Discrimination & Harassment \(except accommodations\) including Sexual Harassment or Violence involving staff members](#)****Preliminary Step:** Title IX Coordinators**Original Decision Level:** Hearing Panel and President**Appeal Level:** External appeal to NYS Division of Human Rights or Federal Offices of Civil Rights**[Other Student Grievances \(problems arising in the relationship between a student and a staff member that are not specifically governed by one of the other processes\)](#)****Preliminary Step:** Staff member, if appropriate**Original Decision Level:** Academic issues to Dean of Instruction Non-academic issues to the Dean of Student Life**Appeal Level:** Provost**General Information Related To All Grievance And Conduct Violation Procedures**

Students and employees are welcome to seek assistance from any member of the College's community when involved in grievance or conduct violation procedures. The following staff members are

*Our Stories***Gabrielle Cook****Letters home: from Chennai, India**[Full story](#)**News & Announcements**

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specifically identified as available to advise students and employees in selection of the appropriate process and to provide assistance during each procedure:

**Lisa Doran**, Assistant to the Dean for Operations, Room 248

**Barb Thayer**, Administrative Assistant in Office of the Dean of Student Life, Room 218

**Teresa Mix**, Administrative Assistant in Office of the Dean of Instruction, Room 229

**Sharon Dovi**, Director of Human Resources, Room 219

At the Original Decision and Appeal levels, each party is entitled to written notice of the issues involved, to present relevant and material evidence and witnesses to support the desired outcome and to receive the decision in writing. All parties may appear with any advisors and/or legal counsels of their choice; however, the advisor's role is limited to observation and consultation. Time frames are outlined in the specific procedures for each process; all references to days shall mean college business days.

Appeals and other requests must be in writing and be delivered by email or hard copy to the person or office identified within ten (10) days of receipt of the original decision unless a different time frame is identified in a specific process. Student email correspondence will be sent to and accepted only from the student's Tompkins Cortland myMAIL account. The appeal must (1) identify the grounds for the request and (2) clearly set forth the reasons why the original decision should not be carried out.

**All requests must include the following information:**

1. The full name, Tompkins Cortland ID number, address and telephone number(s) of the student;
2. The name of the other party or parties and position, if known;
3. A clear, concise statement of the facts that support the request, including pertinent date(s) and sufficient information to identify any individuals who may be potential witnesses;
4. A statement by the student verifying that the information supporting the allegations are true and accurate to the best of his/her knowledge;
5. Specific remedy sought; and
6. The student's or employee's signature.

**Unless additional grounds are identified in a specific process, appeals may be based only on one or more of the following grounds:**

New evidence not available at the time of the original decision.

Procedural error that can be shown to have had a detrimental impact on the outcome .

Errors in the interpretation of College policy substantially denying any party a fair hearing.

Inappropriate sanction having no relationship to the charges.

Decisions on all appeals shall be made in writing within thirty (30) days of the filing of the appeal request unless a shorter time frame is identified in a specific process.

**An appeal will result in one of the following outcomes:**

Dismiss the appeal based on failure to state sufficient grounds for the appeal; earlier decision is upheld

Dismiss the appeal based on insufficient evidence to support the appeal grounds and justify overturning the earlier decision; earlier decision is upheld

Sustain the appeal and reverse the earlier decision

Sustain the appeal and amend the earlier decision. The severity of the original sanction may not be increased.

A sufficient record of all proceedings shall be kept to enable review and

the file shall be considered confidential and maintained by the maker for a period of three years.

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President	Dr. Carl E. Haynes	223	
Provost	Dr. John Conners	229	
Director of Residence Life & Judicial Affairs	Darese Duskal	Tioga Hall	
Affirmative Action Officer Title IX Coordinator Director of Human Resources	Sharon Dovi	219	
Dean of Instruction	Carl Penziul	229	
Dean of Student Life	John Bradoc	218	
ADA/Section 504 Compliance Officer Dean of Organizational Success & Learning	Khaki Wunderlich	248	
Coordinator of Access & Equity Services	Carolyn Boone	130	
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A healthy campus

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The easy way to track your degree progress

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## Academic Policies and Regulations

### 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

Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her 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 deserving of censure.

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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**Kelly Wessell**  
The place to teach  
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## Academic Policies and Regulations

### 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. 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 or hard copy to the Provost 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).

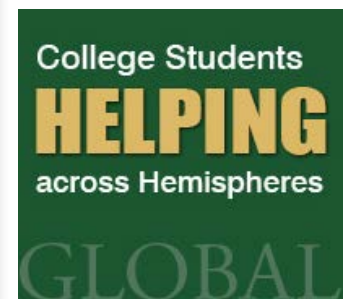
Following filing of the written request for review, the Provost will conduct an independent investigation, including interviewing all parties and any witnesses deemed relevant and material to the issues raised, and shall make a final determination in the matter and notify all parties of the final decision, 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](#). 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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**Carrie Burlingame-Powers**  
Making college work for her  
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## Academic Policies and Regulations

### 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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**Ashlee Seals****A true woman of excellence**[Full story](#)

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## Academic Policies and Regulations

### 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 and may begin disciplinary proceedings in accordance with the College's Non-Academic Code of Conduct.

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**Dryden Mutual  
Mutual benefit**  
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## Academic Policies and Regulations

### Grade Challenge

Any student who wishes to challenge a course grade should do so within the following timeline:

for 10 or 15 week courses, within two weeks of the beginning of the following semester;

for all courses with a duration shorter than 10 weeks, within two weeks after the grade is posted in MyTC3.

Students should discuss the situation with their academic advisor and the course instructor. If a satisfactory resolution cannot be reached through discussion with the instructor, written request for grade change should be made to the appropriate department chairperson.

Grade challenges must be based on a violation, misunderstanding or arbitrary, capricious or inequitable application of a regulation, policy or process of the course outline or the College policies. The written request for grade change must be delivered by email or hard copy to the appropriate department chairperson.

The department chairperson shall conduct an independent investigation including interviewing both student and instructor and any witnesses deemed relevant and material to the issues raised. A written decision will be provided to both parties within two (2) weeks.

Either the student or instructor may appeal the decision to the Dean of Instruction within ten (10) days of receipt of the department chairperson's decision. Appeal shall be in writing, setting forth the reasons the decision of the department chairperson should not be carried out and specifically setting forth the grounds for such appeal.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#). The Dean of Instruction shall make a final adjudication and determination in the matter and notify both parties and the appropriate department chairperson of the final decision in writing within fourteen (14) days.

## Our Stories



**Gabrielle Cook**  
**Letters home: from Chennai, India**  
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The Pathways Scholarship provides aid and support for adult students



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**Academic Policies and Regulations****Disability-Related Accommodation**

Procedures for requesting disability-related accommodations (inside and outside the classroom) for students can be found in [the Baker Center for Learning: Disability Services](#) section.

Procedures for requesting disability-related accommodations (inside and outside the classroom) for employees and visitors can be found in the Office of Human Resources, Room 219, 607.844.8222, Ext. 4440.

Tompkins Cortland supports all students and employees in their right to file a grievance when they believe they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, or effective communication as described in Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 as amended and/or the New York State Human Rights Law.

**Resolving Student Conflicts with Faculty and/or Staff, Academic Departments or Non-academic Departments, Programs or Organizations:**

Students are encouraged to discuss their concerns with the Coordinator of Access & Equity Services (AES) or another member of the Baker Center staff. AES staff members are available to assist students in trying to resolve issues with other Tompkins Cortland staff members. During any resolution or appeal process, the accommodations determined by the Coordinator will be available to the student, without prejudice.

**Resolving Employee Conflicts with Supervisors or other Tompkins Cortland staff or Departments, Programs or Organizations:**

Employees are encouraged to discuss their concerns with the Director of Human Resources/Affirmative Action Officer to assist with trying to resolve issues with other Tompkins Cortland staff members. During any resolution or appeal process, the accommodations determined by the Administrator will be available to the employee, without prejudice.

If a student or staff member (including Coordinator AES, HR Administrator, faculty member or supervisor) feels that a satisfactory resolution is not reached, he or she should deliver a written appeal by email or hard copy to the ADA/504 Compliance Officer. The appeal should be filed within a reasonable time, generally two (2) weeks from the time of notification of approved accommodations, and specifically set forth the grounds for the appeal and the reasons the decision of the Coordinator of Access and Equity Services or Director of Human Resources should not be carried out.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#).

**In addition to the general grounds for appeal set forth above, appeals concerning disability-related accommodations may be based on the following additional grounds:**

Denial of full and equitable access to the programs, activities and services of the college, Faculty and Student Association, or Tompkins Cortland Foundation.

Provision of the approved accommodation will constitute a fundamental alteration of a course, program or job description.

The ADA/504 Compliance Officer shall conduct an independent investigation including interviewing all parties and any witnesses deemed relevant and material to the issues raised and shall make a final

*Our Stories***Holly McBean**

Making her dream possible

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determination in the matter and notify all interested parties of the final decision, in writing, within two (2) weeks.

If the complaint is not then resolved, the student or employee may choose to file a complaint with the Federal Office for Civil Rights or the NYS Division of Human Rights.

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## Academic Policies and Regulations

### Computer Resources Use Protocol

#### Purpose

Access to computing resources is intended to provide members of the College community support for education, research, and necessary administrative activities. Use of the campus computing resources must be consistent with the purpose and the mission of the College. Campus computer systems are not intended for personal gain or profit.

#### Accessibility

All web pages hosted on College web servers must comply with standards for accessibility by persons with disabilities as required by local, state, or federal law or regulation.

#### Ethical Use of Computers

All users of College computing resources must respect the rights of other computing users, the integrity of the physical facilities and controls, and all pertinent license and contractual agreements. All use of resources shall be consistent with College policies and procedures and with all applicable federal, state, and local laws.

#### Acceptable Uses of Resources

The following are examples of acceptable and unacceptable uses of computing resources, including, but not limited to, email, all campus networks, and the Internet. This listing is not intended to be inclusive.

#### Examples of acceptable uses

- Activities promoting educational collaboration and information sharing
- Research and collaboration by students and faculty related to course work
- Communication with scholars and educators in connection with teaching and research
- Grant administration and application
- Involvement in professional organizations related to the user's teaching, research, or professional activities

#### Examples of unacceptable uses

- Engaging in any illegal activity
- Commercial profit-making activities or advertising
- Sending chain letters
- Engagement in an activity intended to affect network performance or cause congestion of the network
- Malicious use
- Using another person's username/password, with or without consent
- Using electronic communications to forge an academic document
- Using electronic communications to steal another individual's work or otherwise misrepresent one's own work
- Forging, fraudulently altering, or willfully falsifying Email headers or electronic information generated as, maintained as, or otherwise identified as College records in support of electronic communications
- Intentional introduction of a computer "Virus" or other disruptive/destructive program into the system

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**Ashlee Seals**  
 A true woman of excellence  
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### Privacy

Each user account is protected from unauthorized access by requiring the use of a unique password to identify the legitimate user. No user will snoop, hack, or be involved in any other actions interfering with the privacy of others. Users must abide by the system's security mechanisms in a manner that preserves the privacy of themselves and others. The College will make all reasonable attempts to maintain the integrity of the system, however, it shall not be held liable for intentional invasions by others. Although information passing over the College network or stored in user accounts may be accessed by system personnel for purposes of network management, the content of files and transmissions will not be viewed, monitored, or altered without the express consent of the user, except in those cases where the College has reasonable cause to believe that an account or system is being used by other than an authorized user or is being used in violation of applicable federal, state, or local law or of College procedures, protocols, or policy.

### Piracy

The copying of copyrighted materials (including incorporation into or attachment to an electronic work product), whether from software, hard copy, or otherwise, is prohibited without the express written consent of the copyright owner. Unlicensed software may not be installed on College equipment. Local-regional-internet network use

The College's computer resources include an electronic network of computers linked together via a complex system of electronic components, computers, cabling, and information. These systems are also joined to the outside world via external networks including SUNYNet, NYSERNET, and the INTERNET.

Users of these resources are bound by the College's policies and the policies of the aforementioned networks. Copies of applicable use policies will be available in the Campus Technology Office (201) and the library.

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## Non-Academic Policies and Regulations

### Non-Academic Code of Conduct

Updated July 13, 2015

#### Statement of Responsibilities

As members of the Tompkins Cortland Community College, students have an obligation to know and comply with the rules and regulations of the institution as well as all local, state and federal laws; any violation is cause for disciplinary action.

#### A. General Provisions

1. This code shall apply to any and all lands or facilities owned, leased, or operated by the College, as well as any location where a student is engaged in a College activity, unless otherwise noted in the code. Examples include, but are not limited to, travel by athletic teams to events off campus, travel on academic field trips, and engagement by other College organizations in activities off campus. It may also apply, at the discretion of the College, to conduct which occurs off campus and which adversely affects the College, the College community, or the interests and mission of the College.

2. Any individual taking courses, either full time or part time, at the time of the alleged violation of the Student Code, as well as individuals on College premises for any purpose related to registration for enrollment, is considered a student and subject to the Code of Conduct. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are also considered "students" and, therefore, held to the provisions of this Code.

3. A student who assists in violating or incites others to violate any provision of this code may be charged as a responsible participant.

4. An attempt to violate any provision of this code will be considered a violation.

5. Students shall be responsible for the action(s) of their guest(s).

#### B. Compliance with College Officials

1. Students are required to provide proper identification upon request or otherwise comply with the reasonable requests of any College employee, including, but not limited to, student center staff, residence life staff, dining services staff, and campus police staff acting in the performance of their duties.

2. In the event campus police and/or law enforcement officials make a request of a student in regard to an ongoing investigation or incident, it is expected that students comply fully with the request/directive made by such officials within the confines of the law.

2. Students must appear as witnesses in disciplinary proceedings when requested to do so by the Director of Residence Life and Judicial Affairs (or designee).

3. Students are required to comply with and complete all disciplinary sanctions imposed in accordance with this code.

#### C. Personal Honesty

Students will be held responsible for all acts of dishonesty, including personal misrepresentation, knowingly furnishing false information to the College, forgery, intentionally cashing checks with insufficient funds,

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alteration or fraudulent possession or use of documents or instruments of identification.

#### D. Freedom of Movement, Speech and College Activities

Intentional disruption or obstruction of teaching, guest lectures, research, administration, free movement, disciplinary proceedings, or other College activities may result in disciplinary action. Disruption or obstruction for purposes of this Code includes video/audio recording when it is interfering with College activities.

#### E. Personal Respect and Safety

1. Any action or situation involving verbal, mental, or physical assault and/or abuse, including harassment, intimidation, bullying or other conduct that recklessly or intentionally endangers or threatens the health, safety, or welfare of any person on College-owned or -leased property or at College-sponsored activities, is prohibited and is cause for disciplinary action. Examples include actions through electronic means including but not limited to non-consensual sexting, use of social media for nefarious intent including to foster, promote or otherwise seek to engage in any of the activities set forth herein.

2. All forms of sexual offense are expressly prohibited. The following are considered to be acts of sexual misconduct:

A. Sexual Assault – Forcible penetration of the mouth, anus, or vagina by a body part and/or an object without affirmative consent or with someone who is incapable of consent. Sexual assault can include but is not limited to sexual intercourse, cunnilingus, and fellatio.

B. Sexual Abuse – Intentional, non-consensual touching of sexual or other intimate parts of another person, either directly or through clothing without consent or with someone who is incapable of consent.

C. Sexual Exploitation – Any non-consensual act committed by an individual with the purpose of arousing the libido or sexual interest of themselves or the person towards which the action is directed, or for the purpose of establishing sexual fear and/or dominance. Any situation where a student takes sexual advantage of another for his/her own gain or benefit; or for the benefit of someone else. Examples of sexual exploitation may include but are not limited to: prostituting another person, non-consensual audio or videotaping of sexual activity, unauthorized presentation of such recordings, allowing others to observe a personal consensual sexual act without the knowledge or affirmative consent of the partner, engaging in acts of peeping or voyeurism.

**Affirmative consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender.

-Consent to any sexual act or prior consensual activity between or with any party does not constitute consent to any other sexual act

-Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol

-Consent may be initially given but withdrawn at any time

-Consent may not be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitations may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and unable to give consent.

-Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

-When consent is withdrawn or can no longer be given, sexual activity

must stop.

3. Disruptive, excessively noisy, or indecent conduct is cause for disciplinary action.

4. The College prohibits a student from engaging in or threatening to engage in behavior that poses a danger of causing physical harm to the student's self.

5. Hazing, defined as intentionally or recklessly subjecting any person to the risk of bodily harm or severe emotional distress, subjecting a person to treatment intended to put that person in a humiliating or disconcerting position, or causing or encouraging any person to commit an act that would be a violation of law or college regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with any group, including, but not limited to, registered organizations or athletic teams on College-owned or -operated property or at College-sponsored activities is prohibited and is cause for disciplinary action.

Examples of hazing include, but are not limited to: forced consumption of alcohol, drugs, or any other substances; sleep deprivation; use of alcohol in drinking games or contests; paddling; forced tattooing or branding; creation of excessive fatigue; severe psychological shocks or humiliation (as determined by a reasonable person under all the circumstances); compulsory servitude; theft or misuse of property belonging to others. Further examples include actions through electronic means including but not limited to sexting, or use of social media for nefarious purposes.

It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury, physical or mental, in fact was suffered. All participants in hazing action are subject to disciplinary action.

6. Possession or use of firearms, ammunition, fireworks, or other dangerous substances or weapons on College-owned or -operated property is strictly forbidden and is cause for disciplinary action. Tompkins Cortland Community College adheres to all New York state laws regarding firearms, ammunition, fireworks, and other dangerous substances or weapons.

7. False fire alarms, false reports of fire or other dangerous conditions, failure to respond to fire alarms, and tampering with fire equipment are all cause for disciplinary action.

8. Recklessly or intentionally starting a fire or causing an explosion is cause for disciplinary action.

#### F. Alcohol and drugs

1. Attendance in class or at any College activity or on any College property under the influence of alcohol or drugs is cause for disciplinary action.

2. Unauthorized use or possession of alcohol is cause for disciplinary action.

3. Sale, possession, exchange or use of narcotics or dangerous drugs in any form, except for prescribed therapeutic purposes, is cause for disciplinary action.

#### G. Property

1. Theft of personal or College property, including theft of services, from Tompkins Cortland Community College-owned or -operated property is prohibited and is cause for disciplinary action. Unauthorized possession of College, community, or personal property on Tompkins Cortland Community College-owned or -operated property is prohibited and is cause for disciplinary action. Unauthorized possession of College property beyond Tompkins Cortland Community College-owned or -operated property is also prohibited and is cause for disciplinary action.

2. Duplicating keys, computer access codes, or other devices meant to

afford access to restricted areas or information is prohibited and is cause for disciplinary action.

3. Unauthorized entry into, tampering with, or use of facilities, property, services, or resources belonging to the College, its community members, guests, or licensees is prohibited and is cause for disciplinary action.

4. Defacing, damaging, or destroying property belonging to the College, its community members, guests, or licensees is prohibited and is cause for disciplinary action.

H. Solicitation Students may not sell, solicit, advertise, or canvass on College-owned or -operated property or solicit parents, alumni, or members of the campus community without advance authorization from the appropriate administrative agency.

#### I. College Regulations

Violation of any written College policies or regulations (including, but not limited to, Residence Life Handbook, Alcohol Policy, Weapons on Campus, Computer Resources Use Protocol, Policy Against Discrimination and Harassment, Bias Crimes Prevention, Sexual Assault Prevention, Maintenance of Order on Campus) is cause for disciplinary action. ALL VISITORS TO RESIDENCE LIFE PROPERTY ARE RESPONSIBLE FOR UNDERSTANDING AND COMPLYING WITH ALL RESIDENCE LIFE RULES AND REGULATIONS AS SET FORTH IN THE RESIDENCE LIFE HANDBOOK.

#### J. Criminal Conduct

Violations of federal, state or local statutes committed on College-owned or -operated property or off campus, in the discretion of the college, are considered violations of this code, whether or not such violations are referred to and/or prosecuted by public officials. Many such violations, including all violations classified as felonies under the New York State Penal Law, will be referred to the appropriate authorities and will also be addressed through the Tompkins Cortland judicial system.

#### Good Samaritan Policy

The health and safety of all Tompkins Cortland students is of utmost importance. Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. **ANYTIME you see a situation where another student is in danger – from drugs or alcohol, of being physically or sexually assaulted (including incidents of domestic violence, dating violence, stalking or sexual assault),** or anytime their physical well-being is in immediate danger, **DO THE RIGHT THING, BE A GOOD BYSTANDER, CALL 911 FOR HELP.** Bystanders or reporting individuals acting in good faith to disclose any incident of domestic violence, dating violence, stalking, sexual assault, physical assault or drug/alcohol poisoning to college officials or law enforcement will not be subject to punitive consequences, for violations of alcohol and/or drug use policies occurring at or near the time of the incident.

#### Actions that can result in immediate suspension

The following violations can result in immediate suspension from the residence halls and/or the college:

- Involvement in any type of physical violence
- Dating violence, domestic violence, sexual assault, or stalking
- Sale of drugs
- Repeated or high level alcohol or drug violations
- Harassment in any form, as a group or individual
- Use, possession, manufacture, or storage of any weapon
- Engaging in acts which violate federal, state, county, or local laws or ordinances
- Intentional or reckless initiation of any false report (fire alarms, false reporting of a crime...)
- Obstruction, disruption or interference with the academic process or functions of the college

#### Judicial History

Any time a student is found responsible for any violation(s) of College rules and regulations and, as a result, is sanctioned through a judicial hearing process that sanction becomes a part of the student's judicial history. A student's judicial history is a confidential record of judicial action related to the student that is maintained in the Office of Judicial Affairs. A student's judicial history is maintained throughout the student's tenure at Tompkins Cortland Community College.

When a student is charged with any violations of College rules and regulations, the student's judicial history is subject to full review by the administrative hearing officer adjudicating the case. The reason for such review is that a student's judicial history is an important factor in determining an appropriate judicial sanction in the current case. Such review will occur regardless of whether the sanction(s) for prior offense(s) are active or closed. Records of judicial suspension or expulsion from Tompkins Cortland Community College are permanently maintained by the Office of Judicial Affairs.

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## Non-Academic Policies and Regulations

### Non-Academic Code of Conduct Violation Hearing Process

When a nonacademic incident occurs involving a Tompkins Cortland Community College student's alleged violation of any rule or regulation outlined in the Student Conduct Code policies or in the residence life handbook, the matter will be handled according to the following procedures unless the incident occurs at the end of an academic year and involves a graduating student. For an incident involving a graduating student, the College shall be permitted to modify the steps in the hearing procedure to allow for resolution of the matter prior to commencement.

1. The incident is documented.
2. The documentation is forwarded to the Director of Residence Life and Judicial Affairs (or other appropriate administrative hearing officer) who will determine if the student should be charged with the alleged violation(s) of the student conduct code.
3. When a student is charged, the student will be notified in writing by the Director of Residence Life and Judicial Affairs or other appropriate administrative hearing officer. This written notice will include the section(s) of the Non- Academic Code of Conduct and/or Residence Life Handbook allegedly violated; a brief description of the incident and the date of occurrence, if available; and an appointed time to meet with the designated hearing officer. The letter will include instructions for rescheduling the meeting should the student have a conflict with the scheduled time. The letter will include a statement indicating that if the student fails to appear for the meeting, that student waives the student's right to this administrative hearing process and a decision regarding responsibility and sanction will be assessed based on the available evidence. This judicial charge notice must be received by the student at least 48 hours before an administrative hearing is convened to consider the matter.
4. If a student's alleged violations make them eligible for suspension, they will have the right to request a board hearing with faculty, staff and student members. The student will have 48 hours (business hours) from receipt of their letter to contact the Director of Residence Life and Judicial Affairs to request a board hearing. Upon doing so, the Director will schedule and notify the student of the board hearing time and location. Boards will be made up of 1 faculty, 1 faculty or staff, a student and a non-voting staff member. The 3 members will hear the case and make determination. All procedures for a board hearing will mirror the procedures for an administrative hearing.
5. Students who fail to appear at the appointed time or fail to reschedule prior to the time of the original appointment waive their right to a hearing and may be assessed an appropriate sanction by the judicial hearing officer or board if responsibility is determined based on the evidence available.
6. The administrative hearing is a one on one meeting between the student and the judicial hearing officer. The presence of an attorney, or any other individual requested by the student, and/or written materials submitted by an attorney to assist the student in their hearing is permitted. Any other individual who attends, however, is not permitted to make statements, only to consult with the student. In the administrative hearing with the judicial hearing officer, the administrative procedures and charges will be explained, documentation

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and evidence will be reviewed, and the student will be provided the opportunity to have all pertinent questions answered. At the hearing the student and the judicial hearing officer will discuss the relevant information from the incident as well as any other information that the student or the judicial hearing officer deems appropriate. The student may bring witnesses or witness statements relevant to the incident.

7. This hearing will result in one of the following possible outcomes:

a. The hearing officer may dismiss the charge(s).

b. The student may accept responsibility for the violation or may be found responsible by the hearing officer based on a preponderance of the evidence. A sanction will be sent to the student in a findings notification within two (2) weeks.

c. In the event that a judicial hearing officer determines that additional information or further investigation is required in order to reach a decision, the outcome of the hearing will be delayed pending this investigation. The judicial hearing officer will follow up with the student to arrange any additional needed meeting(s) and/or to apprise the student of the investigations in progress. The process will conclude with a final decision regarding the hearing.

8. In all cases, the burden of proof is "the preponderance of the evidence," i.e. whether it is "more likely than not" that the violation occurred.

9. In determining a sanction, the judicial hearing officer will consider a student's previous judicial violations as well as engagement in his or her academic program

10. The student who has been charged may, at the conclusion of the administrative hearing process, choose to accept the decision/sanction or choose to appeal the case to the next level hearing officer. If a case involves a graduating student, the decision of the judicial hearing officer is final unless the decision/sanction involves withholding of a transcript or diploma, suspension, or expulsion. A decision/sanction involving withholding of a transcript or diploma, suspension, or expulsion may be appealed through the procedures set out below.

#### **Right of Appeal**

The student in violation may appeal the hearing officer's decision within (10) days of receipt of the findings notification. All appeals should be filed in the Office of Residence Life and Judicial Affairs. If the original decision was made by the Director of Residence Life and Judicial Affairs or a hearing board, the appeal will be heard by the Dean of Student Life. In all other cases, the appeal will be heard by the Director of Residence Life and Judicial Affairs. All appeals must be filed within ten (10) days of receipt of findings notification.

The appeal must be in writing, setting forth the reasons the decision of the hearing officer should not be carried out and specifically setting forth the grounds for such appeal.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#). The appeal officer shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within two (2) weeks. The appeal officer will determine whether the appeal meets the grounds for an appeal, as well as, whether the decision should be changed.

Any sanction imposed by the original hearing officer will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

#### **Cases involving alleged dating violence, domestic violence, sexual assault, and stalking**

The College will conduct a timely review of all complaints of dating violence, domestic violence, sexual assault, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within thirty (30) calendar days from receipt of complaints.

Preliminary review of all complaints, including any necessary interviews to be conducted and necessary interim measures to be put into place,

will usually be completed within five days of receipt of the complaint.

The comprehensive review and investigation, including all interviews and gathering of evidence, is usually completed within 15 days of receipt of the complaints.

Results of the complaint from the hearing, decision and any sanctions, are typically issued within 25 days of receipt of the complaint to both the complainant and the accused.

An appeal of the results must be submitted within 10 days of receipt of the written results by either the complainant or accused. Absent extenuating circumstances, decisions on appeals are typically issued within 14 calendar days of submission of the appeal.

#### **Interim Measures**

Throughout the time of this process, the College will take interim measures to ensure the safety of the complainant. This may include adjustments to academic schedules, changes in housing assignments, cease and desist orders and/or summary actions (removal or suspension) against the accused. The Office of Residence Life and Judicial Affairs will promptly review any interim measure (cease and desists, summary suspensions or removals, or others) at the request of either the accused individual or the reporting/affected individual. The individuals can submit evidence to support their request to the Director of Residence Life and Judicial Affairs.

#### **Extensions**

All deadlines and time requirements may be extended for good cause as determined by the Director of Residence Life and Judicial Affairs. Both parties will be notified in writing of the delay, the reason for delay and provided the date of the new deadline or event. Extensions will not be longer than 5 business days.

#### **Evidence**

Evidence to be presented by either party during the hearing on the charges must be shared with other party at least two business days in advance of the hearing. The hearing officer of the case shall make the final decision related to all admissibility of all evidence.

#### **Right to Advisors**

Both parties in these cases have a right to an advisor during their conduct hearing and any related meetings. Advisors may speak privately to their advisee during the proceeding, but may not represent the student.

#### **Sanctions**

The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to suspension or expulsion from the College. Students found responsible for these crimes who are suspended or expelled will receive a notation of their transcript indicating that they were suspended or expelled after a finding of responsibility for a code of conduct violation. Students who withdraw from the college while such conduct charges are pending and decline to complete the disciplinary process will receive a notation on their transcript indicating that they withdrew with conduct charges pending.

#### **Retaliation**

No member of the College community shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participates in a dating violence, domestic violence, sexual assault or stalking case in any manner. Participants who experience retaliation should report the incident to Campus Police or the Office of Residence Life and Judicial Affairs immediately.

#### **Summary Removal from the College Housing System**

The Director of Residence Life and Judicial Affairs (or designee) may, subject to prompt review, remove a student from living within any College-owned, -leased, or -operated facilities and require the student to live off campus when, in his/her judgment, such immediate steps must be taken to protect the health, safety, and welfare of campus residents or property. Persons under summary removal from the College housing system shall not be allowed in any Tompkins Cortland Community College residence life property unless given permission by the Director of Residence Life and Judicial Affairs (or designee).

The Director of Residence Life and Judicial Affairs must conduct a formal hearing for any summary removal case within six (6) college business days. If, as a result of the judicial hearing, it is concluded that the student's behavior warrants immediate termination of the student's housing contract, the student will not be refunded any room fees and will forfeit the housing deposit.

The student may file an appeal of the the summary decision in the Office of Residence Life and Judicial Affairs to be heard by the Dean of Student Life. The written appeal must be filed within three (3) days of receipt of the removal notification and set forth the reasons the decision of the hearing officer should not be carried out and specifically set forth the grounds for such appeal.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#). The Dean shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within six (6) days.

Any sanction imposed by the Director of Residence Life and Judicial Affairs will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

#### **Summary Suspension from the College**

The Director of Residence Life and Judicial Affairs may, subject to prompt review, summarily suspend a student from the College if, in his/her judgment, such action is necessary for protecting the health, safety, and welfare of the college or any member of the college community. Summary suspensions must be reviewed in a conduct hearing with the director within six (6) college business days.

Persons under summary suspension shall not be allowed on the Tompkins Cortland Community College campus unless given permission by the Director of Campus Police (or designee).

The student may file an appeal of the the summary decision in the Office of Residence Life and Judicial Affairs to be heard by the Dean of Student Life. The written appeal must be filed within three (3) days of receipt of the removal notification and set forth the reasons the decision of the hearing officer should not be carried out and specifically set forth the grounds for such appeal.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#). The Dean shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within six (6) days.

Any sanction imposed by the Director of Residence Life and Judicial Affairs will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

#### **Violations at end of Semester**

During the period between semesters, all College discipline will be handled as established below:

1. All reports will be reviewed by the Director of Residence Life and Judicial Affairs to determine whether or not disciplinary charges are warranted.
2. If the incident under review occurred prior to the end of the semester but was unable to be handled before the student left, the Director will review the complaint and determine what codes have been violated and what sanctions are merited. Notification of the decision will then be sent to the student's permanent address, unless it is known by the college that the student is residing at another location. The accused student shall have the option to accept the decision or to file notice with the judicial affairs office within thirty (30) calendar days of the date of the letter and request a hearing for the alleged violations. Should an accused student accept the finding of the judicial officer, they will be expected to comply with the sanctions according to the time-line established in the letter of notification.
3. In the event that the judicial officer believes that disciplinary suspension or disciplinary expulsion could be an outcome, an Administrative Hearing will be convened at the earliest possible time. Should it not be possible to resolve the case during the break, a hearing will be held at the beginning of the next semester.



4. If the student is known to be attending classes during a January or summer session when an incident occurs, the case shall be handled under the guidelines that apply during the regular academic year. Reopening of a Judicial Case The College reserves the right to reopen any judicial case based upon the introduction of evidence not available at the time of the hearing.

### **Sanctions**

In the case of a violation(s) of the student conduct code and/or residence life rules and regulations, one or more of the following sanctions may be imposed by the appropriate judicial hearing officer.

Specific sanctions are not necessarily associated with particular violations. In determining the appropriate sanction(s), the hearing officer will consider the severity of the offense; judicial precedent for similar offenses; the student's judicial history, if any, for previous violations of the student conduct code and/or residence life rules and regulations; and any other exacerbating or mitigating factors, including academic attendance and performance.

### **Warning**

Written notice to the student indicating that continuation or repetition of misconduct may result in further disciplinary action.

### **Restitution**

Reimbursement to the College or another party for the value of any damaged, destroyed, or misappropriated property.

### **Special Projects, Programs or Educational Modules**

Required participation in, and/or development of, projects and/or programs; completion of an educational module; verbal or written apology; or the completion of a research paper on a relevant topic that specifically addresses a student's behavior. Failure to complete the project or program satisfactorily and by the assigned completion deadline will result in further disciplinary action.

### **Community Service**

Required service to the College or community. This sanction may be imposed when, in the view of the hearing officer or board, the student's actions have infringed on the community in some manner, necessitating the student providing positive service back to the community. The amount of service, nature of the service and deadline for its completion will be described in the judicial hearing and written notice to the student. Failure to complete the service assignment satisfactorily and by the assigned deadline may result in further disciplinary action.

### **Loss of Privileges**

Required service to the College or community. This sanction may be imposed when, in the view of the hearing officer or board, the student's actions have infringed on the community in some manner, necessitating the student providing positive service back to the community. The amount of service, nature of the service and deadline for its completion will be described in the judicial hearing and written notice to the student. Failure to complete the service assignment satisfactorily and by the assigned deadline may result in further disciplinary action.

### **Residence Hall Probation**

A formal written notice to the student indicating the student is expected to refrain from any further violations of the residence hall and College rules and regulations. A period of probation (not less than one full semester) will be noted. Subsequent violations may result in stronger judicial sanctions and loss of privileges, including possible removal from the residence halls.

### **Conduct Probation**

A formal written notice to the student indicating the student is expected to refrain from any further violations of the College rules and regulations. A period of probation (not less than one full semester) will be noted. Subsequent violations may result in stronger judicial sanctions and loss of privileges, including possible suspension or expulsion from the College. Any student on conduct probation or with higher level of sanctioning will be reviewed prior to any travel on behalf of or with the college and before serving in any student leadership role on campus.

### **Residence Hall Reassignment**

In the event that in the judicial hearing officer's assessment the student

and/or the residential community would be better served by the student's living in a different location, the student may be reassigned to another campus residence hall. If the period of reassignment is for other than the duration of the current academic year, it will be specified in the notice of reassignment.

#### **Final Warning from the Residence Halls**

A formal written notice of final warning to the student indicating that the student must refrain from any further violations of the residence hall and College rules and regulations. Any subsequent violation is likely to result in removal from the residence halls.

#### **Residence Hall Removal**

The housing contract, which provides the student with residence hall living privileges, is revoked. Renewal is at discretion of the Director of Residence Life and Judicial Affairs (or designee). Student is banned from residence halls.

#### **Deferred Suspension**

A formal written notice of final warning to the student indicating that the student must refrain from any further violations of the College rules and regulations. Any subsequent violation is likely to result in suspension or expulsion from the College. Students on deferred suspension are not permitted to travel with or on behalf of the college (for class, internships, etc.) and are not allowed to hold formal student leadership positions on campus (club officers, mentors, etc.)

#### **Suspension**

Removal from the College community for a definite period of time (typically at least two semesters). The student must apply for readmission to the College when the period of suspension ends. The terms of readmission, if any, will be set forth in the notice of suspension. Student is also declared "Persona Non Grata" and must receive permission from the Office of Campus Police before entering onto all College properties until s/he is readmitted. For crimes of violence, including but not limited to sexual violence, a notation will be made on the transcripts of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation."

#### **Expulsion**

Permanent termination of the student's status at the College. Student is also declared "Persona Non Grata" and must receive permission from the Office of Public Safety before entering onto all College properties. For crimes of violence, including but not limited to sexual violence, a notation will be made on the transcripts of students found responsible after a conduct process that they were "expelled after a finding of responsibility for a code of conduct violation."

#### **Sanctions for Alcohol and Other Drug Violations**

Students found responsible for alcohol or drug related offenses will typically be subject to the following sanctions; additional sanctions may also be applied as appropriate. A notice will be sent to parents of all dependent students for drug and alcohol violations and to all students under the age of 21, regardless of dependency status.

**First offense:** At least one semester of conduct probation. First alcohol offense will also be assigned either an online educational module or assignment to an Options group meeting.

**Second offense:** Removal from the residence halls (for students in housing,) deferred suspension from the college, and assignment to the Options program or further drug/alcohol counseling.

**Third offense:** Suspension from the college. Student will be expected to complete appropriate drug or alcohol counseling off campus and will need to have that program follow up with our counseling staff to ensure successful completion of the external program before the student returns to Tompkins Cortland.

#### **Failure to complete sanctions**

Students are assigned educational sanctions or assessment/treatment-related sanctions to help them to learn from the violation and to learn to better manage their behaviors. The College views these sanctions as a requirement and enforces their completion. A student who fails to complete an assigned sanction will be seen by a campus hearing officer and the failure to complete will be treated as a second violation of the

same type.

### **Parental Notification**

In addition to notice related to drug and alcohol violations, 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 in the college.

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**Faculty****Admissions Office**

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**Non-Academic Policies and Regulations****Policy Against Discrimination and Harassment**

Unlawful discrimination or harassment based on race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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.

**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**

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**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, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.

Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status.

Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, 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 Dovi, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, [dovis@tomkinscortland.edu](mailto:dovis@tomkinscortland.edu).

### **Discrimination and Harassment Procedures**

An individual who believes that he or she has been subjected to discrimination, retaliation or harassment in violation of the College's Policy Against Discrimination and Harassment may, but is not required to, attempt to informally correct the situation by directly approaching the person responsible in order to resolve the problem. If this approach is not desired or if the individual feels uncomfortable following it, or if it is attempted and does not result in satisfaction, the incident should be reported promptly to one of the following intake specialists:

**Sharon Dovi**, Director of Human Resources  
Room 219, 844-8222, ext. 4440

**Carolyn Boone**, Coordinator of Access and Equity Services  
Room 130, 844-8222, ext. 4283

**Darese Dosal**, Director of Residence Life and Judicial Affairs  
Tioga Hall, 844-8222, ext. 6591

**Seth Thompson**, Director of Multicultural Services  
Room 187, 844-8222, ext. 4358

If the respondent\* is a student, the matter will be referred to the Office of Residence Life and Judicial Affairs. The Discrimination/Harassment Complaint Procedure will be kept as confidential as possible. Information about the complaint and the complaint procedure will only be shared with those with a need to know.

\*For purposes of this procedure complainant refers to the person making the complaint, the respondent is the person against whom the complaint is made. Days are calendar days.

### **Informal Complaint Procedure**

Provides for intake specialists to (1) furnish information, (2) receive complaints, and (3) attempt to resolve complaints in a mutually acceptable manner.

Results in a complete report, prepared by the intake specialist, at the completion of this step in the process.

Is designed to operate in an expeditious manner.

### **Complaint filing**

To file a complaint, complainants will (1) contact an intake specialist as soon as possible following the incident and generally within 60 days following the last occurrence of the behavior that is the subject of the complaint, and (2) sign the completed Harassment/Discrimination Complaint Form.

Any member of the campus community may consult an intake specialist for advice, without obligation to file a written complaint. If the potential complainant declines to participate in the completion of the Discrimination/Harassment Complaint Form, the intake specialist may or may not proceed with the complaint process.

### **Informal Complaint processing**

Within five days of the written complaint's receipt, the intake specialist must report the source and substance of the complaint to the Affirmative Action Officer and the respondent. The report should be placed in the Discrimination and Harassment file in the Office of Human Resources.

The intake specialist will have 14 days from the complaint's receipt to meet with the complainant, respondent, and other pertinent witnesses, and to conduct any such other or further investigation he/she deems required under certain circumstances. The intake specialist will attempt to achieve a fair and appropriate resolution of the complaint as expeditiously as possible. Under unusual circumstances, the intake specialist may take an extension of up to 14 days. Prior to completing the Informal Complaint Procedure, and upon the complainant's or respondent's request, or the intake specialist's initiative, if any of these parties believes no useful purpose is served by pursuing the Informal Complaint Procedure, the Formal Complaint Procedure may be initiated. In such situations, the intake specialist will complete and submit his or her report as described in the Formal Complaint Process below.

#### **Informal Complaint disposition**

Within 14 days of the conclusion of the complaint processing period, the intake specialist must complete and submit a report on the status of the complaint.

If the complaint is resolved to the satisfaction of all pertinent parties, the intake specialist's report must specify this resolution in appropriate detail. The report also will include a written summary of the resolution, signed by all the pertinent parties (normally the complainant, respondent and Intake Specialist). Reports of resolved complaints will usually be brief. They are to be submitted to the complainant, respondent, and office of Human Resources, and only to such other campus-level office agreed to in the solution.

#### **Complaints not resolved informally**

If the complaint remains unresolved, the intake specialist's report must summarize the complainant's allegations, the respondent's replies, witness statements, problem-solving efforts and recommendations of the intake specialist. Such recommendations may include referral to the President for appropriate disciplinary actions or referral to the Formal Complaint Procedure. Reports of unresolved complaints will be submitted to the complainant, the respondent, the office of Human Resources, and the Discrimination and Harassment Policy Complaint Hearing Panel when referred to them.

#### **Formal Complaint Procedure:**

- Includes the filing of a formal complaint
- Involves the appointment of a hearing panel
- Calls for a formal investigation of all the elements of a complaint.
- Is based on findings of fact relevant to each element of a complaint.

#### **Formal Complaint Initiation**

If there is no mutually acceptable resolution of a complaint at the Informal Complaint Procedure, or upon the request of the complainant, respondent or intake specialist, the Formal Complaint Procedure will be initiated by filing the written complaint with the Affirmative Action Officer. The Affirmative Action Officer will coordinate the forming of a three-person hearing panel (Panel). The Panel will be composed of three trained members from the Discrimination and Harassment Policy Complaint Hearing Panel Pool (Pool). One member will be chosen by the complainant, one member will be chosen by the respondent and those two members will select a third member jointly. In the event that the selection of the three-person panel is not completed within 7 days after notification, the Affirmative Action Officer will complete the selection process.

#### **Formal Complaint processing**

The hearing panel will conduct a thorough fact-finding investigation, and will meet with both the complainant and the respondent, interview pertinent witnesses and review relevant and material evidence as necessary on each element of the complaint. The complaint investigation shall be completed within 30 days of the appointment of all three members of the hearing panel.

#### **Formal Complaint disposition**

The hearing panel will prepare a report at the conclusion of the

investigation. A draft version of the hearing panel's findings of the fact portion of the report will be conveyed to the complainant and the respondent for comment before the final version of the report is completed. The hearing panel will seek comments, supported by evidence, to address factual inaccuracies and misunderstandings only. All parties will have 7 days to comment.

The hearing panel's complete report must contain (1) the complainant's allegations, (2) the respondent's replies, (3) information provided by witnesses or documents including comments on the draft report, (4) a description of the investigation process, (5) the hearing panel's analysis of evidence and findings of fact on each element of the complaint and (6) any recommendation(s) the hearing panel may consider pertinent to the disposition of the complaint. If the Panel members did not reach consensus, differing views will be included in the report.

The hearing panel's findings of fact shall be based on the "preponderance of the evidence" standard. Individuals shall be considered innocent unless a "preponderance of the evidence" supports a finding of the misconduct. This "preponderance of the evidence" standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it.

If a preponderance of the evidence does not support the complaint, and if there is evidence that the complaint was filed without a reasonable basis in fact and honest belief, the hearing panel shall include that evidence in its report. Such conduct could constitute a violation of this nondiscrimination policy and shall be reported to the President for appropriate action, including possible disciplinary action.

The hearing panel's report will be submitted to the complainant, the respondent, Affirmative Action Officer, and placed in a separate file in the Office of Human Resources. The complainant and the respondent may respond in writing to the report; any such responses must be filed with the Affirmative Action Officer within 7 days of the date of the hearing panel's report. The Affirmative Action Officer will promptly forward the full report to the President. The President, in consultation with legal counsel and the Affirmative Action Officer, will make his or her decision as to the disposition of the case as soon as possible, but no later than 7 days of the date of the hearing panel's report. This decision will be in writing and will include an explanation of the decision. Copies of the decision will be sent to the complainant, the respondent, and the Office of the Provost.

### **Appeals**

The College's Affirmative Action Officer will provide general information on the State and Federal guidelines and laws, as well as the names and addresses of various enforcement agencies.

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## Other Student Grievances

This process is intended to be used to address problems arising in the relationship between a student and a staff or faculty member that are not specifically governed by one of the other procedures and that involve a violation, misunderstanding or arbitrary, capricious or inequitable application of a regulation, policy or process of the College.

Unless it is inappropriate to do so, the student should first attempt an informal settlement with the employee of the College, Faculty Student Association or Tompkins Cortland Foundation. If no mutually satisfactory informal settlement can be reached, the student should file a written statement of grievance with the appropriate dean:

Dean of Student Life for non-academic complaints

Dean of Instruction for academic complaints

The written statement should be delivered by email or hard copy to the appropriate dean within a reasonable time, generally within two (2) weeks of the complained about conduct (or two weeks into the next semester if the conduct occurred less than two weeks before the last day of a semester).

Following filing of the written complaint, the dean 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 dean to the Provost. The appeal shall be in writing, setting forth the reasons the decision of the dean 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](#).

The Provost shall make a final adjudication and determination in the matter and notify both parties and the appropriate dean of the final decision in writing within thirty (30) days. The dean will administer the decision of the Provost.

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## Non-Academic Policies and Regulations

### Weapons on Campus

Firearms and dangerous weapons of any type are not permitted on campus, including residence halls. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden, and is a violation of state and federal law, as well as, a violation of the Non-Academic Code of Conduct. The college president may authorize in writing the possession of a weapon on campus for special or educational purposes.

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**Non-Academic Policies and Regulations**

**Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs**

The United States Congress has enacted the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and The Board of Trustees of Tompkins Cortland Community College intends to comply with the requirements of that Act; and The Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal law governing possession, use, and sale of alcoholic beverages and illegal drugs including but not limiting to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

**Therefore, the Board of Trustees adopts the following policy:**

- a. Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or his designee in specific circumstances and designated campus areas.
- b. The Dean of Student Life and Office of Public Safety shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at college activities and prepare educational programs on alcohol or drug abuse.
- c. Students who violate the state or federal law or the college alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Code of Conduct. Moreover, where appropriate, students will be informed of opportunities for counseling.
- d. Employees who violate state or federal law or the college alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local, state, or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate, reference to counseling.
- e. All employees directly engaged in performance of work pursuant to the provision federal grant or federal contract in excess of \$25,000 and students who are Pell recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The college shall, within ten days after receiving such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employees or students. Employees or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

The Board authorizes the administration to develop appropriate procedures and guidelines for the consumption of alcoholic beverages at approved College events.

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## Non-Academic Policies and Regulations

### Hazing Prevention

Tompkins Cortland Community College prohibits all students, staff, faculty, visitors, licensees, and other guests from engaging in any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Where there is probable cause to believe the above regulation has been violated, the College will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization authorizing such conduct, rescission of permission for that organization to operate on College property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject. An individual charged with a criminal violation or crime under state, federal, or local law related to conduct prohibited above will be subject to the college disciplinary procedures, whether or not criminal prosecution is pending.

This rule shall be deemed to be part of the by-laws of all organizations operating on the College campus or affiliated with Tompkins Cortland. Each such organization shall annually file a copy of current by-laws for review by the Dean of Student Life or his or her designee.

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**Donna Ryan**

From Tompkins Cortland to Duke University

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## Non-Academic Policies and Regulations

### Bias Crimes Prevention

#### Hate Crimes and the Law

Tompkins Cortland Community College is committed to protecting all members of the Tompkins Cortland community by preventing and prosecuting bias or hate crimes occurring within the College's jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual or group based on perceived or actual characteristics, such as race, color, creed or religion, sex, sexual orientation, national origin, age, marital status, military status, genetic predisposition or carrier status, disability, or any other protected status. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Office of Public Safety/Campus Police.

#### Penalties

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence, or previous convictions of the offender. Perpetrators who are students also will be subject to campus disciplinary procedures where sanctions, including dismissal, are possible.

#### Bias related activities

In addition to preventing and prosecuting hate/bias crimes, the Office of Public Safety/Campus Police also helps address bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the Tompkins Cortland community based on national origin, ethnicity, race, age, religion, sex, sexual orientation, disability, veteran status, color, creed, marital status, or other protected status, may be addressed through the College's discrimination/ harassment complaint procedure.

#### Bias/hate incident reporting

If you are a victim of, or witness to, a hate/bias crime on campus, report it to one of the following:

Office of Public Safety/Campus Police, Room 118, 844.6511

Carolyn Boone, Coordinator of Access and Equity Services, Baker Center for Learning, 844.8222, Ext. 4283

Sharon Dovi, Affirmative Action Officer, Room 219, 844.8222, Ext. 4251

Seth Thompson, Director of Diversity Education and Support Service, Room 187, 844.8222, Ext. 4358

Tompkins Cortland law enforcement and local police officers will investigate and follow the appropriate adjudication procedures. Counseling and support services for victims are available from the Office of Counseling, Career, and Transfer Services.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes, is available from J. Beau Saul, Director of the Office of Public Safety/Campus police, Room 118, 607.844.6511.

#### Educational Programs

Educational programs to promote awareness of bias-related crime prevention measures are presented to the campus community at

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**Chris Xavier and Christine Guest  
Hands-on ... cameras on**  
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orientation and throughout the year by the Office of Counseling, Career, Transfer Services.

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## Non-Academic Policies and Regulations

### Sexual Assault, Dating Partner Violence, Domestic Violence and Stalking Prevention

Tompkins Cortland Community College has programs in place to protect all members of the Tompkins Cortland community from sexual assault, stalking and domestic and intimate partner violence, including programs for prevention and prosecution of these crimes.

#### New York state law contains the following legal provisions defining the crimes related to stalking:

##### Section 120.45/.50/.55/.60 - Stalking

This series of offenses occurs when a person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct will cause fear of harm or actual harm to the person or his or her employment, business or career. The level of this offense is enhanced by prior offenses, use of a weapon, level of injury or potential injury, and age of the victim. The penalties for violation of these sections range from imprisonment for a period not to exceed six months up to imprisonment for a period not to exceed seven years.

#### New York state law contains the following legal provisions defining the crimes related to sexual assault:

##### Section 130.20 - Sexual Misconduct

This offense includes sexual intercourse without consent\* and deviate sexual intercourse without consent\*. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

##### Section 130.25/.30/.35 - Rape

This series of offenses includes sexual intercourse with a person incapable of consent\* because of the use of forcible compulsion or because the person is incapable of consent\* due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent\*. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

##### Section 130.40/.45/.50 - Criminal Sexual Act

This series of offenses includes oral or anal sexual conduct\* with a person incapable of consent\* because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent\*. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

##### Section 130.52 - Forcible Touching

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

##### Section 130.55/.60/.65 - Sexual Abuse

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent\* due to physical helplessness, or due to the person being under the age of

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consent\*. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

### **Section 130.65-a/.66/.67/.70 - Aggravated Sexual Abuse**

This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

In addition to imprisonment and other authorized dispositions, persons convicted of the above crimes may be required to register with the New York State Sex Offender Registry.

**Domestic or Dating Violence** is any abuse (physical, emotional, verbal, or sexual) that is committed against another person who is, or was, a member of the same family or household with the abuser. Members of the "same family or household" include persons currently or formerly related by birth, adoption or marriage, persons who have had a child together and persons involved in an intimate relationship (whether or not a sexual relationship and whether or not they lived together).

**Dating Violence** is any violent crime committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on victim's statement with consideration of the length or the relationship, the type of relationship, and the frequency of the relationship.

Sections of the New York State Penal Law that relate to domestic or dating violence include the above sections related to sexual crimes and stalking, as well as, but not limited to, sections related to

- Disorderly Conduct
- Harassment
- Menacing
- Reckless Endangerment
- Criminal Obstruction of Breathing or Blood Circulation
- Strangulation
- Assault
- Any other offense that constitutes a crime against the person

\*Consent in any of the above acts is defined as [Affirmative Consent](#) or a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity.

**IF ANY COURT HAS ISSUED YOU AN ORDER OF PROTECTION AGAINST ANY PERSON, PROVIDE A COPY TO THE OFFICE OF PUBLIC SAFETY/CAMPUS POLICE (ROOM 118). LET THEM HELP YOU REMAIN SAFE ON CAMPUS.**

### **If you are a victim of one of these crimes**

Get to a safe place as soon as you can; try to preserve all physical evidence; do not bathe, change your clothes or otherwise alter your physical appearance; contact Office of Campus Police immediately by calling 911 or Ext. 6511 from any campus phone or 844.6511 from any phone. Remember, assaults – sexual or otherwise – are crimes. They are not the victim's fault.

Students have the right to pursue adjudication of crimes occurring on the Tompkins Cortland campus through criminal courts and/or through the college's internal disciplinary process (under the Student Code of Conduct). Tompkins Cortland police officers and security officers and counselors in the Office of Counseling, Career, and Transfer Services are trained to assist with prosecution in both systems.

### **Disciplinary Action**

Where there is probable cause to believe the College's regulations

prohibiting sexual assault, domestic partner/dating violence or stalking have been violated, the College will pursue strong disciplinary action through its own channels, whether or not prosecution under New York state criminal statutes is pending. This discipline includes the possibility of suspension or dismissal from the College.

### **Student Protections**

The College will make every effort to be responsive and sensitive to the reporters of these serious crimes. Protection of the a student and prevention of continued trauma is the college's priority. Assistance for any other personal or academic concerns will be reviewed and options provided.

When the accuser and the respondent both live in campus housing, an immediate hearing with the Director of Residence Life and Judicial Affairs will be held to determine the need for modifying the living arrangements.

### **Students Rights**

All students have the right to:

Make a report to local law enforcement and/or state police;

Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and./or criminal justice process free from pressure from the institution ;

Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.

Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;

Access to at least one level of appeal of a determination;

Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;

Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

### **Information and Support**

If you are the victim of sexual assault, domestic/intimate partner violence or stalking, you may seek support services as well as the assistance described above from the Office of Counseling, Career, and Transfer Services, Room 216, 844.8222, Ext 4260, and from community resources available by calling the crisis hotline at 607.277.5000.

### **Educational Programs**

Educational programs to promote awareness of and prevention of rape, acquaintance rape, and sex offenses are presented to the campus community at orientation and throughout the year by the Office of Counseling, Career, and Transfer Services, as well as the Office of Residence Life.

### **Right of Appeal**

**The student in violation (or the reporting individual in a sexual harassment, sexual assault, rape and/or sexual violence case) may appeal the hearing officer's decision within (10) days of receipt of the findings notification.** All appeals should be filed in the Office of Residence Life and Judicial Affairs. If the original decision was made by the Director

of Residence Life and Judicial Affairs, the appeal will be heard by the Dean of Student Life. In all other cases, the appeal will be heard by the Director of Residence Life and Judicial Affairs. All appeals must be filed within ten (10) days of receipt of findings notification.

The appeal must be in writing, setting forth the reasons the decision of the hearing officer should not be carried out and specifically setting forth the grounds for such appeal.

Requirements for the appeal can be found in [General Information Related To All Grievance And Conduct Violation Procedures](#). The appeal officer shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within two (2) weeks.

Any sanction imposed by the original hearing officer will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

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## Non-Academic Policies and Regulations

### Maintenance of Order Policy

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere which is not open. A college must continue to function if the search is to be meaningful. Any demonstration or dissent that interferes with the operation of this college thereby interferes with the freedom of expression and inquiry and is a threat to the academic community. Such interference will be considered a matter of serious concern to be dealt with internally unless external intervention is required to preserve public order.

A disruptive activity is one which interferes with the educational function of this institution. Any activity which jeopardizes lives or property is considered disruptive.

In the event of a disruptive activity, the college will attempt to resolve the matter internally utilizing procedure already developed. These procedures insure the right of due process. It is impossible to resolve disruptive situations unless members of the academic community comply with the reasonable request of an appropriate administrative officer to cease the disruption. Administrative officers will attempt to resolve disruptive situations in the following manner.

An administrative officer of the college will discuss the disruption and the issues involved with the participants and encourage them to cease the disruption and to resolve the issues utilizing existing procedures.

Upon failure to cease the disruption, the administrative officer will indicate that failure to respond to his request will be considered an offense to be dealt with utilizing normal procedures. Specifically, failure to respond could result in disciplinary action up to and including suspension and dismissal.

Continued failure to cease disruption may require a request for off-campus assistance. Such assistance may include the use of an injunction or the calling in of civil authorities to eject all violators from the campus. Those involved will be subject to civil and criminal penalties.

The above policy is related to all members of the academic community (administration, faculty, staff, and students) and official guests and visitors of the institution. Participants who are not members of the academic community will be dealt with by off-campus authority.

The practice commonly known as "hazing" will not be permitted on the Tompkins Cortland Community College campus and no recognized student organization may practice an initiation rite or require it as a condition for membership or affiliation. Specifically, the college will not tolerate recklessness or intentional acts which potentially endanger the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused and may not be forced to consume liquor or drugs for the purpose of initiation into or affiliation with an organization.

The charter of all recognized student organizations shall contain a statement prohibiting hazing and all new students shall be made aware of the college position relative to hazing. Individuals or organizations involved in hazing practices shall be subject to college disciplinary procedures, as well as to applicable local, state, or federal laws.

The Board of Trustees of Tompkins Cortland Community College requires the president of the college, or his delegate,

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The experience of a lifetime  
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to enforce these regulations.

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## Non-Academic Policies and Regulations

### Student Bill of Rights

The State University of New York and the College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

#### Students Rights

All students have the right to:

Make a report to local law enforcement and/or state police;

Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution ;

Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.

Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;

Access to at least one level of appeal of a determination;

Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;

Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

#### Options in Brief

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

Receive resources, such as counseling and medical attention;

Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, see below [Options for Confidentially Disclosing Sexual Violence](#)).

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**Kelly Wessell**

The place to teach

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Make a report to:

[A title IX Coordinator](#)

Campus Police;

Local law enforcement; and/or

Family Court or Civil Court.

#### **Options for Confidentially Disclosing Sexual Violence**

Tompkins Cortland Community College wants you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

If you want to discuss a situation with someone who will not disclose any information to the college or police, you can speak with certain counselors in Counseling, Career and Transfer Services or with the medical professionals in the Student Health Center. Staff there can provide Title IX specific details.

Other staff and faculty on campus will share information with a [Title IX Coordinator](#) so they can investigate the situation and prevent further occurrences.

When a student desires no formal action and/or anonymity, Title IX Coordinators will still be required to investigate, but will do their best to keep that student's identity private.

If there is concern that this is an ongoing community danger, Campus Police may have to issue a campus alert. In doing so, they will make every effort to keep the reporting individual's information private.

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