

Fall Reopening – COVID Updates



ACADEMIC ADVISING

ADVISORS

Each **full-time student** is assigned to a faculty member for academic advisement, and usually stays with the same advisor until graduation unless you change degree programs. **Part-time students** are usually advised through the Student Success and Advisement office. Academic advisors have an understanding of the degree requirements for each degree program, as well as information about career and transfer possibilities for the program. In addition, advisors can explain College policies and regulations. An advisor is accessible through regularly posted office hours or by appointment and can also be reached via office phone and email. Advisors can also be helpful in connecting you with campus resources, such as tutoring or counseling.

MEETING AN ADVISOR

It is recommended that you meet with your advisors for the first time early in your first semester at the College to discuss goals and to begin long-term planning for your degree program. At a minimum, you will meet with your advisor each semester prior to registering for the following semester's classes. You will also need to meet with your advisor any time you want to make changes to your schedule during a semester (drop/add/withdraw).

CHANGING DEGREE PROGRAMS

If you are interested in **changing degree programs** you need to meet with an academic advisor to fill out a Change of Program form. If you are staying within the same discipline, such as changing from the Criminal Justice A.S. to the A.A.S., you can meet with your current academic advisor to make the change. Otherwise, you should make an appointment with someone from the Student Success and Advisement office to assist you with the change. It is important to understand how any courses you have already taken will fit into the new degree program, as well as understand the impact of the change in academic goals. Sometimes, there are also financial aid considerations that need to be discussed.

CONTACTING AN ADVISOR

Academic advisement is available for you even if you do not take classes on the main campus. You can always contact your advisor via phone or email. Also, an advisor from the Student Success and Advisement office holds office hours at each Extension Center several times during the semester.

ACADEMICS

ADMISSIONS

ADVISING

ATHLETICS

FINANCIAL AID

INTERNATIONAL

LIBRARY

STUDENT LIFE

TITLE IX

BIZ

BOOKSTORE

COLLEGE INFO

COLLEGENOW

FOUNDATION

JOBS

STAFF DIRECTORY

LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

FIND US ON:

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PROGRAMS



Accounting

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



Applied Science and Technology

A.A.S. Degree



Biology

A.S. Degree, Biotechnology
Certificate



Broadcast Production

A.A.S. Degree



Business Administration

A.S. Degree, A.A.S. Degree,
Certificate, Micro-Credential



Chemical Dependency Counseling

A.A.S. Degree, Certificate, Micro-
Credential



Communication and Media Arts

A.S. Degree



Computer Information Systems

A.A.S. Degree



Computer Science

A.S. Degree



Computer Support Specialist

A.A.S. Degree



Construction and Environmental Technology

A.A.S. Degree, Certificate



Creative Writing

A.A. Degree, Certificate



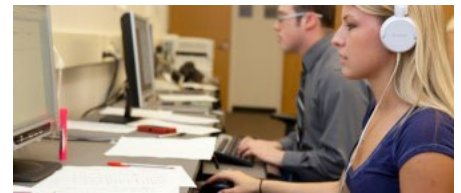
Criminal Justice

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



Culinary Arts

A.A.S. Degree



Digital Cinema

A.S. Degree



Early Childhood

A.A.S. Degree, Micro-Credential



Engineering Science

A.S. Degree



Entrepreneurship

A.A.S. Degree



Environmental Studies

A.S. Degree



Graphic Design

A.S. Degree



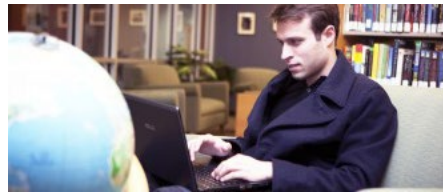
Hotel and Restaurant Management

A.A.S. Degree



Human Services

A.S. Degree, A.A.S. Degree,
Certificate, Micro-Credential



International Business

A.S. Degree



International Studies

A.S. Degree



Liberal Arts and Sciences: General Studies

A.S. Degree, Certificate



Liberal Arts and Sciences: Humanities

A.A. Degree



Liberal Arts and Sciences: Math/Science

A.S. Degree



Liberal Arts and Sciences: Social Science

A.S. Degree



Liberal Arts and Sciences: Teacher Education Transfer

A.S. Degree



Liberal Arts and Sciences: Women and Gender Studies

A.S. Degree



New Media

A.S. Degree



Nursing

A.A.S. Degree



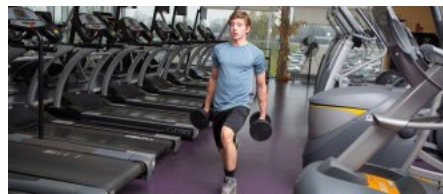
Paralegal

A.A.S. Degree, Certificate, Micro-
Credential



Photography

A.S. Degree



Recreation: Exercise Studies

A.S. Degree



Recreation: Outdoor Recreation

A.S. Degree



Recreation: Recreation Leadership

A.S. Degree



Sport Management

A.S. Degree



Sustainable Farming and Food Systems

A.A.S. Degree



Wine Marketing

A.A.S. Degree, Certificate

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ACADEMIC CATALOG 2020-21



TRANSFER OR CAREER. OR BOTH.

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

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

DEGREES AND CERTIFICATES

POPULAR LINKS

- [Advising](#)
- [Academic Calendar](#)
- [Course Search](#)
- [Adult Learning](#)
- [CollegeNow](#)
- [Continuing Education](#)
- [Transfer](#)

EXPAND YOUR EDUCATION

- [Disney College Program](#)
- [Farm to Bistro](#)
- [Honors College](#)
- [Internships](#)
- [PTK Honor Society](#)
- [Study Abroad](#)
- [Sustainability Designation](#)



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

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

ONLINE LEARNING

- [Fully Online Degrees](#)
- [Fully Online Certificates](#)
- [Hundreds of Courses](#)
- [Make a Schedule That Fits You](#)

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

STUDENT SUCCESS

Archived Academic Catalog

- [2018-2019](#)
- [2017-2018](#)
- [2016-2017](#)

Archived Course Descriptions

- [2019-2020](#)
- [2018-2019](#)
- [2017-2018](#)
- [2016-2017](#)

TRANSFER MADE EASY

**2 + 2 Articulation Agreements
with Four-Year Schools
Transfer Potential to
Hundreds of Schools**

CAREER COACH

TURN DEGREES INTO JOBS

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

ADMISSIONS



COST OF ATTENDANCE



RESIDENCE LIFE



OUR LOCATION

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

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FALL 2020 REOPENING PLANS



UPDATE | OCT. 1, 2020

New SUNY sanctions related to COVID policies

As of Oct. 1, SUNY has established required sanctions for students who do not follow the campus COVID policies as outlined.

The policy sets required minimum sanctions for the behaviors listed below. Minimum sanctions include a removal from campus housing, exclusion from campus while allowing participation in virtual classes only, as well as suspension and expulsion from the college. View the full [SUNY policy](#).

Intentional violations of COVID-positive students

For students who know that they have tested positive for COVID-19 or know they have had close contact to someone who has tested positive or been treated or is symptomatic for COVID-19, and then intentionally expose other students. Students in this category will be suspended or expelled and cannot gain admission to other SUNY campuses during the time of their sanction.

Failure to self-isolate

For students who fail to self-isolate (because they are COVID-19 positive) as directed by the College or the state or local department of health. Students in this category will be suspended or expelled and cannot gain admission to other SUNY campuses during the time of their sanction.

Failure to quarantine

For students who have been directed by the College or the state or local department of health to complete a quarantine period, on or off campus, and then engage in any conduct that would violate such quarantine order.

Prohibited on-campus or off-campus gathering (hosts)

For students who host an on-campus gathering of more than five individuals in an apartment or individuals who do not live in the building' have off-campus guests or off-campus gathering that exceeds the current limitation published by executive order, or the state or local department of health.

Prohibited on-campus or off-campus gathering (attendees)

For students who attend an on-campus gathering of more than five individuals in an apartment or attend an off-campus gathering that exceeds the current limitation published by the SUNY campus, executive order, or the state or local department of health.

Violations of face mask and social distancing requirements

For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of the campus, executive order, or the state or local department of health.

Contact tracing

For students who repeatedly fail to comply, whether intentionally or unintentionally.

Failure to comply with campus health protocols

For students who fail to submit their **daily health screening** via the campus's portal for at least three consecutive days, the College will enforce an interim suspension until student complies.

QUARANTEAM FOR QUARANTINED STUDENT SUPPORT

If a student is required to quarantine on campus, the College is ready to provide support. The **Quaranteam** will assist in anything needed to get through the quarantine.

REOPENING OUR CAMPUS COMMUNITY

Tompkins Cortland Community College will be open this fall with on-campus housing and in-person, fully online, and hybrid (online and in-person) classes. This page will be continuously updated with relevant dates and information.

A SHARED RESPONSIBILITY

Tompkins Cortland Community College is committed to providing an excellent education for every student in an environment that maintains the health, safety and well-being of our entire campus community. The many challenges posed by COVID-19 require a commitment to shared responsibility: We are all accountable to one another and must engage in behaviors that ensure the health and wellbeing of the entire community.

It is critically important that students and visitors familiarize themselves with all COVID-19-related requirements and procedures on campus – particularly those related to health and safety – and adhere to these protocols, so that we can remain safe and on campus.

These guidelines are continually being reviewed, updated and are subject to change, so please continue to check this page for updates

Employees who fail to follow these rules also will be held accountable.

The College has created a **COVID-19 Complaint Form** that allows any community member to submit a formal complaint against someone on campus who is not following the Campus Policies and Procedures for Fall 2020 during the COVID-19 pandemic.

This form is not intended for use in emergency situations. In an emergency, immediately call the Campus Police by dialing 911.

Reports will be routed to the one of three offices:

- Complaints against students will be sent to the Office of Student Conduct and Community Standards.
- Complaints against faculty and staff will be sent to the supervisory Executive Council Member.
- Complaints against visitors will be sent to Campus Police.

MASKS AND SOCIAL DISTANCING

All students, staff, and visitors will be expected to wear masks in common areas of the campus, including classrooms. Masks will be provided for students and will be required in all buildings and classrooms, except for personal living quarters. The Health Center will keep extra disposable masks on campus for anyone who forgets one.

THE GUIDELINES

[SUNY Approved Reopening Plan](#) | as of 9/15

[Campus Policies and Procedures for Fall 2020](#) | as of 8/13

SECTIONS

[General Information](#)

[Academics](#)

[Student Life/Housing/Support Services/Quaranteam](#)

[Admissions](#)

[Athletics](#)

[Campus Signage](#)

[COVID-19 Resources](#)

GENERAL INFORMATION/FACILITIES

COLLEGE CLOSED TO THE PUBLIC

The College is closed to the general public – student and staff are allowed – with the exception of visitors who are conducting official business with the College or who have an [appointment in Enrollment Services](#).

LIMITED ENTRANCES

In the main building, the main lobby will be open, as well as the yellow side door. One door of the student center and one door of the athletic facility will also be open. Signage will be posted directing traffic to these doors.

COVID TESTING FOR STUDENTS AND STAFF

Resident students

All resident students were tested for COVID-19 through our partnership with Cayuga Health System before moving into their room.

Commuter students

Commuter students are not required to be tested.

Staff

Staff members are not required to be tested, but are strongly encouraged if they plan to work on campus regularly.

MANDATORY DAILY HEALTH SCREENING BEFORE ENTERING BUILDINGS

Students

Students coming to campus must complete an **online self-check form** before coming to campus and email the form to a designated address for verification. Any student who fails the self-check will be directed to a telemedicine appointment through Cayuga Health System and should NOT report to campus.

Staff

Staff coming to campus will be required to complete an **online self-check form** to be verified by their supervisor before coming to campus. Any faculty or staff member who fails the self-check will be directed to a telemedicine appointment through Cayuga Health System and should NOT report to work.

NEW YORK STATE TRAVEL ADVISORY INFORMATION ON RESTRICTED STATES

Individuals are subject to the travel advisory if they have visited states identified as having a seven-day rolling average of more than 10% of all COVID-19 tests producing a positive result, or the number of positive cases exceeding 10 per 100,000 residents. This list will be continually evaluated based on cases in each state over time.

Please refer to the state's **restrictions website** for updates regarding impacted states.

Students traveling from any restricted states are mandated by New York State to self-quarantine for 14 days.

What does quarantine mean?

The requirements to safely quarantine include:

- The individual must not be in public or otherwise leave their rooms
- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary.
- Cleaning supplies (e.g. household cleaning wipes, bleach) must be available in any shared bathroom.
- Food and/or groceries must be delivered. Anyone in quarantine should not go out in public for food or supplies.
- For students in the Residence Halls, anyone traveling from an affected state will be required to self-quarantine in their assigned suite. Roommates will not be allowed to move in until the quarantine period has ended.
- Anyone traveling to New York from a restricted state must complete this **form**.

POSITIVE TESTS

Residential students

Residential students who test positive at any point in the semester will be mandated to move to a designated isolation room. The Tompkins County Health Department will work directly with the Vice President of Student Services and the Residence Life staff on contact tracing. Residence Life is developing a detailed plan for residential students who test positive and students who are exposed.

Commuter students

Commuter students who test positive at any point in the semester will be mandated to stay home in isolation. The Tompkins County Health Department will work directly with the Vice President of Student Services on contact tracing.

STAY SAFE. STOP THE SPREAD.



PLEASE WEAR A MASK OR FACE COVERING IN THE BUILDING

THANK YOU for taking the steps to protect
your health and the health of others.
For more information visit [tompkinscortland.edu/coronavirus](https://www.tompkinscortland.edu/coronavirus)

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Staff

Faculty or staff members who test positive will be mandated to stay home in isolation. The Tompkins County Health Department will work directly with Human Resources on contact tracing. Human Resources is working on an updated leave time policy.

If I have a negative COVID-19 diagnostic test, does that mean I can come out of quarantine?

No. Symptoms of COVID-19 can appear as late as 14 days after exposure. Therefore, a negative test cannot guarantee that you will not become sick. The full 14 days of quarantine are required.

ACADEMICS

Course Types for Flexibility

The College is offering six course types beginning Aug. 31. Registering students will see the course type in **myINFO** under the “Registration Info” column.

For more detailed descriptions of each Course Type visit **Course Search**.

COURSE TYPE 1 | ON-CAMPUS MEETINGS

Class instruction is 100% on campus classes/labs.

COURSE TYPE 2 | ON-CAMPUS AND LIVE ONLINE MEETINGS BLEND

Class instruction is a blend of on-campus classes/labs and live online class meetings/labs. In person may be optional for some courses.

COURSE TYPE 3 | ON-CAMPUS AND ONLINE ASYNCHRONOUS BLEND

Class instruction is a blend of on-campus classes/labs and online asynchronous (instruction not occurring at a specified meeting time). In person may be optional for some courses.

COURSE TYPE 4 | LIVE ONLINE MEETINGS

Class instruction is 100% live online classes/labs.

COURSE TYPE 5 | LIVE ONLINE AND ONLINE ASYNCHRONOUS BLEND

Class instruction is a blend of live online class/labs and online asynchronous (instruction not occurring at a specified meeting time).

COURSE TYPE 6 | ONLINE ASYNCHRONOUS

Class instruction is 100% online asynchronous (instruction not occurring at a specified meeting time).

ADMISSIONS

VIRTUAL HELP

The admissions office continues to operate virtual assistance through the Admissions page. The office will open with limited staffing in August and will see students by appointment only.

For information on registering for classes, contact the College at admissions@tompkinscortland.edu or by calling 607.844.6580.

TC3 CARD

The TC3 Card Office is following all campus safety guidelines regarding the reopening of campus.

NO PHOTOS will be taken for ID Cards in the Card Office.

To obtain your new TC3 Card:

- for a new card, submit your picture via email from your TC3 email account
- email the **card office**
- include your name and TC3 ID number

Photo requirements:

- plain light color background
- must be in color
- recent (no older than 6 months)
- JPEG (JPG) file format, less than 1 MB in size.
- portrait style, eyes to camera, head-centered with extra space on all sides
- NO other people, hats, profile shots, sunglasses, gestures, or face coverings allowed
- only photos emailed from a TC3 account will be accepted
- photos that do not meet these requirements will not be processed
- If your photo was not accepted, you will be notified via email

Be sure you like your photo. There is a \$10 fee for a replacement Student ID/Dining Card.

Receiving your TC3 Card

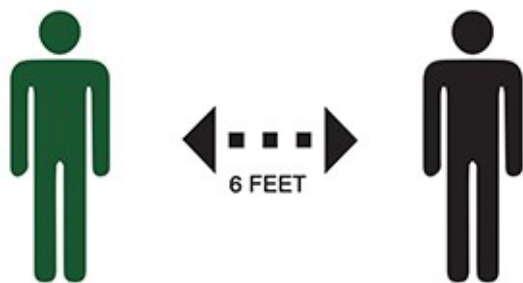
Commuter students may pick up their card in the TC3 Card Office beginning the first day of classes.

Resident students' cards will be available during move in. Please submit your photo at least one week before your scheduled move in to allow card processing.

SOCIAL DISTANCING

It's Essential

WE ASK THAT EVERYONE ON
CAMPUS KEEP A MINIMUM OF **6 FEET**
DISTANCE BETWEEN THEM AND
ANY OTHER INDIVIDUALS.



**PRACTICE GOOD HYGIENE TOO.
WASH YOUR HANDS. COVER YOUR COUGHS.
AND KEEP YOUR DISTANCE.**

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STUDENT LIFE/HOUSING/SUPPORT SERVICES

HOUSING

Arrival to Dryden

Students arriving to live in the College's residence halls will be tested through a partnership with Cayuga Health System.

Testing for residence students

Students living in residence halls will be tested upon arrival and during the semester at dates yet to be determined. Like all students, they will also be required to complete a daily symptoms check and adhere to regulations.

Housing density

To reduce the density of students living on campus, the number of students in each housing suite in the residence halls will be lowered from a capacity of four to two in each suite.

Dining

All buffets and "serve-yourself" stations will be eliminated. Hot and cold food will be available in pre-packaged "grab-n-go" formats. There may also be select buffets that are served by AFV behind glass while students remain 6 feet away with masks.

Bookstore

The bookstore will operate following social distancing and mask guidelines as set forth by the College. Only a limited number of people will be allowed into the store at one time. For your convenience, you may place your order for textbooks and supplies **online** and have them shipped to your home.

Students will not be allowed into the textbook area and store staff will get textbooks for you. This may cause a longer wait time than usual. Students are strongly encouraged to place **online orders**.

You can obtain a list of needed materials online with your student ID number. Book deferrals were available **August 21**. In-store pick-up is also available for online orders.

Orders may be placed on the **Bookstore's site**.

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

STUDENT SUPPORT SERVICES

The College's various student support services will be provided face-to-face when possible within the COVID-19 limitations. Services will also continue to be provided remotely. Students should contact the individual office to make appointments.

Academic Records

Academic Records can best be reached at acadrec@tompkinscortland.edu or by phone at 607.844.6500 (fax: 607.844.6550). Student appointments can also be made if needed.

Access and Equity Services

Students with disabilities in need of **Access and Equity Services** should email bcl@tompkinscortland.edu or call 607.844.8222, Ext. 4415 if they need to provide documentation of a disability, modify an access plan, or have other questions. Remote appointments will be the standard. In-person appointments will be scheduled when appropriate.

Tutoring

Tutoring Services will be **available online** on a drop-in basis and in person by appointment, as well. In-person tutoring will take place in the Baker Commons. To make an appointment, students will email **Scott Bennett** or call 607.844.8222, Ext. 4416.

International Students/Study Abroad

Services for international students or students interested in studying abroad are available remotely or on campus by appointment. Students can email the **Global Initiatives office** or call 607.844.8211, Ext. 4522 with questions or to set up an appointment.

Helping Hands Student Fund

The Helping Hands Fund offers help to students navigating changes due to the pandemic by providing financial support for technology needed for online learning, such as computer tablets, internet connectivity, and specialty software needs – in addition to its traditional assistance with emergency expenses such as unanticipated medical and transportation needs. SUNY has also offered to match donations up to \$50,000 - **donate here**.

Current Tompkins Cortland students in need of financial help can apply for assistance by emailing the **Vice President of Student Services**.

ATTENTION ALL VISITORS

BEFORE ENTERING



SOCIAL DISTANCE

Please do not form lines or groups.
Keep 6 feet of distance at all times.



FACE COVERING

You must wear a face covering in
this building.



HAND HYGIENE

Maintain hand hygiene at all times.
Please do not touch anything
unnecessarily.



SYMPTOMS

If you have a fever, cough, shortness
of breath, or body aches, do not enter.

THANK YOU for taking the steps to protect
your health and the health of others.
For more information visit [tompkinscortland.edu/coronavirus](https://www.tompkinscortland.edu/coronavirus)

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CHILD CARE

The **Arthur Kuckes Childcare Center** is open at reduced capacity. All guidelines from Reopening New York and the Department of Health will be followed. Contact the center at cg069@tompkinscortland.edu or by calling 607.844.8222, Ext. 4477 for questions about availability.

ATHLETICS

The College has postponed most fall athletics competitions to the spring. Coaches and staff will work with student-athletes during the fall semester in preparation for competition in the spring.

COMPLIANCE WITH COLLEGE REGULATIONS

Students who fail to follow our COVID-19 guidelines will be referred to the Office of Student Conduct and Community Standards as a failure to comply with the reasonable requests of any College employee violation.

CAMPUS SIGNAGE

Any staff member who would like these signs for their campus area(s) can either print from these PDF files or **email communications** to request additional signs through the print center.

COVID Safety

Wear a Mask

Social Distancing

Hand washing 1

Hand washing 2

Use Sanitizer

Appointment Only

Copy Center Wipes

Do Not Move Furniture

Do Not Touch Furniture

Enter Here Sign B

Main Sign

Elevator Sign A

Elevator Sign B

Masks Required Copy Center

Single Occupant Sign

Lab Sign

Limited Occupancy

COVID-19 RESOURCES

For local updates and guidance, visit the **Tompkins County Health Department**

For additional information about testing and support, visit the **Human Services Coalition**

For federal updates and resources, visit the **Centers for Disease Control and Prevention**

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[Q](#) | [R](#) | [S](#) | [T](#) | [V](#) | [W](#) | [Y](#)

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- [Applying to Graduate](#)
- [Apprenticeships](#)
- [Apprenticeships and Employers](#)
- [Apprenticeships and Students](#)
- [Athletics](#)
- [Attendance Policy](#)

ONLINE FORMS

- [Application for Admission](#)
- [Instant Onsite Admit Day Sign-up](#)
- [Open House Registration](#)

PRINTABLE DOCUMENTS

PROGRAMS LIST

- [Accounting](#)
- [Applied Science and Technology](#)
- [Biology](#)
- [Broadcast Production](#)
- [Business Administration](#)
- [Chemical Dependency](#)
- [Counseling](#)
- [Communication and Media Arts](#)
- [Computer Information Systems](#)
- [Computer Science](#)
- [Computer Support Specialist](#)
- [Construction and Environmental Technology](#)
- [Creative Writing](#)
- [Criminal Justice](#)
- [Culinary Arts](#)
- [Digital Cinema](#)
- [Early Childhood](#)
- [Engineering Science](#)
- [Entrepreneurship](#)
- [Environmental Studies](#)
- [Graphic Design](#)
- [Hotel and Restaurant Management](#)
- [Human Services](#)
- [International Business](#)

Admissions Application

International Studies
Liberal Arts and Sciences:
General Studies
Liberal Arts and Sciences:
Humanities
Liberal Arts and Sciences:
Math/Science
Liberal Arts and Sciences:
Social Science
Liberal Arts and Sciences:
Teacher Education Transfer
Liberal Arts and Sciences:
Women and Gender Studies
New Media
Nursing
Paralegal
Photography
Recreation: Exercise Studies
Recreation: Outdoor
Recreation
Recreation: Recreation
Leadership
Sport Management
Sustainable Farming and
Food Systems
Wine Marketing

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Make sure your voice is heard this November!

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is still available.

We offer various ways to [Contact Us](#).

You can also search the TC3 Library FAQs above or [browse the FAQs](#) for answers to common

TODAY'S HOURS

Library	8am – 4pm
Math/Science Tutors	Online 9-8
Writing Tutors	Online 10-8
Accounting Tutors	Online 9-2
Art/Digital Media Tutors	Closed
Librarians	Chat 9-5 and By Appointment
Access & Equity	Email Us

Hours for the week and month

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GLOBAL INITIATIVES

GETTING A LIFETIME OF EXPERIENCE AT TOMPKINS CORTLAND COMMUNITY COLLEGE

Tompkins Cortland Community College has long been an innovator in bringing the world to its campus. With students from more than 50 countries studying at Tompkins Cortland, and a growing program of study abroad offerings, this truly is a global campus.

The College offers more than **40 degree programs**, including **Business Administration, International Business, Entrepreneurship, Hotel and Restaurant Management, Digital Cinema, Applied Science and Technology**, and **Sustainable Farming and Food Systems**, as well as numerous other programs popular with our international students.

We currently offer Full-time (12 credits) of ESL during the Fall, Spring, and Summer terms as well as up to 20 credits of Intensive English Language Training during the Fall and Spring semesters. For these programs, prospective students should apply as International Students in the Liberal Arts major and then contact **The Global Initiatives Office**, for further steps.

PROGRAMS

Global Connections

Intensive English Program

Study Abroad

English as a Second Language

Forms

OUR CAMPUS

The Tompkins Cortland campus is located on 220 acres and features a unique academic building housing all classrooms

and labs, a pool, and the new Baker Commons, which consolidates essential academic services, including the library, in the heart of campus.

The campus also is home to the finest athletics facilities of any community college in our region. A new athletics building includes a 1,500-seat gymnasium, a field house for indoor practice, and a fitness center. Outdoor fields include a lighted, turf outdoor soccer stadium, as well as tennis courts and fields for baseball and softball.

Campus housing is located only a three-minute walk from the academic and athletics buildings, and Tompkins Cortland is included on local bus routes.

LIVING IN UPSTATE NY

The **Finger Lakes region** of Upstate New York is a thriving, progressive region with a mix of college towns, small industrial centers, and sprawling rural villages. Renowned for its educational institutions, cultural offerings, and outdoor opportunities, the Finger Lakes area near Tompkins Cortland includes the vibrant city of **Ithaca**, home to Cornell University and Ithaca College, as well as **Cortland**, home to SUNY Cortland.

Want more information?

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

Global@tompkinscortland.edu

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Enrollment Services Virtual Office is here to help navigate our new normal.

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ADEMOYO JOINS COLLEGE BOARD AS STUDENT TRUSTEE

UPCOMING EVENTS

15

Oct

Board of Trustees Meeting

15

Oct

Paint and Sip with Mocktails

Student Center

SGA Meeting



Adebodun Ademoyo has joined the Tompkins Cortland Community College Board of Trustees as the Student Trustee. Ademoyo was elected to represent the student body as a full voting member of the Board. His appointment is for the 2020-21 academic year.

[LEARN MORE](#)

RECENT NEWS

Mental Health Services



New York Chancellor Jim Malatras has announced a comprehensive plan to expand access to mental health services to every student at SUNY's 64 campuses, including Tompkins Cortland Community College.

Tompkins Cortland Expands Access to Mental Health Services

In response to a nationwide uptick in mental health and wellness needs among college students due to the impact of COVID-19, State University of

College Offers Certified Nurse Aide Program



16
Oct

12:30 p.m.

16
Oct

Admissions Info Session

Virtual
4 to 5 p.m.

[MORE EVENTS](#)

ANNOUNCEMENTS

Virtual Open House Nov. 6

TC3 Admit Days and Information Sessions

Virtual College Fair for Transfer Students

New SUNY COVID Policy Takes Effect Oct. 1

Fall Day - No Day Classes and Offices Closed



Addressing a local, regional, and national healthcare need, Tompkins Cortland Community College has added a Certified Nurse Aide (CNA) program to its offerings.

[SHOW MORE](#)



Tompkins Cortland Welcomes Visit by SUNY Chancellor Malatras

Tompkins Cortland Community College welcomed State University of New York Chancellor Jim Malatras for a campus visit on Sunday, the

day before the College resumes in-person classes after a temporary move to remote learning caused by COVID cases.

[MORE NEWS](#)

WHY TOMPKINS CORTLAND?

How do you know we're worth it? Cost is important, and we're affordable. You'll finish with a degree and without crushing debt.

But take it a step further. What about value? What separates Tompkins Cortland from every other community college?

The quality of our programs and our commitment to support: That's value.

- High academic standards and the support to help you meet them
- Faculty who love teaching and who support your success
- A culture of community: We're small enough that campus feels like family
- Diversity is more than a buzzword: You'll meet students from everywhere
- Real results that will transform your life



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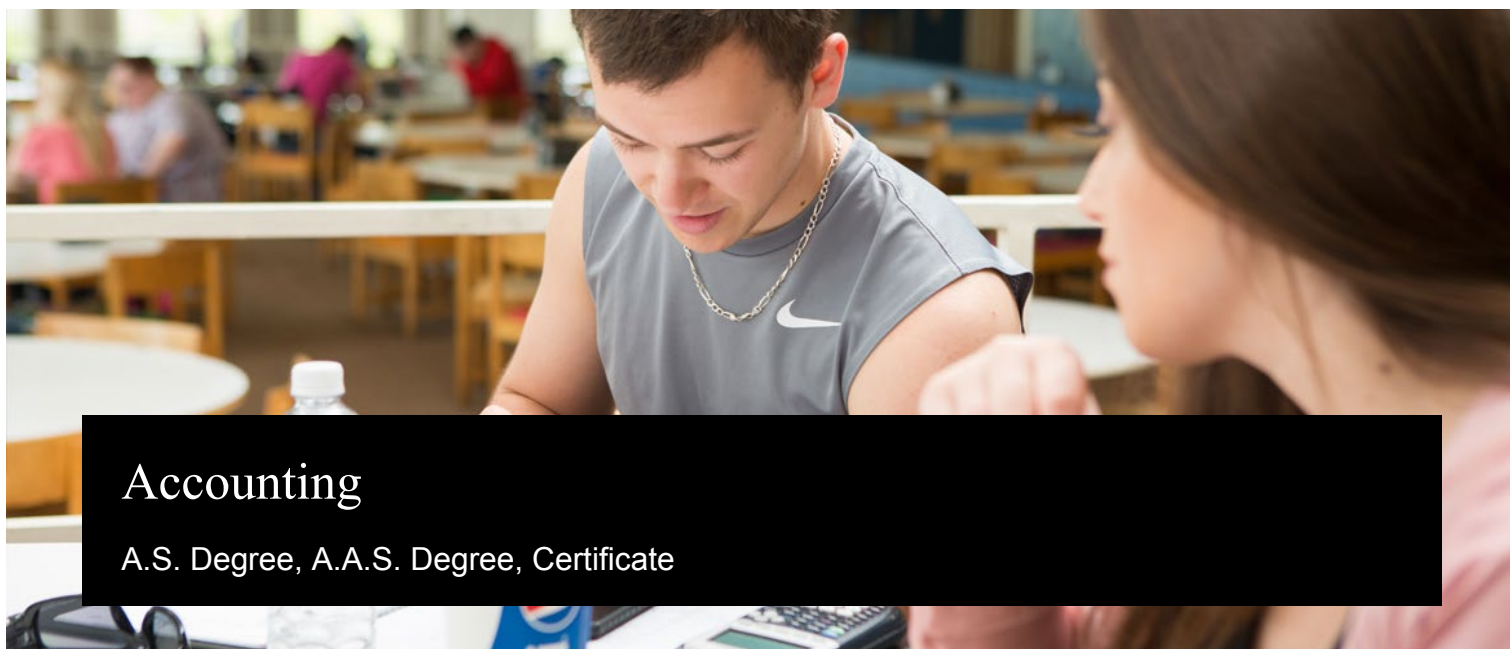
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Accounting

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

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

FEATURED
FACULTY

STUDENT
SHOWCASE

ACCOUNTING

The Accounting program prepares you for a career in the public, private, governmental and not-for-profit sectors. Accountants specialize in financial and managerial accounting, auditing, tax, financial analysis and budgeting. Students have three options including the A.S. and A.A.S degrees and Certificate.

The A.S. degree is for transfer to an accounting program at a four year college or university. With additional education and work experience, you will find many employment opportunities including Certified Public Accountant (CPA), Certified Internal Auditor (CIA), and Certified Management Accountant (CMA), controller or business manager.

The A.A.S. degree prepares you with the skills needed for a paraprofessional entry-level position in accounting. Employment

PROGRAM AT A GLANCE

HEGIS: 5002

A.S.: 63 credits

A.A.S.: 60 credits

Accounting
Certificate: 29 credits

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possibilities include staff accountant, accounting specialist, clerk, cost accountant, accounts payable/receivable coordinator, and payroll accountant.

The Certificate program is designed to give you the specialized set of tools you will need for immediate employment in a broad range of entry-level accounting positions or to upgrade your existing skills.

CAREERS ON CAREER COACH

According to the U.S. Bureau of Labor Statistics, employment of accountants is expected to grow 22 percent between 2008-18, much faster than the average expected growth for other occupations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Business Teachers**
- **Treasurers and Controllers**
- **Auditors**
- **Financial Analysts**
- **Payroll and Timekeeping Clerks**
- **Accountants**
- **Credit Analysts**
- **Bookkeeping, Accounting, and Auditing Clerks**

Explore more career options: [A.S.](#) | [A.A.S.](#) | [Accounting Certificate](#)

PROGRAM CHAIR



GARY FORD

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

Transfer Opportunities

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company
Sciarabba Walker & Co., CPAs
Port, Kashdin & McSherry, CPAs

Professor, Accounting

Gary is a Certified Public Accountant, a Chartered Global Management Accountant, and a member of the American Institute of CPAs and the NY State Society of CPAs. He earned his Bachelor of Business Administration in Accounting from the University of Alaska Anchorage and Master of Science in Accounting from SUNY Polytechnic Institute in Utica/Rome.

[Read more](#)

- Fordham University
- University at Buffalo
 - SUNY Polytechnic Institute
 - SUNY Oswego
 - SUNY New Paltz
 - SUNY Delhi
 - Empire State College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

ACCT101 - Principles of Accounting I
ACCT102 - Principles of Accounting II
ACCT203 - Intermediate Accounting I
ACCT204 - Intermediate Accounting II
ACCT205 - Cost Accounting

ACCT207 - Income Taxation
BUAD201 - Business Law I
ECON120 - Microeconomics
ECON121 - Macroeconomics

Finger Lakes Fire & Casualty Co.
Cornell College of Human Ecology
Ithaca Sciencenter Museum
Ithaca Children's Garden

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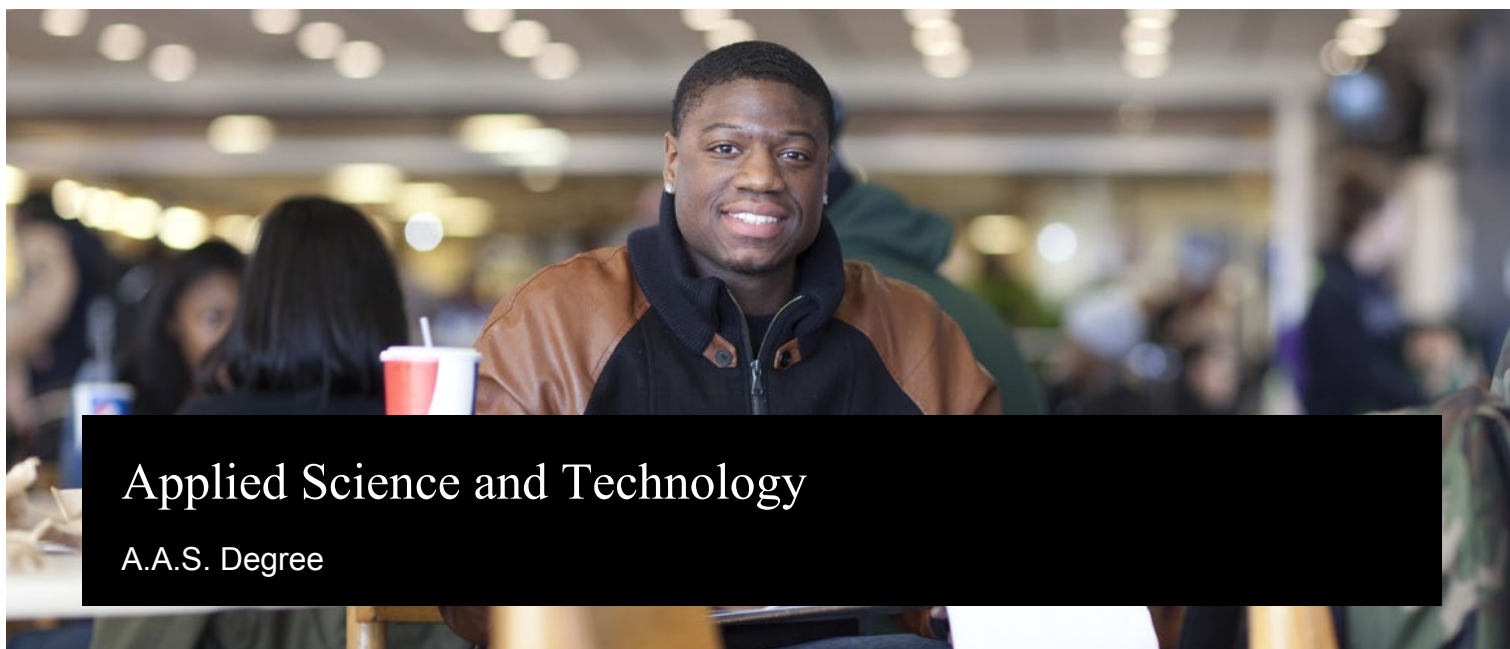
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Applied Science and Technology

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

APPLIED SCIENCE AND TECHNOLOGY

The Applied Science and Technology Associate in Applied Science (A.A.S.) degree program is designed to give students the technical skills high-tech employers in our area need, right now.

Students in the program will learn the foundational STEM and problem-solving skills that make them an in-demand, immediately employable technician with knowledge in science, technology, and math.

This program is ideal for veterans, workers eligible for Trade Adjustment Assistance, adult students, employees looking to upgrade skills, and past or present manufacturing employees.

CAREERS ON CAREER COACH

PROGRAM AT A GLANCE

HEGIS: 5301

A.A.S.: 60 credits

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The Applied Science and Technology program was designed with flexibility in mind to ensure that students are able to take coursework that will best support their search for a career path in an ever-changing field of varied science and technology opportunities. Likewise, the college has regular conversation with area employers to make sure that we sustain and develop course offerings that meet in-demand skills in the local area, throughout New York State, and beyond.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chemical Technicians**
- **Environmental Scientists and Specialists**
- **Chemists**
- **Animal Scientists**
- **Microbiologists**
- **Zoologists and Wildlife Biologists**
- **Soil and Plant Scientists**
- **Biochemical Engineers**

Explore more career options: [A.A.S.](#)

PROGRAM CHAIR



**SOPHIA
GEORGIAKAKI**

Professor, Mathematics

[Read more](#)

HIGHLIGHTED COURSES

BIOT101 - Introduction to

MATH200 - Statistics

TRANSFER OPTIONS

With careful planning with an academic advisor, graduates can continue their education at a four-year college or university. Possible transfer institutions include:

- Binghamton University
- Cornell University
- Ithaca College
- Rochester Institute of Technology
- SUNY Polytechnic
- SUNY Upstate Medical University

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Biotechnology

DRAF107 - Engineering Graphics

DRAF117 - Architectural Drafting

MATH122 - Technical Mathematics

ENGL103 - Report Writing

ENVS102 - Technology and

the Environment

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Biology
A.S. Degree, Biotechnology Certificate

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- DEGREE REQUIREMENTS
- FEATURED FACULTY
- STUDENT SHOWCASE

BIOLOGY

The Biology Program is designed to prepare students for seamless transfer into a four-year SUNY institution as a Biology or Biotechnology major. The curriculum provides academic tracks for Bachelor degrees in **biochemistry, 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.

"The field needs researchers who can also act as interpreters for the general public. And I've been able to sharpen my communication skills at Tompkins Cortland (along with expanding

PROGRAM AT A GLANCE

HEGIS: 5604

A.S.: 60 credits

Biotechnology
Certificate: 24 credits

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math skills for the science work)."

– Marc Harrison, 2014 graduate of the Biology program

CERTIFICATE

Reverse transfers, can prepare for graduate (Masters and PhD) and advanced health professional (PA and Pharmacy) school admissions by augmenting their principle Bachelors' degree with science-majors level courses and hands-on lab research experience in the life sciences. There are 24 credits from the core Biology Program curriculum that can be applied towards a Biotechnology Certificate for students preparing for GRE, MCAT or PCAT exams.

CAREER OPPORTUNITIES

The market for biotechnology and medical technicians has expanded. Biotechnology (genetics, biochemistry and microbiology) is applied in all sectors of the medical, food, and agricultural industries. New York State has developed several biotechnology corridors and small business incubators in response to rapid growth in these sectors. In the 12 county central NY regions there are 172 companies, employing over 6,000 persons in the biosciences with an average salary of \$43,909, 30 percent higher than the regional average. Career opportunities exist as Laboratory Associates or Technicians in research, quality control, and production in areas related to medicine, diagnostics, and manufacturing.

CAREERS ON CAREER COACH

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Secondary School Teachers](#)
- [Forestry and Conservation Science Teachers](#)
- [Biological Technicians](#)
- [Bioinformatics Scientist](#)
- [Biologists](#)
- [Biological Science Teachers](#)
- [Sales Representatives](#)
- [Inspectors, Testers, and sorters](#)

Explore more career options: [A.S. | Biotechnology Certificate](#)

[Visit Campus](#)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

[Bio-Link](#)

FOR FURTHER INFORMATION

PROGRAM CHAIR



**JACOB, JAMES R.,
PH.D.**

Professor, Biology

Dr. Jacob has published over 25 papers in peer-reviewed journals during his two decades of scientific research performed at Baylor College of Medicine, Southwest Foundation for Biomedical Research, and Cornell University.

[Read more](#)

TRANSFER OPTIONS

Graduates may continue their education via seamless transfer to a four-year SUNY college or university. Students have successfully transferred to:

- Cornell University
- SUNY College at Cobleskill
- SUNY Upstate Medical University
- Ithaca College
- SUNY College at Fredonia
- Rochester Institute of Technology
- Rensselaer Polytechnic Institute
- SUNY College at Oswego
- Binghamton University
- SUNY College of Environmental Science and Forestry
- Jefferson School of Health Professions
- University at Buffalo

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

**BIOT101 - Introduction to
Biotechnology**

BIOL104 - General Biology I

BIOL105 - General Biology II

CHEM107 - General Chemistry I

CHEM108 - General Chemistry II

**CHEM205 - Organic Chemistry
I**

BIOL205 - General Genetics

**BIOL206 - Molecular Genetic
Techniques**

BIOL211 - Ecology

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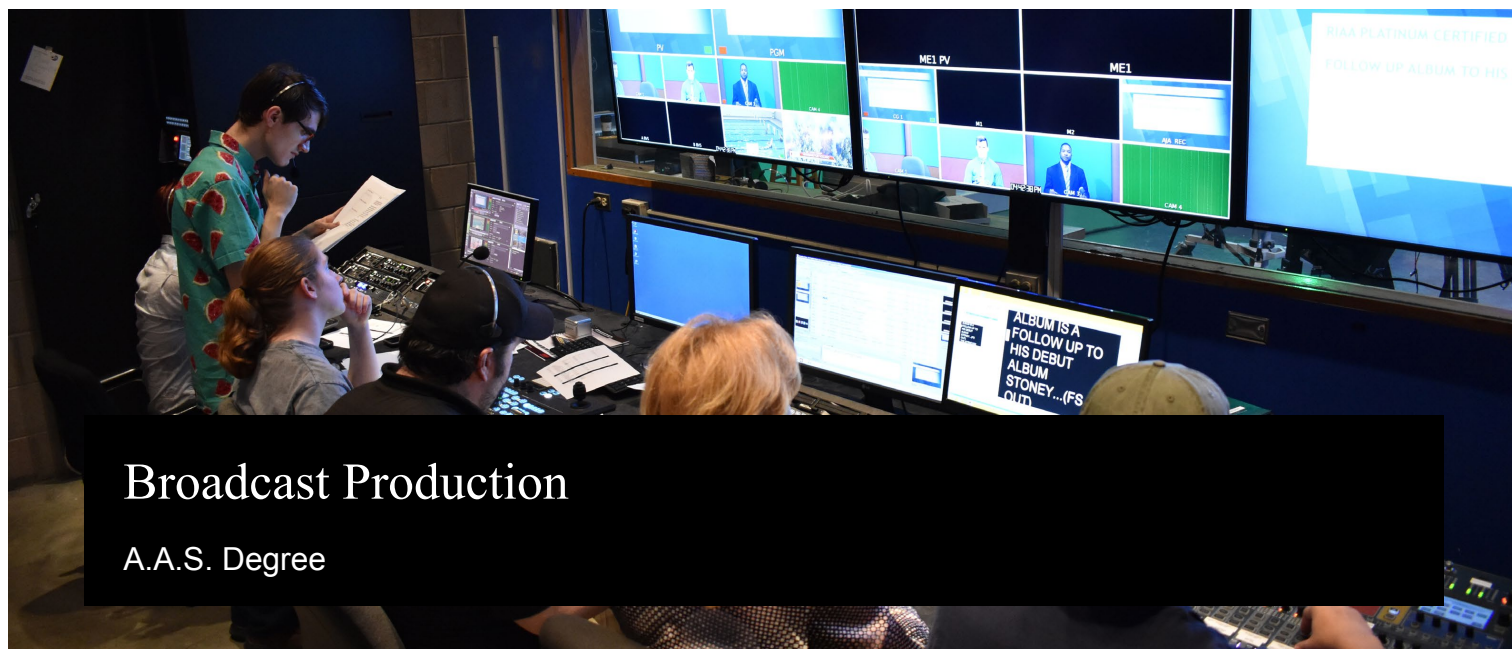
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Broadcast Production

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

BROADCAST PRODUCTION

Never in the history of the world has there been a more exciting time to study communications. Technology changes at the speed of light and employers demand trained people. At Tompkins Cortland Community College, you'll benefit from a hands-on program that allows you to work with broadcast quality equipment from your first semester to your last. You'll work with trained professional instructors who bring the latest technology and techniques straight from the field into the classroom. The broadcast production program allows you to choose or combine television, radio, and digital media courses to create a tailored program of study.

CAREERS ON CAREER COACH

As a student in the broadcast production program, you will be prepared for entry-level positions in broadcasting, corporate media, advertising agencies, sound studios, and cable television operations. Specific positions

PROGRAM AT A GLANCE

HEGIS: 5008

*Concentration,
Radio*
A.A.S.: 61 credits

*Concentration,
Television*
A.A.S.: 60 credits

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include camera operators, production assistants, technical directors, audio technicians, video editors, on-air talent, and web designers. In small studios found in industry, schools and cable systems, graduates may take on a role that encompasses many of these functions.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Audio and Video Equipment Technicians**
- **Copy Writers**
- **Technical Director/Managers**
- **Program Directors**
- **Camera Operators**
- **Sound Engineering Technicians**
- **Producers**
- **Broadcast Technicians**

Explore more career options: **A.A.S. Radio Concentration** | **A.A.S. Television Concentration**

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse in political science from the Maxwell School of Citizenship, and

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

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY
*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

- [Action 12 News \(Television\)](#)
- [93Q WNTQ \(Radio\)](#)
- [Cayuga Radio Group \(Radio\)](#)
- [CNY Central \(Radio/Television\)](#)

her Ph.D. in Higher Education
Leadership from Capella
University.

[Read more](#)

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree.

COMM101 - Mass Media

**COMM111 - Foundations of Digital
Editing**

**COMM112 - Foundations of Motion
Graphics**

COMM120 - Broadcast Operations

COMM127 - Audio Production I

COMM135 - Recording

Technology

COMM160 - Media Writing

COMM170 - Broadcast

Copywriting

COMM245 - Professional

Video Editing & Post

Production

COMM290 - Television News

Production

ESPN Ithaca (Radio/Television)

FOX 40 (Television)

**FOX News 10 Rochester
(Television)**

News 10 NBC (Television)

Always Classic 101.5 (Radio)

**Time Warner Cable News
(Television)**

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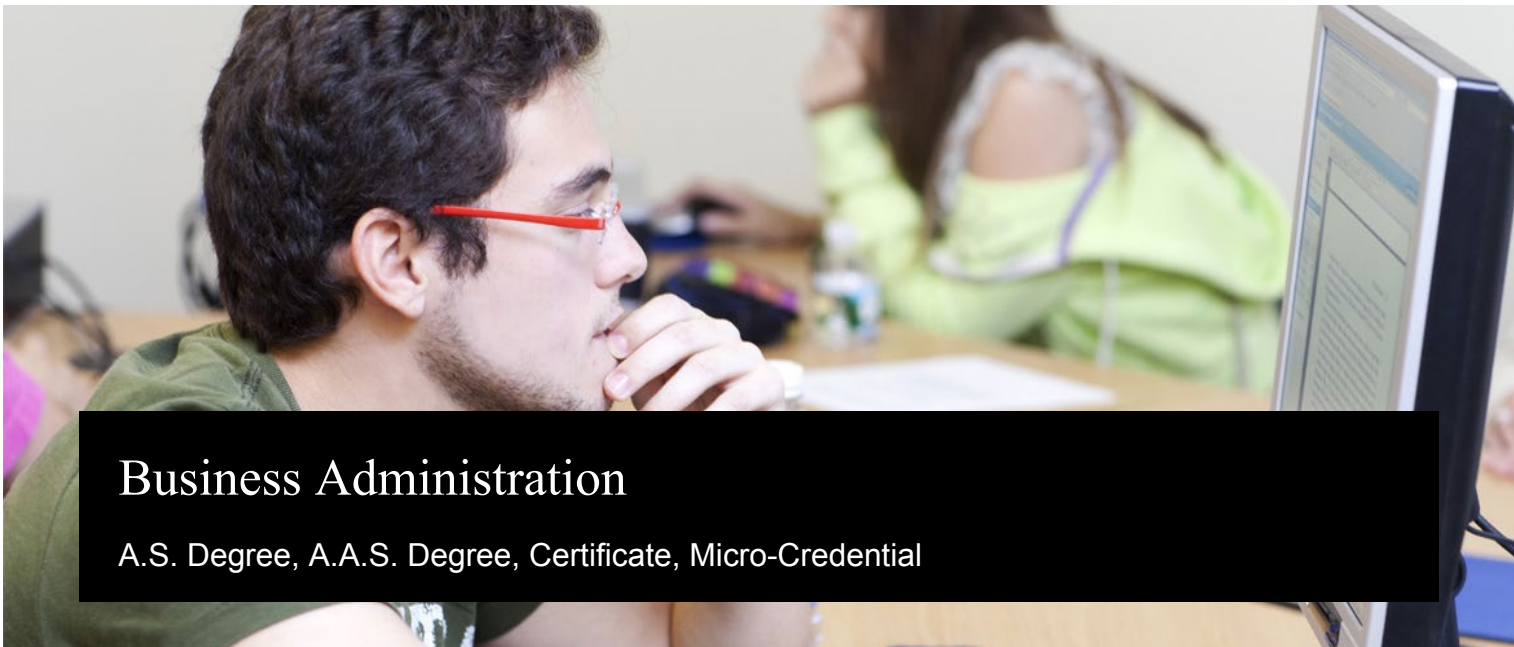
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Business Administration
A.S. Degree, A.A.S. Degree, Certificate, Micro-Credential

- EXPLORE THIS PROGRAM
- DEGREE REQUIREMENTS
- STUDENT SHOWCASE

BUSINESS ADMINISTRATION

Students interested in pursuing a career in the business field have two degree options. If you plan to go to work after earning an associate degree, enroll in the business administration A.A.S. degree. If you wish to earn a bachelor’s degree in business, economics, labor relations, management, marketing, or related business fields, enroll in the business administration A.S. degree. In addition, certificates in Business Management and Executive Office Assistant are offered for those intending to pursue or advance their employment opportunities in a business-related occupation.

ONLINE DEGREE AND CERTIFICATE

All course requirements for a degree in business administration or a certificate in business management may be completed online. The programs are offered through the SUNY Learning Network (SLN). Online courses may be combined with traditional classroom-based courses.

PROGRAM AT A GLANCE

HEGIS:	5004
A.S.:	63 credits
A.A.S.:	62 credits
	<i>Business Management</i>
Certificate:	35 credits
Micro-Credential:	<i>Risk Management*</i> 12 credits

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[Admissions](#)

Consult with the the College's enrollment services center for specific information.

CAREERS ON CAREER COACH

Graduates of our business programs qualify for positions in production planning, management, communication and support systems coordination, general contracting, retail sales, auditing, microcomputer administration, quality control, retirement and compensation analysis, and customer relations.

Graduates have been placed with many firms, including The CBORD Group, Inc., CFCU Community Credit Union, Cornell University, Ithaca College, Cortland County Sheriff's Department, Elmira Savings and Loan, Alliance Bank of Cortland, Pall Trinity Micro Corp., Tompkins County Trust Company and other state and local employers.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Loss Prevention Managers**
- **First-Line Supervisors**
- **Demonstrators and Product Promoters**
- **Sales Managers**
- **Purchasing Managers**
- **First-Line Supervisors of Production**
- **Supply Chain Managers**
- **Chief Executives**

Explore more career options: [A.S.](#) | [A.A.S.](#) | [Business Management Certificate](#)

PROGRAM CHAIR



KEVIN HAVERLOCK

TRANSFER OPTIONS

Recent graduates have continued their education at a four-year college or university. Transfer institutions include:

- Binghamton University
- Cornell University

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Professor, Business

[Read more](#)

- SUNY College at Cortland
- SUNY Delhi
- Empire State College
- SUNY College at Fredonia
- Ithaca College
- SUNY College at Oswego
- SUNY College at Oneonta
- SUNY College at Brockport

Coltivare

The Statler Hotel- Cornell University

Tompkins County Youth Services Department

Tompkins Trust Company

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

BUAD106 - Foundations of Business

BUAD111 - International Business

BUAD201 - Business Law

BUAD203 - Business Communications

BUAD204 - Principles of Marketing

BUAD208 - Principles of Management

ACCT101 - Principles of Accounting I

ACCT102 - Principles of Accounting II

ECON120 - Principles of Microeconomics

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Chemical Dependency Counseling

A.A.S. Degree, Certificate, Micro-Credential

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

CHEMICAL DEPENDENCY COUNSELING

Qualified specialists are in demand as we learn more about the frequency and severity of alcoholism and other substance abuse. The chemical dependency counseling degree prepares you as a professional in the addictions 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

PROGRAM AT A GLANCE

A.A.S. : 62 credits

*Chemical
Dependency
Counseling*

Certificate : 26 credits

*Chemical
Dependency
Counselor
Assistant**

Micro-
Credential : 16 credits

Micro-
Credential : *Residential Aide**
15 credits

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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.

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.

CAREERS ON CAREER COACH

This program provides training for employment in human service and criminal justice agencies as case managers, case workers, social welfare examiners, youth and child care workers, and home visitors. Examples of employers of our graduates include: Cayuga Addiction Recovery Services, Catholic Charities, Seven Valleys Council, Tully Hill CD Treatment Center, Veterans Administration Medical Hospital, the William George Agency, Dick VanDyke ATC, and Willard Drug Treatment Center.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have

- **Counseling Psychologists**
- **Substance Abuse Counselors**
- **Health Educators**
- **Rehabilitation Counselors**
- **Social and Human Service Assistants**
- **Mental Health Social Workers**

Explore more career options: [A.A.S. | Chemical Dependency Counseling Certificate](#)

PROGRAM CHAIR



**JOSEPH L. SMITH,
PH.D., LCSW-R,
CASAC**

Professor, Chemical

Dependency Counseling

Dr. Smith is the Program Chair of both the Human Services and Chemical Dependency Counseling Programs at Tompkins Cortland Community College. He is a NYS Licensed Clinical Social Worker, and a NYS Credentialed Alcoholism and Substance Abuse Counselor.

[Read more](#)

HIGHLIGHTED COURSES

TRANSFER OPTIONS

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

- Binghamton University
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- Empire State College
- Ithaca College
- University of Phoenix
- SUNY College at Plattsburgh
- Syracuse University

expressed interest in hiring Tompkins Cortland grads.

Alcohol and Drug Council of Tompkins County
Arnot Health
Catholic Charities
Cayuga Addiction Recovery Services
Cortland Prevention Resources
Office of Addiction Services and Supports
Family Counseling Services
Long Island Center for Recovery
Phoenix House
Rescue Mission of Utica, Addictions Crisis Center

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Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.



**CDSC101 - Intro. to Chemical
Dependency Counseling**

**PSYC103 - Introduction to
Psychology**

BIOL101 - Principles of Biology

HLTH207 - Drug Studies

HLTH208 - Alcohol and Alcoholism

**CDSC 200 - Chemical
Dependency Fieldwork I**

**CDSC201 - Counseling
Theories and Interventions I**

**CDSC220 - Chemical
Dependency Fieldwork II**

**CDSC225 - Counseling
Theories and Interventions II**

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Communication and Media Arts

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

COMMUNICATION AND MEDIA ARTS - BROADCAST JOURNALISM

The communication and media arts program is a transfer program that focuses on broadcast journalism. At Tompkins Cortland Community College you'll benefit from a hands-on program that allows you to simulate the working environment in the classroom. The program is as close as you can get to working as a journalist while still going to college. Student can concentrate their studies in television, radio, or better yet...cross-train in both. Our professional instructors (all of whom still work as broadcast professionals) bring the latest trends from the field into the curriculum.

CAREERS ON CAREER COACH

Graduates have gone directly to work for television and radio stations like Channel 34 in Binghamton and 870 WHCU in Ithaca. Specific positions include on-air reporters, producers, and assignment editors.

PROGRAM AT A GLANCE

HEGIS: 5008

*Broadcast
Journalism*

A.S. : 63 credits

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Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Producers**
- **Directors**
- **Communications Teachers**
- **Editors**
- **Copy Writers**
- **Art Directors**

Explore more career options: [A.S.](#)

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse in political science from the Maxwell School of Citizenship, and her Ph.D. in Higher Education Leadership from Capella University.

[Read more](#)

HIGHLIGHTED COURSES

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

93Q WNTQ

Action 12 News

Cayuga Radio Group

CNY Central

ESPN Ithaca

FOX 40

COMM100 - Creating Online Media

COMM101 - Mass Media

COMM120 - Broadcast Operations

COMM127 - Audio Production I

**COMM140 - Introduction to
Field Production**

COMM160 - Media Writing

**COMM225 - Communication
Law and Ethics**

ENGL237 - Journalism

News 10 NBC

Oldies 101.5

Wild 104

WMXW/Clear Channel

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Computer Information Systems

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

COMPUTER INFORMATION SYSTEMS

The computer helps people do their jobs more effectively and efficiently. Behind the scenes of every organization are dedicated men and women who develop computer systems to perform needed functions. The CIS program will prepare you for a career in many areas of the computer field including network support, computer programming, database design, web site design or user support.

The CIS program features coursework in several programming languages, systems analysis, network design, database design, and software applications. Additional business classes provide the necessary background in how computers are used in the workplace.

Computer information processing is among the fastest growing fields in business, industry, government, and education. The number of entry-level

PROGRAM AT A GLANCE

HEGIS: 5101

A.A.S.: 62 credits

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positions available in this field continues to exceed the number of qualified persons to fill them.

CAREERS ON CAREER COACH

Graduates have been placed in many firms including Borg-Warner Automotive, The CBORD Group, Inc., Cornell Federal Credit Union, Cornell University, Enlyten, Inc., Ithaca College, Marietta Corporation, Monarch Machine Tool Inc., Pall Trinity Micro Corporation, Precision Filters, Inc., Thomas Associates Architects, Engineers, PC, and Tompkins Cortland Community College.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Network and Computer Systems Administrators**
- **Computer and Information Systems Managers**
- **Information Technology Project Managers**
- **Computer User Support Specialists**
- **Information Security Analysts**
- **Computer Operators**
- **Database Administrators**
- **Computer Programmers**

Explore more career options: [A.A.S.](#)

PROGRAM CHAIR

KEN WHITENER

Associate Professor, Computer Science

[Read more](#)

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company

FOR FURTHER INFORMATION CONTACT

- Ithaca College
- Rochester Institute of Technology

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HIGHLIGHTED COURSES

- | | |
|--|---|
| CIS108 - Introduction to Computer Information Systems | CIS220 - Database Concepts |
| CIS132 - Network Design | CIS225 - JAVA |
| CIS213 - Programming in C++ | CIS227 - Web Programming and Design |
| CIS214 - System Analysis & Design | CIS230 - Computer Information Systems Internship |
| CIS215 - Operating Systems | |

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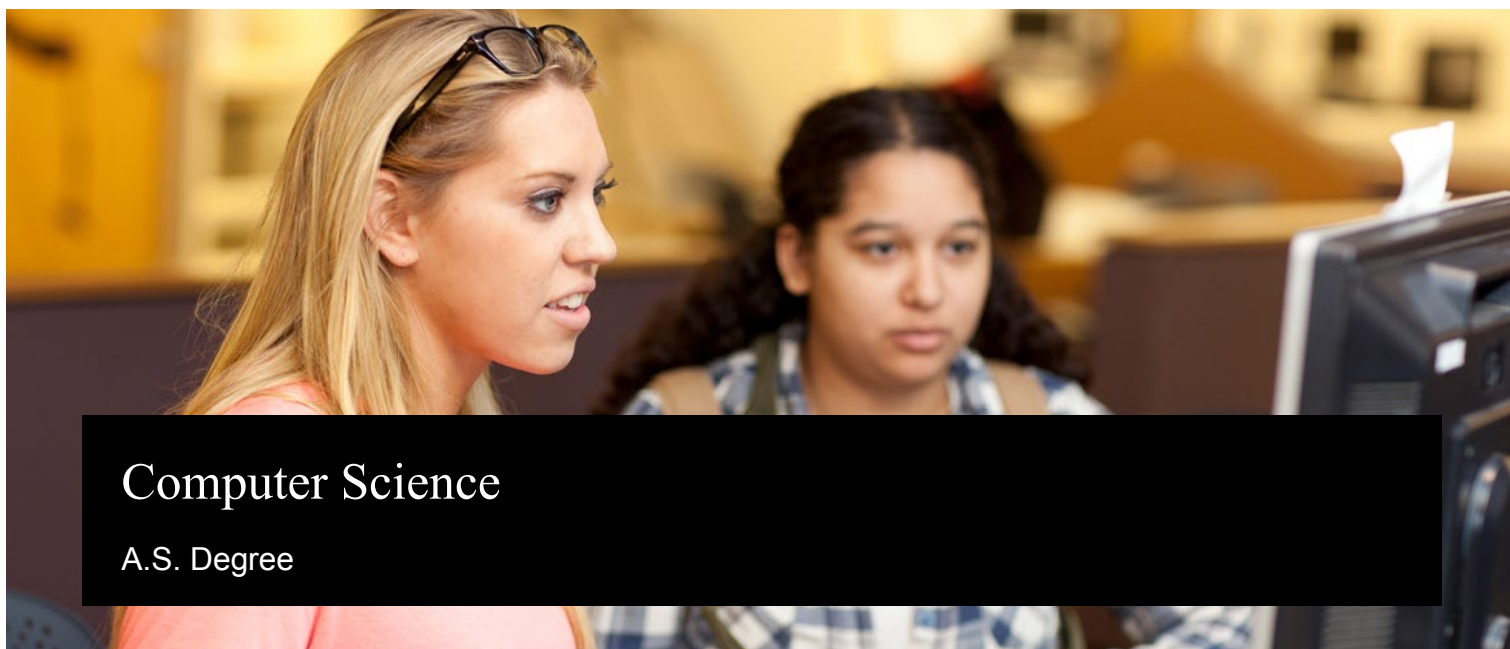
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Computer Science

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

COMPUTER SCIENCE

The Computer Science A.S. degree program is based on the curriculum recommended by the Association of Computing Machinery (ACM). The ACM is the oldest organization for computing professionals, providing resources and guidelines for professionals and educators in the field.

The degree program provides students with the theoretical foundations of study in computer science, including algorithms, data structures, and efficiency. It also prepares students for potential employment in the field, covering computer architecture, programming, web design, and database design and implementation.

The Computer Science A.S. is designed as a transfer program. It therefore contains a strong foundation of mathematics and science courses. The program can often lead to graduate study beyond the bachelor's degree.

PROGRAM AT A GLANCE

HEGIS: 5101

A.S. : *General Sequence*
63 credits

A.S. : *Engineering
Sequence*
64 credits

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CAREERS ON CAREER COACH

Although this program is designed as a transfer program, students may pursue employment in the field upon completion of the degree. Potential employment opportunities include entry-level programming, web design, system design, or computer support.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Secondary School Teachers](#)
- [Software Developers](#)
- [Bioinformatics Technicians](#)
- [Remote Sensing Technicians](#)
- [Social Science Research Assistants](#)
- [Computer Science Teachers](#)

Explore more career options: [A.S.](#)

PROGRAM CHAIR KEN WHITENER

Associate Professor, Computer Science

[Read more](#)

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

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

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- SUNY College at Potsdam
- Rochester Institute of Technology
- Wells College

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HIGHLIGHTED COURSES

CAPS152 - Web Page Design

CSCI160 - Computer Science I

MATH200 - Statistics

CSCI165 - Computer Science II

MATH216 - Discrete Mathematics

CIS220 - Database Concepts

CSCI205 - Computer Science

III - Data Structures

MATH201 - Calculus I

**CSCI210 - Computer
Architecture and Organization**

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Computer Support Specialist

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

COMPUTER SUPPORT SPECIALIST

As both small and large firms across all industries expand and develop their computer systems, there is a growing need for computer support specialists. Graduates of this program can install, test, upgrade, and maintain computer hardware and software as well as troubleshoot hardware and software problems. They will be ready for employment in computer support, training, or help desk positions.

Students will develop the skills and knowledge needed to install, maintain and repair computers. They will also develop critical thinking and communication skills that will be essential for providing high quality support services to computer users. In addition to computer applications and computer information systems courses that cover key areas of computer information systems and technology, there are three required courses dedicated to computer support.

PROGRAM AT A GLANCE

HEGIS: 5104

A.A.S.: 60 credits

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CSS 112-Hardware Repair and Maintenance and CSS 212-Help Desk and User Support both include hands-on learning experiences. The fourth semester internship (CSS 240) provides opportunities to apply technical concepts and use interpersonal skills.

CAREERS ON CAREER COACH

Graduates will be qualified for entry-level professional positions in computer maintenance and help-desk support. Many businesses and other organizations in our region have a current need for, or plan to add, computer support personnel to their staff. A needs assessment found that employers are having difficulty finding technically competent job applicants who have the written and oral skills needed to effectively communicate with and provide technical support to computer users.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Computer Science Teachers**
- **Computer User Support Specialists**
- **Database Administrators**
- **Network and Computer Systems Administrators**
- **Computer Systems Analysts**
- **Geospatial Information Scientists**
- **Supply Chain Managers**
- **Web Developers**

Explore more career options: [A.A.S.](#)

PROGRAM CHAIR

KEN WHITENER

Associate Professor, Computer Science

[Read more](#)

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins Trust Company

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technology. Recent graduates
have continued their education at:

- Keuka College

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HIGHLIGHTED COURSES

**CIS108 - Introduction to Computer
Information Systems**

**CSS112 - Hardware Repair and
Maintenance**

CIS132 - Network Design

**CIS214 - Systems Analysis and
Design**

CIS215 - Operating Systems

CIS220 - Database Concepts

**CSS212 - Help Desk and User
Support**

ENGL103 - Report Writing

CSS240 - Computer Support

Specialist Internship

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Construction and Environmental Technology

A.A.S. Degree, Certificate

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

CONSTRUCTION & ENVIRONMENTAL TECHNOLOGY

Professionals in the construction industry need well-trained technicians with diverse educational backgrounds. Their needs provide our graduates with a variety of exciting and rewarding career options. Architects, contractors, engineers, surveyors, testing labs, materials suppliers, colleges, and government agencies provide careers for construction technicians in design, drafting, surveying, inspection, estimating, and laboratory testing.

The construction technology curriculum covers a broad range of subjects related to the construction field, including computer aided drafting and use of microcomputers.

ENVIRONMENTAL EMPHASIS

PROGRAM AT A GLANCE

HEGIS: 5317

A.A.S.: 62 credits

Construction and Environmental Technology

Certificate: 29 credits

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The Construction Technology curriculum has changed with the times. The core courses in management, materials, and drafting emphasize environmental concerns and energy conservation. Environmental codes and regulations and efficient use of materials and methods are emphasized across the curriculum.

ENVS 102, Technology and the Environment, is now required and other environmental related courses can be selected for program electives. For example, Social Science: POSC 112 Public Administration. Unrestricted Elective: ENVS 101 Resource Conservation; Lab Science: PHSC 104, CHEM 101, GEOL 101, BIOL 101; Humanities: ENVS 105 Environmental Ethics.

CAREERS ON CAREER COACH

Some of the firms/agencies that have hired construction technology graduates include Barden Homes, Crown Construction, Paul Yaman Associates, New York State Dept. of Transportation, and U.S. Geological Services.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Energy Auditors**
- **Construction and Building Inspectors**
- **Civil Drafters**
- **Surveying Technicians**
- **Architectural Drafters**
- **Environmental Engineering Technicians**

Explore more career options: [A.A.S. | Construction and Environmental Technology Certificate](#)

PROGRAM CHAIR



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

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

CME Associates Horseheads, NY

IAD Development Inc Ithaca, NY

SOPHIA GEORGIAKAKI

Professor (Mathematics)

[Read more](#)

degree programs in construction technology, forestry, and facilities management. Graduates of the construction technology program have gone on to study forestry, facilities management, and construction technology at:

- Empire State College
- SUNY College of Environmental Science and Forestry
- Rochester Institute of Technology

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

CONT107 - Construction Materials

DRAF117 - Architectural Drafting I

MATH122 - Technical Mathematics

ENVS102 - Technology and the Environment

CONT115 - Construction

Estimating & Planning

CONT202 - Surveying

CONT208 - Construction

Management and Regulation

CONT210 - Structural Design

CONT216 - Materials Testing

Tompkins County Soil and Water Conservation District

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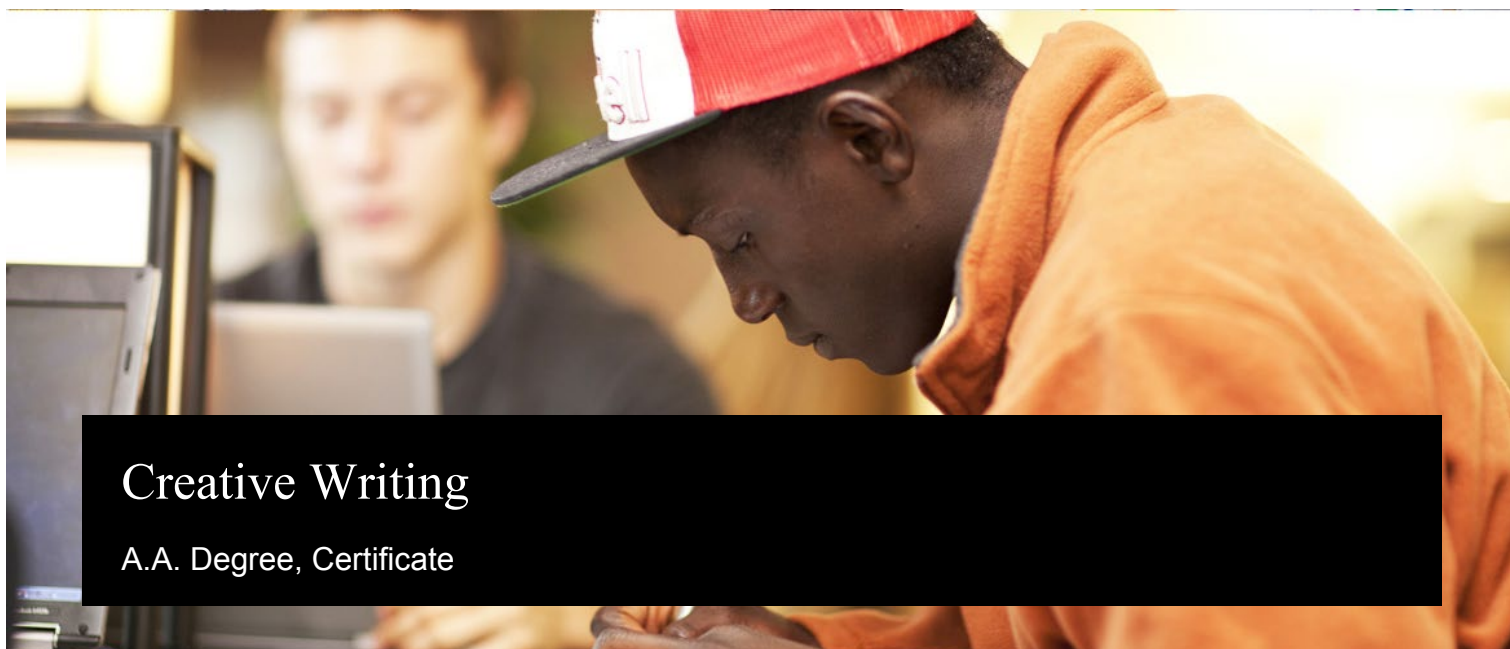
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Creative Writing

A.A. Degree, Certificate

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

CREATIVE WRITING

Writers are integral members of the collaborative teams creating content for print publications, film, television, radio, and new media. Put simply, the story comes first.

The Creative Writing program prepares you for a career in the arts and entertainment industry by providing course work that encourages writing proficiency, creative expression, literary scholarship, and critical thinking. You will develop your craft as you participate in workshops, conference with faculty mentors, interact with visiting writers, and collaborate with students in other academic disciplines. Extra-curricular activities include the Screenwriting Club, The Writers' Guild, and, Readers' Corner. Students are also encouraged to submit writing and art work to the **Kelab Art and Literary Journal**, a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

PROGRAM AT A GLANCE

HEGIS: 5615

*Prose, Poetry, and
Drama
Concentration*
A.A. : 62 credits

*Screenwriting
Concentration*
A.A. : 62 credits

*Creative Writing:
Prose and Poetry*
Certificate : 30 credits

*Creative Writing:
Screenwriting*
Certificate : 30 credits

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

CAREERS ON CAREER COACH

According to the U.S. Department of Labor, employment of writers is expected to grow by eight percent from 2008 to 2018. In addition, the growth of web-based publications is increasing the demand for writers and editors.

Tompkins Cortland Community College's creative writing students have earned recognition as distinguished poets, novelists, dramatists, and screenwriters. For example, a recent grad sold his feature screenplay to Universal Pictures.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Producers](#)
- [Technical Writers](#)
- [Copy Writers](#)
- [English Language and Literature Teachers](#)
- [Tutors](#)
- [Poets, Lyricists, and Creative Writers](#)
- [Public Relations Specialists](#)
- [Editors](#)

Explore more career options: [A.A. Creative Writing Prose, Poetry, and Drama](#) | [A.A. Creative Writing Screenwriting](#) | [Creative Writing: Poetry and Prose Certificate](#) | [Creative Writing: Screenwriting Certificate](#)

PROGRAM CHAIR

KIMARI JOHNSON

Professor, English

[Read more](#)

TRANSFER OPTIONS

Students develop portfolios for submission to four-year programs in creative writing, dramatic writing for theatre, and television, film, and new media.

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

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Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Recent graduates have transferred to SUNY College at Purchase School of Film and Media Studies, SUNY College at Oswego, and Ithaca College.

You might also consider:

- Binghamton University
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- Emerson College
- SUNY Potsdam
- Ithaca College
- New York University
- SUNY College at Purchase
- SUNY University at Buffalo
- Syracuse University

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

ENGL108 - Literary Performance & the Spoken Word

ENGL200 - Screenwriting

ENGL212 - Fiction Writing

ENGL227 - Fundamentals of Creative Writing

ENGL256 - Playwriting

ENGL258 - Creative Nonfiction Writing

ENGL261 - Visiting Writer Series

ENGL262 - Poetry Writing

ENGL274 - Marketing the Screenplay

ENGL275 - Getting Published: Prose and Poetry

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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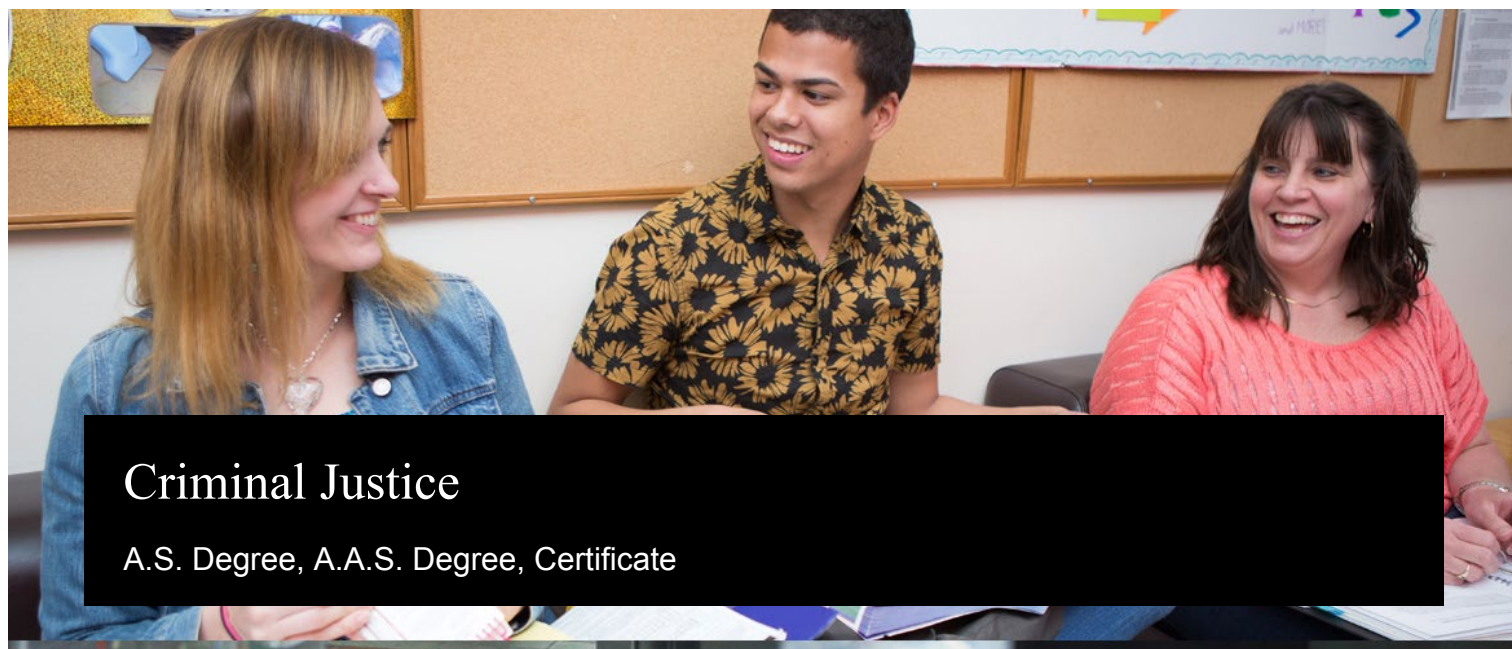
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Criminal Justice

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

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

CRIMINAL JUSTICE

In our complex, technological society, criminal justice practitioners deal with a variety of people, social problems, conflict situations, and incidents. Our A.S. and A.A.S. degrees provide courses in criminal justice, social sciences, liberal arts and sciences, and computer technology. An optional internship component affords students the opportunities for experiential learning in a number of criminal justice agencies.

CAREERS ON CAREER COACH

Recent graduates have been employed with Cortland City Police and Sheriff's departments, Ithaca City Police, New York State Police, Tompkins and Tioga County Sheriff's departments and Tompkins Cortland Community College Campus Police.

Select a career below to connect to Career Coach and find information

PROGRAM AT A GLANCE

HEGIS: 5505

A.S. : 60 credits

A.A.S. : 60 credits

Criminal Justice
Certificate : 30 credits

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about that career including median salary and job postings.

- **Correctional Officers and Jailers**
- **Criminal Investigators and Special Agents**
- **Police Patrol Officers**
- **Child, Family, and School Social Workers**
- **Regulatory Affairs Managers**
- **Information Security Analysts**
- **Criminal Justice and Law Enforcement Teachers**
- **First-Line Supervisors of Correctional Officers**

Explore more career options: [A.S.](#) | [A.A.S.](#) | [Criminal Justice Certificate](#)

PROGRAM CHAIR



SCOTT OCHS

Professor, Criminal Justice

Scott has an extensive background in the criminal justice system including experience as an investigator with the NYC Department of Transportation Inspector's General's Office where several letters of commendation were awarded, as well as work as a Rockland County juvenile probation officer and program consultant with New York State Probation.

[Read more](#)

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

Transfer Opportunities

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Tompkins County Sheriff's Office

SUNY College at Brockport

- SUNY College at Cortland
- SUNY College at Oneonta
- SUNY College at Oswego

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

CRJU104 - Introduction to Corrections

CRJU105 - Introduction to Criminal Justice

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

CRJU205 - Concepts of Criminal Law

SOCI207 - Introduction to Criminology

SOCI206 - Juvenile Delinquency

CRJU210 - Introduction to Crime Scene Investigation

CRJU215 - Legal Aspects of Evidence

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Culinary Arts

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

CULINARY ARTS

The Culinary Arts program teaches aspiring hospitality and culinary students the “farm-to-table” concept driving menus in some of the finest restaurants worldwide. Utilizing products from the College’s own organic farm as part of the College’s innovative **Farm to Bistro** 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 AT A GLANCE

HEGIS: 5404

A.A.S.: 63 credits

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“From my perspective, Coltivare and Tompkins Cortland Community College both embody the culinarian’s dream of utilizing as many as local ingredients as possible. Being surrounded by dozens of local farms supported by a committed community is one of the best feelings one can have.”

– Patrick Blackman, Culinary Program Liaison

CAREERS ON CAREER COACH

Restaurant and culinary-related jobs are expected to grow at an average rate of 10 percent per year, according to the Bureau of Labor Statistics. And in the Finger Lakes Region, hospitality and food-related employment is among the strongest sectors of the regional economy, with a large need for professional, highly trained workers. Also, as interest in healthy eating increases, so do the number of jobs in natural food preparation.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chefs and Head Cooks**
- **Cooks, Institution and Cafeteria**
- **Food Service Managers**
- **Restaurant Cooks**
- **First-Line Supervisors of Food Preparation**
- **Cooks, Private Household**
- **Food Preparation Workers**
- **Combined Food Preparation and Serving Workers**

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Auxiliary Services Corporation of SUNY Cortland
Edible Finger Lakes

Explore more career options: [A.A.S.](#)

PROGRAM CHAIR



AMANDA BISSON

Assistant Professor, Culinary

Arts

Chef Amanda Bisson joined TC3 in 2017 as an educator in both culinary arts and sustainable farming. With over 10 years' experience in both industries, she offers a wealth of knowledge to students in the Farm to Bistro learning community. Chef Bisson strongly believes in partnerships between chefs and farmers and their capacity to impact community food systems. "Culinary Arts is not just a career; it is a language, a science, an art, and comes with social responsibility to our community" she says.

[Read more](#)

HIGHLIGHTED COURSES

CULI101 - Food Service and Preparation I

CULI160 - Back-of-House Kitchen Practicum

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

**Finger Lakes Culinary Bounty
Ithaca Farm to Fork
National Restaurant
Association**

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**HRMG100 - Introduction to the
Hospitality Industry**

ENVS110 - Food Systems

**Seminar: Introduction to the U.S.
Food System**

BIOL114 - Essentials of Nutrition

**HRMG105 - Food Sanitation and
Safety**

**HRMG107 - Safe Alcohol
Handling**

**CULI205 - Garde-Manger &
Catering Kitchen**

HRMG206 - Food and Labor

Cost Control

**CULI270 - Restaurant
Operations & Front-of-House
Practicum**

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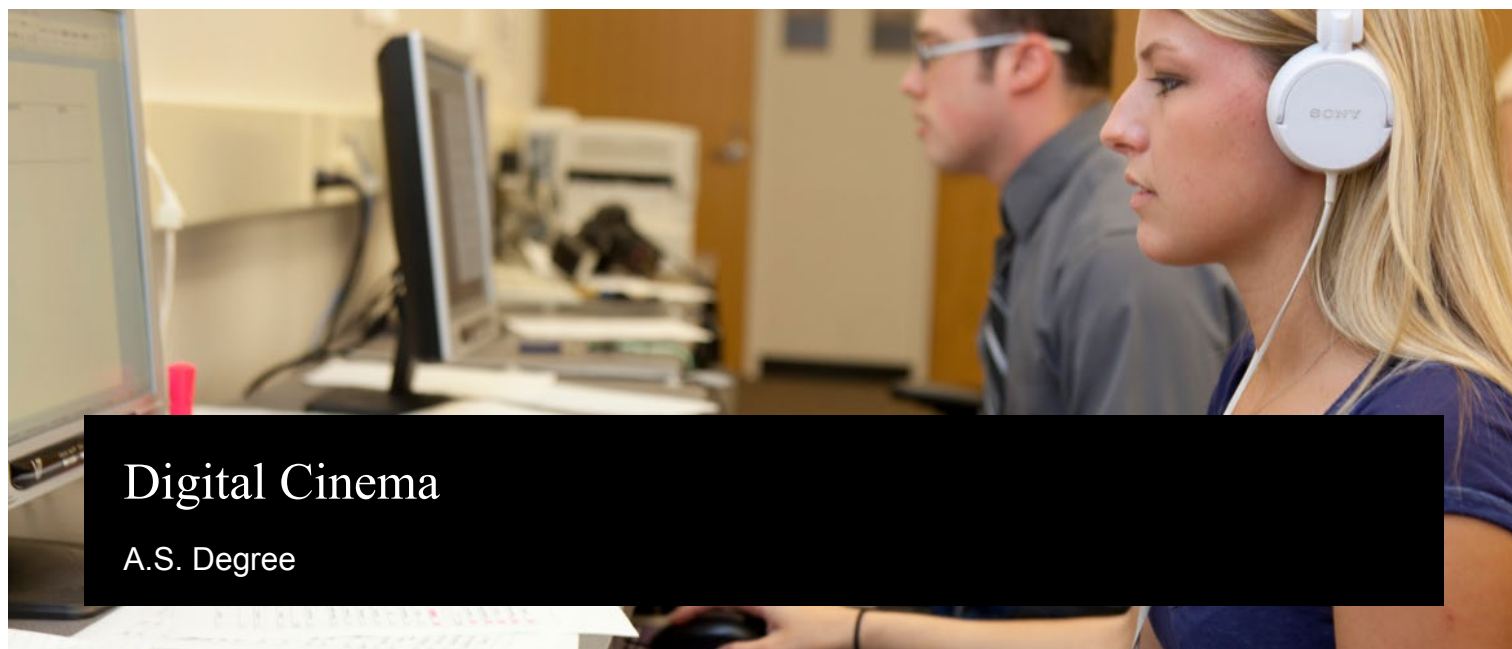
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Digital Cinema

A.S. Degree

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PROGRAM

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REQUIREMENTS

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DIGITAL CINEMA

The A.S. Digital Cinema degree program is a transfer program that focuses on student learning in the aesthetics of cinema and technical proficiency for digital filmmaking in the motion picture and video industries. The program is designed to prepare students for transfer to baccalaureate programs in related fields by exploring all avenues of the film production, writing, and animation within the motion picture industry. Students complete a common core of program courses and can focus in an area of interest such as production, screenwriting, or animation. In the capstone course, students put to use what they've learned in previous semesters to collaborate on a short form, narrative, digital film. The capstone project, along with individual student projects created throughout the program, can be used for transfer and employment portfolios.

CAREERS ON CAREER COACH

PROGRAM AT A GLANCE

HEGIS: 5606

A.S. : 62 credits

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Industry jobs prospects such as computer specialists, multimedia artists and animators, film and video production crew and editors, and others skilled in digital filming, editing, and computer-generated imaging are in demand. Our program emphasizes cross-training in these areas, an understanding of transmedia approaches (photography, video, computer art, digital film, animation), and the development of artistic talent, writing ability, and technical skills. Furthermore, the program provides guidance for career and transfer exploration along with guidance in portfolio development.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Film and Video Editors**
- **Producers**
- **Talent Directors**
- **Program Directors**

Explore more career options: **A.S.**

PROGRAM CHAIR



CHRIS XAVER, PH.D.

Professor, Communication and Media Arts

Chris brings to Tompkins Cortland a strong and varied background. She received her B.S in broadcast journalism, cum laude, from the S.I. Newhouse School of Communications at Syracuse University, her M.A. from Syracuse University in political science from the Maxwell School of Citizenship, and her Ph.D. in Higher Education

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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Leadership from Capella University.

[Read more](#)

School of the Arts (Winston-Salem)

- SUNY College at Oswego
- College at Purchase
- Syracuse University
- Temple University
- University of Texas at Austin
- USC – University of South Carolina
- UCLA

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HIGHLIGHTED COURSES

COMM101 - Mass Media

COMM110 - Aesthetics/Techniques Video & Film Editing

COMM111 - Foundations of Digital Editing

COMM112 - Foundations of Motion Graphics

COMM127 - Audio Production

COMM210 - Production and Direction

ENGL200 - Screenwriting

COMM240 - Non fiction & Fiction Field Production

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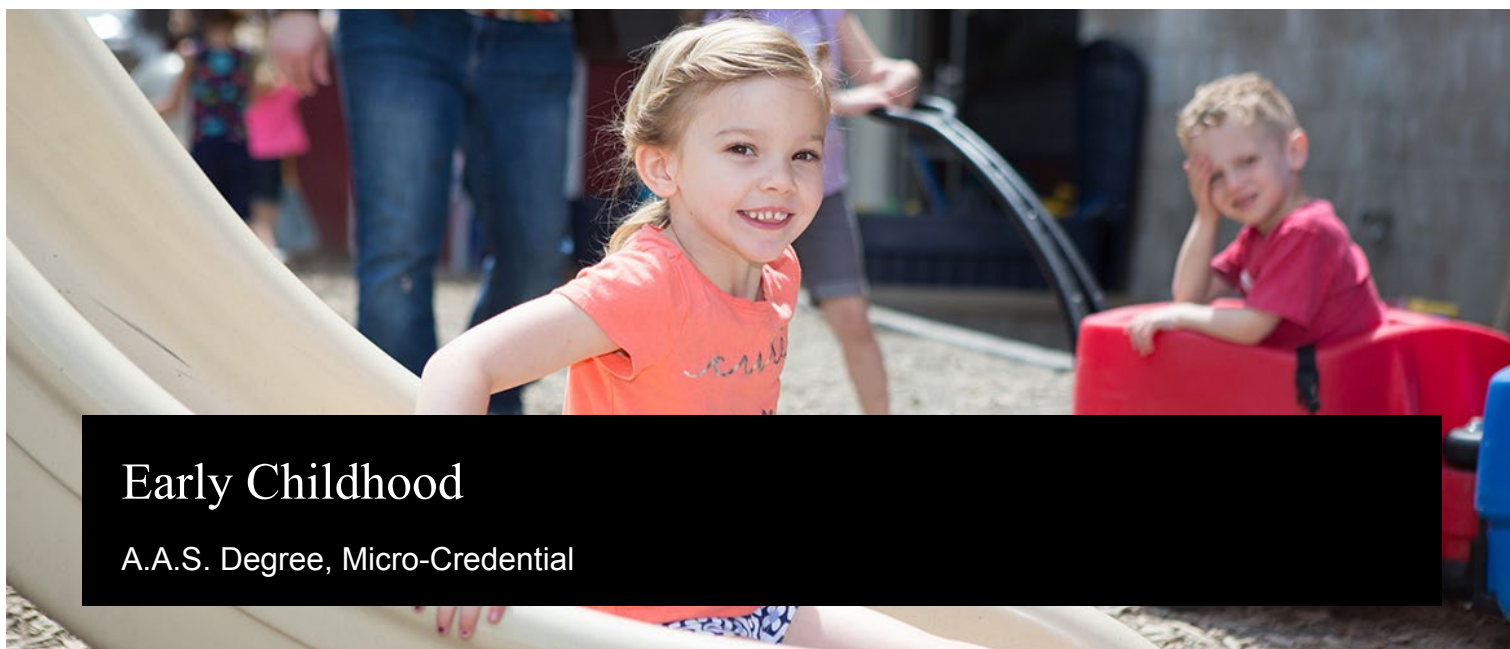
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Early Childhood

A.A.S. Degree, Micro-Credential

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PROGRAM

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EARLY CHILDHOOD

Early childhood-the period from birth through age eight-is a distinct period of life that has value in itself as well as creating foundations for later years. (National Association for the Education of Young Children). According to the U.S. Department of Labor, employment of pre-school teachers is expected to grow by 19 percent from 2008-2018. Continued emphasis on the importance of early childhood education has led many states to offer full day and universal pre-school. This program provides job-related skills that are in high demand.

The early childhood degree program provides coursework and field experience to help you be a knowledgeable and competent early childhood professional. You will learn a philosophy of teaching and learning, child development, and how to design and provide experiences for children in science, social studies, literature, math, music, and art.

PROGRAM AT A GLANCE

HEGIS: 5503

A.A.S.: 61 credits

Micro-
Credential : *Early Childhood
Assistant**
12 credits

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The curriculum is designed to meet the needs of working early childhood professionals who need further education, and the needs of recent high school graduates who wish to pursue a career in the early childhood field.

FIELD EXPERIENCE

Extensive field experience is a vital and required piece of the early childhood degree. You will complete a minimum 112 hours of supervised field experience in a licensed or certified day care center, pre-kindergarten - 2nd grade, or nursery school. In addition, ECHD 206 requires a minimum 45 hours of supervised field experience.

CAREERS ON CAREER COACH

The early childhood degree program provides in-demand skills. Graduates of this program are trained for positions as teachers at a child care center or nursery school, family child care providers, family workers, and teacher's assistants in special education, elementary school, or Head Start.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Preschool Teachers**
- **Kindergarten Teachers**
- **Elementary School Teachers**

Explore more career options: **A.A.S.**

PROGRAM CHAIR



ANNA REGULA

TRANSFER OPTIONS

Among transfer options are programs offered at:

- SUNY College at Cortland
- Elmira College
- Ithaca College
- SUNY New Paltz

Transfer Opportunities

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Greater Ithaca Activities Center - City of Ithaca
Ithaca Community Childcare Center
YWCA (Cortland)

Associate Professor, Reading

[Read more](#)

- Keuka College
- Roberts Wesleyan College

HIGHLIGHTED COURSES

ECHD110 - Children and the Arts

**ECHD125 - Introduction to Early
Childhood Education**

**ECHD225 - Early Childhood
Curriculum Development**

**ECHD206 - Infant/Toddler
Environment & Curriculum**

PSYC205 - Developmental

Psychology: The Child

**SOCI201 - Sociology of the
Family**

ECHD240 - Techniques for

Observing & Recording

Young Childrens

Development

ECHD242 - Guided Field Work

- Early Childhood Education

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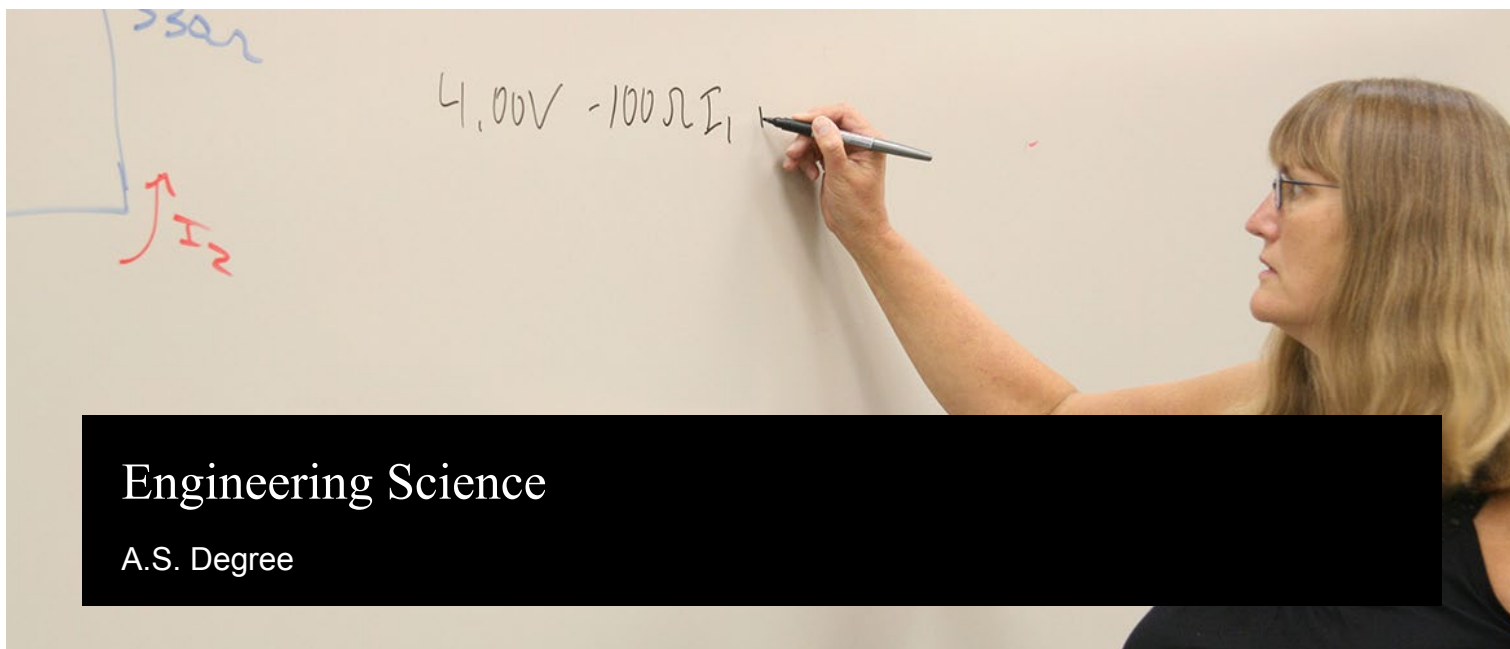
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Engineering Science

A.S. Degree

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PROGRAM

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ENGINEERING SCIENCE

Engineering is a challenging and rewarding profession. It's a source of expertise for research, design, development, and production, providing the foundation of our technological society. Engineers consistently command the highest starting salaries of all bachelor's degree graduates.

Our engineering science program is designed for transfer into the junior class at a four-year college or university. This rigorous program emphasizes mathematics and basic sciences. After earning an associate degree at Tompkins Cortland Community College you can major in chemical engineering, civil engineering, electrical engineering, or mechanical engineering. You may also continue your studies in aeronautical, agricultural, environmental, geological, industrial, and petroleum engineering, or bioengineering.

PROGRAM AT A GLANCE

HEGIS: 5609

A.S. : 66 credits

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CAREERS ON CAREER COACH

While the curriculum of this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions in the engineering science field.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Mechanical Engineers**
- **Civil Engineers**
- **Energy Engineers**
- **Electrical Engineers**
- **Industrial Safety and Health Engineers**
- **Industrial Engineers**
- **Validation Engineers**

Explore more career options: **A.S.**

PROGRAM CHAIR



JANET SWINNICH

Professor, Physics

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.

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

admissions@tompkinscortland.edu

[Read more](#)

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.

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HIGHLIGHTED COURSES

ENSC137 - Introduction to Engineering

CHEM107 - General Chemistry

CSCI160 - Computer Science I

MATH201 - Calculus I

PHSC211 - Physics I (Mechanics & Heat)

ENSC204 - Mechanics of Materials

ENSC209 - Engineering

Mechanics: Statics

ENSC203 - Electrical Science

ENSC212 - Dynamics

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Entrepreneurship

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

ENTREPRENEURSHIP

Entrepreneurship is the lifeblood of our market economy. Current estimates are that 80% of new jobs are created by small businesses. This program is designed to provide graduates with the information and skills they will need to create, start and manage their own businesses. This degree will assist students intending to establish their own businesses in a variety of fields such as retail, wholesale, construction, manufacturing, consulting and the entire service industry.

CAREERS ON CAREER COACH

Self-employment is not the only option for our graduates. This degree will provide a thorough overview of business which will be necessary for success in a wide variety of industries in the business world.

Select a career below to connect to Career Coach and find information

PROGRAM AT A GLANCE

HEGIS: 5004

A.A.S.: 62 credits

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about that career including median salary and job postings.

- **Meeting, Convention, and Event Planners**
- **Butchers and Meat Cutters**
- **Veterinarians**
- **Tool and Die Makers**
- **Coaches and Scouts**
- **Childcare Workers**

Explore more career options: **A.A.S.**

PROGRAM CHAIR



TIM MCCABE

Professor, Economics/Business

[Read more](#)

TRANSFER OPTIONS

Although the Entrepreneurship A.A.S. degree is not primarily designed for transfer, graduates do have the opportunity to continue their education at four year colleges and universities. Past graduates seeking transfer have successfully continued their studies at Wells College and at Boston University.

HIGHLIGHTED COURSES

BUAD103 - Entrepreneurship I

BUAD108 - Sales and Sales Management

BUAD201 - Business Law I

BUAD204 - Principles of Marketing

BUAD207 - Entrepreneurship II

BUAD208 - Principles of Management

BUAD212 - Quality Customer Service

BUAD264 - Entrepreneurial Internship

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

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Environmental Studies

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

ENVIRONMENTAL STUDIES

Environmental issues are among the most urgent facing our society. These issues have broad implications for economics, politics, business, and social welfare. Our ability to affect the environment causes changes in the quality of life of people around the world and threatens the existence of many species.

The environmental studies degree is a liberal arts program that provides you with a broad background in science, math, social sciences, and the humanities. You will develop the ability to understand concepts related to the environment and our effect on it, and to solve practical problems and find better ways of meeting complex environmental issues. The environmental studies degree is designed to prepare you for transfer to a related bachelor's degree program.

PROGRAM AT A GLANCE

HEGIS: 5499

A.S.: 61 credits

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FIELD WORK

Field work is an integral part of this program. You may choose between studying at local or off-campus sites. Locally, the Tompkins Cortland Community College campus is situated in a geologically interesting mixed hardwood ecosystem. Within a short driving distance, you can study lakes, bogs, streams, and a variety of terrestrial systems. You may participate in the ongoing development of the nature study area on campus, visit important environmental areas maintained by Cornell University, or take advantage of courses offered in Costa Rica and the Adirondacks.

CAREERS ON CAREER COACH

A degree in environmental studies prepares you for careers in environmental law, resource management, teaching, conservation, park management, environmental risk assessment, hazardous materials management, and for work as an environmental specialist, consultant, or policy analyst with government agencies and other organizations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Environmental Scientists and Specialists**
- **Animal Scientists**
- **Biological Science Teachers**
- **Microbiologists**
- **Energy Auditors**
- **Solar Energy Installation Managers**
- **Environmental Compliance Inspectors**
- **City and Regional Planning Aides**

Explore more career options: [A.S.](#)

PROGRAM CHAIR



KELLY WESSELL,

TRANSFER OPTIONS

The Environmental studies degree provides a foundation for transfer to a bachelor's degree program through general education, science, and environmental

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

**Sustainable Tompkins
Tompkins County Soil and
Water Conservation District**

FOR FURTHER

PH.D.

Professor, Biology

Kelly received his Ph.D. in aquatic entomology from Michigan State University. His research interests include bioassessment of large river ecosystems and non-point source pollution of streams, but his passion is teaching. Kelly is the Environmental Studies Chairperson and regularly teaches ecology, evolution, and biodiversity courses for science majors and non-majors.

[Read more](#)

studies courses. Students may transfer to related bachelor's degree programs at many four-year institutions including:

- Binghamton University
- Cornell University
- SUNY College at Cortland
- SUNY College of Environmental Science and Forestry
- Ithaca College
- University of Delaware
- University of New England

HIGHLIGHTED COURSES

ENVS101 - Introduction to Environmental Science

BIOL104 - General Biology I

ENVS102 - Technology and the Environment

BIOL105 - General Biology II

BIOL211 - Ecology

CHEM107 - General Chemistry I

ENVS105 - Environmental Ethics

ENVS295 - Global Seminar

MATH200 - Statistics

CHEM108 - General Chemistry II

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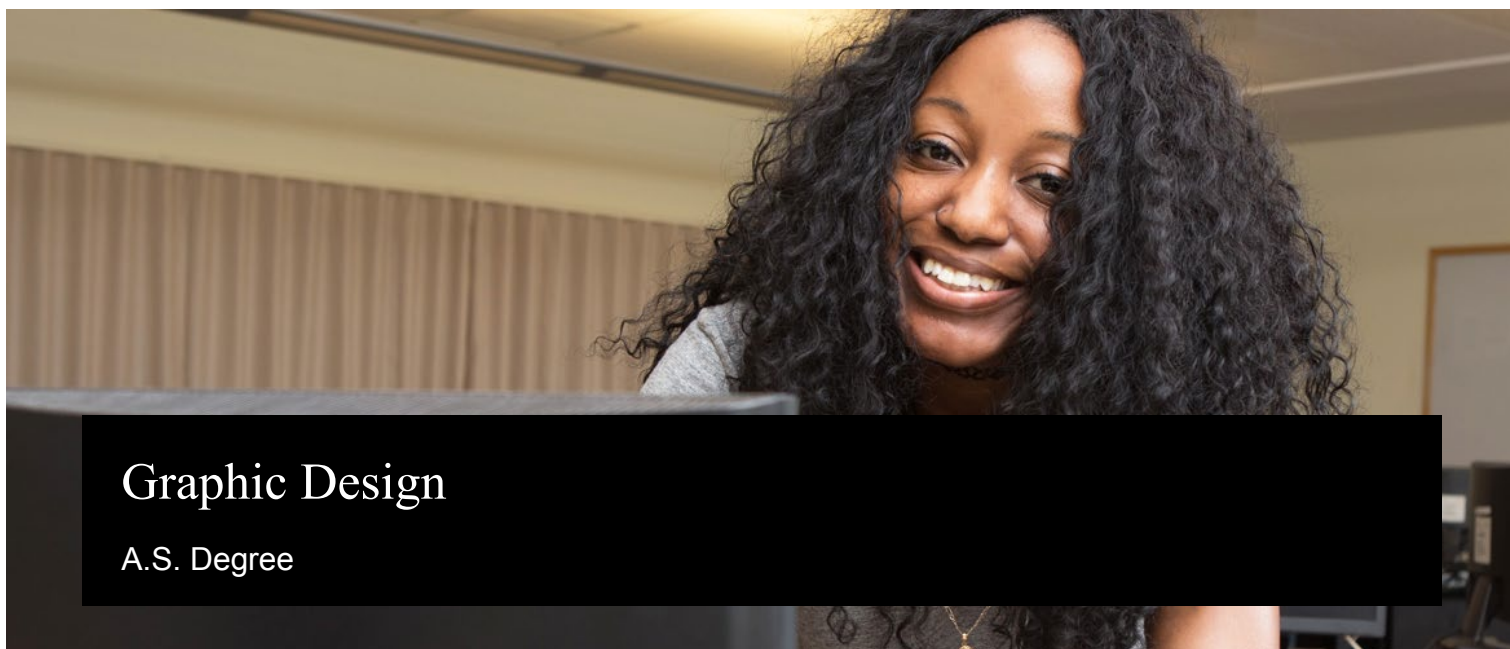
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Graphic Design

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

Graphic Design

Art Department

GRAPHIC DESIGN

Visual appearance greatly impacts our perceptions of companies, organizations, and products. Graphic designers are responsible for creating strong visual communication using imagery and typography, be it through a corporate logo, a company website, a game app, or a candy's colorful wrapper. The field changes rapidly with the expanding use of technology in design, giving graphic designers an exciting array of challenges.

Our program responds to the demands and realities of the professional graphic design field. Our courses offer real-world opportunities for students to build their resumes through project-based learning courses that focus on published projects and internships. You will be exposed to a variety of media in courses that utilize both traditional hands-on and digital methods

PROGRAM AT A GLANCE

HEGIS: 5499

A.S.: 61 credits

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to produce work. Students will have the opportunity to explore cutting edge technology in our digital labs and build unique and sought after skill sets and portfolios. All students are also encouraged to submit writing and art work to the [Kelab Art and Literary Journal](#), a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs.

CAREERS ON CAREER COACH

The A.S. degree prepares you for a career in a design studio, creative agency, or an organization's communications office. Responsibilities include creating visual materials such as brochures, magazines, advertisements, and electronic publications. Some of the firms that have hired graphic design graduates include Cornell University, Industrial Color Labs, Marietta Corporation, Metrodesign Associates, Porous Materials, Inc., Sciencenter, Ithaca, NY, The Thomas Group, Communique Design & Marketing Inc., and Vision Art Photo.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Multimedia Artists and Animators**
- **Graphic Designers**
- **Photographers**
- **Art Directors**
- **Set and Exhibit Designers**
- **Art, Drama, and Music Teachers**
- **Interior Designers**
- **Commercial and Industrial Designers**

Explore more career options: [A.S.](#)

PROGRAM CHAIR



CHRISTINE SHANKS

Assistant Professor, Graphic

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

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Design

I am an image maker, designer, and educator. I feel at home on the computer and working by hand in the studio. I have experience in **fine art** and commercial work.

Some of my specialties are design (web, interactive, and print), motion graphics, printmaking (utilizing both traditional and digital processes), and photography (alternative processes, digital, and film).

[Read more](#)

HIGHLIGHTED COURSES

[ART109 - Graphic Design](#)

[ART110 - Design I](#)

[ART120 - Drawing I](#)

[ART114 - Design II](#)

[ART180 - Typography](#)

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

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Hotel and Restaurant Management

A.A.S. Degree

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

HOTEL AND RESTAURANT MANAGEMENT

Demand continues for well-trained managers in the hospitality field. Intense growth is expected to continue in this fast-paced people industry. In the past five years the region has welcomed eight new hotels. Additionally, construction for new lodging, dining, and entertainment establishments is taking place now. Interesting food and beverage operations have always been a hallmark of the Ithaca and Finger Lakes area, while institutional food and environmental service operations provide stable careers with the region's colleges and health services industries.

The hotel and restaurant management degree prepares students for supervisory positions in hotels, restaurants, and other hospitality-related organizations. The degree also benefits from the College's innovative **Farm to Bistro** concept – the College will operate an organic farm adjacent to

PROGRAM AT A GLANCE

HEGIS: 5010

A.A.S.: 62 credits

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campus and provide produce to the College's downtown Ithaca restaurant and culinary center, Coltivare. Tompkins Cortland Community College is proud to have alumni and students in many hospitality operations locally, regionally, nationally and internationally. Over its 35-year history, the program has trained some of the area's best entrepreneurs and managers. Some successful alumni are in management positions with The Waldorf-Astoria, Hyatt, Darden Restaurants, and The Cherokee Country Club of Atlanta (one of the premier private clubs in the U.S). The program includes an internship for on-the-job training at hotels, convention and visitors bureaus, restaurants, wineries, meeting planners, and institutional dining operations.

Course requirements for a degree in hotel and restaurant management may be completed in class or online. Program faculty offer a variety of in class, experiential field study, and online coursework to assure participants of solid general education. There are also opportunities for study abroad. In addition, short courses including proctored exam for certification in Food Safety and Alcohol service from the National Restaurant Association known as SERVSAFE, round out the completion of the degree program. Individuals who are seeking these credentials are welcome to register for these classes.



"At Tompkins Cortland Community College, our students are a part of that entire food system. The earth is cultivated on our own organic teaching farm, and at Coltivare, we cultivate the potential and talents of our hospitality students as we cultivate friendships among our community and our guests. What could be better?"

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Coltivare

Delmonte Hotel Group

FOR FURTHER INFORMATION

– Sue Stafford, Program Chair of Hotel and Restaurant Management, Culinary Arts, and Wine Marketing

CAREERS ON CAREER COACH

The hotel and restaurant management program prepares students as management generalists ready for hospitality positions at the management-trainee and mid-management levels. Positions include **Food Service Managers, Lodging Managers, Meeting, Convention, and Event Planners, Chefs and Head Cooks, Gaming Services Workers, Customer Service Representative.**

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Sales Managers**
- **Hotel, Motel, and Resort Desk Clerks**
- **Food Batchmakers**
- **Amusement and Recreation Attendants**
- **Tour Guides and Escorts**
- **Marketing Managers**
- **Travel Agents**
- **General and Operations Managers**

Explore more career options: **A.A.S.**

PROGRAM CHAIR



SUSAN STAFFORD

Professor, Hotel and Restaurant Management

Sue Stafford brings 30 years of experience in the hospitality industry to her position in the

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,

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classroom as chair of the Hotel and Restaurant Management, Culinary Arts, and Wine Marketing Degree Programs. She was also instrumental in the development of the farm to bistro concept, which features an organic farm on campus that provides fresh produce to the College's downtown Ithaca restaurant and culinary center, Coltivare.

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.

[Read more](#)

HIGHLIGHTED COURSES

HRMG100 - Introduction to the Hospitality Industry

HRMG105 - Food Sanitation and Safety

PSED213 - Job Search

HRMG213 - Hospitality Internship

HRMG103 - Rooms Division Management

HRMG107 - Safe Alcohol Handling

HRMG201 - Hospitality Law

HRMG205 - Hospitality Marketing

HRMG206 - Food and Labor

Cost Control

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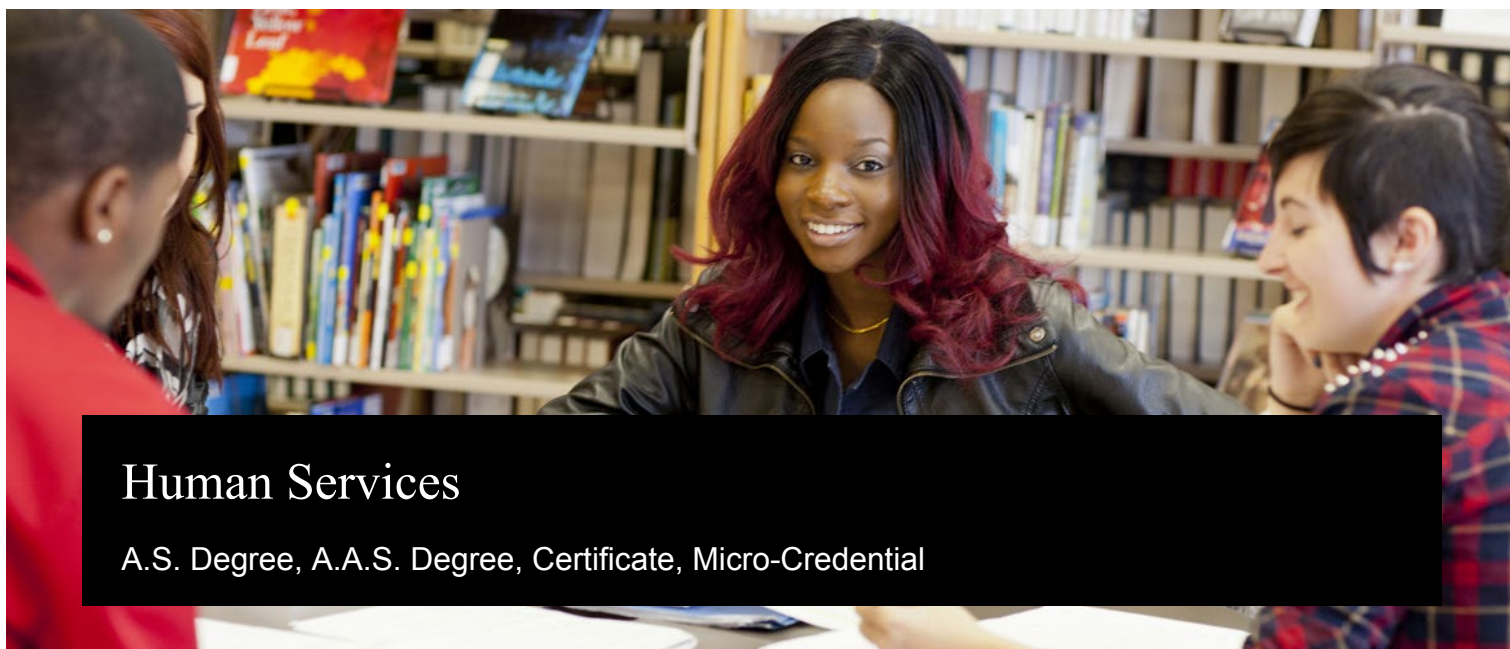
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Human Services

A.S. Degree, A.A.S. Degree, Certificate, Micro-Credential

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

HUMAN SERVICES

Helping people to help themselves is the common thread in Human Services, and the field is diverse and extensive. You may work in education, child care, social services, mental health, home health, or recreation. According to the U.S. Department of Labor, "The number of social and human service assistants is expected to grow by nearly 23 percent between 2008-2018, which is much faster than the average for all occupations. This is due in large part to the aging population and increased demand for mental health and substance abuse treatment."

Field Experience

As part of your four-credit internship you will work in a human service agency. This field work course enables you to work for a minimum of 135 hours in direct care helping people to help themselves

PROGRAM AT A GLANCE

HEGIS:	5501
A.A.S.:	61 credits
A.S.:	61 credits
Certificate:	<i>Human Services</i> 30 credits
Micro-Credential:	<i>Direct Support Professional*</i> 12 credits
Micro-Credential:	<i>Residential Aide*</i> 15 credits

ATTENDING TOMPKINS

CAREERS ON CAREER COACH

Our graduates work as teachers in child development programs, child care workers in group homes, caregivers, examiners in social service agencies, recreation specialists in geriatric settings, and caregivers in centers for children who are developmentally disabled, among other positions. Recent graduates have been employed by Catholic Charities, Cortland County Community Action Program, Cortland Migrant Outreach Program, Family and Children's Services of Ithaca, Franziska Racker Centers, Mental Health Association, Tompkins County, J.M. Murray Center, Tioga Opportunities, Inc., Tompkins Community Action/Headstart, Tompkins County Youth Advocate Program, Inc.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Teacher Assistants](#)
- [Psychiatric Aides](#)
- [Insurance Policy Processing Clerks](#)
- [Child, Family, and School Social Workers](#)
- [Personal Care Aides](#)
- [Mental Health Counselors](#)
- [Rehabilitation Counselors](#)
- [Social and Human Service Assistants](#)

Explore more career options: [A.A.S. | Human Services Certificate](#)

PROGRAM CHAIR



**JOSEPH L. SMITH,
PH.D., LCSW-R,
CASAC**

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

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have

Professor, Chemical

Dependency Counseling

Dr. Smith is the Program Chair of both the Human Services and Chemical Dependency Counseling Programs at Tompkins Cortland Community College. He is a NYS Licensed Clinical Social Worker, and a NYS Credentialed Alcoholism and Substance Abuse Counselor.

- Ithaca College
- Keuka College
- Syracuse University
- Wells College

[Read more](#)

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in each degree or certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each degree or certificate.

HUMS105 - Introduction to Humans Services

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

HUMS200 - Generalist Social Work Practice Skills

HUMS229 - Applied Methods in Human Services

PSYC263 - Development Across the Lifespan

HUMS232 - Human Service Internship & Seminar

expressed interest in hiring Tompkins Cortland grads.

Access to Independence of Cortland County, Inc.

Catholic Charities

Catholic Charities of Tompkins/Tioga

Unity House

YWCA (Cortland)

Greater Ithaca Activities Center - City of Ithaca

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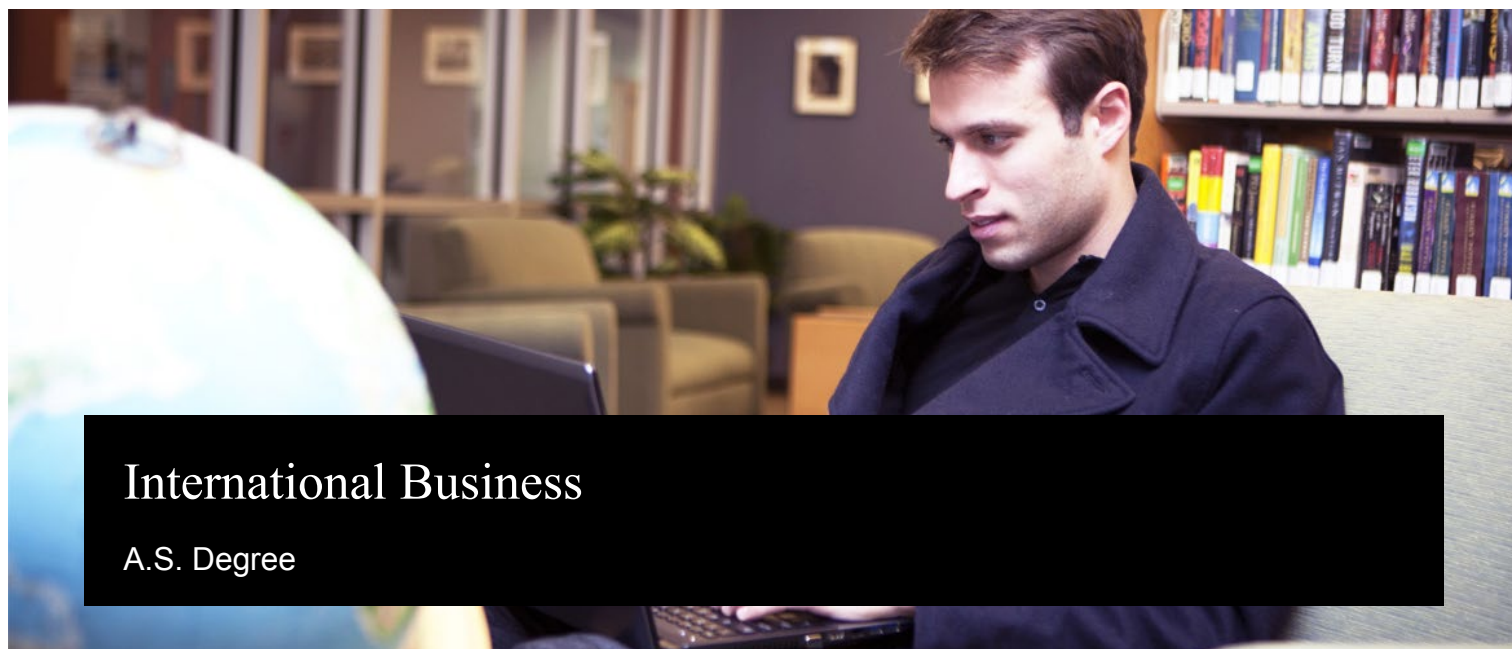
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International Business

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

INTERNATIONAL BUSINESS

As American businesses operate in an increasingly complex and competitive global economy, demand increases for graduates who are knowledgeable in the field of international business. Our international business degree program objectives are to help you understand the importance of international business to the U.S. economy, the differences in the economic systems that exist in the global economy, the economic, cultural, and business complexities of international marketing and sales, and the principles and requirements of exporting.

Designed to provide a strong academic background for transfer to a four-year college or university, this program combines specialized courses in international business with courses in the humanities, social sciences, science, mathematics, and traditional business courses.

PROGRAM AT A GLANCE

HEGIS: 5001

A.S. : 62 credits

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CAREERS ON CAREER COACH

Although the program is designed as a transfer program, students may pursue employment in the field upon completion of the degree. Potential employment opportunities would include entry-level positions with firms that conduct business in the global marketplace.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Business Teachers**
- **Chief Executives**
- **General and Operations Managers**
- **Economists**

Explore more career options: [A.S.](#)

PROGRAM CHAIR



KEVIN HAVERLOCK

Professor, Business

[Read more](#)

TRANSFER OPTIONS

The international business degree program is primarily for graduates planning to transfer to a four-year institution. Transfer options include programs at:

- SUNY College at Cortland
- Ithaca College
- SUNY College at Plattsburgh
- SUNY College at Brockport
- SUNY New Paltz
- SUNY College at Oswego

HIGHLIGHTED COURSES

BUAD111 - International Business

ECON120 - Principles of Microeconomics

GEOG120 - World Regional Geography

BUAD201 - Business Law I

BUAD203 - Business Communications

BUAD217 - Fundamentals of Exporting

ECON121 - Principles of Macroeconomics

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



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**BUAD215 - International
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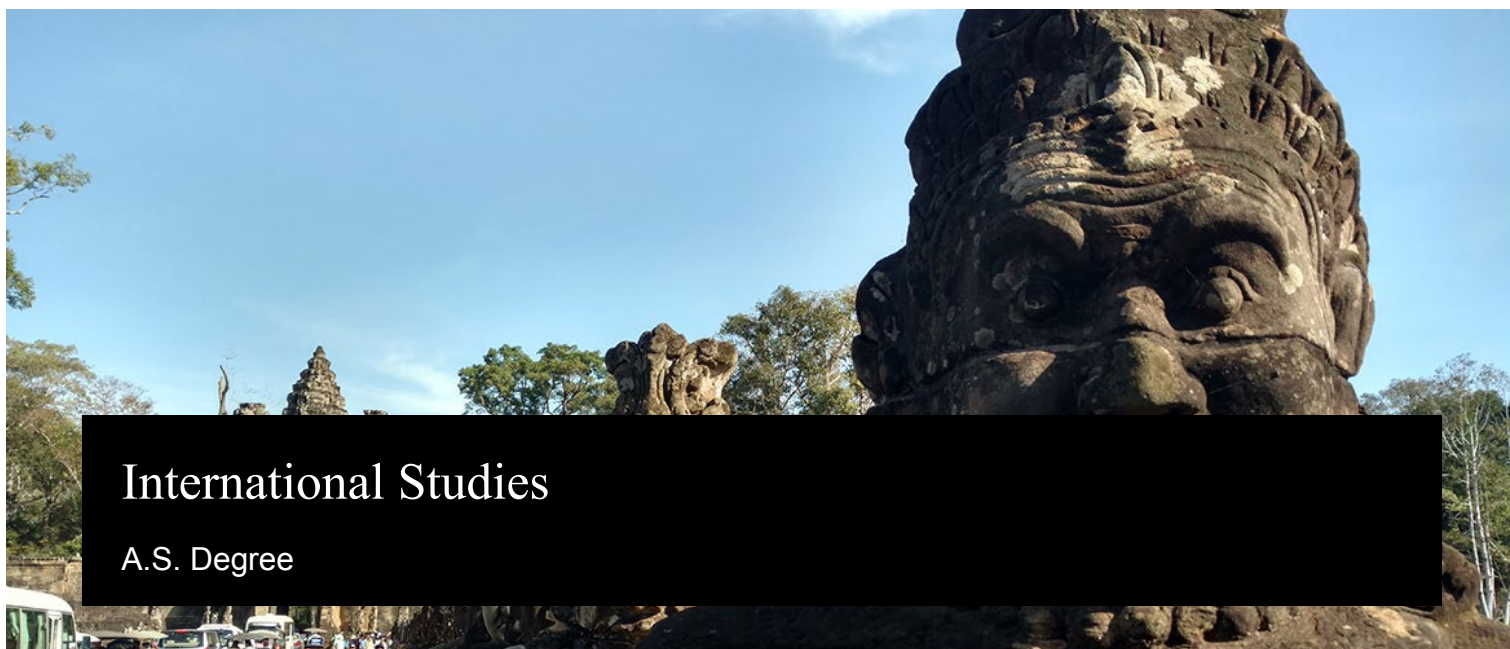
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International Studies

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

INTERNATIONAL STUDIES

Explore your role in the world's interconnected cultures and nations. The College's international studies program provides a strong foundation in cultural, historical, political, and economic perspectives, preparing students for work and transfer.

STUDY ABROAD FOR FIRST-PERSON LEARNING

All students in the program will immerse themselves fully in a culture via a study abroad course of their choice led by expert faculty. Recent trips have included Colombia, Ecuador, Ireland, Guatemala, Italy, Nicaragua, and Spain.

Note: Some funding and financial aid may be available for study abroad

PROGRAM AT A GLANCE

A.S. : 60 credits

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courses. Alternative domestic cultural immersion options will be provided for those students unable to travel internationally.

Most careers require a bachelor's degree, and opportunities include international aid and relief work, NGOs (non-governmental organizations), sustainable community development, international public policy, U.N. agencies, international business, and peace and mediation work.

CAREERS ON CAREER COACH

Most careers require a bachelor's degree, and opportunities include international aid and relief work, NGOs (non-governmental organizations), sustainable community development, international public policy, U.N. agencies, international business, and peace and mediation work.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Social and Community Service Managers**
- **Investment Fund Managers**
- **Area, Ethnic, and Cultural Studies Teachers**
- **Compliance Managers**
- **Training and Development Specialists**
- **Social and Human Service Assistants**
- **Regulatory Affairs Managers**
- **Security Managers**

Explore more career options: [A.S.](#)

PROGRAM CHAIR

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,

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

FOR FURTHER INFORMATION CONTACT

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607.844.6580



***PHOTO TAKEN IN CAMBODIA AT THE TEMPLE OF BANTEAY SREI (KNOWN AS THE "CITADEL OF THE WOMEN").**

ANGELA PALUMBO

Chair, International Studies, A.S.

Chair, English as a Second Language

Foreign Language Assistant
Professor

HIGHLIGHTED COURSES

SOCI101 - Introduction to Sociology

HSTY111 - World History Since 1500

GEOG120 - World Regional Geography

CHIN101 - Foreign Language Sequence (choose any language)

CHIN102 - Foreign Language Sequence (choose any language)

Rochester Institute of Technology, Binghamton University, SUNY New Paltz, SUNY Delhi, Keuka College, and more.

ANTH202 - Cultural Anthropology

ANTH220 - Development Anthropology in a Globalizing World

POSC225 - Comparative Politics

ANTH260 - Study Abroad Experience (choose one)

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Liberal Arts and Sciences: General Studies

A.S. Degree, Certificate

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

LIBERAL ARTS AND SCIENCES: GENERAL STUDIES

This program is designed for students who intend to pursue a bachelor's degree, but are unsure about their career and transfer plans. As such, the program aims to develop students' college-level communication and critical-thinking skills, present a broad understanding of the liberal arts and sciences to heighten global awareness, provide opportunities for the student to develop creative capacities, and to allow for the exploration of education and career options.

CAREERS ON CAREER COACH

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

PROGRAM AT A GLANCE

HEGIS: 5649

A.S. : 60 credits

General Studies
Certificate : 30 credits

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Speech-Language

Pathologists

- Librarians
- Special Education Teachers

Interior Designers

- Special Education Teachers
- Musicians

Explore more career options: [A.S. | Liberal Arts and Sciences: General Studies Certificate](#)

PROGRAM CHAIR



JEANNE CAMERON, PH.D.

Professor, Sociology

Jeanne Cameron received her Ph.D. in Sociology from Binghamton University. She teaches Introduction to Sociology, Self and World, Foundations of Education, HBO's *The Wire*, the Social Science Capstone Seminar, Race and Ethnicity, and Creative Nonfiction.

[Read more](#)

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

Visit Campus

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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- Western Kentucky University

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

ENGL201 - Fundamentals of Speech OR Interpersonal Communication

HSTY101 - SUNY GEN ED History Elective

ENGL102 - Approaches to Literature

MATH120 - SUNY GEN ED Math Elective

ENVS101 - SUNY GEN ED Natural Sci Lab Elective

PSYC103 - Intro to Psychology OR Sociology

ANTH202 - SUNY GEN ED Other World Civ Elective

PHIL101 - SUNY GEN ED Liberal Arts Elective

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Liberal Arts and Sciences: Humanities

A.A. Degree

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

LIBERAL ARTS AND SCIENCES: HUMANITIES

The liberal arts and sciences - humanities degree encourages you to explore a variety of disciplines including art, music, philosophy, literature, history, and foreign languages. Courses in these disciplines provide a strong foundation for further study and future employment.

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions in the humanities field.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

PROGRAM AT A GLANCE

HEGIS: 5649

A.A. : 60 credits

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- **Secondary School Teachers**
- **English Language and Literature Teachers**

Explore more career options: **A.A.**

PROGRAM CHAIR

JOHN TROYER

Professor, English

Read more

TRANSFER OPTIONS

Recent transfer institutions include:

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

HIGHLIGHTED COURSES

HSTY101 - Development of the Western Tradition I

SOCE205 - Organizational Behavior

CRJU217 - Ethics in Criminal Justice

SOCE258 - Creative Nonfiction Writing

ANTH202 - Cultural Anthropology

PSYC103 - Introduction to Psychology

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



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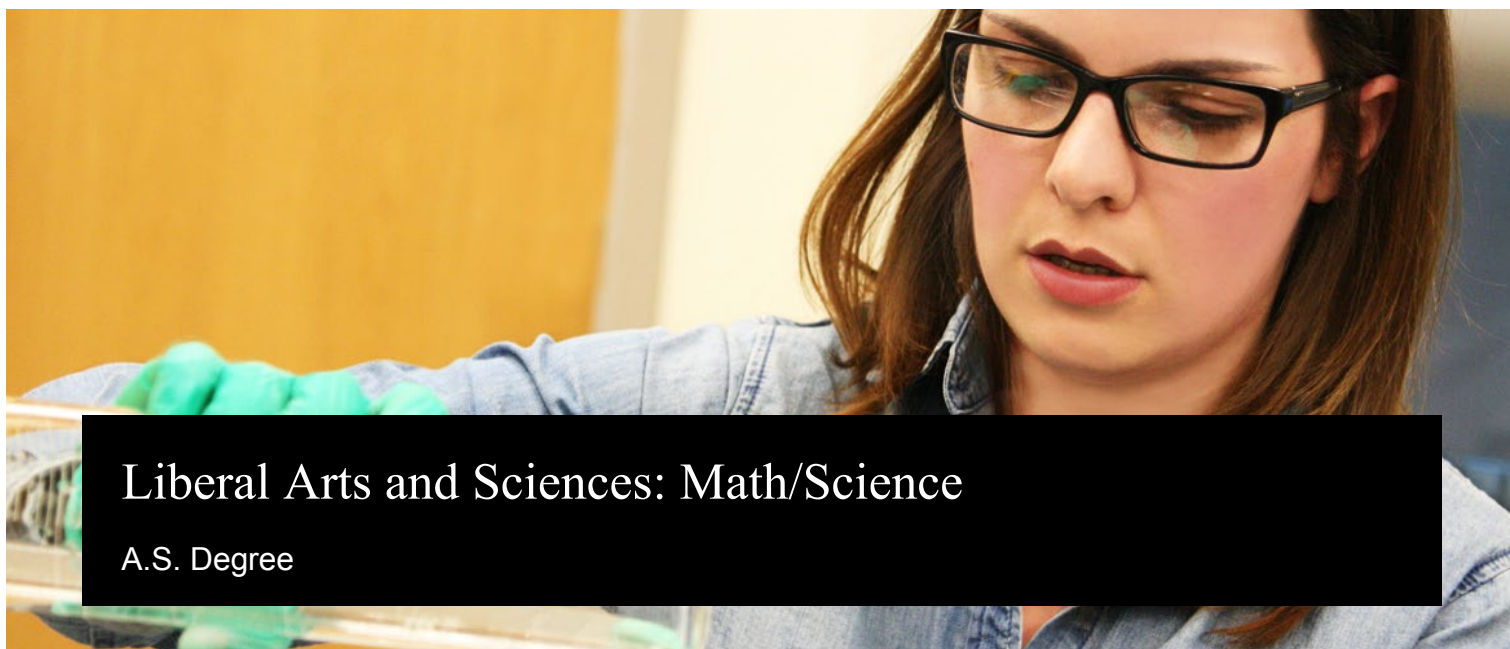
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Liberal Arts and Sciences: Math/Science

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

LIBERAL ARTS AND SCIENCES: MATH/SCIENCE

The liberal arts and sciences - math/science degree emphasizes the development of strong analytical skills and the background you need to excel in a changing technological world. A broad range of courses is available, including calculus, microbiology, human anatomy and physiology, physics, and computer programming. Recent graduates have transferred to a variety of colleges and universities and majored in Adolescence Education, Animal Science, Biochemistry, Chemistry, Computer Science, Environmental Studies, Mathematics, Nutrition Sciences, Physics, and Science Writing for the Public.

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to some positions

PROGRAM AT A GLANCE

HEGIS: 5649

A.S.: 62 credits

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in the math and science fields.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Neurologists**
- **Veterinarians**
- **Physician Assistants**
- **Radiologists**
- **Zoologists and Wildlife Biologists**
- **Preventive Medicine Physicians**
- **Dermatologists**
- **Physical Medicine and Rehabilitation Physicians**

Explore more career options: [A.S.](#)



MARY SHELDON

Professor, Mathematics

[Read more](#)

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

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HIGHLIGHTED COURSES

FSS138 - Freshman Seminar - Math/Science
MATH201 - Calculus I
CAPS121 - Introduction to Spreadsheets
CSCI160 - Math, Sci, or Computer Sci Electives (two 3-credit courses)

MATH202 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)
MATH203 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)
PHSC211 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)
PHSC212 - Choose Two Course Pairs (from BIOL, CHEM, MATH, PHSC)

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Liberal Arts and Sciences: Social Science

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

LIBERAL ARTS AND SCIENCES: SOCIAL SCIENCE

The Liberal Arts and Sciences - Social Science degree emphasizes courses that focus on the theory of social interaction and human behavior. Required course work includes history, psychology, sociology, English, and a capstone course. The capstone course is thematically based and taken during the last semester of study. It provides the opportunity to complete original research in the social sciences. This program is designed for transfer to four-year programs in social science and related fields.

Students intending to transfer to a four year psychology major should work closely with their advisor to ensure that appropriate courses are selected. The psychology faculty have developed specific recommendations for the social science capstone; social science electives (based on area of interest in psychology); math and science courses; and unrestricted electives

PROGRAM AT A GLANCE

HEGIS: 5649

A.S. : 60 credits

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requirements.

GRADUATES OF THE LIBERAL ARTS & SCIENCES – SOCIAL SCIENCE A.S. PROGRAM WILL:

- demonstrate appropriate and effective written and oral communication skills that reflect social science reasoning
- demonstrate the ability to locate, critically evaluate, and effectively use social scientific research
- demonstrate knowledge of social science research, methods, and theoretical principles
- articulate an understanding of how privilege and inequality are socially and historically constructed

CAREERS ON CAREER COACH

While the curriculum for this program is designed primarily for transfer to a bachelor's degree program, skills learned relate directly to positions in the humanities and social sciences.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Mental Health Counselors**
- **Social and Human Service Assistants**
- **School Psychologists**
- **Political Science Teachers**
- **Social and Community Service Managers**
- **Substance Abuse Social Workers**
- **Social Science Research Assistants**
- **Child, Family, and School Social Workers**

Explore more career options: **A.S.**

PROGRAM CHAIR CORNELIA REA

Professor, Psychology

[Read More](#)

TRANSFER OPTIONS

Recent graduates have transferred to many four-year institutions including:

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



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- 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

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HIGHLIGHTED COURSES

SOCI101 - Introduction to Sociology

PSYC103 - Introduction to Psychology

ENGL201 - Fundamentals of Speech

ANTH202 - Cultural Anthropology

PSYC201 - Social Sciences Electives (three 3-credit courses)

MATH200 - MATH 120, 138, 200 OR 201

BIOL100 - SUNY GEN ED Lac Science Elective

SOCI290 - Social Science Capstone Course

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Liberal Arts and Sciences: Teacher Education Transfer

A.S. Degree

EXPLORE THIS PROGRAM

DEGREE REQUIREMENTS

STUDENT SHOWCASE

LIBERAL ARTS AND SCIENCES: TEACHER EDUCATION TRANSFER

Adolescence Education (Teacher Education Transfer)

Childhood Education (Teacher Education Transfer)

Early Childhood Education (Teacher Education Transfer)

Tompkins Cortland Community College offers three degree options to prepare you for a career as a teacher. The adolescence education degree prepares you to teach seventh through 12th grade. The childhood education degree prepares you to teach first through sixth grade. The early childhood education degree prepares you to teach children from birth through second grade. All three programs are designed for transfer to a bachelor's degree program in education.

Course work focuses on general education, teacher preparation, and a

PROGRAM AT A GLANCE

HEGIS: 5608

A.S.: *Adolescence Education Area*
60 credits

A.S.: *Childhood Education Area*
61 credits

A.S.: *Early Childhood Education Area*
61 credits

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major field of study. The curriculum includes the first two years of course work to fulfill the New York State Education Department's teacher certification requirements.

CAREERS ON CAREER COACH

These programs provide the first two years of education needed to become a teacher. There is high demand for qualified teachers in all parts of the country. The demand in our region is especially acute for middle school and high school teachers in math and science.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Career/Technical Education Teachers](#)
- [Elementary School Teachers](#)

Explore more career options: [A.S. Adolescence Education](#) | [A.S. Childhood Education](#) | [A.S. Early Childhood Education](#)

PROGRAM CHAIR



ANNA REGULA

Associate Professor, Reading

[Read more](#)

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

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NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.



ROCHELLE M. MIKE

Professor, Reading

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.

Read more

the SUNY teacher education transfer initiative. The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY associate degree-granting institutions (ADGIs) and those SUNY baccalaureate campuses with teacher education programs, consistent with the initiative, A New Vision in Teacher Education.

The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model A.A. or A.S. curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in childhood or early childhood education or in adolescence education:

ADDITIONAL TRANSFER OPTIONS

General Education Core

**Greater Ithaca Activities
Center - City of Ithaca (Early
Childhood)**

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Complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);

Major or Concentration

At present the TETT project web site covers coursework in seven majors/concentrations - biology, chemistry, earth science, English, history/social studies, mathematics, physics (12-18 credit hours); and

Professional Component

One psychology course (Child or Adolescent) and Foundations of Education (six credit hours). When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution.

HIGHLIGHTED COURSES

EDUC201 - Introduction to Education

EDUC295 - Foundations of Education

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

BIOL125 - Biology and Earth Science for Teachers

MATH113 - Math for Elementary School Teachers I

MATH115 - Math for Elementary Teachers II

PSYC205 - Developmental Psychology: The Child

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Liberal Arts and Sciences: Women and Gender Studies

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

LIBERAL ARTS AND SCIENCES: WOMEN AND GENDER STUDIES

Women and Gender Studies is an exciting program that analyzes how the social construction of gender shapes the lives of women and men. It is an interdisciplinary program that examines historical and contemporary issues through the lens of gender, while emphasizing race/ethnicity, class, and sexual identity as categories of analysis. Gendered perceptions of women and men in media, arts and sciences, health fields, and literature are examined. Internships designed to provide students with first-hand experience in public and private agencies and organizations are available.

CAREERS ON CAREER COACH

While most Women and Gender Studies graduates continue to further their education upon leaving Tompkins Cortland Community College, there are a number of public agencies and private businesses in the community

PROGRAM AT A GLANCE

HEGIS: 5649

A.S.: 60 credits

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interested in employing students with this degree. Entry-level positions, as well as long-term careers exist in the fields of counseling, social work, education, health care, government bureaus, nonprofit organizations, and private enterprise.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Secondary School Teachers](#)
- [English Language and Literature Teachers](#)

Explore more career options: [A.S.](#)

PROGRAM CHAIR



DAVID FLATEN

Professor, History

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.

[Read more](#)

TRANSFER OPTIONS

Women and Gender Studies graduates may consider further study in women's studies, men's studies, women's history, and gender or sexuality studies.

Colleges and universities that offer baccalaureate programs include:

- Binghamton University
- Buffalo State College
- SUNY College at Brockport
- Cornell University
- SUNY College at Cortland
- SUNY College at Geneseo
- SUNY New Paltz
- SUNY College at Oswego
- SUNY College at Plattsburgh
- SUNY College at Purchase
- Stony Brook University
- Wells College

HIGHLIGHTED COURSES

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

- [Women's Opportunity Center \(Ithaca\)](#)
- [Workforce New York \(Cortland and Ithaca\)](#)
- [YWCA \(Cortland\)](#)

PSYC103 - Introduction to Psychology

SOCI101 - Introduction to Sociology

WGST100 - Perspectives on Women

WGST200 - Images of Women

WGST233 - Women in U.S. History

WGST120 - Women and Health Care

WGST125 - Women and Work

PHIL201 - Contemporary Moral Issues

FOR FURTHER INFORMATION CONTACT

ADMISSIONS OFFICE

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New Media

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

New Media Art Department

NEW MEDIA

The New Media program is based on a liberal arts foundation of classes with an emphasis on developing knowledge and skills in the growing areas of animation and interactivity, which have become a greater part of our rapidly changing visual world.

The program complements and draws on the strengths of related associate degree programs in communication and media arts, graphic design, and photography. Program courses combine the creative and expressive elements of the fine arts with digital technologies. Course work includes drawing, photography, visual design, story development, digital video, Flash, 2D and 3D animation, along with other emerging technology.

PROGRAM AT A GLANCE

HEGIS: 5012

A.S. : 62 credits

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[Admissions](#)

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Students make new media content for print and the web, CD-ROM, and DVD, along with a portfolio of work to facilitate employment or transfer to a four-year school.

Students are also encouraged to submit writing and art work to the **Kelab Art and Literary Journal**, a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

CAREERS ON CAREER COACH

As a graduate of the New Media program, you will be qualified for entry-level positions in interactive media design, web design/computer graphics, interface design, instructional design, digital photography, and entry-level animation and game production.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Computer Operators**
- **Fine Artists**
- **Graphic Designer**
- **Web Developers**
- **Multimedia Artists and Animators**
- **Video Game Designers**

Explore more career options: **A.S.**

PROGRAM CHAIR



KEITH MILLMAN

Professor, New Media

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:

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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I love my job. Learning in the Arts and New Media involves the constant innovation and improvisation of the moment. Learning is never finished, and I learn along with my students. I make experiments and mistakes and am inspired by my students. Problem solving is the most important skill students learn, and most class work is hands on so students are creating their learning.

[Read more](#)

HIGHLIGHTED COURSES

FSS137 - Freshman Seminar-New Media

ART117 - Design I for Electronic Media

ART213 - Dynamic Media I

ART214 - Dynamic Media II

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

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Nursing

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

NURSING

Nurses play vital roles at all levels of the health care system. They are caregivers, counselors, educators, and advocates who work with clients of all ages. Care is given in a variety of inpatient and community settings, and involves clients with chronic and acute health care needs. Nursing is a continually growing field that offers diverse opportunities and challenges.

The College's rigorous and highly-praised nursing program offers diverse clinical experiences in hospitals, long-term care facilities, and community settings. Courses in nursing and the liberal arts provide in-depth career preparation. **Scholarships** are available for students in the Nursing program. The nursing program's completion rate is 86%, with a NCLEX/certification exam pass rate of 94%. The job placement rate is 100%.

PROGRAM AT A GLANCE

HEGIS: 5012

A.A.S.: 65 credits

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Clinical Experience

To prepare nursing students for the many diverse roles available to them, clinical opportunities in a variety of health care settings are integrated as part of each semester.

Internship

Students have the opportunity to participate in a nursing internship offered during the summer after the second semester of the nursing program, and during winter break after the third semester. The internship provides hands-on experience within the limits of students' current clinical knowledge. Students work directly under the supervision of an RN preceptor for a total of 100 or 150 hours and are also supported by a faculty mentor. Settings for internships have included acute inpatient units, same day surgery, community agencies, midwife/MD offices, mental health clinics, and hospice organizations.

CAREERS ON CAREER COACH

After passing the NCLEX-RN examination and obtaining an RN license, graduates are eligible for employment in hospitals, nursing homes, clinics, schools, industries, hospices, family planning agencies, doctor's offices, and a variety of other settings. Graduates have found employment in a variety of health care facilities throughout the U.S. Graduates are prepared to pursue baccalaureate and higher degrees in nursing and advanced practice roles.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Nursing Instructors and Teachers**
- **Advanced Practice Psychiatric Nurses**
- **Medical and Health Services Managers**
- **Acute Care Nurses**
- **Clinical Nurse Specialists**
- **Nurse Practitioners**
- **Critical Care Nurses**
- **Registered Nurses**

Explore more career options: [A.A.S.](#)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Bassett Healthcare Network
Cayuga Ridge Extended Care
Cortland Regional Medical Center
Groton Community Health Care Center, Inc.

PROGRAM CHAIR



**KIM SHARPE, MS, RN,
CHPN**

Professor, Nursing

[Read more](#)

ACCREDITATION

The Tompkins Cortland's **nursing degree program** is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road, Suite 850

Atlanta GA 30326

404.975.5000

www.acenursing.org

NY State Education Department

Office of the Professions

Division of Professional Licensing Services

Nurse Unit

89 Washington Ave

Albany, NY 12234-1000

518.474.3817

HESC code: 006788

HIGHLIGHTED COURSES

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

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NURS110 - Fundamentals of Nursing
BIOL131 - Principles of Human Anatomy & Physiology I
NURS120 - Critical Thinking in Medical and Surgical Nursing
BIOL132 - Principles of Human Anatomy & Physiology II

NURS208 - The Art and Science of Nursing Across the Lifespan
NURS241 - Pharmacology for Nurses & Allied Health Professionals
BIOL112 - Essentials of Medical Microbiology
NURS225 - Professional Practice and Complex Nursing Care

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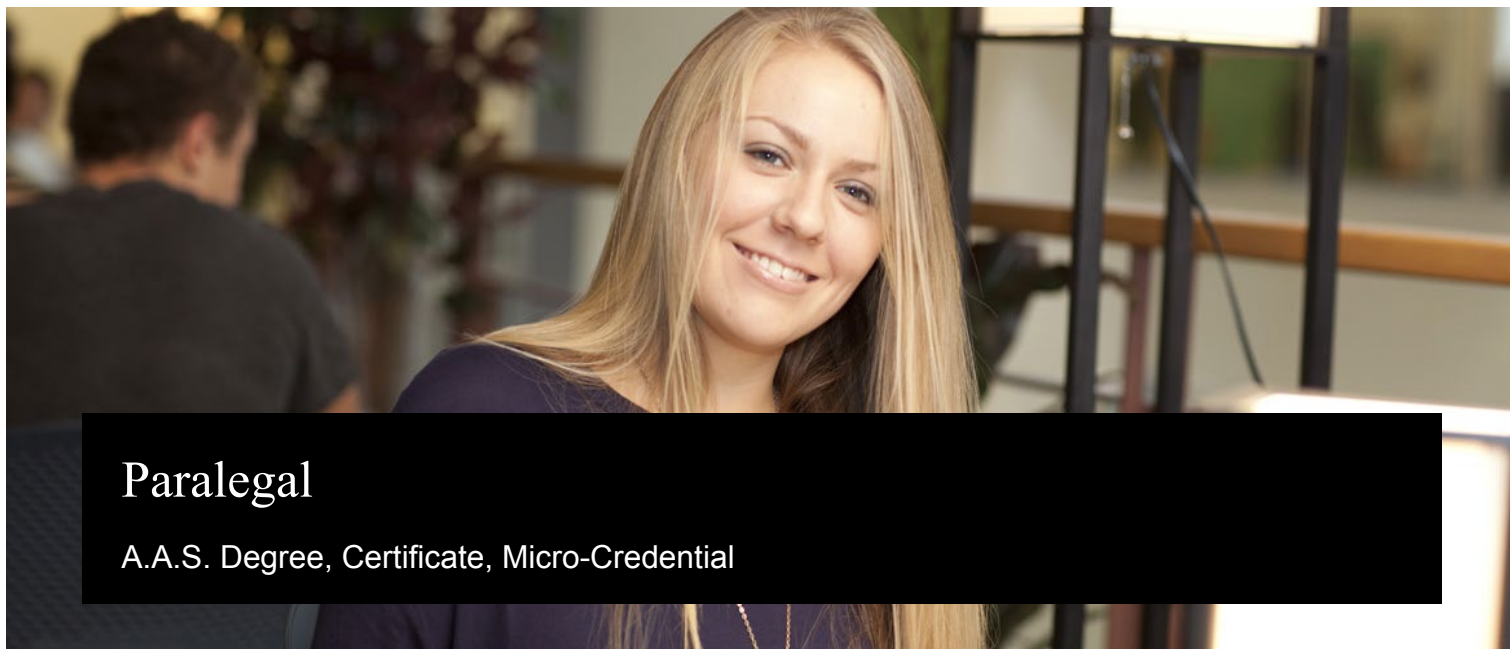
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Paralegal

A.A.S. Degree, Certificate, Micro-Credential

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PROGRAM

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REQUIREMENTS

PARALEGAL

A paralegal performs specifically delegated legal work for which a lawyer is required. This exciting and challenging occupation is among the fastest growing, and the U.S. Department of Labor tells us the trend will continue. Our paralegal program, which is offered exclusively online, provides the course work and experience to prepare you for employment as a paralegal or legal assistant. You will get a basic orientation and academic exposure to a variety of subjects, including legal research and drafting, civil litigation, real estate law, wills and estate planning, family law, and legal ethics. You will complete an internship in a law office. There are also elective courses in criminal law, evidence, bankruptcy, and constitutional law.

A two semester, 32-credit Paralegal Studies certificate program has been developed for students with baccalaureate degrees who would like to pursue a paralegal credential to enhance their employment and professional opportunities.

PROGRAM AT A GLANCE

HEGIS:	5099
A.A.S.:	63 credits, 100% online
Certificate:	<i>Paralegal Studies</i> 32 credits, 100% online
Micro- Credential :	<i>Special Education Advocacy*</i> 12 credits

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The degree may be completed in two or three semesters if you have prior college credits or a prior degree. Contact the program chair for more information.

ONLINE PROGRAM

The entire program can be completed online, and the paralegal courses are offered exclusively online. These courses are asynchronous so they do not require any specific meeting times. The program may be commenced in any semester.

CAREERS ON CAREER COACH

Paralegals work for attorneys, corporations, federal, state, and local governments' court systems, or community legal services. Specializations include real estate, criminal law, estate planning, family law, labor law, litigation, and corporate law. Related occupations include adjudicators, abstractors, patent agents, title examiners, escrow officers, government hearing officers, appeals referees, contract checkers, and legal investigators.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Paralegals and Legal Assistants](#)
- [Title Examiners, Abstractors, and Searchers](#)

Explore more career options: [A.A.S. | Post-Bachelor's Paralegal Studies Certificate](#)

PROGRAM CHAIR



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

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OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

ROBERT SARACHAN

Professor, Paralegal

[Read more](#)

successfully transferred to:

- Binghamton University
- SUNY College at Brockport
- SUNY College at Canton
- Cornell University
- SUNY College at Cortland
- Empire State College
- Hilbert College
- Syracuse University
- Utica College
- Wells College

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

PARA101 - Introduction to Paralegalism

PARA130 - Legal Research and Drafting

PARA205 - Litigation/Civil Procedure

PARA210 - Real Estate/Property Law

PARA215 - Family Law/Domestic Relations

PARA220 - Wills, Trusts, Estate Planning

PARA230 - Paralegal Internship

PARA231 - Paralegal Seminar

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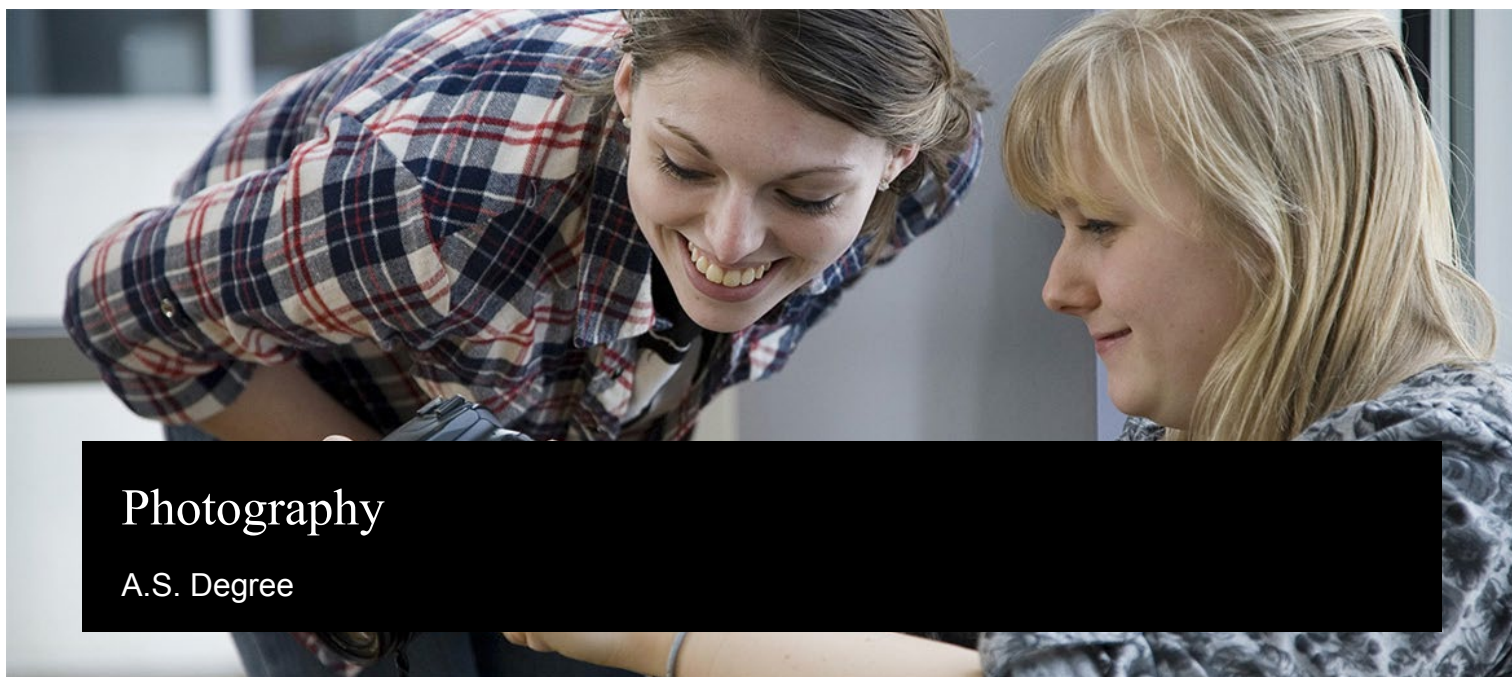
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Photography

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

FEATURED
FACULTY

STUDENT
SHOWCASE

Art Department

PHOTOGRAPHY

Photography is used to illustrate, advertise, communicate, and express. Emerging digital technologies are expanding the realm of what is possible in photography and, at the same time, fueling the demand for outstanding creative images. In the photography program you will concentrate on developing skills in the use of black and white photography, color photography, digital photography, and will explore the integration of video and moving images. Student work is on display at the [Photography department site](#). Students are also encouraged to submit writing and art work to the [Kelab Art and Literary Journal](#), a collaborative effort of the Creative Writing, Graphic Design, Photography and New Media programs along with the Writers' Guild.

PROGRAM AT A GLANCE

HEGIS: 5007

A.S.: 61 credits

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You will integrate the computer into your art-making process in the first semester and continue to build and refine your technical and aesthetic skills throughout your four semesters. Additionally, you will learn to use the web as a content-delivery tool, become fluent in technologies that allow images to be integrated with motion, sound, animation, and interactive dialogue. You will also gain a firm grounding in traditional visual arts studies. There are art foundation courses including drawing and design that will help you to fully understand and communicate the visual experience.

In addition to technology-based skills, you will approach photography as a fine arts activity and acquire a traditional broad foundation of study in the visual arts. Seven art courses address the topics of design, drawing, and art history in order to provide a solid grasp of visual fundamentals.



CAREERS ON CAREER COACH

You will be prepared for the increasingly electronic environment that commercial creative work requires. There are many areas of concentration and job classifications within the field of photography that graduates can consider. Among the areas of concentration are: architectural photographer, medical/scientific photographer, stock photographer (freelance and agency), fine arts photographer, photojournalism and press photographer, fashion photographer, commercial photographer, advertising and editorial photographer, and visual artist. Digital technology is allowing the creative artist to redefine what is possible in photography, and offers the opportunity to embark on an exciting journey into the future of creative imaging. Thus, it is difficult to predict the full range of employment

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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opportunities that will become available, as new technologies and new opportunities will continue to unfold. At present, the two largest areas of activity are:

- Creative digital photography - commercial digital photography such as travel, sports, photojournalism - digital photographic illustration - digital multimedia content production - and digital artist.
- New media content production - multimedia - moving image and animation - web content production - media artist.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Photographer**
- **Art, Drama, and Music Teachers**
- **Multimedia Artists and Animators**
- **Museum Technicians and Conservators**
- **Film and Video Editors**
- **Curators**
- **Fine Artists**

Explore more career options: [A.S.](#)

PROGRAM CHAIR



HARRY LITTELL

Professor, Photography

[Read more](#)

TRANSFER OPTIONS

This program is intended to facilitate transfer to a four-year college with studies in photography or related visual disciplines. In almost all cases, the degree will satisfy the requirements of the first two years of study at the transfer institution. Recent graduates have transferred to:

- University at Albany
- Buffalo State College
- Cornell University

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- SUNY College at Cortland
- Ithaca College
- SUNY New Paltz
- SUNY College at Oswego
- Rochester Institute of Technology

HIGHLIGHTED COURSES

ART111 - Photography I	ART212 - Digital Photography
ART111 - Design I for Electronic Media	ART213 - Dynamic Media
ART104 - History of Photography & Video	ART262 - Portfolio Preparation-Photography
ART112 - Photography II	ART222 - Advanced Digital Photography

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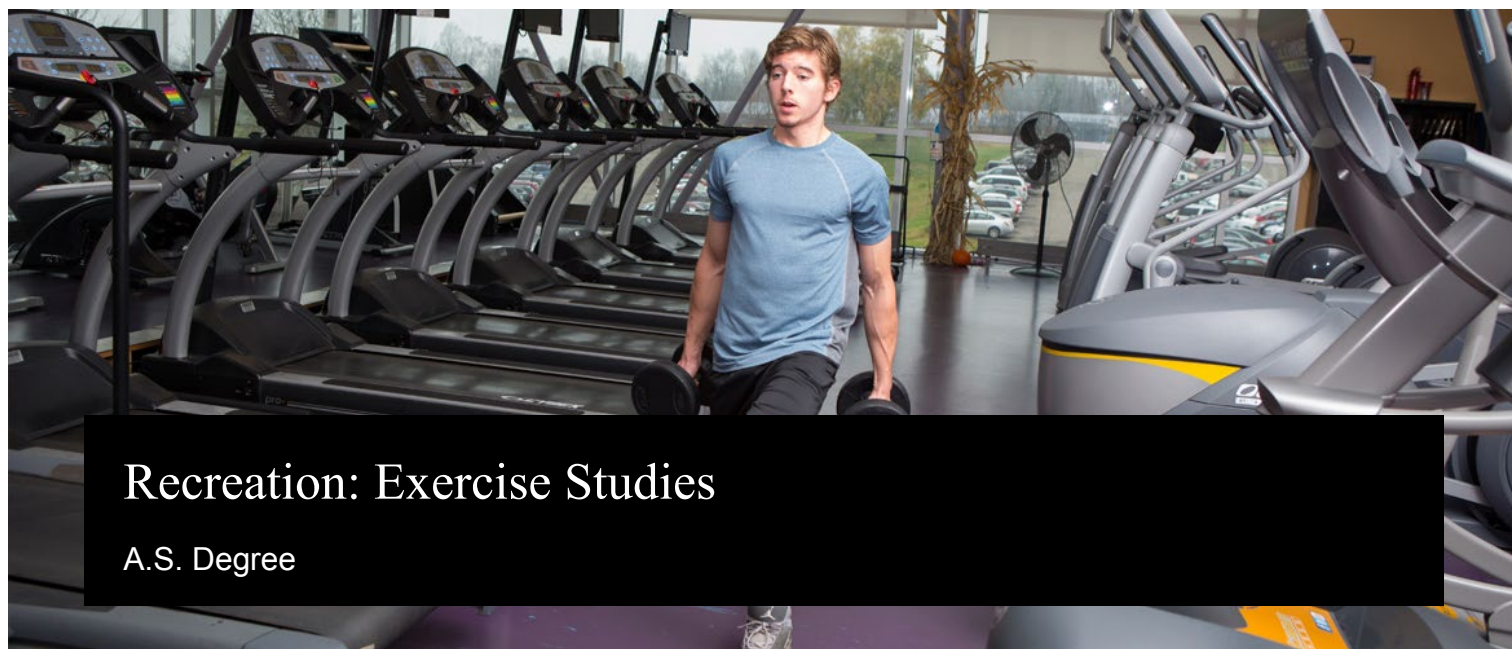
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Recreation: Exercise Studies

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

RECREATION: EXERCISE STUDIES

Physical fitness is a fast-growing, popular and necessary field in America and around the world. The Recreation: Exercise Studies degree program is designed to prepare students for careers in public or private fitness centers, YMCA's, hospitals, and other wellness centers. Students will develop a foundation for fitness assessments, exercise program, aerobics, personal training, recreation leadership skills and knowledge required to be an effective and competent fitness leader, to apply for certification from several different national accredited fitness agencies. Students will graduate with a background in the liberal arts and sciences; they will also be prepared for transfer to a Fitness or Recreation related baccalaureate degree program and to work effectively and safely in the field. Students considering this program should note the intensity of coursework and with all exercise programs, a complete physical exam by a licensed health professional is strongly recommended prior to starting this program.

PROGRAM AT A GLANCE

HEGIS: 5506

A.S. : 63 credits

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CAREERS ON CAREER COACH

Recreation: Exercise Studies graduates are employed at a variety of settings including Curves For Women, the YMCA (Cortland), the YWCA (Cortland), Finger Lakes Fitness (Ithaca), Cortland Fitness Center (Cortland), Littlefield's Personal Training(Ithaca), Anytime Fitness Center (Cortland), , Nautilus Fitness Center (Binghamton), and the YMCA (Johnson City). Local and national opportunities also include Gold's Gym, and Bally's Total Fitness.

[Explore more careers](#) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Exercise Physiologist](#)
- [Recreation and Fitness Studies Teachers](#)
- [Recreation and Fitness Studies Teachers, Postsecondary](#)
- [Physical Therapist Assistants](#)
- [Fitness Trainers and Aerobics Instructors](#)
- [Dietitians and Nutritionists](#)
- [Fitness Trainers and Aerobics Instructors](#)
- [Fitness and Wellness Coordinators](#)

Explore more career options: [A.S.](#)

PROGRAM CHAIR



PATRICK MERCER

Associate Professor, Recreation Leadership/Outdoor Recreation

When I was completing my

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Cornell Fitness Centers
YMCA of Ithaca and Tompkins County

FOR FURTHER INFORMATION

undergraduate degrees in Recreation, Outdoor Management, and Leisure Commercial Management at Lock Haven University, I stumbled across a sign while rock climbing during spring break at Seneca Rocks in WV. It read, "Here ends the Realm of the Hiker..." As an Outdoor Educator and Associate Professor, I heed the message from this sign as I help people overcome their own challenges to experience something greater or more intense in the field of Recreation and Leisure Studies.

- SUNY College at Brockport
- SUNY College at Cortland
- CUNY Brooklyn College
- Ithaca College
- Lock Haven University
- SUNY Morrisville State College

[Read more](#)

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

FITN215 - Aerobic Conditioning

BIOL114 - Essentials of Nutrition

RECR112 - Introduction to Kinesiology

HLTH205 - First Aid and Safety Education

BIOL201 - Human Anatomy and Physiology I

BIOL202 - Human Anatomy and Physiology II

RECR230 - Personal Training and Aerobic Leadership

RECR232 - Exercise Physiology

RECR285 - Recreation Fieldwork

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Recreation: Outdoor Recreation

A.S. Degree

EXPLORE THIS
PROGRAM

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RECREATION: OUTDOOR RECREATION

Outdoor Recreation is a fast-growing and popular field in the U.S. and around the world. For more than a century, the number of people who participate in outdoor recreation and who seek an outdoor experience has steadily increased, as has the number of agencies (private, public, governmental, and nonprofit) offering outdoor recreation programs. This trend is projected to continue in the future. The field of outdoor recreation has developed over this period of time, providing outdoor recreational professionals a body of knowledge, leadership, proper planning, certifications, and respect for the environment through a display of outdoor ethics.

The Outdoor Recreation degree program is designed to provide you with a strong foundation in the liberal arts and sciences. You will also develop a foundation of camp, outdoor education, and outdoor recreation leadership skills and knowledge required to be an effective and competent outdoor

PROGRAM AT A GLANCE

HEGIS: 5506

A.S.: 62 credits

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leader and outdoor educator. Once you complete this program, you will be prepared for transfer to an outdoor-related baccalaureate degree program, and to work effectively and safely in the field.

FIELD EXPERIENCE

Field experience is an exciting and important component of the outdoor recreation program. Beginning with your first year, you will be participating in a team challenge course, and will be encouraged to take several outdoor activity skill classes. As you progress through the program, additional leadership, programming, and outdoor field experiences will be a vital aspect of your study. You also will be given opportunities to plan and lead outdoor experiences for agencies in your community.

CAREERS ON CAREER COACH

While the curriculum of this program is designed primarily for transfer to a bachelor's degree program, it provides skills directly applicable to entry-level positions in the outdoor recreation field.

[Explore more careers](#) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Park Naturalists](#)
- [Fish and Game Wardens](#)
- [Forest and Conservation Workers](#)
- [Foresters](#)

Note: Students in this major also pursued jobs such as, Camp Director, Outdoor Guide, Outdoor Educator, Park Ranger, High Ropes Coordinator, and Nature Center Staff.

Explore more career options: [A.S.](#)

PROGRAM CHAIR

TRANSFER OPTIONS

Outdoor recreation leaders who

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

[Lime Hollow Nature Center](#)

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ADMISSIONS OFFICE



PATRICK MERCER

Associate Professor, Recreation

Leadership/Outdoor Recreation

When I was completing my undergraduate degrees in Recreation, Outdoor Management, and Leisure Commercial Management at Lock Haven University, I stumbled across a sign while rock climbing during spring break at Seneca Rocks in WV. It read, "Here ends the Realm of the Hiker..." As an Outdoor Educator and Associate Professor, I heed the message from this sign as I help people overcome their own challenges to experience something greater or more intense in the field of Recreation and Leisure Studies.

[Read more](#)

have earned a bachelor's or master's degree are more likely to be offered higher-level management positions. Possible transfer options in outdoor-related bachelor degree programs are offered by:

- SUNY College at Cortland
- Green Mountain College
- Ithaca College
- Lock Haven University
- Penn State University

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

FITN216 - Lifeguard Training

RECR274 - Outdoor Recreation Pursuits

RECR220 - Programming in

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**RECR120 - Leadership in
Recreation**

BIOL115 - Field Natural History

**RECR210 - Diversity & Inclusion in
Recreation**

Recreation and Leisure

**RECR260 - Camp Counseling
and Outdoor Education**

**RECR276 - Outdoor
Recreation Field Adventure**

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Recreation: Recreation Leadership

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

RECREATION: RECREATION LEADERSHIP

Recreation and leisure is America's number one economic activity. Leisure time experiences are big business and organized recreation offerings are growing, creating demand for capable recreation leaders and managers to develop and coordinate an array of recreational, cultural, and athletic activities for people to enjoy and improve their quality of life.

The recreation leadership program provides a solid core of liberal arts courses complemented by more specialized courses in leadership, programming, diversity and inclusion, human relations, and recreation management. This combination of theory and applied knowledge plays a vital foundation for further study toward a bachelor's degree. By the time you complete the recreation leadership program, you will have toured community facilities, worked at two different agencies, heard multiple guest

PROGRAM AT A GLANCE

HEGIS: 5506

A.S.: 61 credits

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speakers from your field, interviewed a recreation professional, participated in a team challenge course with classmates, and networked with other recreation leaders.

DEGREE TRACKS:

Through advisement, students accepted in the A.S. in Recreation Leadership degree program will choose one of two career oriented tracks based on their goals, transfer opportunities and community needed.

RECREATION LEADERSHIP TRACK - RECREATION MANAGEMENT:

Students who are interested in the management and business of recreational programming should consider this track. You will take the core recreation courses that will develop leadership and recreational programming skills. You will also be advised to take two electives in the business field such as BUAD103, BUAD204, BUAD208, ACCT101, or ECON120. These electives, along with the core recreation courses will prepare you to be successful Recreation Managers as well as provide you with greater transfer opportunities into a 4 year degree in Recreation Management or Business.

RECREATION LEADERSHIP TRACK - THERAPEUTIC RECREATION

Therapeutic Recreation is one of the fastest growing areas of the Recreation Field. Certified Therapeutic Recreation Specialists (CTRS) work in community centers, assisted living centers, long term care facilities, physical therapy businesses, hospital, drug and alcohol rehabilitation centers, community recreation departments and other agencies where CTRS are in demand. Like all recreation leaders, CTRS provide recreational opportunities for the people they serve. They focus on improving the quality of life for individuals with illnesses, disabilities, and other limitations. If you are in the Therapeutic Recreation track, you will take the core recreation courses such as, Developmental Psychology, Introduction to Therapeutic Recreation and Human Anatomy and Physiology. These course selections will aid you in transferring to a 4 year degree program in Therapeutic Recreation. To be certified as a CTRS, you must complete your Bachelor's degree in Therapeutic Recreation after transfer.

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

City of Cortland Youth Bureau
Cornell Fitness Centers
Kendal at Ithaca
Tompkins County Youth Services Department

FIELD EXPERIENCE

Field experience is an exciting component of the recreation leadership program. Volunteer work provides the opportunity to learn and apply inclusive leadership skills and knowledge in a variety of agencies in Tompkins, Cortland, and Tioga counties. Field experience opportunities, including those at the Town of Dryden Recreation Department, the Dryden After School Program, the Cortland Teen Center, local YMCA's, Ithaca Youth Bureau, and the College's Campus Recreation Department provide hands-on experience developing skills and social networks necessary for your career in recreation.

CAREERS ON CAREER COACH

Recreation leaders develop and manage recreational, cultural, and athletic activities in a variety of settings. These include school districts, corporations, community and municipal facilities, correctional facilities, health care organizations, and private clubs and resorts. Among the fastest growing specialties are tourism, therapeutic, and commercial recreation.

Recreation leaders who have earned a bachelor's or master's degree are more likely to be offered higher-level management positions.

Get more information about recreation careers and salaries through the National Recreation and Park Association's recent [web report](#), or [explore more careers](#) related to all of the Recreation programs.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Physical Therapist Assistants](#)
- [Occupational Therapy Assistants](#)
- [Recreational Therapists](#)
- [Recreation Workers](#)
- [Dietitians and Nutritionists](#)

Note: Students in this major also pursued jobs such as, Camp Director, Community Recreation Director, Youth Leader, Inclusion specialist, Activity Specialist, Scout Executive, and Religious or Military Recreation Program Leader.

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Explore more career options: [A.S.](#)

PROGRAM CHAIR



PATRICK MERCER

Associate Professor, Recreation Leadership/Outdoor Recreation

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[Read more](#)

TRANSFER OPTIONS

The recreation leadership program provides a strong foundation for transfer as a junior to a four-year college. Graduates have transferred to:

- SUNY Cortland
- Ithaca College
- Lock Haven University in PA
- SUNY Brockport
- Penn State University

HIGHLIGHTED COURSES

RECR110 - Introduction to Recreation

HLTH205 - First Aid & Safety Education

RECR120 - Leadership in Recreation

RECR150 - Play Across Cultures

RECR210 - Diversity and Inclusion in Recreation

RECR215 - Recreation & Expressive Arts

RECR220 - Programming in Recreation & Leisure

RECR201 - Introduction to Therapeutic Recreation

BIOL201 - Human Anatomy and Physiology 1

PSYC209 - Abnormal Psychology

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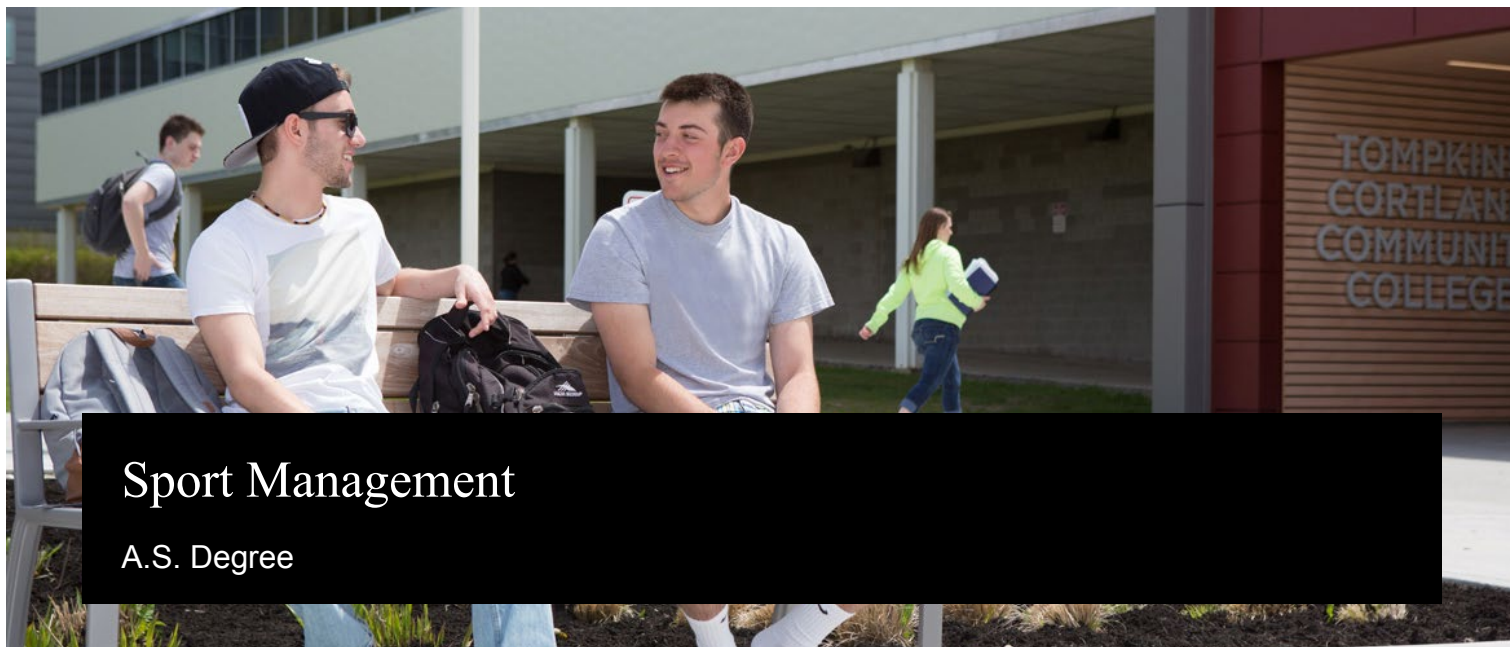
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Sport Management

A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

STUDENT
SHOWCASE

SPORT MANAGEMENT

Sport management is among the faster growing careers. The A.S. degree in sport management provides an overview of the sports industry, with emphasis on business and the liberal arts, sports information, and media relations. The program includes a two-credit practicum involving supervised work experiences in game and event administration. Course work also includes a foundation in accounting, finance, management, marketing, economics, and general education course work in communication, computer applications, history, humanities, mathematics, natural sciences, and the social sciences.

CAREERS ON CAREER COACH

Fast-growing demand nationwide and around the world for trained professionals in the sport management field provides many opportunities for graduates. Public and not-for-profit organizations are building and

PROGRAM AT A GLANCE

HEGIS: 5099

A.S. : 62 credits

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expanding sports facilities, creating new opportunities for people trained in sport management. In particular, demand is very strong for sport management graduates who know how to use digital media equipment, sport event management techniques, and game timing software.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- [Marketing Managers](#)
- [Sales Managers](#)

Explore more career options: [A.S.](#)

PROGRAM CHAIR



TIM MCCABE

Professor, Economics/Business

[Read more](#)

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

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

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HIGHLIGHTED COURSES

- FSS175 - Freshman Seminar in Sport Management**
- SPMT150 - Foundations of Sport Management**
- BUAD204 - Principles of Marketing**
- SPMT190 - Event Practicum I**
- SPMT255 - Sport Event Management**
- SPMT260 - Sport Media Management**
- SPMT195 - Event Practicum II**
- SPMT270 - Sport Facilities/Venue Management**

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Sustainable Farming and Food Systems

A.A.S. Degree

EXPLORE THIS
PROGRAM

DEGREE
REQUIREMENTS

SUSTAINABLE FARMING AND FOOD SYSTEMS

The Sustainable Farming and Food Systems program emphasizes the practical skills it takes to manage a small, diverse farm, while providing students with a broad exposure to the social and ecological considerations of truly sustainable food production and distribution. Students in the program take courses in entrepreneurship, accounting, environmental studies, biology, and unique food systems seminars. They will apply this knowledge on a working farm located on the College's main campus and work closely with food retailers, restaurants, as well as the College Eatery and the College's Coltivare culinary center in downtown Ithaca as part of the College's unique **Farm to Bistro** concept.

PROGRAM AT A GLANCE

HEGIS: 5499

A.A.S.: 60 credits

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CAREERS ON CAREER COACH

This program should have wide appeal to students with diverse career goals. Those wishing to become farmers will gain practical on-farm experience with issues such as spring planning, farm management, pest control, harvesting techniques, and post-harvest handling. Students who wish to work more broadly with community groups in advocacy positions will find courses that emphasize social issues, ecological relationships, and ethical considerations.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Chief Sustainability Officers**
- **Site Managers**
- **Environmental Compliance Inspectors**
- **Energy Auditors**
- **Sustainability Specialists**
- **Environmental Scientists and Specialists**
- **Environmental Restoration Planners**
- **Industrial Ecologists**

Explore more career options: [A.A.S.](#)

PROGRAM CHAIR

TRANSFER OPTIONS

Although this curriculum is not primarily designed for transfer, students may work with their advisor to design a program of

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

*Major: **Accounting***

Graduate of Note



DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Cornell Cooperative Extension of Tioga County



AMANDA BISSON

Assistant Professor, Culinary

Arts

Chef Amanda Bisson joined TC3 in 2017 as an educator in both culinary arts and sustainable farming. With over 10 years' experience in both industries, she offers a wealth of knowledge to students in the Farm to Bistro learning community. Chef Bisson strongly believes in partnerships between chefs and farmers and their capacity to impact community food systems. "Culinary Arts is not just a career; it is a language, a science, an art, and comes with social responsibility to our community" she says.

[Read more](#)

study populated by courses that transfer to programs offered by 4-year institutions. Recent graduates have transferred to the Cornell University College of Agriculture and Life Sciences, Hampshire College, SUNY ESF, Unity College, Binghamton University, and other 4-year colleges.

HIGHLIGHTED COURSES

- | | |
|--|---|
| ENVS110 - Food Systems Seminar I: Intro to the U.S. Food System | ENVS142 - Spring Farming Internship |
| ENVS116 - Soil Science | ENVS202 - Integrated Pest Management |
| ENVS117 - Fall Farming Internship | ENVS203 - Summer Farming Internship |
| ENVS111 - Food Systems Seminar II: Food Movements | |

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ENVS141 - Agroecology

ENVS112 - Food Systems

**Seminar III: Identity, Ethics &
Culture in Food**

**ENVS285 - Sustainable
Farming & Food Systems
Capstone**

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Wine Marketing

A.A.S. Degree, Certificate

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[DEGREE REQUIREMENTS](#)
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WINE MARKETING

A business focused degree program in Wine Marketing has been developed in response to the rapid growth of the wine sector locally, nationally, and internationally. New York State is now the third-largest wine producing state in the U.S., with more than 250 wineries statewide. The industry employs 18,000 workers and annually generates \$3.4 billion for the state economy.

Highlights of the program include:

- Hands-on experience through the College's **Farm to Bistro** concept. Wine Marketing students will get real-world experience pairing wines with meals at Coltivare, the College's downtown Ithaca restaurant and culinary center – supplied with fresh produce from the College's organic farm.

PROGRAM AT A GLANCE

HEGIS:	5010
A.A.S.:	62 credits
Certificate:	25 credits

Wine Marketing

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- 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.



[Visit Campus](#)

OUR STUDENTS AND ALUMNI



NICOLE KNAPP

Hometown: Homer, NY

Major: **Accounting**

Graduate of Note

"Coltivare is where higher education, hospitality, and community converge to provide an enriching environment for learning, sharing, dining and celebrating. It is a wonderful resource that adds significant value to an already highly-enriched city."

– Laura Winter Falk, Wine Marketing Instructor

INTERNSHIP OPPORTUNITIES

Students will gain on-the-job experience through a required internship to be completed during the summer between the first and the second year of the program. The internship experience requires students to work 150 hours during a 10-15 week period and utilize our distance learning format to communicate, answer weekly journal questions, and participate in discussion with the internship instructor.

CAREERS ON CAREER COACH

DEGREE PROGRAM BUSINESS PARTNERS

Area companies that have expressed interest in hiring Tompkins Cortland grads.

Northside Wine and Spirits
Six Mile Creek Vineyard
Triphammer Wines and Spirits

The wine marketing program prepares graduates for careers in wine marketing, sales and promotion, tasting room management, wholesale, retail, e-commerce distribution, public relations, event management, and other hospitality positions. It will give the graduates entry level opportunities on many levels including the vineyards, cellar hands, tasting room, tour guides, marketing, sales and administrative assistants all of which are needed for this rapidly expanding industry.

Select a career below to connect to Career Coach and find information about that career including median salary and job postings.

- **Management Analysts**
- **Public Relations and Fundraising Managers**
- **Market Research Analysts**
- **Food Servers**
- **Food Service Managers**
- **Industrial Production Managers**
- **Sales Representatives**
- **Quality Control Analysts**

Explore more career options: [A.A.S. | Wine Marketing Certificate](#)

PROGRAM CHAIR



SUSAN STAFFORD

Professor, Hotel and Restaurant Management

Sue Stafford brings 30 years of experience in the hospitality industry to her position in the classroom as chair of the Hotel and Restaurant Management, Culinary Arts, and Wine Marketing Degree Programs. She was also instrumental in the

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.

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development of the farm to bistro concept, which features an organic farm on campus that provides fresh produce to the College's downtown Ithaca restaurant and culinary center, Coltivare.

[Read more](#)

HIGHLIGHTED COURSES

Not all of the highlighted courses are required in both the degree and certificate in this program area. Please be sure to check the degree requirements tab for details about the requirements for each or certificate.

[WINE120 - Survey of Wine & Alcoholic Beverages](#)

[HRMG107 - Safe Alcohol Handling](#)

[WINE130 - Grape Growing & Wine Business](#)

[PSED213 - Job Search](#)

[WINE213 - Wine Internship](#)

[WINE200 - Sensory Evaluation for Wine & Food Pairing](#)

[WINE202 - Beverages Studies](#)

[WINE220 - Wine Marketing & Merchandising](#)

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HELP STARTS HERE.

The college search can feel overwhelming, but we're here to help. Have a question about our application process, campus, or academic programs? We're just a call or email away. Our Admissions and Financial Aid Advisors look forward to sharing their enthusiasm for Tompkins Cortland with you and helping you find the program and plan for success that fits best. No two of our students are the same so we pride ourselves on three basic things: Accessibility, Affordability, and Flexibility.



VIRTUAL OPEN HOUSES AND INFO SESSIONS!

You can still see us and get all your questions answered. Meet admissions counselors, reps from financial aid, faculty from our more than 40 programs, and more. Pre-register now.

Open House | Nov. 6

Info sessions and admit days throughout the semester.

Check out our [virtual offerings schedule](#) for Fall 2020.

OUR VIRTUAL OFFICE HOURS

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

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

Room: [Enrollment Services](#)

Call in phone number: 1 646 558 8656

Meeting ID: 972 8846 2300

Password: 608002

Questions: admissions@tompkinscortland.edu

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Room 101

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

READY TO ENROLL?

Apply online or, if you prefer, print the admissions application and mail it in.

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

BE SURE TO...

- Apply for **Financial Aid**.
- Get your **certificate of residence**
- Complete your **immunization requirements**.

INTERESTED IN TAKING JUST ONE CLASS?



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

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

SEE YOU AT WELCOME WEEK!



VISIT OUR CAMPUS FROM HOME, TAKE OUR VIRTUAL TOUR!

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Fall Reopening – COVID Updates



ADVISING

The Office of Student Success and Advisement Services supports you throughout your educational experience at Tompkins Cortland, from enrollment through graduation. We are located in room 101, the Enrollment Services Center, on campus.

Most new students first meet with advisors at their START session. During **START**, you are introduced to a variety of campus resources and begin to learn about academic expectations with the goal of meeting each of our **student learning outcomes** for new students. **Placement Testing** is required for most incoming students. **Testing and Scheduling START** are crucial steps in the new student enrollment process. **New Student Orientation** provides another opportunity for you to learn about campus culture and expectations right before the semester begins.

The Student Success Office continues to meet with part-time students, and also works with you if you fall below the College's **academic standards**. We also offer a variety of **advising resources** to help with your academic planning. Faculty advisors advise all full-time students with interests related to their academic disciplines.

Please feel free to email success@tompkinscortland.edu with questions any time.



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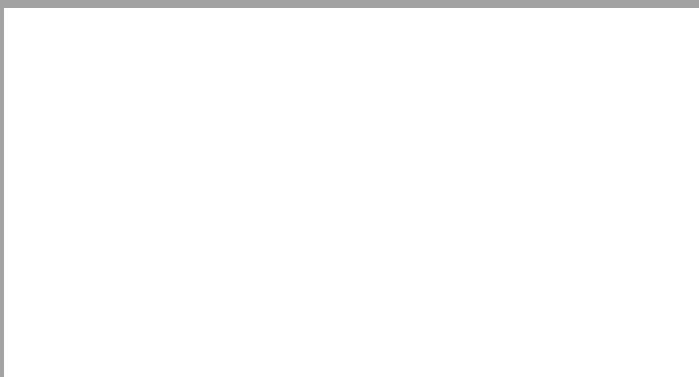
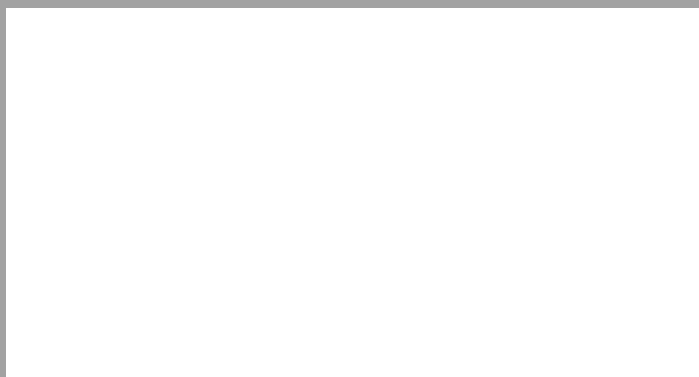
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Second Straight Second Place Finish for Panthers

[Results](#)

More Headlines



October 10, 2020

Second Straight Second P...

Men's Cross Country



October 7, 2020

Play Softball or Basketball...

Women's Basketball



October 3, 2020

Panthers Finish Second at...

Men's Cross Country



September 26, 2020

Panthers Race at Finger L...

Men's Cross Country



September 19, 2020

Panthers Fourth Out of Fiv...

Men's Cross Country



September 12, 2020

Fall Season Starts with T...

Men's Cross Country



Load More

Athlete Of The Week



ELIJAH GRIEP

Cross Country

The Panthers cross country team has finished in second place each of the past two weeks, thanks to great efforts like that of freshman Elijah Griep.

Tompkins Cortland Community College
170 North St., P.O.Box 139, Dryden, NY 13053
1.607.844.8211

PRESTO SPORTS

Fall Reopening – COVID Updates



FINANCIAL AID

Attending college is one of the best investments you will ever make in yourself. Financial aid is available to assist you with educational expenses when your resources do not fully meet college costs. At Tompkins Cortland Community College we are committed to helping you navigate the application process and maximize financial aid awards from all possible sources. Over 90% of students attending Tompkins Cortland Community College receive some form of financial aid such as grants, scholarships, loans, work-study, tuition waivers and veteran educational benefits.

OFFICE OF FINANCIAL AID

aid@tompskinscortland.edu

607.844.6580

Fax: 607.844.6538

Room 101

OUR VIRTUAL OFFICE HOURS

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

9 a.m. – 6 p.m. | Tuesday

ENROLLMENT SERVICES

Room: **Enrollment Services**

Call in phone number: 1 646 558 8656

Meeting ID: 972 8846 2300

Password: 608002

Questions: admissions@tompskinscortland.edu

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

SCHOOL CODES

FAFSA: 006788 | TAP: 2260

GETTING STARTED:

You can start the financial aid application process for federal and New York State aid in three simple steps:

1. Apply for an FSA ID online at <https://fsaid.ed.gov>. The FSA ID serves as your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>.
3. New York State residents should link to the Tuition Assistance Program (TAP) application from the confirmation page of the FAFSA.

Detailed information on the financial aid application process can be found under [Applying for Financial Aid](#).



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TITLE IX

WHAT IS TITLE IX?

Title IX reads, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

BRIEF STATEMENT ON SEXUAL HARASSMENT AND DISCRIMINATION

Tompkins Cortland Community College is committed to maintaining an educational and work environment that is free of any sexual discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a non-discriminatory environment.

TITLE IX COORDINATORS

The College's Title IX coordinators are a resource for support and information. They are, Sharon Clark, Darese Doskal, Carolyn Boone, and Seth Thompson.

CONTENTS

- [Title IX: Overview](#)
- [Title IX: Definitions](#)
- [Title IX: How to Report](#)
- [Title IX: Grievance Policy: 2020 Regulations](#)
- [Title IX: Procedures](#)
- [Title IX: Confidentiality](#)
- [Title IX: Resources](#)
- [Title IX: Awareness and Training](#)
- [Title IX: Sexual Violence Response Policy](#)

DEPARTMENTS

- [Budget and Finance](#)
- [Campus Technology](#)
- [Human Resources](#)
- [Institutional Research](#)



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BIZ

INNOVATIVE SOLUTIONS. DEDICATED SUPPORT. GUARANTEED RESULTS.

BIZ is committed to the development of non-credit professional development programs to help organizations grow their most important resource - human capital. As part of Tompkins Cortland Community College, BIZ offers a wide variety of training programs for individuals seeking to develop skills, as well as for companies seeking customized training solutions in areas as diverse as manufacturing, leadership, technology and more. Since 2010 Biz has served more than 115 organizations and has secured over \$680,000 in grant funding for customized training since 2011.

Relationships with trainers and teachers mean BIZ can find creative, professional solutions for all business and personal training needs. We serve proud to serve manufacturers, small businesses, not-for-profits, educational institutions, and more as we provide the skills and knowledge that drive our area's economy.

INTERESTED IN A BIZ WORKSHOP? OUR 2020 FALL SCHEDULE IS NOW AVAILABLE.

BROWSE OUR OFFERINGS BELOW OR COMPLETE OUR [REGISTRATION FORM](#).

APPRENTICESHIPS



CORPORATE AND COMMUNITY PARTNERSHIPS



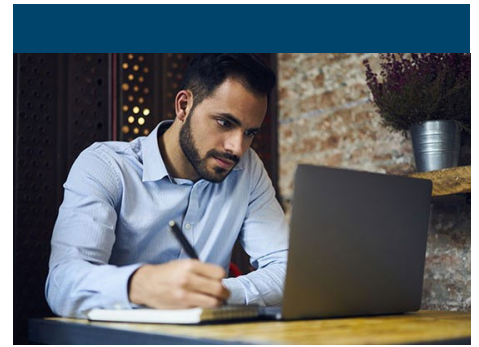
CUSTOMIZED TRAINING



WORKFORCE DEVELOPMENT

MICRO-CREDENTIALS

INSTRUCTOR-LED ONLINE CAREER PATHWAYS



KIDS VIRTUAL STEAM CLASSES



21ST CENTURY SKILLS



LEISURE LEARNING AND MORE



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COLLEGE INFO

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

The College is one of 30 community colleges in the State University of New York, and offers degrees and certificates in more than 40

academic programs including nursing, business administration, criminal justice, chemical dependency counseling, new media, sports management, culinary arts, sustainable farming and food systems, and liberal arts programs, including education and general studies. The College is known for constantly expanding the boundaries of what is possible for a community college: recent innovations include a restaurant, organic-practices farm, and 10-acre solar array powering campus.

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



ENROLL **SAT**
FREE **ACT**
 APPLICATION OPTIONAL

ROLLING
ADMISSIONS




AFFORD **DIRECT COST**
\$17,968
 WITH HOUSING, MEAL PLAN & MISC.


TUITION
\$5,100/year

 **Higher Education Services Corporation**

STUDY **70% FULL TIME**
30% PART TIME
STUDENT PROFESSOR RATIO 15:1
40+ DEGREE PROGRAMS

5 STUDY ABROAD TRIPS to three continents 

LIVE **220-ACRE CAMPUS**



7 RESIDENCE HALLS **2,500 STUDENTS**
 SINGLE BEDROOMS from more than 40 countries

SUCCEED

POPULAR TRANSFER SCHOOLS SUNY Cortland
 Cornell University
 Binghamton University
 Ithaca College

93% OF GRADS WHO WANT WORK FIND IT RIGHT AWAY

PLAY **25+ STUDENT CLUBS**

Baseball | Basketball
 Golf | Men's Lacrosse | Softball
 Soccer | Women's Volleyball
 Cross Country

NJCAA DIVISION III

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COLLEGENOW

2019 EARLY DEGREE GRADUATES



DRYDEN HIGH SCHOOL

ITH

CONTACT US

Phone: 607-844-6503

Text: 607-367-6828

Email: collegenow@tompkinscortland.edu

What is CollegeNow?

Partner Schools

Concurrent Enrollment

CollegeNow Online

Homeschooled Students

Early Degree

On Campus High School Students

Professional Development

EARLY DEGREE

Learn more about our **Early Degree** program to find out what makes these students so unique.

WHO ARE COLLEGENOW STUDENTS?

CollegeNow students are high school students who are ready to earn college credit now! Learn more about how CollegeNow can help you get a head start on college through **concurrent enrollment** courses offered in the high school, **online courses**, or **campus-based courses**. **Homeschooled students** will find a range of credit and non-credit opportunities, including assistance completing their high school equivalency through college credit.

COVID-19 UPDATES FOR CONCURRENT ENROLLMENT COURSES

As we all prepare to re-open our doors this fall, know that Tompkins Cortland and CollegeNow take to heart the meaning of partnership. We pledge to work with you to assure that your students - our students - have a rewarding educational experience and earn college credit wherever possible. To help guide you, we have prepared an **Academic Continuity document** that provides an overview of pertinent policies and expectations for CollegeNow courses; this is based upon the academic continuity guidance provided to our campus faculty. We know there is variation in re-opening plans, but this guidance is applicable to all plans or teaching modalities. Please note that some of the guidance is subject to change, depending on changes imposed or allowed) by the Governor, NYSED, or SUNY.

In light of the pandemic, there is some flexibility to adjust activities and assessments provided that students have the opportunity to demonstrate, and the instructor can measure, their meeting of the course's student learning outcomes. This is an opportunity to focus on the key concepts or skills students must understand or demonstrate, streamlining activities and assignments to what is necessary. For those few courses that have required final exam (per their **master course syllabus**, no exceptions have been granted at this time; we will notify instructors of those courses if alternatives to final exams are approved.

We will continue to support instructors with resources for online teaching, both via this **Google doc** and within the Blackboard organization for each discipline, as well as through our **Faculty Liaisons**. All **library and tutoring services** are available remotely for both instructors and students. The **library's homepage** includes excellent "DIY" guides for research

help and other questions. Instructors may **email a librarian** about conducting a remote research (citation or database) lesson.

Lastly, due to the cancellation of the CollegeNow Conference, we have compiled information on a variety of **alternatives to our conference**. Please complete this **form** to report participation in professional development in lieu of *live* attendance at a TC3 conference or liaison workshop (live attendance/meetings with TC3 or your liaison are tracked in real time without the need for a report from you).

ACCREDITATION

Accredited by the **National Alliance of Concurrent Enrollment Partnerships**

INSTRUCTOR RESOURCES

- **REGISTRATION PROCESS**
- **TEACH A NEW COURSE**
- **FORMS & TIMELINE**
- **CERTIFICATE OF RESIDENCE**
- **LIBRARY SERVICES**
- **USING BLACKBOARD**

STUDENT RESOURCES

- **REGISTRATION PROCESS**
- **STUDENT GUIDELINES**
- **STARTING A COLLEGE TRANSCRIPT**
- **LIBRARY AND TUTORING**
- **STUDY SKILLS**
- **TRANSFERRING YOUR CREDITS**
- **REQUEST A TRANSCRIPT**

Get **STARTED** in high school
FINISH your degree at

**TOMPKINS
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YOUR COMMUNITY



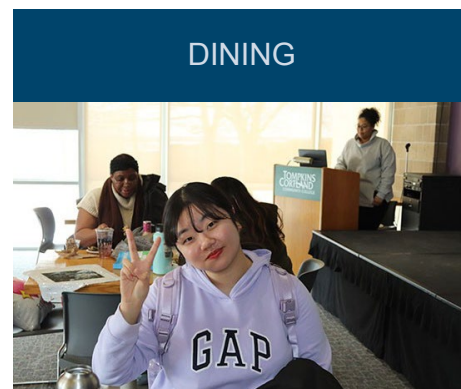
YOUR CAMPUS EXPERIENCE STARTS HERE.

The full college experience extends far beyond the classroom. Whether you live in the residence halls, commute from home, or have traveled from overseas to join us, when you enroll at Tompkins Cortland you become part of our campus community. From the exercise equipment of the Fitness Center to the gaming tables of the Panther Lounge, we encourage you to utilize our facilities and take an active role in student life.

WHAT EXACTLY DOES THAT LOOK LIKE?

- Run for Student Government Association
- Try out for a TC Panthers Division III sports team
- Become a tutor, a mentor, or a resident assistant
- Join some of the 25+ student clubs and organizations on campus
- Travel the world and earn college credit in one of our five study abroad trips (to three continents!)
- Be a leader: Earn membership in Phi Theta Kappa National Honor Society or the National Society of Leadership and Success

The opportunities are endless, but the time will go fast. Take our advice and make the most of it. Our staff are here to support you in your studies, health, safety, and growth – so please reach out and speak up. Your success is our mission.



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FOUNDATION

OUR MISSION:

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

Some of our students are the first in their families to go to college. Some of them take time from their families and jobs. Some of them have lost their careers to change. But they have all made the choice to invent a new future for themselves.

It takes courage to **invent.**

It takes resources to succeed.

That is where you come in.

**DONATE
ONLINE**

A green rectangular button with white text that says "DONATE ONLINE".

A Community Mission

Donors can target specific needs and desires with scholarships that ensure our students succeed.

**Fostering
connections
to the College's
mission**

A photograph of a greenhouse with the text "Fostering connections to the College's mission" overlaid in white. The greenhouse is situated outdoors under a blue sky with clouds.

2019 | FOUNDATION ANNUAL REPORT



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EMPLOYMENT

Job Opportunities at Tompkins Cortland

[Assistant Provost](#)

[Para-Professional Tutor - Writing](#)

FSA Job Opportunities

[Teacher Aide](#)

[Men's Soccer Assistant Coach](#)

[Substitute Teacher](#)

[Graduate Assistant](#)

[Lifeguard](#)

Coltivare Opportunities

[Banquet Bartender](#)

[Banquet Server](#)

[Banquet Supervisor](#)

[Bartender](#)

[Busser/Food Runner](#)

[Dishwasher](#)

[Host/Hostess](#)

[Line Cook](#)

[Server](#)

The TC3 Farm Opportunities

No postings at this time

Tompkins Cortland Community College is a culturally diverse campus with more than two decades of strong partnerships with international colleges and universities and a commitment to preparing our students for citizenship in a global society. Tompkins Cortland Community College is accredited by the Board of Regents of the State of New York and by the Middle States Association of Colleges and Schools and awards associate degrees in career-oriented and liberal arts/sciences programs of study. Enrollment is approximately 3,500 students. Visa sponsorship not available. Women and minorities are

strongly encouraged to apply.

Location: Tompkins Cortland Community College is located in the naturally beautiful and culturally rich Finger Lakes region of upstate New York, near Syracuse, Rochester, Ithaca, and Binghamton. The area is host to many colleges, including Cornell University, as well as excellent healthcare, museums, festivals, and business enterprises.

COLLEGE JOB OPPORTUNITIES

ASSISTANT PROVOST

EMPLOYMENT DATE: RENEWABLE, FULL-TIME, 260 DAYS

JOB DESCRIPTION:

Assist the Provost's Office to continually improve teaching and learning on campus, especially through classroom observations of faculty, intake and handling of student complaints and grade appeals, and review of teaching materials and approaches. The Assistant Provost also supports the Provost's Office the following: review of existing and potential future academic programs, including the budget and assessment review; oversight of the College Teaching Center; grant proposals and submissions; assessment of the Academic Plan; coordination of academic events; coordination of communications and contracts; and open educational resources (OER). Responsible for the supervision of the Faculty Suite Secretaries.

MINIMUM QUALIFICATIONS:

Master's Degree with minimum of five years; experience in instruction and academic research or academic administration.

PREFERRED QUALIFICATIONS:

Doctorate or other terminal degree. Experience with supervision, assessment, strategic planning, grant writing, appropriate software (databases, spreadsheets, etc), and/or budgeting. Community College administrative and/or teaching experience.

EXPECTED HIRING SALARY RANGE:

\$54,602 - \$68,253 - Starting salary will be commensurate with qualifications and experience.

Review of applicants to begin September 15, 2020 and continue until position is filled.

[View full position description \(pdf\).](#)

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

PARA-PROFESSIONAL TUTOR - WRITING

EMPLOYMENT DATE: OCT. 9, 2020, PART-TIME, 12-15 HOURS PER WEEK

JOB DESCRIPTION:

The Baker Center para-professional tutor provides tutorial services to drop-in and online student clientele; cultivates a friendly, caring, creative, and open-minded atmosphere; possesses a positive attitude, respects cultural differences, and believes in each individual's potential; serves as a role model for students and a mentor to peer tutors and helps guide them through the tutor training process; assumes a supervisory role over center functions as needed; dresses and acts as an ambassador for the Baker Center.

In addition, the para-professional tutor works to maintain an awareness of the tutees in the Center and tries to meet the needs of all present. During tutorial sessions, the tutor strives to identify and develop each learner's unique strengths and strives to help the tutees become independent learners.

The para-professional is expected to complete (in a timely manner) all aspects of tutor training, as recommended by their professional mentor. This person can sometimes run training sessions and can create modules for online tutor training. Para-professional tutors participate in special projects or initiatives, help to maintain a clean and orderly appearance in the Center and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Master's Degree with minimum of five years; experience in instruction and academic research or academic administration.

PREFERRED QUALIFICATIONS:

- Minimum of 2 semesters tutoring or teaching experience
- Associate's degree or equivalent (60+ college credits) with a focus on course work in an appropriate discipline.
- Substantive course work in a relevant discipline including, but not limited to, accounting, biology, chemistry, computer science, math, physics, or English/writing.
- Cumulative GPA of 3.0 or higher from current institution of higher education (previous institution if not currently a student).
- One recommendation from a previous employer (in the teaching/tutoring realm).
- Proficiency test (if recommended).

EXPECTED HIRING SALARY:

\$19.05 per hour

Review of applicants to begin Oct. 8, 2020 and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tomkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

FACULTY STUDENT ASSOCIATION (FSA) – JOB OPPORTUNITIES

TEACHER AIDE

EMPLOYMENT DATE: OCTOBER 2020

TERM OF EMPLOYMENT: FULL-TIME, PERMANENT, 10-MONTH

JOB DESCRIPTION:

Responsible for assisting the Head Teacher and other Child Care teachers with the implementation of the classroom program and daily schedule in accordance with policies and philosophy of the FSA Child Care Center and New York State Office of Child and Family Services (NYS OCFS) regulations.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and experience related to caring for children. Demonstrated ability to work cooperatively in a team environment. Current certification in First Aid and CPR required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the date of appointment. The incumbent must maintain valid certification for the duration of employment.

PREFERRED QUALIFICATIONS:

Child Development Associate Credential (CDA).

This position is subject to a criminal background check, NYS OCFS background check and physical are required at the time of appointment.

EXPECTED HIRING SALARY RANGE.

\$12.13 - \$13.63 per hour, rate commensurate with education and experience.

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tomkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

ASSISTANT COACH, MEN'S SOCCER

EMPLOYMENT DATE: JANUARY - JUNE 2021

TERMS OF EMPLOYMENT: TEMPORARY, RENEWABLE

JOB DESCRIPTION:

Responsibilities include assisting the Head Coach with recruiting, development, practices, games and all other facets of the program, maintaining compliance with all NJCAA Division III regulations. Attends all necessary departmental meetings. A demonstrated commitment to high academic standards as well as healthy lifestyles for student athletes is mandatory.

QUALIFICATIONS:

Previous high school or collegiate level coaching experience preferred. Must possess First Aid and CPR certifications within one month of hire and maintain for the duration of employment. A valid driver's license is required for travel. This position is subject to a criminal background check.

HIRING SALARY:

Approximately \$2,162.08/season

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tomkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

SUBSTITUTE TEACHER

EMPLOYMENT DATE: CONTINUOUS RECRUITMENT

TERM OF EMPLOYMENT: PART-TIME, HOURLY

JOB DESCRIPTION:

Responsible for assisting the Head Teacher and other Child Care teachers with the implementation of the classroom program and daily schedule in accordance with policies and philosophy of the FSA Child Care Center.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent and experience related to caring for children. Demonstrated ability to work cooperatively in a team environment. Current certifications in First Aid and CPR required.

PREFERRED QUALIFICATIONS:

Child Development Associate Credential (CDA).

This position is subject to a criminal background check and Statewide Central Register Database check.

EXPECTED HIRING SALARY RANGE.

\$11.80 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

GRADUATE ASSISTANT (2-3 POSITIONS)

EMPLOYMENT DATE: AUGUST 2018

The Graduate Assistant will be actively involved in the department's leadership and co-curricular programming initiatives. This position will assist in the general administration, implementation, marketing, and assessment of the Panther Passport Program, the campus chapter of the National Society for Leadership and Success, the Student Leadership Assistant training, the Student Government Association, and the general operation of student clubs and organizations. This is an ideal opportunity for students wishing to go into the field of Student Affairs or Event Planning as a career choice. Student Activities works in partnership with Residential Life so this position will also provide support for residential programming as needed.

JOB DESCRIPTION AND RESPONSIBILITIES:

In addition to general support for the office, a GA can choose from the following concentrations:

Late Night:

- Assist in the development and execution of Late Night (evening and weekend) programming
- Provide staffing for Late Night events
- Manage a small team of Student Leadership Assistants to support Late Night event programming

Clubs and Organizations:

- Support the Assistant Director with oversight of Student Clubs
- Develop trainings for student leaders that encourage the success of club officers and club programming
- Build and maintain an inventory of materials and resources for student clubs and organizations

Panther Passport Program:

- Assist in the development of personal and professional development workshops for students
- Coordinate presentations from Tompkins Cortland faculty and staff
- Develop creative incentive initiatives & marketing ideas for the Panther Passport Program

National Society of Leadership and Success:

- Serve as co-advisor for the campus chapter
- Recruit, train, and support the Student E-Board of the campus chapter
- Develop and implement Community Service and Leadership programs that fulfill chapter requirements

JOB QUALIFICATIONS:

- Excellent communication skills both oral and written
- Ability to work effectively with diverse student, faculty and staff populations
- Strong organizational abilities and time management skills
- Ability to be creative and innovative
- Demonstrated leadership skills, and self-motivation
- Knowledge and experience with computer software and social media

COMPENSATION:

Room for one semester on the Tompkins Cortland Campus or \$3750 stipend

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tomkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

LIFEGUARD

EMPLOYMENT DATE: CONTINUOUS RECRUITMENT

TERMS: TEMPORARY, 15-20 HOURS/WEEK

JOB DESCRIPTION:

The Lifeguard's primary responsibilities are to provide patron surveillance of the pool area; prevent injuries by minimizing or eliminating hazardous situations or behaviors; and to enforce facility rules and regulations and educate patrons about them. Recognizes and responds effectively to all emergencies.

MINIMUM QUALIFICATIONS:

One year of work experience as a lifeguard, current certifications in Life Guarding, First Aid and CPR for the Professional Rescuer w/ AED required.

This position is subject to a criminal background check and Statewide Central Register Database check.

EXPECTED HIRING SALARY RANGE:

\$13.30 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

COLTIVARE OPPORTUNITIES

Coltivare, the Tompkins Cortland Community College Culinary Center, is a 17,000 square foot space at 235 Cayuga St. in downtown Ithaca. The site contains a 110-seat restaurant, bar, student kitchen lab, wine tasting lab and event space to accommodate up to 200 guests. To learn more about the College and the Farm to Bistro project at the College, visit our [website](#).

BUSSER/FOOD RUNNER

Employment Date: ASAP

Terms: Part-Time

Tompkins Cortland Community College's culinary center, **Coltivare**, houses two academic degree programs: Culinary Arts

and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The Busser/Food Runner at Coltivare works as part of a team providing ideal service for our guests. Responsible for clearing and resetting tables, and delivering food to the appropriate tables as needed. The Busser/Food Runner must adhere to all Coltivare service standards as outlined in the standards of service and order of service. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

No prior experience or training required.

POSITION REQUIREMENTS:

Interested candidates must be willing to work weekends and have a flexible schedule to meet the Center needs. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel food and equipment; reach with hands and arms; talk or hear; and taste and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to oversee service throughout the restaurant (peripheral vision and depth perception).

HIRING SALARY RANGE:

\$11.80 - \$13.00 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

BANQUET SUPERVISOR

Employment Date: ASAP

Terms: Part-time

Review of applicants to begin immediately and continue until position is filled.

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The Banquet Supervisor is responsible for organizing and executing catered events and banquets at Coltivare. This position will report to Catering and Events Manager. Coordinates and executes the details of the Banquet Event Order (BEO) produced by the Catering and Events Manager. Acts as an ambassador of Coltivare and Tompkins Cortland Community College and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree and 5 years related event planning and coordinating experience.

PREFERRED QUALIFICATIONS:

Associate's degree.

HIRING SALARY RANGE:

\$15.00 - 17.00 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and

resume.

AA/EOE

BANQUET BARTENDER

Employment Date: ASAP

Terms: Part-time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The Banquet Bartender at Coltivare works as part of a team providing ideal service for our guests for catered events and banquets. Responsible for providing legendary service to each and every guest during events while mixing and serving beverages in a friendly and efficient manner. Banquet bartenders work under the direction of a manager or banquet supervisor. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma; and one to two years related experience and/or training; or equivalent combination of education and experience. Must have experience that provides evidence that the candidate has a good understanding of the role of the Bartender in providing outstanding customer service; the ability to communicate effectively with others, both orally and in writing; and the ability to exercise mature judgment. NYS alcohol service certification or serve safe alcohol safety certification.

POSITION REQUIREMENTS:

Interested candidates must be willing to work days, nights and weekends and have a flexible schedule to meet the Center needs.

DESIRED QUALIFICATIONS:

Two years' experience preferred.

HIRING SALARY RANGE:

\$12.50 - 15 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

LINE COOK

Employment Date: ASAP

Terms: Part-Time with opportunity for Full-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products as well as prepare and portion food products prior to cooking. Performs other duties in the areas of food and final plate preparation including plating and garnishing of cooked items and preparing appropriate garnishes for all hot menu item plates. The Line Cook is responsible for upholding all of Coltivare's standards and assisting the Management Team in meeting the educational mission of the Center and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

Six months experience in a similar capacity and must be able to demonstrate proper knife skills.

DESIRED QUALIFICATIONS:

Experience with Pantry, Line and Banquets.

POSITION REQUIREMENTS:

Interested candidates must be willing to work weekends, late night and have a flexible schedule to meet the Center needs.

EXPECTED HIRING SALARY RANGE:

\$12 - \$15 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

DISHWASHER

Employment Date: Continuous Recruitment

Terms: Part-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the and Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

Washes and cleans tableware, pots, pans and cooking equipment. Responsible for keeping the dish room and equipment clean and organized following strict sanitary guidelines. Assists in of food preparation under the guidance of Coltivare's culinary staff. The Dishwasher is responsible for upholding all of Coltivare's standards and assisting the Management Team in meeting the educational mission of the Center and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

No previous restaurant experience required. Must be able to work in hot, wet, humid and loud environment for long periods of time.

POSITION REQUIREMENTS:

Interested candidates must be willing to work weekends, late night and have a flexible schedule to meet the Center needs.

EXPECTED HIRING SALARY RANGE:

\$11.80 - \$12.70 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

BARTENDER

Employment Date: ASAP

Terms: Part-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The bartender is responsible for knowing all aspects of working at the bar within Coltivare and knowledgeable of all food and beverage options that are available at Coltivare. The Bartender provides ideal service for our guests including providing excellent service to all guests at the bar and preparing restaurant drink orders in a timely manner. The Bartender must adhere to all state and Coltivare policies concerning the sale and service of alcohol and assume ownership for responsible beverage service consistent with Coltivare service standards. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts

proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma; and one to two years related experience and/or training; or equivalent combination of education and experience. Must have experience that provides evidence that the candidate has a good understanding of the role of the Bartender in providing outstanding customer service; the ability to communicate effectively with others, both orally and in writing; and the ability to exercise mature judgment. NYS alcohol service certification or serve safe alcohol safety certification.

POSITION REQUIREMENTS:

Interested candidates must be willing to work days, nights and weekends and have a flexible schedule to meet the Center needs.

DESIRED QUALIFICATIONS:

Two years' experience preferred.

HIRING SALARY RANGE:

\$7.85 per hour plus gratuity

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tomkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

HOST / HOSTESS

Employment Date: ASAP

Terms: Part-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a

demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the and Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

Works as part of a team providing ideal service for our guests. The host/hostess is most often the first employee a guest sees when entering our restaurant and therefore must greet all guests in a professional, energetic and sincere manner that sets the tone for an ideal experience at Coltivare. Greets and seats guests and assists wait staff as necessary to provide legendary guest satisfaction. Manages the restaurant telephone and assists guests with retail purchases. The host/hostess must adhere to all Coltivare service standards as outlined in the standards of service and order of service. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma and one to three months related experience and/or training. Must have experience that provides evidence that the candidate has a good understanding of the role of the Host in providing outstanding customer service; the ability to communicate effectively with others, both orally and in writing; and the ability to exercise mature judgment.

EXPECTED HIRING SALARY RANGE:

\$11.80 - \$12.70 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkinscortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

SERVER

Employment Date: ASAP

Terms: Full-Time / Part-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The server is responsible for assisting the Management Team by being knowledgeable of all day to day operations as they pertain to the front of the house. Responsible for providing legendary service to each and every guest, every day including taking responsibility for the coordination of all food and beverage service for a station on the floor. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College while ensuring maximum guest satisfaction resulting in overall guest loyalty, student success, staff satisfaction and revenue growth.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma; and one to three months related experience and/or training; or equivalent combination of education and experience. Must have experience that provides evidence that the candidate has a good understanding of the role of the Server in providing outstanding customer service; the ability to communicate effectively with others, both orally and in writing; and the ability to exercise mature judgment.

MINIMUM QUALIFICATIONS:

Two years' experience preferred

EXPECTED HIRING SALARY RANGE:

\$7.85 per hour plus gratuity

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkincortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

BANQUET SERVER

Employment Date: ASAP

Terms: Part-Time

Tompkins Cortland Community College's culinary center, Coltivare, houses two academic degree programs: Culinary Arts and Wine Marketing. These facilities include a public restaurant with 110 seats, event space for up to 200 guests, a demo/wine amphitheater and a Culinary Lab for student and community learning. The culinary center provides opportunities for students to explore and be trained in a wide range of careers in the food and beverage industry. In addition to the Culinary Center in downtown Ithaca, the Farm to Bistro project includes a working organic farm on property adjacent to the College's Dryden campus for students in the Sustainable Farming and Food Systems program. The farm also provides produce for use at Coltivare.

JOB DESCRIPTION:

The Banquet Server at Coltivare works as part of a team providing ideal service for our guests for catered events and banquets. Responsible for providing legendary service to each and every guest during events and the clean-up and breakdown of service after the events. Banquet servers work under the direction of a manager or banquet supervisor. Acts as an ambassador of Coltivare and TC3 and knowledgeable of the culinary arts and sustainable farming degree programs and continuing education programs; acts proactively to cross-market these programs to all guests. Responsible for upholding all of Coltivare's service standards and assisting the Management Team in meeting the educational mission of the TC3 Culinary Center at Coltivare and the College.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma. Must have the ability to communicate effectively with others, both orally and in writing; and the ability to exercise mature judgment.

EXPECTED HIRING SALARY RANGE:

\$11.80 - \$15 per hour

Review of applicants to begin immediately and continue until position is filled.

To apply, send resume and cover letter to the Department of Human Resources at hr@tompkincortland.edu. Note: Subsequent application and additional information will be provided to the candidate upon receipt of cover letter and resume.

AA/EOE

THE TC3 FARM OPPORTUNITIES

The TC3 Farm, located in Dryden, NY, grows approximately 3 acres of organically grown fruits and vegetables. Since 2014, our produce has been distributed to the community through CSA, Farm Stands, Campus Dining, Coltivare and local restaurants. The Farm strives to create a fun, yet efficient and challenging work environment. The Farm is an integral part of an multi-faceted operation that supports the academic programs of Tompkins Cortland Community College by growing, marketing, and distributing organic produce and providing a hands-on learning lab environment for students.

NO POSTINGS AT THIS TIME.

ACADEMICS

ADMISSIONS

ADVISING

ATHLETICS

FINANCIAL AID

INTERNATIONAL

LIBRARY

STUDENT LIFE

TITLE IX

BIZ

BOOKSTORE

COLLEGE INFO

COLLEGENOW

FOUNDATION

JOBS

STAFF DIRECTORY

LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

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CALL US AT:

**1.888.567.8211–
1.607.844.8211**



MAPS AND LOCATIONS

Directions to Campus and Extension Center Locations

MAIN CAMPUS, DRYDEN

Tompkins Cortland Community College

170 North St, P.O. Box 139

Dryden, NY 13053

1.888.567.8211 – 1.607.844.8211

Hours of Operation

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

Locate with Google Maps.



Tompkins Cortland Community College
170 North St., P.O. Box 136, Dryden, NY 13833
1.607.844.8211 | tompkinscortland.edu

First Floor Map



[Download the First Floor Main Building Map](#)

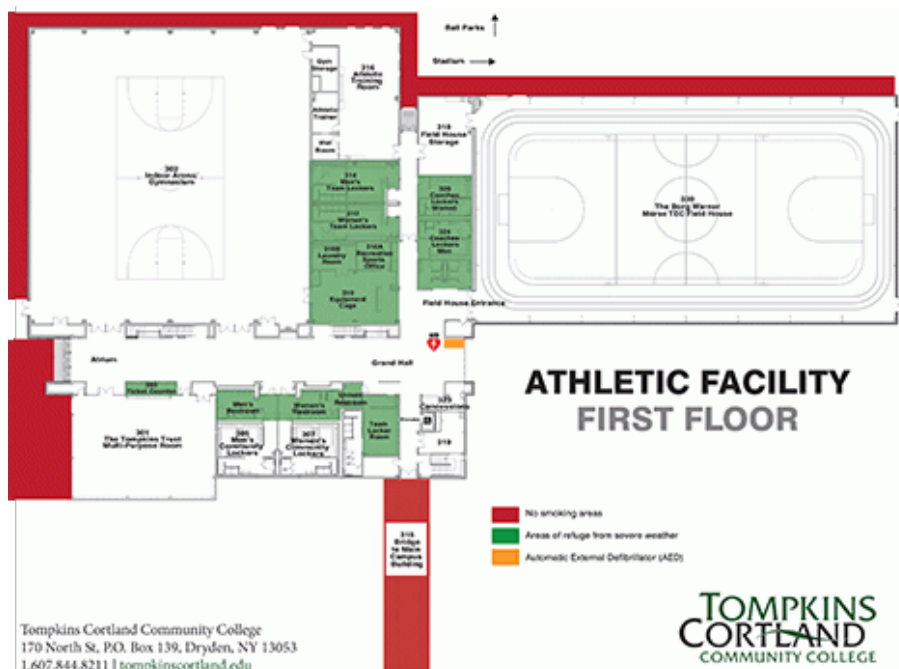


Tompkins Cortland Community College
170 North St., P.O. Box 136, Dryden, NY 13833
1.607.844.8211 | tompkinscortland.edu

Second Floor Map



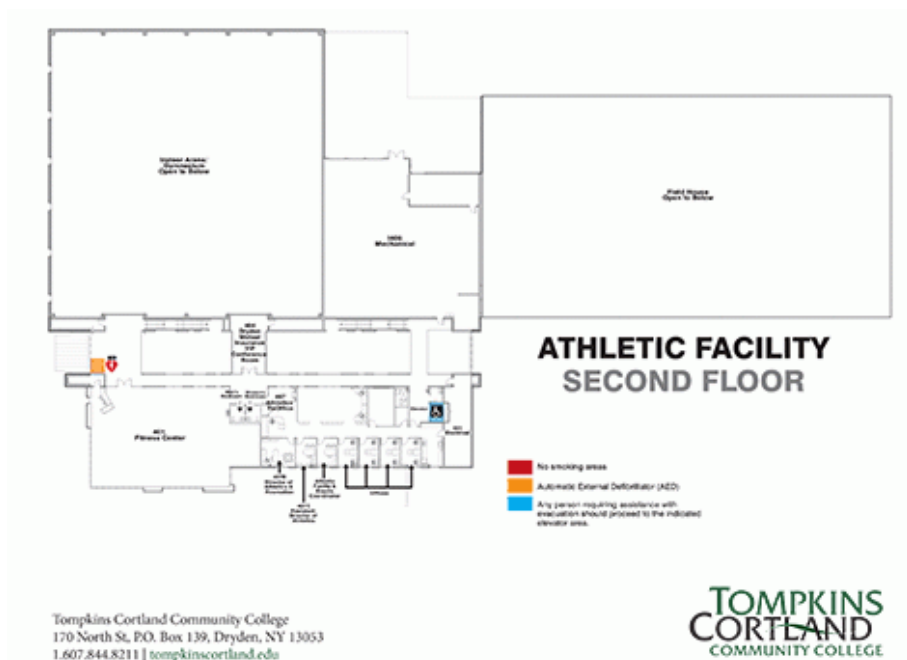
[Download the second floor building map](#)



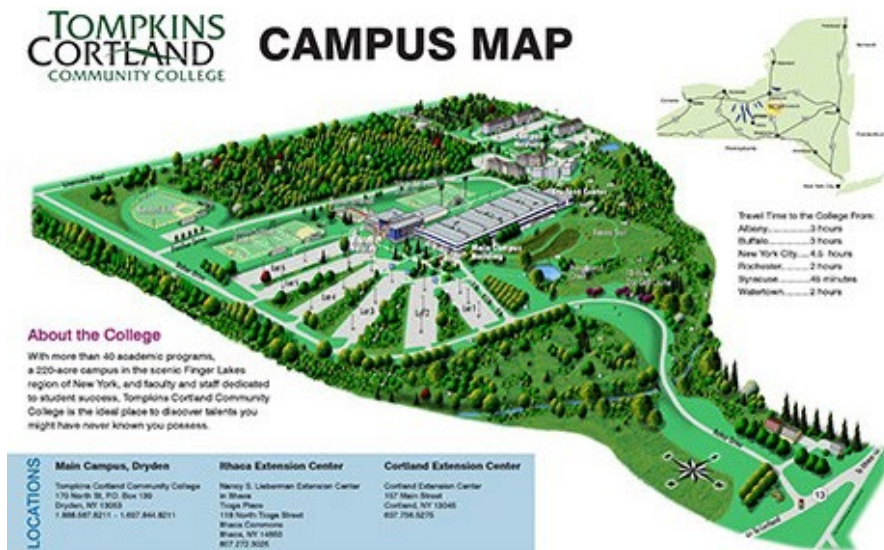
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Download the first floor athletic facility map



Download the second floor athletic facility map



Download Campus Map

CORTLAND EXTENSION CENTER

Cortland Extension Center
157 Main Street
Cortland, NY 13045

607.756.5275

Hours of Operation

The Cortland Extension Center is located in downtown Cortland fewer than two blocks south of the intersection of Main Street and Tompkins Street. [Locate](#) with Google Maps.

ITHACA EXTENSION CENTER

Nancy S. Lieberman Extension Center in Ithaca

Tioga Place

118 North Tioga Street

Ithaca Commons

Ithaca, NY 14850

607.272.3025

Hours of Operation

The Ithaca Extension Center is situated in downtown Ithaca on The Commons. [Locate](#) with Google Maps.

Directions from the Seneca Street Parking Garage to Tioga Place.

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

Directions from the Green Street Parking Garage to Tioga Place.

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

COLTIVARE

Classrooms for culinary and related courses.

235 S. Cayuga St.

Ithaca, NY 14850

Coltivare is a restaurant and culinary teaching center located in downtown Ithaca south of the public library, across the street from Hotel Ithaca. [Locate](#) with Google Maps.

ACADEMICS

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INTERNATIONAL

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BOOKSTORE

COLLEGE INFO

COLLEGENOW

FOUNDATION

LOCATION:

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Community College

170 North St., P.O. Box

139

Dryden, New York 13053

Campus/extension centers

FIND US ON:

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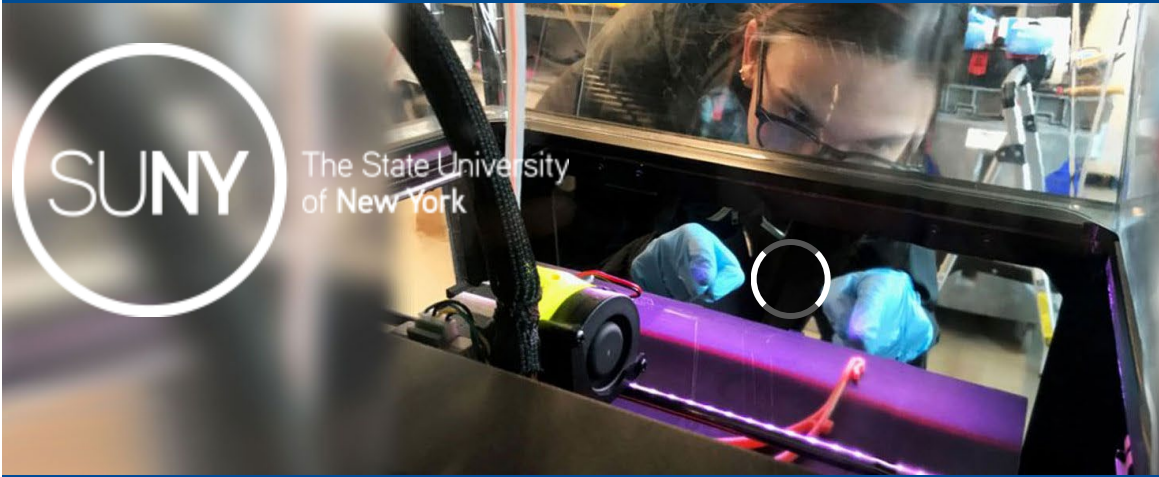
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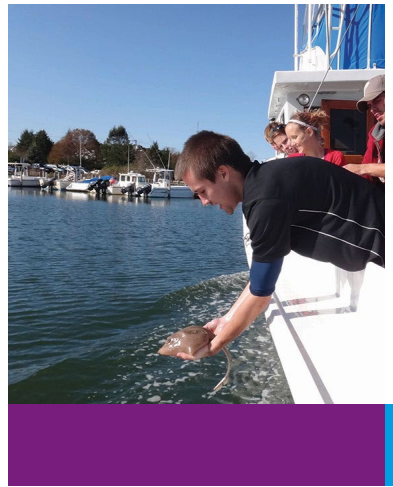
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500
online
degrees
to choose
from



\$1.6 Billion
annual
research
expenditure



New programs and services across the system are helping meet the mental health needs of our students.



Download the new COVID Alert NY app to get alerts and help protect your community while maintaining your privacy.



Searches are taking place to attract a highly qualified and diverse pool of candidates to be the future leaders of SUNY schools.

SUNY By the Numbers

96,000
Degrees granted
every year

\$26.8B Annual economic
impact to New York
State

64
Campuses

\$1.6 Billion
Total annual research
expenditure

1,781,000
graduates in NY
workforce

4,352
Undergraduate
majors

500+
Online majors

750+
Athletic
teams

1,500
Patents

SUNY News

October 15, 2020

SUNY Chancellor Malatras Announces Dennis Craig as New Acting President to Lead SUNY Oneonta

Oneonta, NY – State University of

October 12, 2020

Chancellor Malatras Kicks Off Statewide SUNY Prepare Innovation and Internship Program with SUNY Poly Interim President Wang

October 7, 2020

Chancellor Malatras and Binghamton University President Stenger Announce Precautionary Pause on All In-Person Classes and Activities in Response to

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Fall Reopening – COVID Updates

ACADEMIC REGULATIONS

TRANSFER CREDIT POLICY

Transfer courses are evaluated individually. Credits for all courses passed with a letter grade of C or higher at regionally accredited institutions and recorded on official transcripts will be evaluated and may be accepted for applicability to specific Tompkins Cortland degree or certificate requirements. College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country.

Grades and credits earned at another institution are not calculated into a student's grade point average at Tompkins Cortland.

OFFICIAL TRANSCRIPTS

Official transcripts bear the College seal and must be received by the addressee in a sealed envelope. You may request that an official copy of your permanent academic record be sent directly to the college or agency designated.

All requests for transcripts must be made in writing as required by law, through the College's website, by letter, or on the form provided by an enrollment services specialist. Anyone who has not paid his or her financial obligations to the college will not receive transcripts from Tompkins Cortland Community College.

Because of the large volume of transcripts, the College requires at least two business days to send out transcripts requested online. Written requests may take 4-5 business days to process.

CHANGE OF PROGRAM

You may change your curriculum if you find that your abilities and interests are better suited to another program of study. Such a change should be discussed with your academic advisor or a counselor.

A change of program form must be filed in the office of student success and advisement services, at which point you will be assigned a new advisor. Students who change their curriculum will be bound by the current graduation requirements at the time of the program change.

WAIVERS AND SUBSTITUTIONS

Under special circumstances, program requirements may be waived or other courses substituted for a requirement by completing a waiver request form available in the enrollment services center. New York State Department regulations, such as the minimum number of credits required for graduation and the required number of Liberal Arts and Science credits, may not be waived.

Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for you to meet a graduation requirement or when you need to meet a specific requirement of a four-year college to which you intend to transfer.

The waiver form should normally be approved before you enroll in a substitute course. The approval process is initiated by your academic advisor, reviewed by the appropriate department chairperson, and finally acted upon by the Provost and Vice President of Academic Affairs. It should be noted that waivers are never automatic.

Waiver of any particular course does not reduce the credit requirements for graduation. Any student requesting a substitution (waiver) for a course that has a minimum grade of C or C- must meet this requirement for the course being substituted.

CREDIT/CONTACT HOURS

Following State University of New York (SUNY) regulations, Tompkins Cortland has adopted the following definitions and practices regarding credit and required contact hours.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

I. LECTURE, SEMINAR, QUIZ, DISCUSSION, RECITATION

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

II. ACTIVITY SUPERVISED AS A GROUP (LABORATORY, FIELD TRIP, PRACTICUM, WORKSHOP, GROUP STUDIO)

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

III. SUPERVISED INDIVIDUAL ACTIVITY (INDEPENDENT STUDY, INDIVIDUAL STUDIO, TUTORIAL)

a) One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

b) Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.”

Credit/Contact Hour Source: SUNY Policy

Document Number: 1305

Effective Date: June 30, 1976

DIRECTED STUDY COURSE SECTION

Directed Study is an independent study instructional format for a section of a regular course required for a student's program of study that is not available in a particular semester. The material covered in such courses is the same as what is covered in the traditional course. The directed study option is used only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that only instructors who normally teach the course will be responsible for a directed study course. Regular tuition and fees will be charged for each directed study credit. Approval of the Provost is required.

INDEPENDENT STUDY COURSES

Independent Study is intended to expand a student's learning experience beyond the normal program curriculum. It provides the student with an opportunity to pursue/ research a subject in more depth, and in a more independent manner than would be possible in a traditional course. A supervising Tompkins Cortland faculty member and the student cooperatively design a written contract equivalent to college-level study within a specific discipline. Each hour of credit should reflect a minimum of 45 hours of work. Approval of the Provost is required.

GRADUATION

APPLICATION FOR DEGREE

A student must be matriculated into a degree program and file an application for degree in order to graduate. The application form, available through myINFO, must be submitted by the deadline dates. Records will be reviewed and the student will be notified by the Academic Records Office regarding degree status. A student who applies for a degree but who does not meet all of the requirements must reapply during the semester prior to when they will meet the requirements. In order for applications to be accepted, the student must be matriculated in a degree program.

GRADUATION REQUIREMENTS

All students who are degree candidates must meet these general requirements for graduation.

Satisfactory completion of all courses prescribed in the curriculum to which the student has been accepted/matriculated.

A minimum of 15 academic credits in residency successfully completed at Tompkins Cortland Community College. (These credits must be exclusive of experiential learning or proficiency credits.)

A cumulative grade point average of 2.0 or higher.

Up to three fitness credits may be applied toward unrestricted elective requirements in any degree program.

Students must submit a final high school transcript documenting graduation or a high school equivalency diploma (GED) prior to receiving their degree.

Settlement of all financial or other obligations to the College.

GRADUATION WITH HONORS

To qualify for honors recognition at graduation, the student must have completed at least 30 hours at Tompkins Cortland Community College. Honors will be awarded when students meet the following requirements:

Honor GPA = 3.20 - 3.49

High Honor GPA = 3.50 - 3.79

Highest Honor GPA = 3.80 - 4.00

MULTIPLE DEGREES

Consistent with the policy of the NYS Department of Education, you can earn more than one degree or certificate at Tompkins Cortland Community College, with some conditions.

All required courses must be successfully completed for each degree or certificate program.

A minimum of 15 academic credits beyond those required for the first degree must be completed at Tompkins Cortland Community College. Any courses applied to previously earned degrees cannot be counted as part of these additional 15 credits.

If the degrees are to be awarded simultaneously, the student should submit a separate application for graduation for each degree and the \$20 fee.

If the degrees are not to be awarded simultaneously and enrollment is uninterrupted, the student should submit an application for graduation for the first degree. Then, at the beginning of the next semester after the degree has been awarded, a program change form must be filed with the Office of Student Success and Advisement Services changing from the first degree program to the second degree program. A second application for graduation must also be submitted. There is an additional matriculation fee of \$20.

If the degrees are not to be awarded simultaneously and enrollment is interrupted, then the student should reapply for admission to the college and indicate the second degree program on the application form. A second application for graduation must also be filed along with the \$20 fee.

NOTE

Multiple degrees will only be awarded for individual degree programs. A student may not receive an additional degree in a degree's concentration, sequence, or option.

RELIGIOUS HOLIDAYS

New York State Education Law section 224-A mandates that the college, like all educational institutions, ensures students the opportunity to observe religious holidays without penalty. Students are required to notify faculty of their impending absence at least one class session in advance so arrangements can be made for making up assignments.

GUIDELINES FOR RESEARCH INVOLVING HUMAN SUBJECTS

The College guidelines for research involving human subjects recognize that the primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or staff person, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments. The full written policy is available in the president's office. Students wishing to conduct surveys or other research must obtain approval from appropriate college staff. More information is available through the [Office of Institutional Research](#).

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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Fall Reopening – COVID Updates



ACADEMIC STANDARDS

MAINTENANCE OF ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice. Continuance in college thus implies a dual responsibility on the part of the institution and the student. Through its instructional program, supplemented by academic advising and other available support, the College provides students the opportunity to maintain a satisfactory level of achievement. However, unless the student maintains minimum scholastic requirements, the College will intervene with actions deemed appropriate in the best interest of the College and the student.

MINIMUM STANDARDS OF ACADEMIC PERFORMANCE

The requirements stated below represent the minimum academic performance expected at Tompkins Cortland Community College. Students' academic progress will be evaluated with respect to both GPA and Earned/Attempted Ratio Standards at the end of each Fall and Spring semester in order to determine their current academic standing.

Effective Fall 2019

GPA Credits	Minimum Grade Point Average (GPA)
12 - 20	1.6
21 - 29	1.8
30 or more	2.0

GPA credits are assigned for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), W (Withdrawal), WP (Withdraw Passing), MW (Immunization Withdrawal), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

EARNED/ATTEMPTED RATIO STANDARDS

Attempted Credits	Earned Credits
0-11	0 credits
12 or more	50%

In calculating the ratio of earned to attempted credits, all courses will be included. Unlike the GPA standard, the earned/attempted ratio also includes developmental courses (those with numbers below 100, such as ENGL098 and MATH095). Also, in calculating the ratio of earned/attempted credits, the following will be included: P (Pass), AW (Administrative Withdrawal), MW (Immunization Withdrawal), W (Withdrawal), and WP (Withdraw Passing).

ACADEMIC WARNING

Students who fail to earn a 2.0 GPA in the most recent semester but who have a cumulative record that meets minimum academic standards will be issued an Academic Warning and strongly advised to consult with their academic advisor and develop a plan to avoid more severe academic consequences. Academic Warning is not noted on the student's transcript.

ACADEMIC PROBATION

Students who fail to achieve minimum academic standards will be placed on academic probation for the next semester in which they are enrolled. Students on Academic Probation must complete several steps prior to the beginning of the next semester of enrollment including completion of an online student success survey and working with an advisor to develop a plan to be more successful. The notation "Probation" will be placed on the student's transcript.

It is the student's responsibility to ensure that the required steps are completed before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

REPEAT ACADEMIC PROBATION

Students whose overall GPA and/or earned/attempted ratio is still below the minimum standard but who have shown "significant progress" by earning at least a 2.0 GPA and successfully completing at least 50 percent of attempted credits in their current semester, will be granted another semester on probation. All courses will be considered in the calculations, whether college-level or developmental. The notation "Repeat Probation" will be placed on the student's transcript. The student must again complete several required steps with a student success advisor before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

ACADEMIC SUSPENSION

Students who fail to meet minimum academic standards for two consecutive semesters and who do not meet the requirements for Repeat Probation will be suspended for the period of one semester, including any intervening summer and winter sessions. If already registered for courses in the following semester, they will be de-registered. The notation "Suspension" will be placed on the student's transcript.

Students who are academically suspended for a second or subsequent time will be suspended for a full academic year including summer and winter sessions. The notation "Repeat Suspension" will be placed on the student's transcript.

COMMITTEE ON ACADEMIC STATUS

Students who have been academically suspended may request from the Committee on Academic Status permission to enroll while suspended. Procedures and requirements for the request can be obtained from the Office of the Provost. Students are strongly encouraged to appear in person before the committee to present their request, but are not required to do so. If the request is approved, the student will be allowed to enroll pursuant to the conditions determined by the Committee. The decision of the committee is final. Failure to comply with the enrollment conditions may cause the student to be removed from classes and permission to attend revoked.

Students on Repeat Suspension may file a request to enroll only for the second semester of the suspension period.

REINSTATEMENT AFTER FIRST ACADEMIC SUSPENSION

During the first semester of enrollment following suspension must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

REINSTATEMENT AFTER REPEAT SUSPENSION

Students who have been placed on Repeat Suspension will be suspended for a full academic year including summer and winter sessions. To return to the College, students must reapply for admission.

During the first semester of enrollment following Repeat Suspension, students must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

RECALCULATION POLICY

The Recalculation Policy provides students with a one-time opportunity to discount coursework from their cumulative grade point average or their earned/attempted ratio. Its purpose is to help students meet the 2.0 GPA requirements for graduation.

ELIGIBILITY

To be eligible for a recalculation, students must meet ALL of the following criteria:

Student has not previously been granted a recalculation, GPA recalculation, or internal transfer. Student's cumulative GPA or earned/attempted ratio has been below the minimum standard for the two most recent semesters.

Student has changed his/her academic program. Only grades for courses that are not required in the new (current) program

will be discounted. Grades of F and WF will automatically be discounted; grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP must be requested for discount.

PROCEDURE TO DISCOUNT

Each student must complete a recalculation petition. Grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP requested for discount, must be specified on the petition.

The student must submit and discuss the petition with staff in the Student Success and Advisement Services office. Signature of the petition by Student Success and Advisement Services, attests that the student and course work are eligible for discount. Final review and a decision are made by the Dean of Instruction. Recalculation petitions will be processed on an ongoing basis.

Upon approval, the Academic Records Office will discount the grades for the approved course work from the student's academic record.

The recalculation may only be granted once. Student will lose credits toward graduation for the discounted grades of D-, D, and D+. All course work and grades will remain on the student's academic transcript. Transfer schools may recalculate the student's GPA and not discount any course work. This recalculation is void for honors determination.

DEAN'S LIST

At the end of each semester, the provost recognizes students who have demonstrated high academic achievement by naming them to the dean's list. These students must have completed at least 12 GPA credit hours in residence during the semester, or in the case of part-time students, have completed a block of 12 GPA credit hours (e.g. 12, 24, 36, etc.). The student must be matriculated in a program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete will not immediately be eligible for the dean's list, but may petition the provost for consideration after the successful completion of the course. Only courses providing college credit will be included in the calculation of the grade point average.

PRESIDENT'S CITATION

This award will be granted only once to students who are matriculated in a program of study, have completed at least 30 GPA credit hours in residence, and have earned an overall grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete grade will not immediately be eligible for the president's citation, but may petition the provost and the president for consideration after the successful completion of the incomplete grade. Only courses providing college credit will be included in the calculation of the grade point average.

HONOR SOCIETY

A chapter of Phi Theta Kappa (PTK), the only international honor society for American community colleges, was established at the College in 1977. The Alpha Gamma Nu chapter has among its goals the promotion of scholarship, the development of leadership, and the cultivation of fellowship among students. Members of the chapter are involved in many projects, including serving in an advisory capacity to the Office of Academic Affairs regarding academic programs. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have maintained a cumulative average of at least 3.5 and have completed 15 or more GPA credit hours. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

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Accounting, A.A.S.				Fall 2020	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100				
	<input type="checkbox"/> MATH 090 – Pre-Algebra	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ACCT 101	Principles of Accounting I	4	C		
BUAD 106	Foundations of Business	3			
CAPS Elective		1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Total Credits		13			
SPRING					
ACCT 102	Principles of Accounting II	4	C		
ACCT 120	Accounting on Microcomputers	3	C		
ENGL 101	Academic Writing II	3			
Humanities Elective		3			
MATH Elective		3			
Total Credits		16			
SECOND YEAR					
FALL					
ACCT 203	Intermediate Accounting I	4	C		
ACCT 207	Income Taxation	4	C		
BUAD 201	Business Law I	3			
ECON Elective		3			
Science Elective		3			
Total Credits		17			
SPRING					
ACCT 204	Intermediate Accounting II	4	C		
ACCT 205	Cost Accounting	4	C		
BUAD 203	Business Communications	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Total Credits		14			
Minimum Credits Required for Graduation: 60					
A "C" or better grade is required in ENGL 100 and each of the major courses: ACCT 101, 102, 120, 203, 204, 205, and 207.					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
Notes:					

Accounting, A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I ¹	3	C		
MATH 120 OR MATH 138 OR MATH 201	College Algebra OR Pre-Calculus Mathematics OR Calculus I	4			
SUNY GEN ED Restricted Elective ²		3			
Total Credits		17			

SPRING

ACCT 102	Principles of Accounting II	4	C		
ENGL 101	Academic Writing II	3			
SUNY GEN ED Lab Science Elective		3			
SUNY GEN ED Restricted Elective ²		3			
Unrestricted Elective		3			
Total Credits		16			

SECOND YEAR

FALL

BUAD 201	Business Law I	3	C		
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD, OR Liberal Arts Elective		3	C		
Total Credits		15			

SPRING

BUAD 202	Business Law II	3	C		
ECON 121	Principles of Macroeconomics	3			
ENGL 201	Public Speaking	3			
ACCT, BUAD, OR Liberal Arts Elective		3	C		
Unrestricted Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 63

A "C" or better grade is required in ENGL 100, and in all ACCT and BUAD courses.

¹ A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED Elective. The course should be selected in consultation with the student's advisor.

² Select two courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

Notes:

Accounting, Certificate

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL 100 – Academic Writing I <input type="checkbox"/> ENGL 101 – Academic Writing II	<input type="checkbox"/> MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
ACCT 101	Principles of Accounting I	4	C		
ACCT 102	Principles of Accounting II	4	C		
ACCT 203	Intermediate Accounting I	4	C		
ACCT 204	Intermediate Accounting II	4	C		
Restricted Accounting Electives Choose 2 of the following: ACCT 120 Accounting on Microcomputers ACCT 205 Cost Accounting ACCT 207 Income Taxation		7	C		
ACCT OR BUAD OR ECON Elective		3			
ACCT OR BUAD OR ECON Elective		3			

Minimum Credits Required for Graduation: 29

Note: While ENGL 100 and ENGL 101 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

A "C" or better grade is required in all ACCT courses.

Notes:

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BIOT 101	Introduction to Biotechnology	1			
Restricted CAPS Elective ¹		1			
DRAF 107 OR DRAF 117	Engineering Graphics OR Architectural Drafting I	2			
ENGL 100 ²	Academic Writing I	3	C		
Restricted Lab Science Elective ³		3			
Mathematics Elective : MATH 122 or higher		3			
Social Science Elective ⁴		3			
Total Credits		16			

SPRING

Restricted CAPS Elective ¹		1			
Restricted CAPS Elective ¹		1			
ENGL 101	Academic Writing II	3			
Restricted Lab Science Elective ³		3			
Technical Elective ⁵		3			
Technical Elective ⁵		3			
Total Credits		14			

SECOND YEAR

FALL

ENGL 103	Report Writing	3			
MATH 200	Statistics	3			
Technical Elective ⁵		3			
Technical Elective ⁵		3			
Technical Elective ⁵		3			
Total Credits		15			

SPRING

ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENVS 102	Technology & Environment	3			
Restricted Humanities Elective ⁶		3			
Technical Elective ⁵		3			
Technical Elective ⁵		3			
Total Credits		15			

Minimum Credits Required for Graduation: 60

¹ Select three credits total from CAPS 111, 121, 123, 131, 133, 141, 152, 153, 154, WD 157.
² A student exempted from ENGL 100 must substitute a three-credit liberal arts elective, which should be selected in consultation with the student's advisor.
³ Lab Science Elective: Choose from BIOL, CHEM, ENVS 101, GEOL, METR, or PHSC.
⁴ Social Science Elective: Select in consultation with student's advisor.
⁵ Technical Electives: Select from BIOL, CHEM, CIS, CONT, CSCI, ELEC, ENSC, ENVS (except ENVS 105, 107, 108), MATH (138 or higher), or PHSC. Choose courses appropriate to career goals in consultation with advisor.
⁶ Restricted Humanities Elective: Select from ART 101, ART 102, ENGL 102, ENGL 200, ENGL 233, ENGL/SOCE 258, ENVS 105, MUSI 101, PHIL 101, PHIL 201, and all Foreign Language courses. **Foreign Language recommended.**

Biology, A.S.			Fall 2020		
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR		<input type="checkbox"/> MATH 090 - Pre-Algebra		
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100		<input type="checkbox"/> MATH 095 - Beginning Algebra		
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills		<input type="checkbox"/> MATH 120 - College Algebra		
	<input type="checkbox"/> BIOL 101 – Principles of Biology I		<input type="checkbox"/> CHEM 101 – Principles of Chemistry I		
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					

FALL					
BIOL 104	General Biology I	4	C		
CHEM 107	General Chemistry I	4			
ENGL 100	Academic Writing I ¹	3	C		
BIOT 101 OR FSS 138	Intro to Biotechnology OR Freshman Seminar – Math/Science	1			
CAPS 121 OR CAPS 123	Intro to Spreadsheets OR Advanced Spreadsheets	1			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		16			
SPRING					
BIOL 105	General Biology II	4	C		
CHEM 108	General Chemistry II	4			
ENGL 101	Academic Writing II	3			
MATH 138	Precalculus Mathematics	4			
Total Credits		15			
SECOND YEAR					
FALL					
CHEM 205	Organic Chemistry I	4			
BIOL 205 AND 206 OR BIOL 211	General Genetics and Molecular Genetic Techniques OR Ecology	4			
MATH 200 OR MATH 201	Statistics OR Calculus I	3			
Restricted Elective ²		3			
Total Credits		14			
SPRING					
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SUNY GEN ED Humanities Elective		3			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Restricted Elective ³		3			
Restricted Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60					
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.					
² Select from BIOL 201; BIOL 202; BIOL 205 and 206; BIOL 211; BIOL 216; BIOL 220 and 221; BIOT 295; CHEM 206; MATH 200; MATH 201; MATH 202; PHSC 211; PHSC 212; PSYC 103; or SOCI 101. Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution.					
³ Select two courses from two of the following categories: 4–American History; 5–Western Civilization; 6–Other World Civilizations; 8–The Arts; or 9–Foreign Language.					
Notes:					

Biotechnology, Certificate

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- | | |
|---|--|
| <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR | <input type="checkbox"/> MATH 090 - Pre-Algebra |
| <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 | <input type="checkbox"/> MATH 095 - Beginning Algebra OR |
| <input type="checkbox"/> ENGL 100 – Academic Writing I | <input type="checkbox"/> MATH 098 – Quantitative Literacy |
| <input type="checkbox"/> ENGL 101 – Academic Writing II | <input type="checkbox"/> RDNG 116 - College Reading and Study Skills |

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FALL					
BIOL 101 OR BIOL 104	Principles of Biology OR General Biology I	3	C		
BIOL 206	Molecular Genetic Techniques	1			
BIOT 101 OR FSS 138	Introduction to Biotechnology OR Freshman Seminar-Math & Sciences	1			
CHEM 101 OR CHEM 107	Principles of Chemistry I OR General Chemistry I	4			
MATH Elective: MATH 120 or higher		3			
Total Credits		12			
SPRING					
BIOL 112 OR BIOL 216	Essentials of Medical Microbiology OR General Microbiology	3	C		
BIOL 221	Cell Culture Techniques	1			
BIOT 295	Biotechnology Seminar	3			
CAPS 121 OR CAPS 123	Introduction to Spreadsheets OR Advanced Spreadsheets	1			
CHEM 102 OR CHEM 108	Principles of Chemistry II OR General Chemistry II	4			
Total Credits		12			

Minimum Credits Required for Graduation: 24

Note: While ENGL 100 and ENGL 101, *Academic Writing I and II*, INTD 095 *Integrated Developmental Reading/Writing*, RDNG 116 *College Reading and Study Skills*, and either MATH 090 *Pre-algebra*, MATH 095 *Beginning Algebra*, or MATH 098 *Quantitative Literacy* are not required for the certificate, they may be prerequisites for one or more of the program courses.

Notes:

Broadcast Production - Radio Concentration, A.A.S.

Fall 2020

Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 – Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
COMM 100	Creating Online Media	3	C		
COMM 101	Mass Media	3	C		
COMM 110	Aesthetics/Techniques of Video & Film Editing	1	C		
COMM 127	Audio Production I	3	C		
COMM 135	Recording Technology I	3	C		
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar- Communication & Media Arts	1			
Total Credits		17			
SPRING					
COMM 105	Careers in Audio/Music	1			
COMM 227	Audio Production II	3	C		
COMM 235	Recording Technology II	3	C		
ENGL 101	Academic Writing II	3			
MATH Elective		3			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
Total Credits		16			
SECOND YEAR					
FALL					
COMM 170	Broadcast Copywriting	3	C		
COMM 230	Broadcast Communication Skills	3	C		
ENGL 201	Public Speaking	3			
Humanities Elective		3			
Restricted Program Elective**		3			
Total Credits		15			
SPRING					
COMM 160	Media Writing	3	C		
COMM 225	Communication Law & Ethics	3			
COMM 262	Portfolio Preparation - Communication	1	C		
Lab Science Elective		3			
Restricted Program Elective**		3			
Total Credits		13			
Minimum Credits Required for Graduation: 61					
A "C" or better grade is required in ENGL 100 and all Communication (COMM) courses, EXCEPT COMM 225.					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
** Restricted Program Electives (two courses): Select from Liberal Arts, Business, or Communication areas. Program advisor approval is required. ENGL 237 is recommended for students who wish to develop strengths in print and/or online writing.					

Business Administration, A.A.S.

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

BUAD 106	Foundations of Business	3	C		
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Humanities Elective		3			
MATH Elective		3			
Total Credits		15			

SPRING

ACCT 101	Principles of Accounting I	4			
BUAD 204	Principles of Marketing	3	C		
BUAD 208	Principles of Management	3	C		
ENGL 101	Academic Writing II	3			
BUAD Elective**		3	C		
Total Credits		16			

SECOND YEAR

FALL

ACCT 102	Principles of Accounting II	4			
BUAD 201	Business Law I	3	C		
BUAD 203	Business Communications	3	C		
ECON 120	Principles of Microeconomics	3			
BUAD Elective**		3	C		
Total Credits		16			

SPRING

BUAD 290	Strategic Management	3	C		
BUAD Elective**		3	C		
BUAD Elective**		3	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Science Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62

A "C" or better grade is required in ENGL 100 and all Business Administration (BUAD) courses.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

** SOCE 205 Organizational Behavior may be taken for one of the BUAD Electives.

Notes:

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Business Administration, A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ACCT 101	Principles of Accounting I	4			
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
MATH 120, 138, OR 201		4			
SUNY GEN ED Restricted Elective**		3			
Total Credits		17			
SPRING					
ACCT 102	Principles of Accounting II	4			
BUAD 111	International Business	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Restricted Elective**		3			
Unrestricted Elective		3			
Total Credits		16			
SECOND YEAR					
FALL					
BUAD 201	Business Law I	3			
ECON 120	Principles of Microeconomics	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
ACCT, BUAD OR Liberal Arts Elective***		3			
Total Credits		15			
SPRING					
ECON 121	Principles of Macroeconomics	3			
ENGL 201	Public Speaking	3			
ACCT, BUAD OR Liberal Arts Elective***		3			
ACCT, BUAD OR Liberal Arts Elective***		3			
SUNY GEN ED Lab Science Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 63

* A student exempted from ENGL 100 must substitute a three credit SUNY GEN ED elective. The course should be selected in consultation with the student's advisor.

** Select courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

*** Based on transfer plans, a student may want to select a SUNY GEN ED approved course for one of these requirements in order to completely satisfy SUNY GEN ED requirements for a baccalaureate degree.

Notes:

Fall Reopening – COVID Updates



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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LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

FIND US ON:

CALL US AT:

1.888.567.8211–

1.607.844.8211

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Contact the webmaster for website or accessibility issues

Fall Reopening – COVID Updates



CAREER SERVICES

Career Services is located in room 101. We are a part of Student Success: Advising, Career, and Transfer Services Office. We are a team of professional advisors, career professionals, and peer career coaches. Whether it's helping you determine your academic major, your future career path, or editing your resume and assisting you with your job search, we are here to help you!

VISIT US FOR:

- Career Exploration
- Creating and Editing your resume
- Searching for Jobs and Internships
- Practicing your interview skills
- Taking a Career Assessment

IN THIS SECTION:

- [Schedule Appointment](#)
- [Guides and Templates](#)
- [Career Exploration](#)
- [Employment Websites](#)
- [For Employers](#)

APPOINTMENTS

Current students and alumni can make individual appointments to fit their schedule. You can schedule an appointment for 30 minutes or up to 1 hour with an advisor, career professional, and/or a peer career coach.

SCHEDULING

Virtual Walk-In Wednesdays: 9 a.m. - 2 p.m. **Meet** with an online career professional for real time answers to your questions.

Phone and Online Video Chat Appointments: To schedule an appointment **sign into Starfish**, choose a career professional you'd like to work with, and sign up on their schedule.

CAREER TEAM MEMBERS HERE TO ASSIST YOU:

Hal Brown

Coordinator of Career Development
Professional and Student Success Advisor

Email: hfb@tompkinscortland.edu

[Schedule an Appointment](#)

Christine Matos

Student Success Advisor
Peer Career Coach Advisor

Email: cm110@tompkinscortland.edu

[Schedule an Appointment](#)

Call Us: Our office phone number is 607.844.8222 Ext. 4521. Leave a message and we'll get back to you as soon as possible.

PEER CAREER COACHES



Peer CAREER coaches are trained students who can assist you with identifying career goals, creating resumes and cover letters, as well as helping with job and internship search strategies.

Peer Career Coach walk-in hours: Monday - Thursday from 11 a.m. - 4 p.m.

CAREER CENTER RESOURCES

You are invited to use our office resources! We have:

- Computer Work Stations

- Resume, Interview, and Cover Letter Guides
- Resume Templates
- List of Job Search Websites
- Peer Career Coaches, Career and Transfer Advisors

ACADEMICS

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ADVISING

ATHLETICS

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COLLEGE INFO

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LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

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locations

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New York](#)

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1.607.844.8211

Chemical Dependency Counseling, A.A.S.

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra
		<input type="checkbox"/> MATH 098 - Quantitative Literacy

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			
Unrestricted Elective		3			
Total Credits		15			

SPRING

CDSC 101	Intro to Chem. Dependency Counseling	4	C		
ENGL 101	Academic Writing II	3			
PSYC 209	Abnormal Psychology	3			
SOCI 101	Introduction to Sociology	3			
MATH Elective ²		3			
Total Credits		16			

SECOND YEAR

FALL

CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
ENGL 102	Approaches to Literature	3			
PSYC 207 OR PSYC 208	Adolescent Psychology OR Adult Psychology	3			
Restricted BIOL Elective ³		3			
Total Credits		16			

SPRING

CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 225	Counseling Families & Significant Others: Theory & Practice	3	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication ⁴	3			
Liberal Arts Elective ⁵		3			
Unrestricted Elective		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62

NOTE: A C or better grade is required in ENGL 100, HLTH 207 and 208, and all CDSC courses.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² MATH 200 is recommended for students planning to transfer.

³ Restricted BIOL Elective: Choose from BIOL 100, 101, or 114. Students planning to transfer should select BIOL 101.

⁴ Students planning to transfer should choose ENGL 201.

⁵ Liberal Arts Elective: Students planning to transfer should select BIOL 102.

Notes

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Chemical Dependency Counseling, Certificate

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
		<input type="checkbox"/> MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
CDSC 101	Intro. to Chem. Dependency Counseling	4	C		
CDSC 201	Counseling Individuals: Theory & Practice	3	C		
CDSC 210	Group Counseling: Theory & Practice	3	C		
CDSC 225	Counseling Families & Significant Others: Theory and Practice	3	C		
CDSC 232	Chemical Dependency Counseling Field Work	4	C		
HLTH 207	Drug Studies	3	C		
HLTH 208	Alcohol and Alcoholism	3	C		
PSYC 103	Introduction to Psychology	3			

Minimum Credits Required for Graduation: 26

Note: While ENGL 100 and ENGL 101, Academic Writing I and II, are not required courses for this certificate, they may be prerequisites for one or more of the program courses.

Note: A C or better grade is required in HLTH 207 and HLTH 208 and all CDSC courses.

Communication & Media Arts, A.S. - Broadcast Journalism				Fall 2020	
Student's Name:			Advisor's Name:		
A student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> MATH 090 - Pre-Algebra			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 095 - Beginning Algebra			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> MATH 120 - College Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
COMM 100	Creating Online Media	3	C		
COMM 101	Mass Media	3	C		
COMM 120	Broadcast Operations	3	C		
COMM 127	Audio Production I	3	C		
ENGL 100	Academic Writing I*	3	C		
FSS 160	Freshman Seminar - Communication & Media Arts	1			
Total Credits		16			
SPRING					
COMM 140	Introduction to Field Production	3	C		
COMM 160	Media Writing	3	C		
COMM 225	Communication Law & Ethics	3			
ENGL 101	Academic Writing II	3			
ENGL 237	Journalism	3	C		
IRM 101	Research Strategies	1			
Total Credits		16			
SECOND YEAR					
FALL					
ANTH 202	Cultural Anthropology	3			
ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Lab Science Elective		3			
Total Credits		15			
SPRING					
COMM 262	Portfolio Preparation – Communication	1	C		
ENGL 201	Public Speaking	3			
HSTY 101, 102, 201 OR 202		3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Elective		3			
SUNY GEN ED Restricted The Arts Elective**		3			
Total Credits		16			
Minimum Credits Required for Graduation: 63					
A "C" or better grade is required in ENGL 100 and all Communication (COMM) courses, EXCEPT COMM 225.					
* A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor.					
** Select from: ART 101, ART 102, ART 111, ENGL 200, or MUSI 101.					
Notes:					

Computer Information Systems, A.A.S.	Fall 2020
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Student's Name:	Advisor's Name:
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- | | | |
|--|--|--|
| Student may need to take the following courses: | <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 | <input type="checkbox"/> RDNG 116 - College Reading and Study Skills
<input type="checkbox"/> MATH 090 - Pre-Algebra
<input type="checkbox"/> MATH 095 - Beginning Algebra |
|--|--|--|

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR					
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FALL					
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BUAD 106	Foundations of Business	3			
CAPS 121	Introduction To Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CAPS 152	Web Page Design	1			
CIS 108 OR CSCI 160	Introduction To Comp. Info. Systems OR Computer Science I	3			
ENGL 100	Academic Writing I*	3	C		
SUNY GEN ED Social Sciences Elective		3			

Total Credits	15
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SPRING					
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CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CIS 132	Network Design	3			
CIS 213	Programming in C++	3			
CIS 214	Systems Analysis & Design	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Mathematics Elective: MATH 120 or higher		3			

Total Credits	17
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SECOND YEAR					
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FALL					
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CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CIS 223	Programming in C++ Advanced Topics	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SUNY GEN ED Natural Sciences Elective		3			

Total Credits	15
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SPRING					
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BUAD 203	Business Communications	3			
CIS 225 OR CSCI 165	JAVA OR Computer Science II	3			
CIS 227	Web Programming & Design	3			
CIS 230	Computer Information Systems Internship	3			
Restricted Humanities Elective**		3			

Total Credits	15
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Minimum Credits Required for Graduation: 62

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

** Select from ART 101, ART 102, ENGL 102, ENGL 103, ENGL 200, ENGL 233, ENVS 105, MUSI 101, PHIL 101, PHIL 201, and all Foreign Language courses.

Computer Science, A.S. Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CAPS 131	Introduction to Databases	1			
CAPS 152	Web Page Design	1			
CSCI 160 OR CIS 108	Computer Science I OR Introduction to Computer Information Systems	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 138	Precalculus Mathematics ²	4	C		
MATH 200	Statistics	3			

Total Credits **15**

SPRING

CSCI 165	Computer Science II	3			
ENGL 101	Academic Writing II	3			
MATH 216	Discrete Mathematics	4			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Social Sciences Elective		3			

Total Credits **16**

SECOND YEAR

FALL

CIS 220	Database Concepts	3			
CSCI 205	Computer Science III - Data Structures	3			
ENGL 102	Approaches to Literature	3			
MATH 201	Calculus I	4	C		
SUNY GEN ED Lab Science Elective		3			

Total Credits **16**

SPRING

CSCI 210	Computer Architecture and Organization	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
MATH 202	Calculus II	4			
Lab Science Elective		3			
SUNY GEN ED Restricted Elective ³		3			

Total Credits **16**

Minimum Credits Required for Graduation: 63

¹ A student exempted from ENGL 100 must substitute a three credit SUNY GEN ED elective. The course should be selected in consultation with the student's advisor.

² MATH course placement depends on student background. If exempted from MATH 138, the student must complete another course which should be selected in consultation with his/her advisor.

³ Select from approved courses for two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

Note: A "C" or better grade is required in ENGL 100, MATH 138, and MATH 201.

Computer Science, A.S. – Engineering

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> MATH 090 - Pre-Algebra
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 095 - Beginning Algebra
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 138 - Pre-Calculus Mathematics

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CAPS 131	Introduction to Databases	1			
CSCI 160 OR CIS 108	Computer Science I OR Introduction to Computer Info Systems	3			
ENGL 100	Academic Writing I*	3	C		
MATH 200	Statistics	3			
MATH 201	Calculus I	4	C		

Total Credits 14

SPRING

CSCI 165	Computer Science II	3			
ENGL 101	Academic Writing II	3			
MATH 216	Discrete Mathematics	4			
MATH 202	Calculus II	4	C		
PHSC 211	Physics I (Mechanics and Heat)	4			

Total Credits 18

SECOND YEAR

FALL

CIS 220	Database Concepts	3			
CSCI 205	Computer Science III - Data Structures	3			
ENGL 102	Approaches to Literature	3			
MATH 203	Calculus III	4			
PHSC 212	Physics II (Electricity & Magnetism)	4			

Total Credits 17

SPRING

CSCI 210	Computer Architecture & Organization	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SUNY GEN ED Restricted Elective**		3			
SUNY GEN ED Restricted Elective**		3			
SUNY GEN ED Social Sciences Elective		3			

Total Credits 15

Minimum Credits Required for Graduation: 64

* A student exempted from ENGL 100 should substitute MATH 206 Differential Equations. (A "C" or better grade in MATH 203, or a "B" or better grade in MATH 202 is a prerequisite for MATH 206.)

** Select from approved courses for two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

A "C" or better grade is required in ENGL 100, MATH 201, and MATH 202.

NOTES:

Computer Support Specialist, A.A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 123	Advanced Spreadsheets	1			
CIS 108 OR CSCI 160	Intro to Computer Info. Systems OR Computer Science I	3			
CSS 112	Hardware Repair & Maintenance	3			
ENGL 100	Academic Writing I*	3	C		
Mathematics Elective**		3			
Total Credits		15			
SPRING					
BUAD 106	Foundations of Business	3			
CAPS 131	Introduction to Databases	1			
CAPS 133	Advanced Databases	1			
CAPS 152	Web Page Design	1			
CIS 132	Network Design	3			
CIS 214	Systems Analysis and Design	3			
ENGL 101	Academic Writing II	3			
Total Credits		15			
SECOND YEAR					
FALL					
BUAD 203	Business Communications	3			
CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
CSS 212	Help Desk and User Support	3			
ENGL 103	Report Writing	3			
Total Credits		15			
SPRING					
CSS 240	Computer Support Specialist Internship	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Humanities Elective**		3			
Natural Sciences Elective**		3			
Social Sciences Elective **		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
** An approved SUNY GEN ED course is recommended.					
Notes:					

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CONT 107	Construction Materials	3			
DRAF 117	Architectural Drafting I	3			
ENGL 100	Academic Writing I ¹	3	C		
ENVS 102	Technology and the Environment	3			
Social Sciences Elective		3			

Total Credits **15**

SPRING

CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CONT 115	Construction Estimating & Planning	2			
DRAF 118	Architectural Drafting II	3			
ENGL 101	Academic Writing II	3			
MATH 122	Technical Mathematics ²	3			

Restricted Elective(s): ACCT 101, ENVS 101, MATH 138, MATH 200 **OR** 3 additional CAPS electives 3

Total Credits **17**

SECOND YEAR

FALL

BUAD 103 OR BUAD 201	Entrepreneurship I OR Business Law I	3			
CONT 202	Surveying	3			
ENGL 103	Report Writing	3			
Lab Science Elective		3			
Unrestricted Elective		3			

Total Credits **15**

SPRING

CONT 208	Construction Management and Regulation	3			
CONT 210	Structural Design	4			
CONT 216	Materials Testing	2			
ENGL 201	Public Speaking	3			

Humanities Elective (ENVS 105 recommended) 3

Total Credits **15**

Semester Credits Required for Graduation: 62

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. This course should be selected in consultation with the student's advisor.

² 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.

Notes:

Construction and Environmental Technology, Certificate

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 122 - Technical Mathematics
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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Required Courses:

CONT 107	Construction Materials	3			
CONT 115	Construction Estimating & Planning	2			
CONT 202	Surveying	3			
CONT 208	Construction Management & Regulation	3			
CONT 210	Structural Design	4			
CONT 216	Materials Testing	2			
DRAF 117	Architectural Drafting I	3			
DRAF 118	Architectural Drafting II	3			
ENVS 102	Technology and the Environment	3			

Restricted Elective(s):

ACCT 101 OR MATH 138 OR MATH 200 OR Three CAPS Electives	Select from: Principles of Accounting I OR Pre-calculus Mathematics OR Statistics OR Three CAPS Electives	3			
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Minimum Credits Required for Graduation: 29

Note: While ENGL 100 and ENGL 101, Academic Writing I and II, RDNG 116, College Reading and Study Skills, and MATH 120, College Algebra, or MATH 122, Technical Mathematics, are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

Notes:

Creative Writing, A.A. - Prose, Poetry, and Drama Concentration			Fall 2020			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T=Transfer	Semester Completed	
FIRST YEAR						
FALL						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 227	Fundamentals of Creative Writing	3				
ENGL 261	Visiting Writer Series	1				
SUNY GEN ED Restricted Elective ²		3				
SUNY GEN ED Social Sciences Elective		3				
Unrestricted Elective		3				
Total Credits		16				
SPRING						
ENGL 101	Academic Writing II *	3				
ENGL 258	Creative Nonfiction Writing	3				
ENGL 262	Poetry Writing	3				
SUNY GEN ED Restricted Elective ²		3				
SUNY GEN ED Math Elective		3				
Total Credits		15				
SECOND YEAR						
FALL						
ENGL 102	Approaches to Literature	3				
ENGL 229	Introduction to Poetry	3				
ENGL 256	Playwriting	3				
SUNY GEN ED Lab Science Elective		3				
Liberal Arts Elective		3				
Total Credits		15				
SPRING						
ENGL 108 OR ENGL 275	Literary Performance & the Spoken Word OR Getting Published: Prose & Poetry	1				
ENGL 201	Public Speaking	3				
ENGL 212	Fiction Writing	3				
ENGL 215	Short Fiction	3				
Liberal Arts Elective		3				
Unrestricted Elective		3				
Total Credits		16				
Minimum Credits Required for Graduation: 62						
* Creative Writing majors may concurrently enroll in ENGL 101 and ENGL 102.						
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
² Choose two courses from two different areas: 4) American History; 5) Western Civilization; 6) Other World Civilizations; or 9) Foreign Language in consultation with your advisor and in accordance with degree requirements at the intended transfer institution.						
Notes:						

Creative Writing, A.A. - Screenwriting Concentration

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
ENGL 135 OR ENGL 261	Short Narrative Film Writing OR Visiting Writer Series	1			
Liberal Arts Elective		3			
SUNY GEN ED Mathematics Elective		3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective ²		3			
Total Credits		16			

SPRING

ENGL 101	Academic Writing II ³	3			
ENGL 102	Approaches to Literature ³	3			
ENGL 200	Screenwriting	3			
ENGL 233	Film Analysis	3			
SUNY GEN ED Science Elective ⁴		3			
Total Credits		15			

SECOND YEAR

FALL

ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENGL 216	Advanced Screenwriting	3			
ENGL 256 Playwriting or ENGL Elective		3			
ENGL 274	Marketing the Screenplay	1			
SUNY GEN ED Foreign Language Sequence Elective ⁵		3			
Unrestricted Elective ⁶		3			
Total Credits		16			

SPRING

ENGL 237 OR ENGL 258	Journalism OR Creative Nonfiction	3			
ENGL 255	Writing Television Drama & Comedy	3			
SUNY GEN ED Foreign Language Sequence Elective ⁵		3			
SUNY GEN ED Restricted Elective ⁷		3			
Unrestricted Elective ⁶		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62

¹ A C or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Unrestricted Elective: ENGL 227, ART 111, ART 233, or other ART course, COMM 115, COMM 140 or other COMM course, or MUSI course recommended. Per New Media Department approval, Creative Writing-Screenwriting majors do not need ART 110 or 111 or 117 or 120 prerequisite prior to enrolling in ART 233.

³ ENGL 101 & 102: Creative Writing majors may enroll concurrently in ENGL 101 and ENGL 102.

⁴ SUNY GEN ED Science Elective: A lab science is recommended. Students should review science requirements at intended transfer institution.

⁵ Foreign Language Electives: SUNY GEN ED Foreign Language Sequences: ARAB 101 & 102; CHIN 101 & 102; FREN 101 & 102; FREN 201 & 202; GERM 101 & 102; ITAL 101 & 102; RUSN 101 & 102; SPAN 101 & 102; or SPAN 201 & 202.

⁶ Unrestricted Elective: Students interested in studying abroad should take ENGL 134 *Transformative Travel Writing*. The associated Learning Community course will fulfill the fourth semester Unrestricted Elective requirement.

⁷ SUNY GEN ED Restricted Elective: Choose from: 4) American History; 5) Western Civilization; or 6) Other World Civilizations. The course should be selected in consultation with student's advisor and in accordance with degree requirements at intended transfer institution.

Notes:

Creative Writing, Certificate - Prose and Poetry Concentration

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 – Academic Writing I	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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First Semester

ENGL 101	Academic Writing II ¹	3			
ENGL 102	Approaches to Literature ¹	3			
ENGL 227	Fundamentals of Creative Writing	3			
ENGL 261	Visiting Writer Series	1			
Restricted Elective ²		1			
Unrestricted Elective		3			
Total Credits		14			

Second Semester

ENGL 201	Public Speaking	3			
ENGL 215	Short Fiction	3			
ENGL 229	Introduction to Poetry	3			
ENGL 212 OR ENGL 258 OR ENGL 262	Fiction Writing OR Creative Nonfiction Writing OR Poetry Writing	3			
Restricted Elective ²		1			
Unrestricted Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 30

Note: While INTD 095, ENGL 100, RDNG 116, and MATH 090 are not required courses for the certificate, they may be prerequisites for one or more of the program courses.

¹ Creative Writing majors have permission to concurrently enroll in ENGL 101 and ENGL 102. ENGL 100, if required, must be completed with a minimum grade of C before enrolling in ENGL 101.

² Select from ENGL 108, 260, 271, OR ENGL 275 in consultation with the student's advisor.

Notes:

Criminal Justice, A.A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 - Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 - Accelerated Writing Skills for ENGL100

- RDNG 116 – College Reading and Study Skills
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CRJU 105 ¹	Introduction to Criminal Justice	3	C		
ENGL 100 ²	Academic Writing I	3	C		
POSC 103 OR POSC 104	American National Government OR American State & Local Government	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Total Credits		15			
SPRING					
ENGL 101	Academic Writing II	3			
CAPS Elective ³		1			
CAPS Elective ³		1			
CAPS Elective ³		1			
CRJU Elective ⁴		3			
HSTY 101, 102, 201 OR 202		3			
MATH Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
CRJU 205	Concepts of Criminal Law	3			
CRJU 210	Introduction to Criminal Investigation	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
SOCI 207	Introduction to Criminology	3			
Liberal Arts Elective		3			
Total Credits		15			
SPRING					
CRJU 215	Legal Aspects of Evidence	3			
ENGL 102	Approaches to Literature	3			
CRJU Elective ⁴		3			
Science Elective		3			
Unrestricted Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 60					
A "C" or better grade is required in ENGL 100 and CRJU 105.					
¹ Prior completion or concurrent enrollment in ENGL 100 is required for CRJU 105.					
² A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
³ CAPS 111, 121, and 131 are strongly recommended.					
⁴ CRJU Electives: CRJU 104, CRJU 110, CRJU 212, CRJU 217, POSC 213, SOCI 206, or other CRJU electives including those obtained through articulation agreements between TC3 and BOCES or transferred from other accredited institutions.					
Notes:					

Criminal Justice, A.S.

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 – Quantitative Literacy ¹
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CRJU 104	Introduction to Corrections	3			
CRJU 105	Introduction to Criminal Justice ²	3	C		
ENGL 100	Academic Writing I ³	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

Total Credits **15**

SPRING

CAPS 111	Introduction to Word Processing	1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
SUNY GEN ED MATH Elective		3			
POSC 103 OR POSC 104		3			

Total Credits **15**

SECOND YEAR

FALL

CRJU 205	Concepts of Criminal Law	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
HSTY 101 OR HSTY 102	Dev. of the Western Tradition I OR Dev. of the Western Tradition II	3			
SOCI 207	Introduction to Criminology	3			
Liberal Arts Elective ⁴		3			

Total Credits **15**

SPRING

ENGL 102	Approaches to Literature	3			
SOCI 206	Juvenile Delinquency	3			
Criminal Justice Elective ⁵		3			
Liberal Arts Elective ⁴		3			
SUNY GEN ED Lab Science Elective		3			

Total Credits **15**

Minimum Credits Required for Graduation: 60

Students who intend to pursue the degree entirely online should consult with their advisor to plan for availability of online course sections.

¹ Pre-program Math: Students should consult with their advisor to determine whether MATH095 may be needed as a pre-requisite for intended Math or Science coursework.

² CRJU 105 is a prerequisite for most 200-level CRJU courses.

³ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

⁴ Liberal Arts Elective: To be selected in consultation with the student's advisor.

⁵ Criminal Justice Elective: Choose, in consultation with advisor, from the following: CRJU 110, CRJU 210, CRJU 212, POSC 213, CRJU 215, CRJU 217, CRJU 230, or other CRJU electives including those obtained through articulation agreements between TC3 and BOCES, or transferred from other accredited colleges.

NOTES:

Criminal Justice, Certificate

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 - Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 - Accelerated Writing Skills for ENGL100
- ENGL 100 - Academic Writing I

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
First Semester					
CRJU 104	Introduction to Corrections	3			
CRJU 105	Introduction to Criminal Justice	3	C		
ENGL 101	Academic Writing II	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Total Credits		15			
Second Semester					
CRJU 110	Introduction to Policing	3			
CRJU 215	Legal Aspects of Evidence	3			
ENGL 102	Approaches to Literature	3			
POSC 103 OR POSC 104	American National Government OR American State & Local Government	3			
HSTY Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 30					
Note: While ENGL 100 is not required, it is a prerequisite for ENGL 101 and other program courses.					

Culinary Arts, A.A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade (T=Transfer)	Semester Completed
FIRST YEAR					
FALL					
BUAD 106	Foundations of Business	3			
CULI 101	Food Service and Preparation I	4	C		
ENGL 100	Academic Writing I ¹	3	C		
ENVS 110	Food Systems Seminar I: Introduction to the U.S. Food	2			
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 105	Food Sanitation and Safety	1	C+		
Total Credits		16			
SPRING					
CAPS 121	Introduction to Spreadsheets	1			
CULI 205	Garde-Manger & Catering Kitchen	4	C		
ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems Seminar II: Food Movements	2			
MATH 110 OR MATH Elective	Topics in Mathematics OR MATH Elective ²	3			
Science Elective ³		3			
Total Credits		16			
SECOND YEAR					
FALL					
CULI 102	Food Service and Preparation II	4	C		
CULI 160	Back of House Kitchen Practicum	2	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENVS 112	Food Systems Seminar III: Identity, Ethics & Culture in the Global Food System	2			
HRMG 107	Safe Alcohol Handling	1	B-		
Restricted Elective ⁴		2	C		
Total Credits		14			
SPRING					
CULI 270	Restaurant Operations & Front-of-House Practicum	4	C		
HRMG 206	Food and Labor Cost Control	3	C		
Humanities Elective		3			
Restricted Elective ⁴		3	C		
Restricted Elective ⁴		3	C		
Total Credits		16			

Minimum Credits Required for Graduation: 62

A "C" or better grade is required in all CULI and HRMG courses.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² MATH Elective: MATH 110 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.

³ Science Elective: BIOL 114, ENVS 101 or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

⁴ Restricted Electives: Choose from BUAD, CULI, ENVS, HRMG, or WINE courses. CULI 120 *Principles of Food Preservation* is strongly recommended. A minimum of 8 Restricted Elective credits is required.

NOTES:

Digital Cinema, A.S.		Fall 2020			
Student Name:		Advisor Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
COMM 101	Mass Media	3	C		
COMM 110	Aesthetics/Techniques Video & Film Editing	1	C		
COMM 111	Foundations of Digital Editing	1	C		
COMM 112	Foundations of Motion Graphics	1	C		
COMM 127	Audio Production I	3	C		
COMM 140	Introduction to Field Production	3	C		
ENGL 100 ¹	Academic Writing I (Sitcom Section)	3	C		
FSS 160	Freshman Seminar -Communication and Media Arts	1			
Total Credits		16			
SPRING					
ART 111	Photography I	3			
COMM 210	Production & Direction	3	C		
ENGL 101	Academic Writing II (Film Theme Section)	3			
ENGL 200	Screenwriting	3			
MATH 120, 138, or 200		3			
Total Credits		15			
SECOND YEAR					
FALL					
COMM 240	Non Fiction & Fiction Field Production	3	C		
COMM 262 Portfolio Preparation OR ENGL 260 Creative Writing Portfolio		1	C		
ENGL 233	Film Analysis	3			
SUNY GEN ED Lab Science Elective		3			
Restricted Elective ²		3			
Restricted Elective ²		3			
Total Credits		16			
SPRING					
COMM/ENGL 298	Cinema Capstone	3	C		
ENGL 201	Public Speaking	3			
PSYC 103 Introduction to Psychology OR SOC 101 Introduction to Sociology		3			
SUNY GEN ED Restricted Elective ³		3			
SUNY GEN ED Restricted Elective ⁴		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62					
A "C" or better grade is required in ENGL 100 and all Communication (COMM) courses.					
¹ 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.					
² Select from: ART 149, ART 212, ART 233, COMM 145, COMM 225, COMM 245, COMM 265, COMM 270, ENGL 102, ENGL 216, ENGL/SOCI 218, ENGL 255, and ENGL 271. If COMM courses are selected, a minimum grade of C is required.					
³ Select a course from any of the approved SUNY General Education course areas except Area 8 – The Arts.					
⁴ Select an approved course from the following SUNY GEN ED areas: 4-American History; 5-Western Civilization; 6-Other World Civilizations; or 9-Foreign Language.					
Notes:					

Early Childhood, A.A.S.		Fall 2020			
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ECHD 110	Children and the Arts	3	C		
ECHD 125	Introduction to Early Childhood Education	3	C		
ENGL 100*	Academic Writing I	3	C		
MATH Elective		3			
PSYC 103	Introduction to Psychology	3			
Total Credits		15			
SPRING					
ASTR 101 OR BIOL 114 OR ENVS 101 OR ENVS 102	Introductory Astronomy OR Essentials of Nutrition OR Biological Resource Conservation OR Technology and the Environment	3			
ECHD 225	Early Childhood Curriculum Development	3	C		
ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
RECR/SOCE 150	Play Across Cultures	3			
Total Credits		15			
SECOND YEAR					
FALL					
ART 120 OR ART 130	Drawing I OR Ceramics	3			
ECHD 206	Infant/Toddler Environments & Curriculum	3	C		
ENGL 102	Approaches to Literature	3			
PSYC 205	Developmental Psychology: The Child	3			
SOCI 201**	Sociology of the Family	3			
Total Credits		15			
SPRING					
ECHD 240	Techniques for Observing & Recording Young Children's Development	3	C		
ECHD 242***	Guided Field Work - Early Childhood Education	4	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENGL 220	Literature for Children	3			
Unrestricted Elective		3			
Total Credits		16			
Minimum Credits Required for Graduation: 61					
A "C" or better grade is required in ENGL 100 and all Early Childhood (ECHD) courses.					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
** Per Social Science Department approval, Early Childhood majors do not need to complete SOCI 101 prior to enrolling in SOCI 201.					
*** Honors option offered. See Program Chair.					

Requirements last updated Fall 2017 Go to <http://catalog.tompkinscortland.edu/academics/general-education> for SUNY General Education and Liberal Arts & Sciences Disciplines/Courses.

Engineering Science, A.S.				Fall 2020	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 138- Pre-calculus Mathematics			
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CHEM 107	General Chemistry I	4			
CSCI 160	Computer Science I	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 201	Calculus I ²	4	C		
Total Credits		14			
SPRING					
ECON 120	Principles of Microeconomics	3			
ENGL 101	Academic Writing II	3			
ENSC 137	Introduction to Engineering	1			
MATH 202	Calculus II	4	C		
PHSC 211	Physics I (Mechanics & Heat)	4			
Liberal Arts Elective		3			
Total Credits		18			
SECOND YEAR					
FALL					
ENSC 204	Mechanics of Materials ³	3			
ENSC 209	Engineering Mechanics: Statics	3			
MATH 203	Calculus III	4	C		
PHSC 212	Physics II (Electricity & Magnetism)	4			
Restricted Elective ⁴		2			
Total Credits		16			
SPRING					
ENGL 102	Approaches to Literature	3			
ENSC 203	Electrical Science ³	4			
ENSC 212	Dynamics ³	3			
MATH 206	Differential Equations	4			
PHSC 213	Physics III (Waves, Optics, & Modern Physics)	4			
Total Credits		18			
Minimum Credits Required for Graduation: 66					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Students who are not able to take MATH 201 in the first semester will need two extra semesters to complete this program.					
³ With the consent of his/her advisor, a student who is interested in Chemical Engineering may replace two of these four courses: {ENSC 203, 204, 212, and the Restricted Elective} with CHEM 205 & CHEM 206, Organic Chemistry I & II. A student interested in Bioengineering may substitute BIOL 104 & BIOL 105, General Biology I & II.					
⁴ Restricted Elective: Select from: CHEM 108, CONT 202, CSCI 165, DRAF 107, GEOL 101, OR MATH 200. If selected, CHEM 108 should be taken in the second semester and the Liberal Arts Elective in the third semester.					
A waiver of the minimum number of SUNY GEN ED categories (7) has been approved by SUNY. Students in the Engineering Science program will only meet 5 categories, but will meet the minimum of 30 credits of SUNY GEN ED coursework.					
Notes:					

Entrepreneurship, A.A.S.		Fall 2020			
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BUAD 103	Entrepreneurship I	3	C		
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CAPS Elective		1			
ENGL 100	Academic Writing I*	3	C		
Humanities Elective		3			
Restricted MATH Elective (select from MATH 109, 120, 138, 200, OR 201)		3			
Total Credits		15			
SPRING					
ACCT 101	Principles of Accounting I	4			
BUAD 108	Sales and Sales Management	3	C		
ECON 120 OR ECON 121	Principles of Microeconomics OR Principles of Macroeconomics	3			
ENGL 101	Academic Writing II	3			
Natural Sciences Elective**		3			
Total Credits		16			
SECOND YEAR					
FALL					
ACCT 102	Principles of Accounting II	4			
BUAD 201	Business Law I	3	C		
BUAD 207	Entrepreneurship II	3	C		
BUAD 208	Principles of Management	3	C		
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Total Credits		16			
SPRING					
BUAD 204	Principles of Marketing	3	C		
BUAD 212	Quality Customer Service	3	C		
BUAD 264	Entrepreneurial Internship	3	C		
ACCT, BUAD, OR ECON Elective		3	C		
Unrestricted Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62					
A "C" or better grade is required in ENGL 100, and in all BUAD courses.					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective.					
** A SUNY GEN ED Natural Sciences course, especially ENV5 102 - Technology and the Environment, is recommended					
Notes:					

Requirements last updated Fall 2017 Go to <http://catalog.tompkinscortland.edu/academics/general-education> for SUNY General Education and Liberal Arts & Sciences Disciplines/Courses.

Environmental Studies, A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- | | |
|---|---|
| <input type="checkbox"/> ENGL049 - Accelerated Reading and Writing Skills for ENGL100 OR | <input type="checkbox"/> MATH 090 – Pre-Algebra |
| <input type="checkbox"/> ENGL098 - Accelerated Writing Skills for ENGL100 | <input type="checkbox"/> MATH 095 – Beginning Algebra |
| <input type="checkbox"/> RDNG116 - College Reading and Study Skills | <input type="checkbox"/> BIOL 101 - Principles of Biology I |
| | <input type="checkbox"/> CHEM 101 - Principles of Chemistry I |

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					

FALL

BIOL 104	General Biology I	4	C		
ENGL 100	Academic Writing I ¹	3	C		
ENVS 101	Introduction to Environmental Science	3	C		
FSS 132	Freshman Seminar - Environmental Studies	1			
SUNY GEN ED Restricted Social Science Elective ²		3			

Total Credits		14			
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SPRING

BIOL 105	General Biology II	4	C		
ENGL 101	Academic Writing II	3			
ENVS 102	Technology & the Environment	3	C		
MATH 120 OR MATH 138 OR MATH 201 ³	College Algebra, OR Pre-calculus Mathematics, OR Calculus I ³	4			
SUNY GEN ED Restricted Elective ⁴		3			

Total Credits		17			
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SECOND YEAR

FALL

BIOL 211	Ecology	4			
CHEM 107	General Chemistry I	4			
ENGL 201	Public Speaking	3			
SUNY GEN ED Restricted Elective ⁴		3			

Total Credits		14			
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SPRING

CHEM 108	General Chemistry II	4			
ENGL 102 OR ENVS 105	Approaches to Literature OR Environmental Ethics	3			
ENVS 295	Global Seminar	3			
MATH 200	Statistics	3			
Restricted Elective ⁵		3			

Total Credits		16			
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Minimum Credits Required for Graduation: 61

A "C" or better grade is required in BIOL 104, BIOL 105, ENGL 100, ENVS 101, and ENVS 102.

¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² Select from ECON 120, ECON 121, POSC 103, POSC 104 or ENVS/POSC 107

³ MATH 201 is recommended. Some transfer institutions may not accept MATH 120 or 138 for fulfillment of the mathematics requirement for the program.

⁴ SUNY GEN ED Restricted Elective: Selected two courses from two areas 4) American History; 5) Western Civilizations; 6) Other World Civilizations; 8) The Arts; or 9) Foreign Languages.

⁵ Restricted Elective: Select from: BIOL 115, BIOL 116, GEOL 101, PHSC 104, OR PHSC 211. The course should be selected in consultation with the student's advisor.



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 248, by the end of the third week of classes in a semester or summer session.

STUDENT RIGHTS AND RESPONSIBILITIES

- [Student Rights and Responsibilities main page](#)

GENERAL

- [Student Email Accounts](#)
- [Human Rights](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Policy on HIV and AIDS](#)
- [Grievance and Conduct Violation Policies Overview](#)
- [Contact Information](#)

ACADEMIC POLICIES AND REGULATIONS

- [Statement of Academic Integrity Policy](#)
- [Violation of Academic Integrity Policy](#)
- [Attendance Policy](#)
- [Classroom Behavior](#)
- [Grade Challenge](#)
- [Disability-Related Accommodation](#)
- [Computer Resources Use Protocol](#)

NON-ACADEMIC POLICIES AND REGULATIONS

- [Non-Academic Code of Conduct](#)
- [Non-Academic Code of Conduct Violation Hearing Process](#)
- [Policy Against Discrimination and Harassment](#)
- [Other Student Grievances](#)
- [Weapons on Campus](#)
- [Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs](#)
- [Hazing Prevention](#)

- **Bias Crimes Prevention**
- **Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention**
- **Maintenance of Order Policy**
- **Student Bill of Rights**

STUDENT RIGHTS UNDER FERPA

The law provides students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review his/her education record within 45 days of the day the college receives a request for access. A student who wishes to review his/her education record must submit a written request to the Registrar that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of his/her education records. A student may ask the College to amend a record that he/she believes is inaccurate. The student should submit a written request to the Registrar, clearly identify the part of the record he/she wants changed, and specify why the record is inaccurate. If the Registrar decides not to amend the record as requested, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college releases personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The college will disclose a student's educational records without prior written consent in the following instances:
 - To college officials with legitimate educational interests. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A college official is a person employed by Tompkins Cortland in an administrative, supervisory, academic or research, or support staff position (including public safety/campus police, residence life, and health center staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; a person serving as a member of SUNY system administration; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - **DISCLOSURE TO PARENTS. THE COLLEGE WILL RELEASE INFORMATION TO PARENTS UNDER THE FOLLOWING CIRCUMSTANCES (FINANCIAL DEPENDENCE IS DEFINED BY THE INTERNAL REVENUE CODE):**
 - Notice of alcohol or controlled substance violations will be provided to parents of all students under 21 years of age at

the time of the violation, regardless of financial dependency.

- Notice of alcohol or controlled substance violations will be provided to parents of all financially dependent students, regardless of age.
- Notice of other non-academic judicial proceedings may, at the college's discretion, be provided to parents of financially dependent students when the college has determined that disclosure is in the best interests of the student or the college as the result of behavior calling into question the appropriateness of the student's continued living in the residence halls or enrollment at the college.

- **DISCLOSURE TO OTHER PERSONS (INCLUDING PARENTS):**

- When the college determines that there is a significant threat to the health or safety of a student or other individuals, information from education records may be disclosed to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- The final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or any sex offense may be disclosed to any person when the student is found to have also committed a violation of Tompkins Cortland's codes of conduct with respect to such crime or offense. Such disclosure will include only the name of the student, the violation committed and the sanctions imposed by the College. The results of such a disciplinary proceeding, whether or not a violation is found, will be released to the alleged victim of the offense.
- Note: Law enforcement records maintained by the Tompkins Cortland Office of Public Safety/Campus Police are not considered educational records and may be disclosed to any person. The Tompkins Cortland Office of Public Safety/Campus Police is designated as the college's law enforcement unit.

- **OTHER EXCEPTIONS:**

- The college must disclose records in response to a judicial order or lawfully issued subpoena. The college will attempt to notify the student of the request before providing information.
- The college may disclose records, including disciplinary records, to another institution where a student seeks or intends to enroll or is already enrolled. Unless the request is initiated by the student, the college will attempt to notify the student before releasing records. Upon request, a copy of all records disclosed will be provided to the student.
- The college may disclose records, under certain circumstances, to certain federal, state and local government representatives, accrediting organizations, and other organizations conducting studies for educational agencies or institutions. This includes information requests from federal agencies related to international student compliance with the requirements of the Student and Exchange Visitor Information System.
- The college may disclose records in connection with financial aid.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

More information is available from the U.S. Department of Education at

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

For more information about Tompkins Cortland's policies, contact

Katrina Campbell, Registrar, campbek2@tompkinscortland.edu or 607.844.8211, Ext. 4305.

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LOCATION:

Tompkins Cortland

Community College

170 North St., P.O. Box

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Dryden, New York 13053

Campus/extension centers

locations

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1.607.844.8211

General Studies, Certificate

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses ¹:

- ENGL 049 - Accelerated Reading and Writing Skills for ENGL 100 **OR**
- ENGL 098 - Accelerated Writing Skills for ENGL 100
- ENGL 100 - Academic Writing I
- ENGL 101 - Academic Writing II

- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra
- MATH 098 - Quantitative Literacy
- RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
English Elective		3			
English Elective		3			
Humanities Elective		3			
Math/Science Elective		3			
Math/Science Elective		3			
Social Science Elective		3			
Social Science Elective		3			
Unrestricted Elective ²		3			
Unrestricted Elective ²		3			
Unrestricted Elective ²		3			

Minimum Credits Required for Graduation: 30

Financial aid is not available to students in the General Studies Certificate program, but course work may be applied to the Liberal Arts and Sciences-General Studies A.S. degree program.

¹ While ENGL 100 and ENGL 101, Academic Writing I and II, are not specifically required, they may be prerequisites for one or more courses selected to fulfill elective requirements in the certificate.

² No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.

Notes:

Fall Reopening – COVID Updates



GRADING POLICIES

At the beginning of each College course, the instructor will inform students of the criteria to be used in determining the final grade. Students who enter the course late should be sure that they know these criteria. For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system.

GRADING DEFINITIONS

Grading Definitions	Grade	Quality Points per academic credit hour*
High Achievement	A	4.0
	A-	3.7
Good Achievement	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
Satisfactory Achievement	C	2.0
Below Satisfactory Achievement	C-	1.7
	D+	1.3
	D	1.0
	D-	0.7
Failing	F	0.0
Other Grade Notations		
Withdrawal	W	-----
Withdrawal Passing	WP	-----
Withdrawal Failing	WF	0.0
Incomplete	I or •	-----
In Progress	IP	-----
Audit	X	-----
Pass	P	-----
Administrative		

Withdrawal	AW	-----
SUNY GenEd	SUNY	-----
Transfer Credit	TR	-----
Immunization Withdrawn	MW	-----
* GPA credits are assessed for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), MW (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.

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 associate provost 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 associate provost 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.

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 1081		--	P	--	--
PSYC 101	3	3	C+	2.3	6.9
Totals		17			39.6

Total Quality Points/Total GPA Credits = GPA

39.6/17 = 2.329 GPA

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LOCATION:

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Graphic Design, A.S.

Fall 2020

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ART 109	Graphic Design	3	C		
ART 110	Design I	3	C		
ART 120	Drawing I	3	C		
ENGL 100	Academic Writing I ¹	3	C		
SUNY GEN ED Mathematics Elective		3			

Total Credits **15**

SPRING

ART 114	Design II	3	C		
ART 122	Drawing II	3			
ART 180	Typography	3	C		
ENGL 101	Academic Writing II	3			
HSTY 101, 102, 201 OR 202		3			

Total Credits **15**

SECOND YEAR

FALL

ART 101	Art History: Ancient to Early Medieval	3			
ART 111	Photography I	3	C		
ART 260	Portfolio Preparation-Graphic Design	1	C		
ART 270	Computer Graphics	3	C		
ENGL 201	Public Speaking	3			
SUNY GEN ED Natural Sciences Elective		3			

Total Credits **16**

SPRING

ART 102	History and Appreciation of Art II	3			
ART 271	Computer Graphics II	3	C		
ENGL 102	Approaches to Literature	3			
Restricted Elective ²		3			
SUNY GEN ED Social Sciences Elective		3			

Total Credits **15**

Minimum Credits Required for Graduation: 61

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Select from: ALEX (Project-Based Learning), ART 200, ART 212, ART 213, ART 222, ART 233, ART 272, COMM 115, or WD 157

Notes:

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Hotel and Restaurant Management, A.A.S.

Fall 2020

Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BUAD 106	Foundations of Business	3			
ENGL 100	Academic Writing I ¹	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 101 OR CULI 101	Food Service and Preparation I	3	C		
HRMG 105	Food Sanitation and Safety	1	C+		
Humanities Elective		3			
Total Credits		16			
SPRING					
CAPS 121	Introduction to Spreadsheets	1			
ENGL 101	Academic Writing II	3			
HRMG 103	Rooms Division Management	3	C		
MATH 110 OR MATH Elective ²	Topics in Mathematics OR MATH Elective	3			
Science Elective ³		3			
Restricted Elective ⁴		3	C		
Total Credits		16			
SECOND YEAR					
FALL					
ACCT 101	Principles of Accounting I	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
HRMG 107	Safe Alcohol Handling	1	B-		
PSED 213	Job Search	1	C		
Restricted Social Sciences Elective ⁵		3			
Restricted Elective ⁴		3	C		
Total Credits		15			
SPRING					
HRMG 201	Hospitality Law	3	C		
HRMG 205	Hospitality Marketing	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
Restricted Applied Learning Elective ⁶		3	C		
Unrestricted Elective		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62					
A "C" or better grade is required in all HRMG courses except HRMG 105 which requires C+ or better and HRMG 107 which requires B- or better. A "C" or better grade is also required for the Applied Learning Elective.					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² MATH Elective: MATH 110 is recommended unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.					
³ Science Elective: BIOL 114, ENVS 101 or ENVS 141 recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.					
⁴ Restricted Electives: Choose from BUAD, COMM, CULI, ENVS, HRMG, or WINE. A minimum of 6 Restricted Elective credits is required.					
⁵ Restricted Social Science Elective: Choose from the following: ANTH, ECON, or SOCE 205 <i>Organizational Behavior</i> .					
⁶ Restricted Applied Learning Elective: Choose an ALEX course approved by the department chair or BUAD 261, or CULI 270 AND CULI 160, or HRMG 213, or HRMG 216.					
NOTES:					

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
Total Credits		15			

SPRING

ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3	C		
Restricted Human Services Elective ²		3	C		
MATH Elective ³		3			
POSC Elective		3			
Total Credits		15			

SECOND YEAR

FALL

ENGL 201	Public Speaking	3			
HUMS 229	Applied Methods in Human Services	3	C		
Restricted SOCI Elective ⁴		3			
Restricted Human Services Elective ²		3	C		
Humanities Elective		3			
Total Credits		15			

SPRING

HUMS 232	Human Service Internship & Seminar	4	C		
Restricted Human Services Elective ²		3	C		
PSYC Elective		3			
Science Elective		3			
Unrestricted Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 61

A "C" or better grade is required in ENGL 100; HUMS 105, 200, 229, 232, and the Human Service Electives (3 courses).

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Restricted Human Services Elective: Choose a HUMS course or ANTH 202, CDSC 101, CRJU 105, POSC 112, OR SOCI 203.

³ MATH Elective: Students who intend to transfer into a Social Work program should choose MATH 200.

⁴ Restricted SOCI Elective: Choose any 200-level SOCI course. The course should be selected in consultation with the student's advisor.

Notes:

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Human Services, A. S.			Fall 2020		
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
		<input type="checkbox"/> MATH 098 - Quantitative Literacy OR			
	<input type="checkbox"/> MATH 120 - College Algebra				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ¹	3	C		
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Unrestricted Elective		3			
Total Credits		15			
SPRING					
ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3	C		
PSYC 263	Development Across the Lifespan	3			
POSC 103 OR POSC 104	American National Government OR American State & Local Governments	3			
Liberal Arts Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
BIOL 100	Human Biology	3			
ENGL102	Approaches to Literature	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
Liberal Arts Elective		3			
Restricted Elective ²		3			
Total Credits		15			
SPRING					
HUMS 232	Human Services Internship & Seminar	4	C		
ENGL 201	Public Speaking	3			
MATH 200	Statistics	3			
Human Services Elective ³		3	C		
Restricted SUNY Gen Ed Elective ⁴		3			
Total Credits		16			
Minimum Credits Required for Graduation: 61					
A "C" or better grade is required in ENGL 100; HUMS 105, 200, 232 and the Human Services elective.					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Restricted Elective: PSYC 209, Abnormal Psychology OR a 200-level SOCI course, to be selected in consultation with the student's advisor.					
³ Human Services Elective: HUMS course or ANTH 202, CDSC 101, CRJU 105, POSC 112, or SOCI 203. HUMS 114 or HUMS 128 recommended.					
⁴ Restricted SUNY Gen Ed Elective: Select a course that satisfies one of the following SUNY GEN ED areas: 5) Western Civilization, 6) Other World Civilizations, 8) The Arts, or 9) Foreign Language. The course should be selected in consultation with the student's advisor.					
NOTES:					

Human Services Certificate				Fall 2020	
Student's Name:			Advisor's Name:		
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra			
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
First Semester					
ENGL 100	Academic Writing I ¹	3	C		
HUMS 104 OR HUMS 125	Introduction to Corrections OR Intro. to Early Childhood Education	3			
HUMS 105	Introduction to Human Services	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
		Total 15			
Second Semester					
ENGL 101	Academic Writing II	3			
HUMS 200	Generalist Social Work Practice Skills	3			
PSYC 201 OR PSYC 205	Social Psychology OR Developmental Psychology: The Child	3			
Restricted Human Services Elective ²		3			
POSC Elective		3			
		Total 15			
Minimum Credits Required for Graduation: 30					
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² Choose from ANTH 202, CDSC 101, CRJU 105, HUMS 104, HUMS 111, HUMS 114, HUMS 125, HUMS 128, HUMS 206, HUMS 212, HUMS 225, POSC 112, or SOCI 203.					
Notes:					

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100
- RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra **OR**
- MATH 098 – Quantitative Mathematics
- MATH 120 - College Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ECON 120	Principles of Microeconomics	3			
ENGL 100	Academic Writing I ¹	3	C		
PSYC 103 OR SOCI 101	Intro to Psychology OR Intro to Sociology	3			

Total Credits 13

SPRING

ACCT 102	Principles of Accounting II	4			
BUAD 111	International Business	3			
BUAD 204	Principles of Marketing	3			
ENGL 101	Academic Writing II	3			
GEOG 120	World Regional Geography	3			

Total Credits 16

SECOND YEAR

FALL

BUAD 201	Business Law I	3			
BUAD 203	Business Communications	3			
BUAD 217	Fundamentals of Exporting	3			
ECON 121	Principles of Macroeconomics	3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Restricted Elective ²		3			

Total Credits 18

SPRING

BUAD 215	International Marketing	3			
ENGL 201	Public Speaking	3			
MATH 200	Statistics	3			
SUNY GEN ED Restricted Elective ²		3			
SUNY GEN ED Humanities Elective		3			

Total Credits 15

Minimum Credits Required for Graduation: 62

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Select courses that satisfy two of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language.

Notes:

Student's Name:

Advisor's Name:

Student may need to take the following courses	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy				
Course Requirement	Course Number	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. Communication						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 201	Public Speaking	3				
Total Credits		9				
B. Foreign Language Sequence (must complete in one language only)						
ARAB 101, ASL 101, CHIN 101, FREN 101, FREN 201, GERM 101, ITAL 101, RUSN 101, SPAN 101, OR SPAN 201		3				
ARAB 102, ASL 102, CHIN 102, FREN 102, FREN 202, GERM 102, ITAL 102, RUSN 102, SPAN 102, OR SPAN 202		3				
Total Credits		6				
C. Mathematics & Science						
SUNY GEN ED Math Elective ²		3				
Restricted SUNY GEN ED Natural Sciences Elective ³		3				
Total Credits		6				
D. Social Sciences						
ANTH 202	Cultural Anthropology	3				
ANTH/SOCI 220	Development Anthropology in a Globalizing World	3				
ANTH 201 OR ECON 121 OR GEOG 120	Introduction to Anthropology OR Principles of Macroeconomics OR World Regional Geography	3				
HSTY 111	World History Since 1500	3				
POSC 225	Comparative Politics	3				
SOCI 101	Introduction to Sociology	3				
PSYC 103	Introduction to Psychology	3				
Total Credits		21				
E. Study Abroad Experience ⁴						
ANTH 260, BIOL 116, ENGL 250, HRMG 220, HSTY 230, HSTY 260, IED 260, POSC 230, OR POSC 260		3				
Total Credits		3				
F. SUNY GEN ED Restricted Elective						
Select a course from SUNY GEN ED areas: 4-American History, 5-Western Civilization, 7-Humanities, or 8-The Arts.		3				
Total Credits		3				
G. Sustainability						
ANTH/ENVS 295, ENVS 102, ENVS 105, OR ENVS/POSC 107		3				
Total Credits		3				
H. Unrestricted Electives ⁵						
Elective		3				
Elective		3				
Elective		3				
Total Credits		9				
Minimum Credits Required for Graduation: 60						
¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. This course should be selected in consultation with the student's advisor.						
² SUNY GEN ED Math Elective: To be selected in consultation with the student's advisor and in consideration of the math requirements at the student's intended transfer institution.						
³ Restricted SUNY GEN ED Natural Sciences Elective: Select from: BIOL 102, BIOL 105, ENVS 101, GEOL 101, OR METR 101.						
⁴ Study Abroad Experience: To be selected in consultation with advisor. A study abroad experience is required of all students. Only under special circumstances, e.g., documented medical or family obligations, will a student be allowed to complete a domestic alternative experience. Scholarships and other funding opportunities should help avoid excessive financial burden.						
⁵ Unrestricted Electives: To be selected in consultation with the student's advisor. Recommended courses: BUAD 111; ENGL 225; ENGL 233; HSTY 110; HSTY 215; RECR/SOCE 150; PSYC 103; any Foreign Language Elective; OR any Study Abroad Elective.						



INTERNSHIPS AND EXPERIENTIAL LEARNING



Internships provide students with practical experience that expands upon classroom knowledge and also helps students build skills that are desirable to future employers. Many Tompkins Cortland programs feature internship opportunities.

INTERNSHIP BY DEGREE PROGRAM AREA (B -E)

BUSINESS ADMINISTRATION

- **BUAD261: Walt Disney World College Program**

CHEMICAL DEPENDENCY COUNSELING

- **CDSC200: Chemical Dependency Field Work I**
- **CDSC220: Chemical Dependency Field Work II**

COMMUNICATION AND MEDIA ARTS

- **COMM265/Ind Study/M49C - Communication & Media Arts Internship**

COMPUTER INFORMATION SYSTEMS

- **CIS230: Computer Information Systems Internship**

COMPUTER SUPPORT SPECIALIST

- **CSS240: Computer Support Specialist Internship**

CREATIVE WRITING-PROSE, POETRY, AND DRAMA

- **ENGL271: Writing Internship**

CREATIVE WRITING-SCREENWRITING

- **ENGL271: Writing Internship**

CRIMINAL JUSTICE

- **CRJU230: Criminal Justice Internship**

EARLY CHILDHOOD

- **ECHD242: Guided Field Work - Early Childhood Education**

ENTREPRENEURSHIP

- **BUAD264: Entrepreneurial Internship**

INTERNSHIP BY DEGREE PROGRAM AREA (H -W)

HOTEL AND RESTAURANT MANAGEMENT

- **HRMG213: Hospitality Internship**
- **HRMG216: Hospitality Internship**

HUMAN SERVICES

- **HUMS230: Human Service Internship**

OFFICE MANAGEMENT AND ADMINISTRATION

- **OFFC230: Office Management & Admin Internship**

NURSING

- **NURS232: Nursing Internship**
- **NURS233: Nursing Internship**

RECREATION

- [RECR285: Recreation Field Work](#)

PARALEGAL

- [PARA230: Paralegal Internship](#)

SPORT MANAGEMENT

- [SPMT190: Event Practicum I](#)
- [SPMT195: Event Practicum II](#)

WINE MARKETING

- [WINE213: Wine Marketing Internship](#)

ACADEMICS

ADMISSIONS

ADVISING

ATHLETICS

FINANCIAL AID

INTERNATIONAL

LIBRARY

STUDENT LIFE

TITLE IX

BIZ

BOOKSTORE

COLLEGE INFO

COLLEGENOW

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JOBS

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LOCATION:

Tompkins Cortland
Community College
170 North St., P.O. Box
139
Dryden, New York 13053
Campus/extension centers
locations
[The State University of
New York](#)

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CALL US AT:

[1.888.567.8211](tel:1.888.567.8211)–
[1.607.844.8211](tel:1.607.844.8211)

Teacher Education Transfer

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> RDNG 116 - College Reading and Study Skills
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
SUNY GEN ED Mathematics Elective - MATH 120 or higher		3			

Total Credits **15**

SPRING

ENGL101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
PSYC 207	Developmental Psychology: The Adolescent	3			
SUNY GEN ED Other World Civilizations Elective		3			
SUNY GEN ED The Arts Elective		3			

Total Credits **15**

SECOND YEAR

FALL

EDUC 201	Introduction to Education	3			
ENGL 102	Approaches to Literature	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Foreign Language Sequence Elective		3			
SUNY GEN ED Natural Sciences Elective		3			

Total Credits **15**

SPRING

EDUC 295	Foundations of Education	3			
Foreign Language Sequence Elective		3			
Liberal Arts and Sciences Concentration Elective ²		3			
Liberal Arts and Sciences Concentration Elective ²		3			
Liberal Arts and Sciences Concentration Elective ²		3			

Total Credits **15**

Minimum Credits Required for Graduation: 60

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Teacher Education majors must complete a concentration in a Liberal Arts and Sciences discipline. Concentration courses should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

NOTES:

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Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR
 ENGL098 – Accelerated Writing Skills for ENGL100

RDNG 116 - College Reading and Study Skills

- MATH 090 - Pre-Algebra
 MATH 098 - Quantitative Literacy

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ENGL 100	Academic Writing I ¹	3	C		
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
Liberal Arts & Sciences OR ECHD Electives ²		3			
Total Credits		15			
SPRING					
ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Developmental Psychology: The Child	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
SUNY GEN ED Other World Civilizations Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
EDUC 201	Introduction to Education	3			
ENGL 102	Approaches to Literature	3			
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
Foreign Language Sequence Elective		3			
Liberal Arts & Sciences OR ECHD Elective ²		3			
Total Credits		15			
SPRING					
BIOL/GEOL125	Biology & Earth Science for Teachers	4			
EDUC 295	Foundations of Education	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Foreign Language Sequence Elective		3			
ENGL 220 Literature for Children OR SUNY GEN ED The Arts Elective		3			
Total Credits		16			

Minimum Credits Required for Graduation: 61

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

NOTES:

Teacher Education Transfer

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ECHD 125	Introduction to Early Childhood Education	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 113	Math for Elementary School Teachers I	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			

Total Credits **15**

SPRING

ENGL101	Academic Writing II	3			
MATH 115	Math for Elementary School Teachers II	3			
PSYC 205	Developmental Psychology: The Child	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
Liberal Arts & Sciences OR ECHD Elective ²		3			

Total Credits **15**

SECOND YEAR

FALL

ENGL 102	Approaches to Literature	3			
HSTY 101 OR HSTY 102	Development of Western Tradition I OR Development of Western Tradition II	3			
Foreign Language Sequence Elective		3			
Liberal Arts & Sciences OR ECHD Elective ²		3			
SUNY GEN ED Other World Civilizations Elective		3			

Total Credits **15**

SPRING

BIOL/GEOL 125	Biology & Earth Science for Teachers	4			
EDUC 295	Foundations of Education	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
ENGL 220	Literature for Children	3			
Foreign Language Sequence Elective		3			

Total Credits **16**

Minimum Credits Required for Graduation: 61

Note: Students should work closely with their faculty advisor for appropriate course selection. Catalogs and web sites for teacher education baccalaureate degree programs should also be consulted.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts or ECHD Elective. The course should be selected in consultation with the student's advisor.

² Liberal Arts and Sciences or ECHD electives should be chosen in consultation with the student's advisor based on the intended four-year teacher education program.

NOTES:

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Liberal Arts and Sciences - General Studies, A.S. Fall 2020

Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading & Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy				
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. Communication						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3				
Total Credits		9				
B. History						
SUNY GEN ED Restricted History Elective ²		3				
Total Credits		3				
C. Humanities						
ENGL 102	Approaches to Literature	3				
SUNY GEN ED Restricted Elective ³		3				
Total Credits		6				
D. Mathematics and Science						
SUNY GEN ED Mathematics Elective		3				
SUNY GEN ED Natural Sciences Lab Elective		3				
MATH OR Science Elective		3				
Total Credits		9				
E. Social Sciences						
PSYC 103 OR SOCI 101	Intro to Psychology OR Intro to Sociology	3				
SUNY GEN ED Restricted Other World Civilizations Elective ⁴		3				
Total Credits		6				
F. Liberal Arts						
SUNY GEN ED Liberal Arts Elective		3				
Liberal Arts Elective		3				
Total Credits		6				
G. Seamless Transfer &/ or Unrestricted Electives ⁵						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		21				
Minimum Credits Required for Graduation: 60						
NOTE: If a student chooses to use this degree for transfer, the student must work closely with an academic advisor. No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.						
¹ A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED approved course. The course should be selected in consultation with the student's advisor.						
² SUNY GEN ED Restricted History Elective: Select from HSTY 101, 102, 201, or 202.						
³ SUNY GEN ED Restricted Elective: Select from: 7–Humanities; 8–The Arts or 9-Foreign Language.						
⁴ SUNY GEN ED Restricted Other World Civilizations Elective: Select from the following: ANTH 202, HSTY 252, HSTY 260, POSC 260 or RECR/SOCE 150.						
⁵ PSED 160, <i>Career Exploration</i> , is recommended for students who are undecided about their major/career path.						

Liberal Arts and Sciences - Humanities, A.A.

Fall 2020

Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy				
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:
A. English Courses						
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 102	Approaches to Literature	3				
ENGL 201	Public Speaking	3				
Total Credits		12				
B. History Sequence (must complete series: 101 & 102 OR 201 & 202)						
HSTY 101 OR HSTY 201	Development of the Western Tradition I OR American History to 1877	3				
HSTY 102 OR HSTY 202	Development of the Western Tradition II OR American History since 1877	3				
Total Credits		6				
C. Foreign Language Sequence (must complete in one language only)						
ARAB 101, ASL 101, CHIN 101, FREN 101, FREN 201, GERM 101, ITAL 101, RUSN 101, SPAN 101, OR SPAN 201		3				
ARAB 102, ASL 102, CHIN 102, FREN 102, FREN 202, GERM 102, ITAL 102, RUSN 102, SPAN 102, OR SPAN 202		3				
Total Credits		6				
D. Humanities Electives ²						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		12				
E. Mathematics and Science Electives						
SUNY GEN ED Math Elective		3				
MATH OR Science Elective		3				
SUNY GEN ED Lab Science Elective		3				
Total Credits		9				
F. Social Sciences Electives						
SUNY GEN ED Other World Civilizations Elective		3				
SUNY GEN ED Social Sciences Elective		3				
Total Credits		6				
G. Unrestricted Electives ³						
Elective		3				
Elective		3				
Elective		3				
Total Credits		9				
Minimum Credits Required for Graduation: 60						
¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.						
² A second foreign language, over and above the 6 credits required for category C, is acceptable and is strongly recommended for students planning to transfer to a SUNY Bachelor of Arts (B.A.) degree program.						
³ No more than 3 FITN credits may be used toward the Unrestricted Electives requirements.						
Notes:						

Liberal Arts and Sciences – Math/Science, A.S.

Fall 2020

Student's Name:				Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR					<input type="checkbox"/> MATH 090 - Beginning Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra <input type="checkbox"/> MATH 120 - College Algebra <input type="checkbox"/> MATH 138 - Pre-Algebra	
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100						
	<input type="checkbox"/> RDNG 116 - College Reading & Study Skills						
Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes:	
A. Required Courses							
ENGL 100	Academic Writing I ¹	3	C				
ENGL 101	Academic Writing II	3					
FSS 138	Freshman Seminar – Math/Science	1					
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3					
HSTY 101, 102, 201, 202 OR 225 ²		3					
MATH 201	Calculus I	4					
Total Credits		17					
B. Two (2) Course Pairs (MUST include one 8-credit pair.) Select from two different disciplines:							
BIOL 101 and BIOL 102 OR BIOL 104 and BIOL 105		6					
CHEM 101 and CHEM 102 OR CHEM 107 and CHEM 108		8					
MATH 200 and MATH 202 OR MATH 202 and MATH 203		7					
PHSC 104 and PHSC 105 OR PHSC 211 and PHSC 212		8					
Total Credits		14					
C. Computer Applications							
CAPS 121	Introduction to Spreadsheets	1					
Total Credits		1					
D. Math, Science, or Computer Science Electives: Minimum 6 credits required. Credit can be awarded for only one course in each of the following pairs: BIOL 101/104, BIOL 102/105, CHEM 101/107, CHEM 102/108							
Elective		3					
Elective		3					
Total Credits		6					
E. SUNY GEN ED Electives							
SUNY GEN ED Humanities or Foreign Language Elective		3					
SUNY GEN ED Social Sciences Elective		3					
SUNY GEN ED Restricted Elective ³		3					
Total Credits		9					
F. Liberal Arts Elective							
Liberal Arts Elective		3					
Total Credits		3					
G. Unrestricted Electives ⁴							
Elective		3					
Elective		3					
Elective		3					
Elective		3					
Total Credits		12					
Minimum Credits Required for Graduation: 62							
Note: Credits in excess of the amounts in Category A through F may be applied to Category G only.							
* A student exempted from ENGL 100 must substitute a three credit unrestricted elective to be selected in consultation with the student's advisor.							
** HSTY 225 approved for satisfaction of SUNY GEN ED American History only if an 85 or higher score was earned on the New York State Regents U.S. History & Government Exam.							
*** Select a course from a SUNY GEN ED area not already satisfied by another program requirement to be chosen in consultation with the student's advisor.							
**** Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution. No more than three FITN credits may be used toward the Unrestricted Electives requirements.							

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> RDNG 116 - College Reading & Study Skills	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy
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Course Number	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	Notes
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A. Required Courses						
ANTH 202	Cultural Anthropology	3				
ENGL 100	Academic Writing I ¹	3	C			
ENGL 101	Academic Writing II	3				
ENGL 102	Approaches to Literature	3				
ENGL 201	Public Speaking	3				
PSYC 103	Introduction to Psychology	3				
SOCI 101	Introduction to Sociology	3				
SOCI/PSYC/HSTY 290	Social Science Capstone Course	3	C			
Total Credits		24				

B. History Electives						
SUNY GEN ED History Elective		3				
Restricted SUNY GEN ED Elective ²		3				
Total Credits		6				

C. Social Sciences Electives (3 Courses)						
Elective		3				
Elective		3				
Elective		3				
Total Credits		9				

D. MATH and Science Electives						
MATH 109, 120, 138, 200, OR 201 ³		3				
MATH OR Science Elective		3				
SUNY GEN ED Lab Science Elective		3				
Total Credits		9				

E. Unrestricted Electives⁴						
Elective		3				
Elective		3				
Elective		3				
Elective		3				
Total Credits		12				

Minimum Credits Required for Graduation: 60

¹ A "C" or better grade is required in ENGL 100. A student exempted 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.

² Restricted SUNY GEN ED Elective: Select from 4 – American History OR 5 – Western Civilization.

³ The appropriate math course should be selected in consultation with the student's academic advisor, giving careful consideration to the student's transfer plans.

⁴ Courses should be selected in consultation with the student's advisor and should be based on requirements at the intended four-year transfer institution. No more than 3 FITN credits may be used toward Unrestricted Electives requirements.

NOTE: HSTY 225 & 233 satisfy the SUNY GEN ED American History area only if a student has received an 85 or higher score on the NYS Regents US History & Government Exam.

Notes:

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Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy

Course Number	Course Title	Credits	Min. Grade	Grade Earned T – Transfer	Semester Completed
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FIRST YEAR

FALL

ENGL 100	Academic Writing I ¹	3	C		
PSYC 103	Introduction to Psychology	3			
SOCI 101	Introduction to Sociology	3			
WGST 100	Perspectives on Women-An Introduction	3			
SUNY GEN ED Lab Science Elective		3			

Total Credits 15

SPRING

ENGL 101	Academic Writing II	3			
HSTY 201 OR HSTY 202	American History to 1877 OR American History Since 1877	3			
WGST 200	Images of Women	3			
WGST 233 ²	Women in U.S. History ²	3			
SUNY GEN ED Mathematics Elective		3			

Total Credits 15

SECOND YEAR

FALL

ENGL 102	Approaches to Literature	3			
WGST 120	Women and Health Care	3			
WGST 125	Women and Work	3			
SUNY GEN ED Western Civilization Elective		3			
Unrestricted Elective		3			

Total Credits 15

SPRING

ENGL 201	Public Speaking	3			
ENVS 105 OR PHIL 101 OR PHIL 201	Environmental Ethics OR Introduction to Philosophy OR Contemporary Moral Issues	3			
MATH OR Science Elective		3			
Restricted History Elective ³		3			
Unrestricted Elective		3			

Total Credits 15

Minimum Credits Required for Graduation: 60

¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² WGST 233 satisfies the SUNY GEN ED American History requirement only if an 85 or higher score is earned on the New York State Regents U.S. History & Government Exam.

³ Restricted History Elective: Choose from HSTY 110, 111, 252, OR 260.

Notes:

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ART 111	Photography I	3			
ART 117	Design I for Electronic Media	3			
ART 120	Drawing I	3			
ENGL 100	Academic Writing I ¹	3	C		
FSS 137	Freshman Seminar-New Media	1			
SUNY GEN ED Mathematics Elective		3			
Total Credits		16			
SPRING					
ART 212	Digital Photography	3			
ART 213	Dynamic Media I	3			
ENGL 101	Academic Writing II	3			
SUNY GEN ED Social Sciences Elective		3			
Unrestricted Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
ART 101	Art History: Ancient to Early Medieval	3			
ART 214	Dynamic Media II	3			
ART 233	Animation	3			
ART 261	Portfolio Preparation-New Media	1			
COMM 115	Introduction to Digital Video	3			
ENGL 201	Public Speaking	3			
Total Credits		16			
SPRING					
ART 102	History and Appreciation of Art II	3			
ART 254	Advanced Media Design	3			
ENGL 102	Approaches to Literature	3			
Liberal Arts Elective		3			
SUNY GEN ED Natural Sciences Elective ²		3			
Total Credits		15			
Minimum Credits Required for Graduation: 62					
¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
² SUNY GEN ED Natural Sciences Elective: A Lab science is recommended. The course should be chosen in consultation with the student's advisor based on the intended four-year transfer program.					
Notes:					

Nursing, A.A.S.		Fall 2020			
Student's Name:		Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> BIOL 101 and CHEM 101, OR	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy <input type="checkbox"/> RDNG 116 - College Reading and Study Skills			
	<input type="checkbox"/> BIOL 104 <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 <input type="checkbox"/> ENGL 100 - Academic Writing I				
Course ID	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BIOL 131 OR BIOL 201	Principles of Human Anatomy & Physiology I OR Human Anatomy & Physiology I	4	C		
ENGL 101	Academic Writing II ¹	3	C		
NURS 110	Fundamentals of Nursing	7	C		
PSYC 103	Introduction to Psychology	3	C		
Total Credits		17			
SPRING					
BIOL 132 OR BIOL 202	Principles of Human Anatomy & Physiology II OR Human Anatomy & Physiology II	4	C		
NURS 120	Critical Thinking in Medical Surgical Nursing	9	C		
SOCI 101	Introduction to Sociology	3	C		
Total Credits		16			
SECOND YEAR					
FALL					
NURS 208	The Art and Science of Nursing Across the Lifespan	10	C		
NURS 241	Pharmacology for Nurses & Allied Health Professionals	3	C		
MATH Elective ²		3	C		
Total Credits		16			
SPRING					
BIOL 112 OR BIOL 216	Essentials of Medical Microbiology OR General Microbiology	3	C		
NURS 225	Professional Practice and Complex Nursing Care	10	C		
Restricted Humanities Elective ³		3	C		
Total Credits		16			
Minimum Credits Required for Graduation: 65					
A minimum grade of "C" (75 percent) in theory and "S" (Satisfactory) in clinical in each nursing (NURS) course is required to earn a degree in Nursing.					
A "C" or better grade is required in all courses. All courses in the first two semesters must be completed before a student may take NURS 208 and NURS 225.					
¹ ENGL 100, if required, must be completed with a "C" or better grade before the first semester.					
² MATH 200 Statistics is recommended.					
³ Restricted Humanities Elective: Choose from ENGL 102, 103, 218, 258, Foreign Language or Philosophy.					
Notes:					

Paralegal, A.A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

-
- ENGL049 – Accelerated Reading and Writing Skills for ENGL100
- OR**
-
-
- ENGL098 – Accelerated Writing Skills for ENGL100

-
- RDNG 116 - College Reading and Study Skills
-
-
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ACCT 101	Principles of Accounting I	4			
ECON 101 Introduction to Economics OR ECON 120 Principles of Microeconomics OR ECON 121 Principles of Macroeconomics		3			
ENGL 100	Academic Writing I ¹	3	C		
PARA 101	Introduction to Paralegalism	3	C		
PSYC 103	Introduction to Psychology	3			
Total Credits		16			
SPRING					
BUAD 201	Business Law I	3	C		
ENGL 101	Academic Writing II	3			
PARA 130	Legal Research and Drafting ²	3	C		
SOCI 101	Introduction to Sociology	3			
Science Elective		3			
Total Credits		15			
SECOND YEAR					
FALL					
ENGL 102 OR ENGL 103	Approaches to Literature OR Report Writing	3			
PARA 205	Litigation/Civil Procedure	3	C		
PARA 215	Family Law/Domestic Relations	3	C		
MATH Elective		3			
Unrestricted Elective ³		3			
Total Credits		15			
SPRING					
ENGL 204	Interpersonal Communication	3			
PARA 210	Real Estate/Property Law	3	C		
PARA 220	Wills, Trusts, Estate Planning	3	C		
PARA 230 ⁴	Paralegal Internship	3	C		
PARA 231	Paralegal Seminar	3	C		
Total Credits		15			

Minimum Credits Required for Graduation: 61

A "C" or better grade is required in BUAD 201, ENGL 100, PARA 101, PARA 130, PARA 205, PARA 210, PARA 215, PARA 220, PARA 230 and PARA 231.

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² **PARA 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.**

³ Unrestricted Elective: Students should select a course from a subject area in which they intend to seek employment. PARA 206, PARA 213, PARA 216, or PARA 225 can be taken to satisfy this requirement.

⁴ A student with prior experience working under the supervision of a lawyer may apply to waive or obtain life experience credit for PARA 230. Information and forms are on the PAW (Paralegal Advising Webpage).

Notes:

- Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester.
- Alternative program requirement plans are available for students intending to transfer, honors college students, and students with prior college credits or degrees.
- PARA 205 & PARA 215 are offered fall semesters only; PARA 210 & PARA 220 are offered spring semesters only.**

Paralegal Studies Certificate

Fall 2020

Student's Name:

Advisor's Name:

Baccalaureate Degree and Year:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
SEMESTER 1					
BUAD 201	Business Law I	3	C		
PARC 101	Introduction to Paralegalism	3	C		
PARC 130	Legal Research and Drafting ¹	3	C		
PARC 205	Litigation/Civil Procedure	3	C		
PARC 215	Family Law/Domestic Relations	3	C		
Total Credits		15			
SEMESTER 2					
PARC 210	Real Estate/Property Law	3	C		
PARC 220	Wills, Trusts, Estate Planning	3	C		
PARC 230	Paralegal Internship	3	C		
PARC 231	Paralegal Seminar	3	C		
PARA/PARC Elective ²		3	C		
PARA/PARC Elective ²		3	C		
Total Credits		18			

Minimum Credits Required for Graduation: 33

¹ **PARC 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.**

² PARA/PARC Electives: Students should select an elective course from a subject area in which they intend to seek employment or have a special interest. PARA 206, PARC 213, PARC 216, PARC 225, PARC 226, or BUAD 202 can be taken to satisfy these requirements. With program chair permission, a student can choose a relevant non-PARC class in place of a PARC elective. A waiver form must be submitted and approved to make a substitution.

Notes:

1. **To be admitted to this program, a student must have already earned a baccalaureate degree.**
2. For any credits waived, another course must be substituted, chosen with the approval of the program chair.
3. A "C" or better grade is required in all courses.
4. PARC 205 & PARC 215 are offered fall semesters only; PARC 210 & PARC 220 are offered spring semesters only.

Photography, A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
ART 110 OR ART 117	Design I OR Design I for Electronic Media	3			
ART 111	Photography I	3	C		
ART 120	Drawing I	3			
ENGL 100	Academic Writing I*	3	C		
SUNY GEN ED Mathematics Elective		3			
Total Credits		15			
SPRING					
ART 104	History of Photography & Video	3			
ART 114	Design II	3			
ART 122	Drawing II	3			
ART 212	Digital Photography	3	C		
ENGL 101	Academic Writing II	3			
Total Credits		15			
SECOND YEAR					
FALL					
ART 101	Art History: Ancient to Early Medieval	3			
ART 112	Photography II	3	C		
ART 262	Portfolio Preparation-Photography	1			
ENGL 102	Approaches to Literature	3			
SUNY GEN ED Natural Sciences Elective		3			
SUNY GEN ED Social Sciences Elective		3			
Total Credits		16			
SPRING					
ART 102	History & Appreciation of Art II	3			
ART 213	Dynamic Media I	3			
ART 222	Advanced Digital Photography	3	C		
ENGL 201	Public Speaking	3			
Restricted Elective**		3			
Total Credits		15			
Minimum Credits Required for Graduation: 61					
* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
**Restricted Elective: Select a 3-credit ALEX course approved by the department chair OR choose from the following courses: ART 106 Intro to Photojournalism; ART 214 Dynamic Media II; ART 233 Animation; ART 248 Word and Photographic Image; ART 255 Lighting Principles; ART 290 Independent Art Studio; COMM 115 Intro to Digital Video.					
Notes:					



PHI THETA KAPPA HONOR SOCIETY



AN HONOR SOCIETY FOR TWO-YEAR COLLEGES

Phi Theta Kappa (PTK) is an international honor society for two-year colleges.

According to the organization, "the purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

MEMBER ELIGIBILITY

A chapter of Phi Theta Kappa, Alpha Gamma Nu, was established at Tompkins Cortland Community College in 1977. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have achieved a cumulative grade point average of at least 3.5 and have completed 15 credit hours or more. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

Transfer students who have completed at least one semester of coursework at Tompkins Cortland and who believe they have met the GPA and total credit requirements by a combination of Tompkins Cortland and prior college coursework should consult with one of the PTK advisors for a review of their academic record to determine membership eligibility status.

NON-MEMBERS PARTICIPATING IN PTK ACTIVITIES

Many students, including non-members, get involved in anticipation of being invited into PTK while other students get involved simply to participate in events and activities that promote leadership, scholarship, service, and fellowship.

PTK ACTIVITIES AND MEETINGS

PTK meets Mondays at noon in room 121E.

Many of the chapter's local activities are derived from programming topics and outlines suggested by the Phi Theta Kappa headquarters. Each year, the College chapter completes a College Project, which is designed to support the college and its goals. Past College Projects have included activities such as hosting Community College Completion Day, honoring faculty, or assisting with commencement.

The Tompkins Cortland chapter has been a part of Honors in Action: the Phi Theta Kappa Honors Program, which provides opportunities to apply research and practice real-world problem solving by developing an in-depth, action-oriented project. Past projects have led to student presentations on the role of social media in democracy, and the role of competition in education and the lives of students.

The Tompkins Cortland chapter is also committed to many service projects, such as organizing road-side clean-ups, donating to Books for Africa, and working with the Make-A-Wish Foundation.

The chapter often travels to regional and international Phi Theta Kappa conferences to take advantage of the opportunity to meet inspirational and accomplished professionals and to help develop programs, leadership skills, and relationships with other chapters.

If you cannot make our weekly meetings but are interested in participating in listed activities, please feel free to contact any of the PTK advisors, officers, or members for more details.

PTK ADVISORS

PTK advisors Katrina Campbell or Hal Brown can be contacted at PTK@tompkinscortland.edu.

ONCE YOU RECEIVE YOUR INVITATION FROM TOMPKINS CORTLAND MEMBERSHIP FEE

The membership fee is a one-time fee of \$80. Membership can be transferred to other two-year colleges. Once inducted, you

are a member for life. Phi Theta Kappans are considered alumni when they leave the chapter in good standing through graduation, transfer or other means.

Financial assistance may be available to help cover your membership fee. Please contact one of the advisors for more information.

FINANCIAL BENEFITS OF PHI THETA KAPPA

Most of the information promoting Phi Theta Kappa (PTK) refers to the financial benefits of becoming a member; more specifically, it refers to the transfer scholarships, PTK scholarships, and PTK awards you have access to as a member. Please note, in general, transfer scholarships (such as automatic tuition reduction) are available to all members, but the amount and number of these scholarships does depend on the colleges and/or universities you are applying to. Qualifying for transfer scholarships can be as simple as verifying membership.

On the other hand, requirements for PTK-sponsored scholarships and awards are often more rigorous and may be more competitive, but they are usually more prestigious and more valuable. Participating in your local PTK chapter here at the College can often provide the experience needed to become a strong applicant for these awards.

Once you become a member, you will receive regular updates regarding upcoming scholarships, awards, grants, and study opportunities.

You do not have to be active with the local Chapter here to be eligible for PTK awards and scholarships, although any help with, participation in, and attendance at PTK events is always appreciated.

INDUCTION

Induction Ceremonies help us recognize you, and all new inductees and their family and friends are invited and encouraged to attend. At Induction, you will be formally introduced to our College administrators, including the College President and Provost. Chapter officers and advisors, often joined by faculty and members of the Board of Trustees, will initiate you into the spirit and mission of our honor society. It is an event not to be missed!

MAKING THE MOST OF YOUR MEMBERSHIP

Once you join, weekly minutes will keep you informed of our Chapter's activities, upcoming events, and ways in which you can get involved. The Official Phi Theta Kappa site (www.ptk.org) will provide information about international PTK news and events along with your PTK individual and chapter profiles.

Remember, there are many benefits to being an active member, including opportunities to contribute to the school and greater community, to meet fellow PTK members from Tompkins Cortland and other colleges, and to get the most out of your academic work!

ACADEMICS

ADMISSIONS

ADVISING

ATHLETICS

FINANCIAL AID

INTERNATIONAL

LIBRARY

STUDENT LIFE

TITLE IX

BIZ

BOOKSTORE

COLLEGE INFO

COLLEGENOW

FOUNDATION

JOBS

STAFF DIRECTORY

LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

FIND US ON:

CALL US AT:

1.888.567.8211–

1.607.844.8211

Recreation: Exercise Studies, A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
- ENGL098 – Accelerated Writing Skills for ENGL100

- RDNG 116 - College Reading and Study Skills
- MATH 090 - Pre-Algebra
- MATH 095 - Beginning Algebra **OR**
- MATH 098 - Quantitative Literacy

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
BIOL 101 OR BIOL 104	Principles of Biology I ¹ OR General Biology I	3	C		
ENGL 100	Academic Writing I ²	3	C		
FITN 215	Aerobic Conditioning	1			
PSYC 103 OR SOC 101	Introduction to Psychology OR Introduction to Sociology	3			
RECR 110	Introduction to Recreation	3			
SUNY GEN ED Mathematics Elective		3			
Total Credits		16			
SPRING					
BIOL 114	Essentials of Nutrition	3			
BIOL 102 OR HLTH 205	Principles of Biology II OR First Aid & Safety Education ³	3			
ENGL 101	Academic Writing II	3			
RECR 112	Introduction to Kinesiology	3			
RECR 120	Leadership in Recreation	3			
Total Credits		15			
SECOND YEAR					
FALL					
BIOL 201	Human Anatomy and Physiology I ⁴	4			
ENGL 102 OR ENVS 105	Approaches to Literature OR Environmental Ethics	3			
RECR 230	Personal Training and Aerobic Leadership	3			
SUNY GEN ED Restricted Elective ⁵		3			
SUNY GEN ED Restricted Elective ⁵		3			
Total Credits		16			
SPRING					
BIOL 202	Human Anatomy and Physiology II	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
RECR 220	Programming in Recreation & Leisure	3			
RECR 232	Exercise Physiology	3			
RECR 285	Recreation Field Work	3			
Total Credits		16			
Minimum Credits Required for Graduation: 63					
¹ Students with High School Biology and Chemistry with minimum Regents exam grades of 80% within the past 5 years can take BIOL 104. The BIOL101 and BIOL102 sequence is recommended.					
² A student exempted from ENGL 100 must substitute a three credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.					
³ Students who complete BIOL104 in the first semester should select HLTH 205 to fulfill this requirement. Students who can provide a current First Aid Certification of Responding to Emergencies or higher and an Adult, Child and Infant CPR or higher should complete RECR 210 Diversity and Inclusion. A waiver request form must be submitted and approved.					
⁴ Students must complete both BIOL 101 and 102 with a C or better grade; or BIOL104 with a C or better grade, as a prerequisite for BIOL 201.					
⁵ SUNY GEN ED Restricted Elective: Choose two classes from two different categories of the following SUNY GEN ED areas: 4-American History; 5-Western Civilization; 6-Other World Civilizations; 8-The Arts; or 9-Foreign Language.					

Recreation: Outdoor Recreation, A.S.			Fall 2020			
Student's Name:		Advisor's Name:				
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 – Quantitative Literacy ¹				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed	
FIRST YEAR						
FALL						
ENGL 100	Academic Writing I ²	3	C			
PSYC 103	Introduction to Psychology	3				
RECR 110	Introduction to Recreation	3				
SOCI 101	Introduction to Sociology	3				
Outdoor Activity Elective ³		1				
SUNY GEN ED Mathematics Elective		3				
Total Credits		16				
SPRING						
ENGL 101	Academic Writing II	3				
HLTH 205 OR FITN 102 AND FITN 216	First Aid & Safety Education OR Swimming II AND Lifeguard Training ⁴	3				
RECR 120	Leadership in Recreation	3				
RECR 150	Play Across Cultures	3				
SUNY GEN ED Natural Sciences ⁵ OR The Arts Elective		3				
Total Credits		15				
SECOND YEAR						
FALL						
RECR 210	Diversity & Inclusion in Recreation	3				
RECR 270	Wilderness and the American Culture	3				
RECR 274	Outdoor Recreation Pursuits	3				
SUNY GEN ED Foreign Language Elective		3				
Unrestricted Elective ⁶		3				
Total Credits		15				
SPRING						
BIOL 115	Field Natural History	3				
ENGL 201	Public Speaking	3				
RECR 220	Programming in Recreation & Leisure	3				
RECR 260	Camp Counseling and Outdoor Education	3				
RECR 276 OR RECR 284 OR RECR 285	Outdoor Recreation Field Adventure OR Outdoor Recreation Proficiency OR Recreation Field Work	1				
SUNY GEN ED American History OR Western Civilization Elective ⁷		3				
Total Credits		16				
Minimum Credits Required for Graduation: 62						
¹ Pre-program Math: Students should consult with their advisor to the appropriate MATH course for their intended transfer program.						
² A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
³ Outdoor Activity Electives: FITN 101, 109, 119, 120, 166, 221, RECR/FITN 160, 161, 162, 163 (recommended), 164 or 165.						
⁴ Students who possess both a current Lifeguarding Certification AND Current First Aid/CPR Certifications may consult with the program chair to discuss a waiver of this requirement to substitute an alternate elective.						
⁵ A Lab Science should be considered based on the requirements of the student's selected transfer institution.						
⁶ Unrestricted Elective: Consider CAPS courses as needed. Recommended: BUAD 103, 204, 208, ACCT 101 or ECON 120. The course should be selected in consultation with the student's advisor based on the intended four-year transfer program.						
⁷ American History or Western Civilization Elective: Students planning to transfer to SUNY Cortland should take American History.						
NOTES						

Recreation: Recreation Leadership, A.S.			Fall 2020			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills				
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra OR <input type="checkbox"/> MATH 098 - Quantitative Literacy ¹				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T= Transfer	Semester Completed	
FIRST YEAR						
FALL						
ENGL 100	Academic Writing I ²	3	C			
PSYC 103	Introduction to Psychology	3				
RECR 110	Introduction to Recreation	3				
SOCI 101	Introduction to Sociology	3				
FITN Elective ³		1				
SUNY GEN ED Mathematics Elective		3				
Total Credits		16				
SPRING						
ENGL 101	Academic Writing II	3				
HLTH 205 OR FITN102 AND FITN216	First Aid & Safety Education OR Swimming II AND Lifeguard Training ⁴	3				
RECR 120	Leadership in Recreation	3				
RECR 150	Play Across Cultures	3				
SUNY GEN ED Natural Sciences Elective ⁵		3				
Total Credits		15				
SECOND YEAR						
FALL						
RECR 270 OR ENGL 102	Wilderness & the American Culture OR Approaches to Literature	3				
RECR 210	Diversity & Inclusion in Recreation	3				
RECR 215	Recreation & Expressive Arts	3				
Foreign Language Elective		3				
Unrestricted Elective ⁶		3				
Total Credits		15				
SPRING						
ENGL 201	Public Speaking	3				
RECR 220	Programming in Recreation & Leisure	3				
RECR 201 OR RECR 260 OR RECR 285	Introduction to Therapeutic Recreation OR Camp Counseling and Outdoor Education OR Recreation Fieldwork	3				
SUNY GEN ED American History OR Western Civilization Elective ⁷		3				
Restricted Elective ⁸		3				
Total Credits		15				
Minimum Credits Required for Graduation: 61						
¹ Pre-program Math: Students should consult with their advisor to the appropriate MATH course for their intended transfer program.						
² A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. This course should be selected in consultation with the student's advisor.						
³ FITN Elective: RECR 163 recommended.						
⁴ 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 an unrestricted elective. A waiver request form must be submitted and approved.						
⁵ A Lab Science should be considered based on the requirements of the student's selected transfer institution.						
⁶ Unrestricted Elective: Consider CAPS as needed. Students interested in Therapeutic Recreation should take BIOL 101 and 102 (Pre-requisites for BIOL 201). Students on a Management track should choose ACCT 101, BUAD 103, BUAD 204, BUAD 208, or ECON 120.						
⁷ American History or Western Civilization Elective: Students planning to transfer to SUNY Cortland should take American History.						
⁸ Restricted Elective: Choose ACCT 101, BUAD 204, BUAD 208, ECON 120, PSYC 209, or PSYC 263. Students interested in Therapeutic Recreation should choose PSYC 209.						
NOTES:						

Fall Reopening – COVID Updates



NEED AND MERIT BASED SCHOLARSHIPS

One of the Foundation's most vital activities is the stewardship of a scholarship program for students. Community college students face many financial obstacles, and oftentimes, traditional forms of aid offered through the Office of Financial Aid are not adequate to meet students' need. Thus, the Foundation has developed several programs augmenting student aid in an effort to ease this financial burden. The Foundation offers these funds through the generosity of community donors who recognize the need to support educational opportunity.

HOW TO APPLY FOR A SCHOLARSHIPS AND GRANTS-IN-AID

Applications are accepted online through your **myTC3 account**. Select "myInfo," then select "online scholarship application" from the left-side menu. Be sure you have included your response. If you do not have a myTC3 account, please contact the Alumni and Development office, Rm 200, or call 607.844.8222, Ext. 4401.

Students with questions about applications, references or scholarships should call the Alumni and Development office at 607.844.8222, Ext. 4321 or email scholarships@tompkinscortland.edu.

Many of the following scholarships, grants, and loans managed by the Foundation, Inc. are funded by businesses, organizations, and individuals in the community.

All scholarships require a written application including a brief statement of goals and objectives. Scholarships considering financial need require the Free Application for Federal Student Aid (FAFSA). These forms are available in the financial aid office.

We do our best to keep the scholarship information current and correct. However, donors may change this information at any time.

FALL SCHOLARSHIP OPPORTUNITIES

- [Scholarships for All Majors](#)

- **Specialty**
- **Accounting/Business**
- **Biotech/Environmental Science**
- **Communication**
- **Computer Science/Engineering**
- **Construction Technology**
- **Electrical Technology/Engineering**
- **Entrepreneurship**
- **Hotel and Restaurant Management**
- **Liberal Arts**
- **Math and Science**
- **Nursing**
- **Paralegal**
- **Sport Management**
- **Recent High School Graduates**
- **Career Experience Award**
- **Grants-In-Aid**

SPRING SCHOLARSHIP OPPORTUNITIES

- **Scholarships for All Majors**
- **Accounting/Business**
- **Computer Science/Engineering**
- **Communications**
- **Electrical Technology/Engineering**
- **Entrepreneurship**
- **Hotel and Restaurant Management**
- **Nursing**
- **Sport Management**
- **Specialty**
- **Grants-In-Aid**

APPLICATION DEADLINES

Students must file all forms required by the financial aid office to be eligible for Foundation scholarships, grants, and loans. Contact the Financial Aid office, room 101, for additional information. Unless noted, candidate selections are made by the Foundation's scholarship committee. The financial aid office only considers loans. All decisions are final, and the process is confidential.

- If you apply **December 2nd through May 31st** your application will be processed for Fall & Spring scholarships.
- If you apply **June 1st through December 1st** your application will be processed for Spring scholarships.

For more information: Students with questions about applications, references or scholarships should call the Alumni and Development office at 607.844.8222, Ext. 4401 or email scholarships@tompkinscortland.edu.

Individuals or organizations interested in establishing a scholarship or grant-in-aid fund should call the Alumni and Development Office at 607.844.8222, Ext. 4401, or email Julie Gerg, gergj@tompkinscortland.edu. All gifts to the Foundation are tax-deductible.

Scholarship award amounts are contingent on investment performance as well as numerous annual gifts from our donors. While the Foundation makes every effort to publish the most current information, please note that award amounts as well as available scholarships may change prior to their actual award.

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FALL SCHOLARSHIPS FOR ALL MAJORS

AAUW – ITHACA BRANCH

Varies

Requires financial aid documentation (FAFSA)

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

EAGLE SCOUT/GIRL SCOUT GOLD AWARD

TBD

Requires financial aid documentation (FAFSA)

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

NBT BANK

\$500

Requires financial aid documentation (FAFSA)

Recipients must be matriculated in any degree program with a “B” or better GPA. Students must reside in Cortland County and demonstrate financial need.

NBT BANK

\$1,000

Requires financial aid documentation (FAFSA)

Recipient must be a matriculated student who demonstrates the greatest need in the College and resides in Cortland County. Recipient must also have a “B” or better GPA.

ALTERNATIVES FEDERAL CREDIT UNION

\$250

Requires financial aid documentation (FAFSA)

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

ALUMNI ASSOCIATION

\$250 for full-time students, \$125 for part-time

Requires financial aid documentation (FAFSA)

This scholarship was established to provide college-related assistance to full- and part-time students in any academic program at the College. Preference will be given to any daughter, son, or spouse of Tompkins Cortland alumni (degree or certificate holder). Open to all entering and returning students. Full-time students must be enrolled for at least 12 credit hours in the semester in which the award is given. Academic achievement and financial need are considered. Students must be in good academic standing as described by the College.

CFCU COMMUNITY CREDIT UNION

\$500

Requires financial aid documentation (FAFSA)

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

CHEMUNG CANAL TRUST COMPANY

\$1,000

Requires financial aid documentation (FAFSA)

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

residents of Tompkins County.

*Non-traditional student being over the age of 25

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN – CORTLAND

ELEANOR BLODGETT

\$500

Requires financial aid documentation (FAFSA)

Two scholarships will be awarded. This fund was established to provide recognition for scholarly achievement while attending Tompkins Cortland Community College. Recipients must be adult returning students, Cortland County residents for a minimum of one year, enrolled at the College full- or part-time in an accredited degree program, and have completed at least 48 credit hours at the time the award is given. Financial need may be considered, but primary emphasis should be given to academic achievement. GPA must be 2.5 or higher.

DONALD W. AND JOAN E. B. SZARSZEWSKI

TBD

Requires financial aid documentation (FAFSA)

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

JANET HOAG SCHOLARSHIP FOR NON-TRADITIONAL STUDENTS

\$250

Recipient may be matriculated in any major and attending Tompkins Cortland part-time. This is not a need-based award. This fund is to provide college-related financial assistance to a non-traditional student at the College. This student must have had a break in their educational experience.

ITHACA BUSINESS AND PROFESSIONAL WOMEN'S CLUB

TBA

Requires financial aid documentation (FAFSA)

This fund provides college-related financial assistance to a female student at Tompkins Cortland. Recipient must be a full-time matriculated female student in any major and carry a 2.5 GPA or better. Preference will be given to a Tompkins County student with demonstrated need.

ITHACA HIGH SCHOOL CLASS OF 1960

\$500

Requires financial aid documentation (FAFSA)

Recipient must be a full-time matriculated student in any degree program. Preference will be given to an Ithaca High School student, second preference being a Tompkins County student. Student must be in good academic standing as described by the College. Recipient must have demonstrated financial need.

ITHACA ROTARY CLUB

\$1,250

Two scholarships will be awarded. Recipients must be enrolled full time, pursuing a degree, and active in community service while maintaining a grade point average of 3.0 or higher. Preference will be given to Tompkins County residents.

ITHACA WOMAN'S CLUB

\$750

The recipient must be a woman enrolled full or part time, pursuing a degree, and have a GPA of 3.0 or higher. Preference will be given to Tompkins County residents.

KEY BANK

\$500

Requires financial aid documentation (FAFSA)

Two scholarships will be awarded. One scholarship recipient will be a first-time student who has graduated within the last two years from a Cortland County high school with a 2.5 or better GPA. The student will have a history of community involvement and will have demonstrated financial need. One scholarship recipient will be a second-year Tompkins Cortland student who is a non-traditional student (age 25 years or older). The student will have a 2.5 or better GPA and be in good academic standing as determined by the College. The student will have a history of community involvement and will have demonstrated financial need. NOTE: The recipients of this award may not have been a member of a household of a director, officer or employee of KeyCorp or any of its affiliates for five years prior to the scholarship application.

MEMORIAL SCHOLARSHIP FUND

\$500

Requires financial aid documentation (FAFSA)

For a full-time student matriculated in a program of study at Tompkins Cortland. The award will be made on the basis of GPA and demonstrated financial need. This endowed fund was established by numerous memorial gifts to the Foundation.

NATIVE AMERICAN

\$500

Requires financial aid documentation (FAFSA)

For full-time Native American students with a GPA of at least 2.5 or higher, or a first-semester student who has demonstrated the potential for academic success. The student must have demonstrated financial need and must be able to

prove tribal affiliation.

NEW YORK FIREFIGHTERS FOUNDATION

\$500

The recipient must be a dependent or immediate family member of a New York firefighter who was killed or injured in the line of duty. Field of study and GPA are not considerations for this scholarship.

PARK FOUNDATION

\$2,000

Requires financial aid documentation (FAFSA)

Two awards are given to full-time students, one male and one female. Recipient must be either a single female, head-of-household student with dependents; a single male, head of household with dependents; or a Vietnam veteran who no longer has access to educational benefits and has a GPA of at least 3.0. Student must be a custodial parent and must demonstrate financial need.

POWER OF THE PENNY STUDENT LEADERSHIP

\$500

Recipient must be a matriculated student active or involved in a leadership role in a campus-sponsored club, organization, or committee. The student must have completed at least 15 credit hours toward his or her degree. The student must have a GPA of 2.5 or better.

RICHARD R. SHAW ENDOWED

\$500

Requires financial aid documentation (FAFSA)

Recipient must be a non-traditional, matriculated student enrolled for at least nine credit hours in any major. The recipient must also be in good academic standing. Preference will be given to Tompkins and Cortland County students. Financial aid forms must be completed. The award is need-based, and the recipient will be selected by the financial aid office staff.

SERVICE TRADITION OF TOMPKINS CORTLAND

Up to \$2,000

Requires financial aid documentation (FAFSA)

Students must be nominated for this need-based award. The program was established to support the development of a strong work ethic, reinforce the value of community service, and reward academic success through a program of financial assistance designed to replace student loans. Once accepted into the program, support will continue for the full-time students who continue to meet criteria for up to four semesters. Named Service Tradition of Tompkins Cortland Awards include: Seth Buchard – awarded to a student who has a variety of volunteer locations; Robert Squires – awarded to a female in the business administration program; and Jack Hewett – awarded to a student in the communication and media

arts program who may have plans to transfer to Ithaca College.

SAMUEL AND MARIETTA DAVIE MERIT AWARD

\$500

Recipient must be a full-time, matriculated student seeking a degree, enrolled for at least 12 credit hours, and maintaining a minimum GPA of 3.0 or better. Recipient must volunteer in the community for at least 10 hours per month. This can be at their church, food banks, Red Cross, Boy Scouts or Girl Scouts, student government (such as an officer of SAB or PTK), or any other civil organization, as long as the work benefits his/her community. Recipient must also work at least 10 hours a week. However, preference will be given to a student working more than 10 hours. This merit scholarship is renewable each semester as long as the recipient continues to meet the criteria.

TOMPKINS CORTLAND STUDY ABROAD

Varies

Recipients must be enrolled in an appropriate study abroad course and be in good academic standing with the College. There is a separate application required for this scholarship, which is part of the Tompkins Cortland Community College Study Abroad Application, available in the Global Initiatives Office.

TC3 MEMORIAL

\$300 - \$500

Requires financial aid documentation (FAFSA)

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

STUDY ABROAD

Varies

Requires financial aid documentation (FAFSA)

The Tompkins Cortland Community College Foundation established this fund to support the mission of the College to graduate globally aware citizens by lessening the financial burden for students who want to participate in our study abroad program. Recipients may be matriculated in any program at Tompkins Cortland. They should have completed a minimum of 15 credits at Tompkins Cortland and be in good academic standing with the College. The recipients must have demonstrated financial need (FAFSA). As part of their application, students must submit a brief essay describing the benefit they will receive from this study abroad experience. Applications for this scholarship may be picked up and returned to room 101. Please contact the Alumni and Development office for more information.

TIOGA STATE BANK SCHOLARSHIP

\$500 - three awards

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

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SPECIALTY

CSA

Between \$50 - \$150

Recipients must be in good academic standing. (This fund is to provide college-related financial assistance to a student interested in purchasing a CSA share, either fall or full season, through The TC3 Farm, LLC. A special application is required.)

DIVERSITY SCHOLARS BOOK

\$150

Requires financial aid documentation (FAFSA)

Recipients must be a matriculated second year student with a 2.5 GPA or higher. Students must reside in New York State and be a student with a diverse ethnic background. Recipients must have demonstrated financial need.

ELAINE BROPHY SQUIRES STUDY ABROAD

Varies

Requires financial aid documentation (FAFSA)

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

HOMER MEN & BOYS BUSINESS

\$250

Requires financial aid documentation (FAFSA)

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

PAUL AND GENEVIEVE SUITS

\$3,950, for tuition only

Requires financial aid documentation (FAFSA)

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

PHI THETA KAPPA

Varies

Requires financial aid documentation (FAFSA)

Students must submit an application for funds to the program advisor(s).

PHOTOSYNTHESIS PRODUCTIONS

\$500

Requires financial aid documentation (FAFSA)

Recipients must be matriculated in any academic program and be in good academic standing as described by the College. Student should also be planning a career in the social justice field. Recipient will be invited to the studio of PhotoSynthesis and will make attempts to visit the studio. This will be coordinated through the Alumni and Development Office.

SEVENTH DAY ADVENTISTS

\$200

This fund is to provide financial assistance to two single parents at Tompkins Cortland student who are also actively involved with Phi Theta Kappa. Recipient must be a single parent and an annual PTK member. Preference will be given to a student who utilizes the College's day care program.

SFFS

\$25 - \$150

This fund is to provide college-related financial assistance for students matriculated in the Sustainable Farming Program. Recipients must be in good academic standing. Funds can be used to purchase class supplies.

THE NEXT STEP ENDOWED

TBD

Requires financial aid documentation (FAFSA)

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

TIOGA STATE BANK

\$500

Requires financial aid documentation (FAFSA)

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

A separate application is required for this scholarship, available through the Alumni & Development Office.

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ACCOUNTING/BUSINESS

ACCOUNTING CLUB

\$250

Requires financial aid documentation (FAFSA)

Recipients must be a second semester student, full- or part-time, matriculated in an accounting or business degree program, with a GPA of 3.0 or higher, and demonstrate financial need. Preference will be given to full-time students. Part-time students are encouraged to apply.

BORGWARNER MORSE TEC

\$1,000

Recipients must be matriculated in accounting, computer science, or engineering science program. Students must have completed at least 24 credit hours and maintained a minimum 3.0 GPA. Two \$1,000 awards are given, one to a male and one to a female.

DRYDEN MUTUAL INSURANCE COMPANY HELEN C. GWILT MEMORIAL AWARD

\$1,250

Requires financial aid documentation (FAFSA)

This fund is to provide college-related financial assistance to a business or accounting student at Tompkins Cortland Community College. Recipient must be a full-time matriculated student in either the business or accounting degree program. The student could be either a first-time student or a continuing student with a GPA of 2.8 or better (this could be a two-year commitment). Preference will be given to a Cortland County student (Homer, when possible).

FIRST NATIONAL BANK OF GROTON

\$250 per semester

Recipient will be a full-time, new student with first preference given to students in the business, accounting, or computer technology degree programs. Student will have recently graduated from Groton or Moravia High School with a "B" or better high school average. After the first semester, the student can receive the scholarship for up to three additional semesters if they have achieved a "B" or better cumulative grade point average at Tompkins Cortland. The scholarship will be non-need

based. Only one student at a time may receive this scholarship.

GEORGE B. BAILEY AGENCY, INC.

\$500

Two scholarships are awarded annually to business or accounting degree program students. Recipients will be full-time students in the business or accounting degree program. Students can be first-time students or continuing students in good academic standing. First preference: Awards will be made to one recipient each from Tompkins County and Cortland County. Two recipients from either county would be acceptable. Scholarships will not be need-based.

M&T BANK

\$1,000

The recipient must be a returning student matriculated in the business administration degree program at Tompkins Cortland and have completed a minimum of 30 credit hours with a cumulative grade point average of 3.5 or higher. The recipient must be enrolled for at least 12 credit hours. Awards will be made to individuals with the highest grade point average.

STRATEGIC FINANCIAL SERVICES

\$1,000

Requires financial aid documentation (FAFSA)

Recipient must be a full-time, second-year student, matriculated in a business degree program at Tompkins Cortland Community College with a minimum grade point average of 2.8, and must have demonstrated financial need.

PAM AND SPENCE SILVERSTEIN ENTREPRENEURIAL SCHOLARSHIP

\$1,000 part time student/ \$2,000 full time student Recipient must be enrolled either full or part time in the entrepreneurship, engineering science, or business administration degree program and have completed 15 credit hours while maintaining a minimum grade point average of 2.5. Chair of the entrepreneurial degree program must provide a reference.

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COMMUNICATION

CLOSE TO HOME PRODUCTIONS

\$500

Requires financial aid documentation (FAFSA).

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

THE SOCIETY OF BROADCAST ENGINEERS CHAPTER 22 INC. FUND

\$500

This fund is to provide financial assistance to a student who embraces the technology of broadcasting or has an appreciation for broadcasting engineering. Recipient must be a matriculated, returning sophomore in the communications degree program, with a minimum 3.5 GPA. In addition, the recipient must also attend the Society of Broadcast Engineers Chapter 22 Inc. meeting to present what they learned while studying at Tompkins Cortland. They also must attend a public acknowledgment ceremony held by the Society of Broadcast Engineers Chapter 22 Inc.

THE BROADCASTING/COMMUNICATION

\$1,000

This fund is to provide financial assistance to two Tompkins Cortland Community College students excelling in the Communication and Media Arts or Broadcasting Production degree program. Recipients must be a matriculated sophomore in either the Communication and Media Arts or Broadcasting Production Degree Program with a 2.7 or higher GPA. These students must also volunteer with campus clubs or events.

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COMPUTER SCIENCE/ENGINEERING

BORGWARNER MORSE TEC

\$1,000

Recipients must be matriculated in Accounting, Computer Science, or Engineering Science program. Students must have completed at least 24 credit hours and maintained a minimum 3.0 GPA. Two \$1,000 awards are given, one to a male and one to a female.

THE COMPUTING CENTER TECHNOLOGY

\$500

Requires financial aid documentation (FAFSA)

This scholarship was established to provide College-related assistance to a full-time student in any technology-related academic program. Preference will be given to a student seeking a career as a programmer, system engineer, technician, and other similar occupations. Recipient must be enrolled for at least 12 credit hours in the semester in which the award is to be given.

WETSTONE TECHNOLOGIES, INC.

\$1,000

Requires financial aid documentation (FAFSA)

This fund is to provide college-related financial assistance to a student preparing for a career in the field of computer forensics. Recipient must be a full-time matriculated student in the Computer Forensics program and have completed at least 30 credit hours toward an A.A.S. degree and maintained a GPA of 3.0 or better.

NEW YORK STATE SOCIETY OF PROFESSIONAL ENGINEERS (NYSSPE)

\$500

Requires financial aid documentation (FAFSA)

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

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CONSTRUCTION TECHNOLOGY

ANDY PARTIS MEMORIAL

\$1,500

Requires financial aid documentation (FAFSA)

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

PHILIP E. DONOHUE CONSTRUCTION TECHNOLOGY

\$500

Requires financial aid documentation (FAFSA)

Recipient must be matriculated in the Construction Technology program at Tompkins Cortland, have completed at least 24 credit hours towards his/her A.A.S. degree, and demonstrated the greatest financial need. The student must have demonstrated hard work, a desire to continue in construction, and a GPA of 2.8 or better.

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ELECTRICAL TECHNOLOGY/ENGINEERING

BORGWARNER MORSE TEC

\$1,000

Recipients must be matriculated in Accounting, Computer Science, or Engineering Science program. Students must have completed at least 24 credit hours and maintained a minimum 3.0 GPA. Two \$1,000 awards are given, one to a male and

one to a female.

INTERTEK TESTING SERVICES

\$1,500

Requires financial aid documentation (FAFSA)

Recipient must be matriculated in Electrical Technology or Engineering Science and have completed a minimum of 30 credit hours while maintaining a cumulative GPA of 3.0 or better. The award will be made to the student meeting these criteria who has demonstrated the greatest financial need.

PRECISION FILTERS

\$750

Recipients must be enrolled in the Electrical Technology program with a minimum of 30 credit hours completed. The recipients must be a U.S. citizen and a resident of Broome, Cayuga, Chemung, Cortland, Onondaga, Schuyler, Seneca, Steuben, Tioga, or Tompkins counties

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ENTREPRENEURSHIP

PAM AND SPENCE SILVERSTEIN ENTREPRENEURIAL SCHOLARSHIP

\$1,000 part time student/ \$2,000 full time student Recipient must be enrolled either full or part time in the entrepreneurship, engineering science, or business administration degree program and have completed 15 credit hours while maintaining a minimum grade point average of 2.5. Chair of the entrepreneurial degree program must provide a reference.

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GRAPHIC DESIGN

GRAPHIC DESIGN SCHOLARSHIP IN MEMORY OF DIANE M HODACK

\$500

Requires financial aid documentation (FAFSA)

This fund is to provide college-related financial assistance to a student matriculated in the Graphic Design program at Tompkins Cortland Community College. The individual must have completed 24 credit hours and earned a minimum grade of "B" or better. Recipient must have demonstrated financial need.

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HOTEL AND RESTAURANT MANAGEMENT

GREATER ITHACA INNKEEPERS ASSOCIATION

TBA

Requires financial aid documentation (FAFSA)

For a student matriculated in the Hotel and Restaurant Management program with a minimum grade of “B” or better as an overall average who has demonstrated financial need. First preference: Ithaca Innkeepers Association employees. Second choice: employees of Sheraton and Clarion Inns.

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HUMANITIES

MICHELE E. MCFADDEN MEMORIAL HUMAN SERVICES

TBA

Two awards to two female students enrolled in human services program full or part time with a minimum GPA of 3.0. Preference is given to female students re-entering college. Second choice is a female student in the Chemical Dependency Counseling or Early Childhood degree programs.

NEW YORK STATE FEDERATION OF HOME BUREAUS

\$500

Requires financial aid documentation (FAFSA)

The recipient must have a GPA of 2.5 or higher, show demonstrated financial need, and must reside or have parents who reside in a participating county. An additional application must be filled out to be sent to their home office by the Foundation. Please stop by room 207 to pick up the application form.

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LIBERAL ARTS

DR. EDUARDO J. MARTI

\$500

Requires financial aid documentation (FAFSA)

Recipient may be any second-year student, with preference given to a Phi Theta Kappa student enrolled in the Liberal Arts and Math/Science program. Student must have earned a grade point average of 3.0 or higher and have demonstrated the greatest financial need.

DR. KENNETH LIEBERMAN MEMORIAL

\$1,000

Requires financial aid documentation (FAFSA)

Recipients must have completed at least 15 credit hours with a cumulative grade point average of 3.0 or better. The recipient may be enrolled full or part time. The Individual who plans to pursue a career in the health field will be given preference for this award.

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MATH AND SCIENCE

ORTHODONTIC GROUP OF THE FINGER LAKES – DR. EDWARD C. KING MEMORIAL

\$850

Given to a matriculated Liberal Arts Math/Science student who has completed a minimum of 30 credit hours toward the degree while maintaining a minimum cumulative GPA of 3.0. Individuals who plan to pursue careers in dentistry or related health fields will be given preference.

PAM AND SPENCE SILVERSTEIN ENTREPRENEURIAL SCHOLARSHIP

\$1,000 part time student/ \$2,000 full time student Recipient must be enrolled either full or part time in the entrepreneurship, engineering science, or business administration degree program and have completed 15 credit hours while maintaining a minimum grade point average of 2.5. Chair of the entrepreneurial degree program must provide a reference.

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NURSING

RITA M. BANGS MEMORIAL SCHOLARSHIP:

\$1,000

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

JANE ALLEN INTERNATIONAL NURSING TRAVEL

\$500 (travel may include January or summer months)

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

G. ARLENE BAKER

\$500

Requires financial aid documentation (FAFSA)

Recipient must be a matriculated first-year nursing student with demonstrated financial need and the potential for academic success.

BUNNY (ELIZABETH) O'BRIEN SCHASSBURGER MEMORIAL

\$150

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

IN MEMORY OF THEODORE M. AND BARBARA M. BROWN

\$500

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

DR. ROBERT L. BRUCE ENDOWED SECOND-YEAR STUDENT

\$200

Requires financial aid documentation (FAFSA)

Recipient must be a second-year student matriculated in the Nursing program. Recipient must demonstrate financial need and be in good academic standing as described by the College.

DR. MERTZ NURSING

\$100 (each)

Requires financial aid documentation (FAFSA)

This fund is to provide financial assistance for books to students enrolled in the A.A.S. degree program in Nursing at Tompkins Cortland Community College. Recipients must be a second-year student, matriculated in the Nursing program, and with demonstrated financial need. Students must be in good academic standing as described by the College. Students with the highest need will be awarded. The amount of each award shall be \$100 each. Two awards will be given in the fall and spring semester of each year. The award will be applied toward the purchase of books.

SUSAN E. HALL

\$500

Requires financial aid documentation (FAFSA)

Recipients must be entering the first year of the Nursing program, have a GPA of 3.0 or higher, and demonstrate financial need.

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PARALEGAL

ROSLYN KANER MILLER PARALEGAL SCHOLARSHIP

\$500

Requires financial aid documentation (FAFSA)

Recipient must be matriculated in the paralegal degree program full- or part-time at Tompkins Cortland Community College. The recipient must have successfully completed Legal Research and Drafting (PARA130) with a “B” or better. The student must have demonstrated financial need.

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SPORT MANAGEMENT

YANG/CHASE

\$500

Recipients must be matriculated full time, second year student with a “B” or better GPA. Preference will be given to student in the Sport Management degree program.

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RECENT HIGH SCHOOL GRADUATES

ANNUAL GIFT FROM PAUL & GENEVIEVE SUITS

\$3,325 (for tuition and books)

This fund is to provide college-related financial assistance to a recent graduate of Homer High School who will be attending Tompkins Cortland Community College. Recipient must be enrolled for a minimum of 12 credit hours. Recipients are chosen by Homer High School, and the award is announced at graduation.

FIRST NATIONAL BANK OF DRYDEN SCHOLARSHIP

IN MEMORY OF FAY STAFFORD

TBA

Requires financial aid documentation (FAFSA)

Available to recent high school graduates from Tompkins, Cortland, or Tioga counties (preference will be given to Dryden students), who have been accepted into a Business program full-time. Individuals must have earned a "C" or better average in high school and must demonstrate financial need.

FIRST NIAGARA BANK

\$500

Available to two recent high school graduates (one from Cortland, one from Homer) with high standards of citizenship. Must be accepted as full-time students and be recommended by their high school teachers.

FOLLETT

\$500 (bookstore credit)

Requires financial aid documentation (FAFSA)

This award is for five entering full-time students, with preference given to students from local areas (Cortland, Tompkins, or Tioga counties). Documented financial need and academic achievement are considered. Five awards of \$500 will be provided as credit for the purchase of books and course related supplies in the Bookstore. The awards will be made as \$250 in credit during the fall and spring semesters for the first year of enrollment.

HOMER MEN AND BOYS BUSINESS

\$250

Provides college-related financial assistance to two recent graduates of the Homer public school system with an average of "C" or better. The recipients must be enrolled in a minimum of 12 credit hours and pursuing a degree in business.

ITHACA HIGH SCHOOL CLASS OF 1960

\$500

Requires financial aid documentation (FAFSA)

Recipient must be a full-time matriculated student in any degree program. Preference will be given to an Ithaca High School student, second preference being a Tompkins County student. Student must be in good academic standing as described by the College.

NEIL B. GUTCHESS

\$1,000

Requires financial aid documentation (FAFSA)

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

SERVICE TRADITION OF TOMPKINS CORTLAND

Up to \$2,000

See description under For All Majors.

CAREER EXPERIENCE AWARD

GROSSMAN FAMILY EDUCATIONAL EXPERIENCE FUND

Available each semester

A maximum of \$400 will be available each semester. A maximum of \$200 will be available per student for each requests. A student is eligible to receive funding once. This fund is intended to benefit students planning careers in chemical dependency, early childhood, education, human services, environmental studies, and recreation. The purpose of the fund is to provide an individual student (or a small group of students) an opportunity to participate in a valuable educational experience that is outside of the realm of what is customarily provided in their program at Tompkins Cortland Community College. Activities that will be considered include (but not limited to) site visitation, conference participation, and lecture attendance.

APPLICATION

In order to be considered for this fund, the student(s) must present a specific, written request describing the experience and how it will be valuable to the student. In addition, the student(s) must indicate the amount of money requested and detail specifically how the funds will be used. Transportation and meal cost may be included in the request. The student(s) must also provide a brief letter from a Tompkins Cortland faculty member supporting their request. Applications may be submitted to the alumni/development office anytime during the semester. A final report with a brief summary of the experience is due within three weeks of the project end date.

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GRANTS-IN-AID

CAROLYN SOTHAM FUND

For a second-year nursing student who, in the opinion of the nursing faculty, demonstrates clinical excellence. This fund was established by Mr. John Sotham to honor his wife, Carolyn, a nurse.

CHILDCARE GRANT

Please see the director of the College's child care program for an application for this award. Grant recipients must be enrolled in any part- or full-time program. Applicants must demonstrate financial need, which, if not met, will prevent the applicant from being able to continue as a student at the College.

FIRST CONGREGATIONAL CHURCH OF ITHACA

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

ITHACA HIGH SCHOOL CLASS OF 1960

\$200

Recipient must be a full-time matriculated student in any degree program. Preference will be given to an Ithaca High School student, second preference being a Tompkins County student. Student must be in good academic standing as described by the College.

GROSSMAN FAMILY EDUCATIONAL EXPERIENCE FUND

\$200

In order to be considered for this fund, the student(s) must present a specific, written request describing the experience and how it will be valuable to the student(s). In addition, the student(s) must indicate the amount of money requested and detail specifically how the funds will be used. Transportation and meal costs may be included in the request.

JOANNE THALER FUND

Recipients must be enrolled in the Nursing program. To be eligible, an applicant must demonstrate financial need. They must commit to, upon graduation, spending a minimum of one year working in a Tompkins or Cortland County health agency. This fund was established by the Thaler/Howell Foundation to honor the late Joanne Thaler.

MARTHA GIBBS ENDOWMENT FUND

This fund honors the former director of the Nursing program at the College. It is available to students enrolled full time in the nursing program. Applicants must demonstrate a financial need, which, if not met, will prevent the applicant from being able to continue as a student.

MICHAL BLACK ENDOWMENT FUND

This fund supports multiple grants for part- and full-time female students on the basis of need. It was established by the late Dr. Max Black to honor his deceased wife, Michal. Applicants must demonstrate a financial need, which, if not met, will prevent the applicant from being able to continue as a student.

MILDRED FAULKNER TRUMAN FOUNDATION

This fund supports multiple grants for students who are residents of Tioga County. Recipients may be enrolled in any part- or full-time program at Tompkins Cortland. Applicants must demonstrate a financial need, which, if not met, will prevent the applicant from being able to continue as a student.

MILDRED L. LANE ENDOWED FUND FOR STUDENTS

Established by the late Mildred L. Lane, this fund is available to students enrolled at Tompkins Cortland. There is one award for any major and one for nursing majors. Applicants must demonstrate a financial need, which, if not met, will prevent the applicant from being able to continue as a student.

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SPRING SCHOLARSHIPS FOR ALL MAJORS

CHARLOTTE AND RILEY WHITTAKER MEMORIAL SCHOLARSHIP

\$2,000 full-time student

\$500 part-time student

Requires financial aid documentation (FAFSA)

Recipient must be a full or part-time students and graduates of Newark Valley High School with a 3.0 GPA. Total funds awarded will be \$4,000.

ELAINE BROPHY SQUIRES STUDY ABROAD

Varies, \$300 to \$500

Requires financial aid documentation (FAFSA)

This fund is to provide financial assistance to Tompkins Cortland Community College students traveling abroad for reason of academic enhancement. Recipients may be enrolled in any part-time or full-time program at Tompkins Cortland Community College. To be eligible, an applicant must be traveling abroad as part of an academic program. Further, eligible students must hold a GPA of 2.5 and must have completed 12 credit hours. Financial need may be considered. Please contact the Alumni and Development office for more information.

NATIVE AMERICAN

\$500

Requires financial aid documentation (FAFSA)

For full-time Native American students with a GPA of at least 2.5 or higher, or a first semester student who has demonstrated the potential for academic success. The student must have demonstrated financial need and must be able to prove tribal

affiliation.

STUDY ABROAD

Varies

Requires financial aid documentation (FAFSA)

The Tompkins Cortland Community College Foundation established this fund to support the mission of the College to graduate globally aware citizens by lessening the financial burden for students who want to participate in our study abroad program. Recipients may be matriculated in any program at Tompkins Cortland. They should have completed at least 15 credits at Tompkins Cortland and be in good academic standing with the College. Recipients must demonstrate financial need. As part of their application, students must submit a brief essay describing the benefit they will receive from this study abroad experience. Applications for this scholarship may be picked up and returned to room 207. Please contact the Alumni and Development office for more information.

SERVICE TRADITION OF TOMPKINS CORTLAND

Up to \$2,000

Requires financial aid documentation (FAFSA)

Students must be nominated for this need-based award. The program was established to support the development of a strong work ethic, reinforce the value of community service, and reward academic success through a program of financial assistance designed to replace student loans. Once accepted into the program, support will continue for the full-time students who continue to meet criteria for up to four semesters. Named Service Tradition of Tompkins Cortland Awards include: Seth Buchard – awarded to a student who has a variety of volunteer locations; Robert Squires – awarded to a female in the Business administration program; and Jack Hewett – awarded to a student in the Communication and Media Arts program who may have plans to transfer to Ithaca College.

THE MARCHAM FAMILY

\$300

Requires financial aid documentation (FAFSA)

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

ACCOUNTING/BUSINESS

ACCOUNTING CLUB

\$250

Requires financial aid documentation (FAFSA)

Recipients must be a second-semester student, full- or part-time, matriculated in an accounting or business degree program, with a GPA of 3.0 or higher, and must demonstrate financial need. Preference will be given to a full-time students, but part-time students are encouraged to apply.

CIASCHI, DIETERSHAGEN, LITTLE AND MICKELSON ACCOUNTING SCHOLARSHIP IN MEMORY OF DENNIS G. JONES

\$500

Requires financial aid documentation (FAFSA)

Recipient must be a returning student matriculated in Accounting; must have completed 24 credit hours, including intermediate accounting; must maintain a 3.0 GPA in the major; and have at least a 2.8 overall cumulative average. Must be enrolled for a minimum of seven credit hours in the semester in which the award is to be given.

ITHACA ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS

\$700

Recipient must be a second-year, full-time matriculated student seeking an associate degree in Business Administration and taking courses in insurance. Student must be a resident of Tompkins or Cortland County with a GPA of 3.0 or higher. Preference will be given to a family member of a life underwriter associate (not restricted to the Ithaca associates). If recipient fails to meet qualifications for a second semester, another qualified student will be chosen.

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COMMUNICATION

CLOSE TO HOME PRODUCTIONS

\$500

Requires financial aid documentation (FAFSA).

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

COMPUTER SCIENCE/ENGINEERING

THE COMPUTING CENTER AWARD FOR STUDENT INNOVATION AND ENTREPRENEURSHIP

\$500

Requires financial aid documentation (FAFSA)

An award of \$500 and a certificate of merit will be given to a student in the spring semester of each year. Innovation and

entrepreneurship can be defined as initiative, the pursuit of new ideas and methods, or encouraging new and different ways of learning. Innovation and entrepreneurship can include (but are not limited to) such things as demonstrated leadership, service in or to an organization, or the undertaking of a special project related to one's course of study at Tompkins Cortland. Student must be enrolled for a minimum of 12 credit hours in the semester in which the award is to be given. Academic achievement and financial need are considered.

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ELECTRICAL TECHNOLOGY/ENGINEERING

PRECISION FILTERS

\$750

Recipients must be enrolled in the Electrical Technology program with a minimum of 30 credit hours completed. The student with the highest GPA will be awarded \$750 in the fall, and the second highest GPA will receive \$750 in the spring. The recipients must be a U.S. citizen and a resident of Broome, Cayuga, Chemung, Cortland, Onondaga, Schuyler, Seneca, Steuben, Tioga, or Tompkins counties.

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ENTREPRENEURSHIP

PAM AND SPENCE SILVERSTEIN ENTREPRENEURIAL SCHOLARSHIP

\$1,000 part time student/ \$2,000 full time student Recipient must be enrolled either full or part time in the entrepreneurship, engineering science, or business administration degree program and have completed 15 credit hours while maintaining a minimum grade point average of 2.5. Chair of the entrepreneurial degree program must provide a reference.

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HOTEL AND RESTAURANT MANAGEMENT

THE PATITUCCI-CUCINA ITALY STUDY ABROAD

\$500

Requires financial aid documentation (FAFSA)

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

NURSING

ANDREW J. BARNES NURSING

TBD

Requires financial aid documentation (FAFSA)

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

DR. MERTZ NURSING

\$100 (each)

Requires financial aid documentation (FAFSA)

This fund is to provide financial assistance for books to four students enrolled in the A.A.S. degree program in Nursing at Tompkins Cortland Community College.

Recipients must be second-year students, matriculated in the Nursing program, with demonstrated financial need. Students must be in good academic standing as described by the College. Students with the highest need will be awarded. The amount of each award shall be \$100 each. Two awards will be given in the fall and spring semester of each year. The award will be applied toward the purchase of books.

DR. ROBERT L. BRUCE ENDOWED MEMORIAL NURSING

\$500

For a second semester, full-time nursing student, GPA of 3.0 or higher.

JANE ALLEN INTERNATIONAL NURSING TRAVEL

\$500 (travel may include January or summer months)

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

JULIA COOK

\$500

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

LYN R. BRIGGS, LPN MEMORIAL

\$200

Requires financial aid documentation (FAFSA)

Recipients must be non-traditional students matriculated in the Nursing program, be in good academic standing as described

by the College. Student should also be pursuing, through the Nursing program, their second career. Preference of a student with an interest in art.

ROBIN WITTNER MARZOLF SAVE A LIFE

\$200

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

SARAH GRAHAM PALMER ('AUNT BECKY')

\$500

Requires financial aid documentation (FAFSA)

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

THALER/HOWELL FOUNDATION ENDOWED

Awards from \$250 to \$500

Requires financial aid documentation (FAFSA)

Recipients must have successfully completed the first semester of the Nursing program and have declared his/her intention to complete the two-year nursing program. Students must demonstrate financial need, which, if not met, will prevent them from continuing.

WOMEN OF THE MOOSE SCHOLARSHIP

\$200

Requires financial aid documentation (FAFSA)

Recipients must be enrolled in the second year of the Nursing program and demonstrate financial need.

ZETTA AND ROBERT SPROLE ENDOWED MEMORIAL

\$500

Recipients must be enrolled full-time and have successfully completed their first semester of the Nursing program, and also have declared their intention to complete the two-year program. To be eligible, the applicant must have a GPA of 3.0 or higher.

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SPORT MANAGEMENT

YANG/CHASE

\$500

Recipients must be matriculated full time, second year student with a “B” or better GPA. Preference will be given to student in the Sport Management degree program.

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SPECIALTY

CLIFT-COTTERILL ENDOWED

TBD

Requires financial aid documentation (FAFSA)

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

COMPOS MENTIS SCHOLARSHIP

\$500

Requires financial aid documentation (FAFSA)

Applicants must be registered students at Tompkins Cortland Community College who have experienced a major mental illness such as Bipolar Disorder, Major Depression, or Schizophrenia. Applications from returning veterans are welcome. Preference may be given to those preparing for a career in a mental health profession. Two awards will be given in the spring semester. *Any public announcement of an award can only be made with the written consent of the recipient.*

CSA

Between \$50 - \$150

Recipients must be in good academic standing. (This fund is to provide college-related financial assistance to a student interested in purchasing a CSA share, either fall or full season, through The TC3 Farm, LLC. A special application is required.)

DIVERSITY SCHOLARS BOOK

\$110

Requires financial aid documentation (FAFSA)

Recipients must be a matriculated second year student with a 2.5 GPA or higher. Students must reside in New York State and be a student with a diverse ethnic background. Recipients must have demonstrated financial need.

ELAINE BROPHY SQUIRES STUDY ABROAD

Varies

Requires financial aid documentation (FAFSA)

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

NEW YORK FIREFIGHTERS FOUNDATION

\$500

The recipient must be a dependent or immediate family member of a New York firefighter who was killed or injured in the line of duty. Field of study and grade point average are not considerations for this scholarship.

PASTO FAMILY

\$500

Requires financial aid documentation (FAFSA)

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

PHI THETA KAPPA

Varies

Requires financial aid documentation (FAFSA)

Students must submit an application for funds to the program advisor(s).

SAMUEL AND MARIETTA DAVIE MERIT AWARD

\$500

Recipient must be a full-time, matriculated student seeking a degree, enrolled for a minimum of 12 credit hours, and maintaining a minimum GPA of 3.0 or better. Recipient must volunteer in the community for at least 10 hours per month. This can be at their church, food banks, Red Cross, Boy Scouts or Girl Scouts, student government (such as an officer of SAB or PTK), or any other civil organization, as long as the work benefits their community. Recipient must also work at least 10 hours a week. However, preference will be given to a student working more than 10 hours. This merit scholarship is renewable each semester as long as the recipient continues to meet the criteria.

SFFS

\$25 - \$150

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

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

TOMPKINS CORTLAND STUDY ABROAD

Varies

Recipients must be enrolled in an appropriate study abroad course and be in good academic standing with the College. There is a separate application required for this scholarship, which is part of the Tompkins Cortland Community College Study Abroad Application, available in the Global Initiatives Office.

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GRANTS-IN-AID

GROSSMAN FAMILY EDUCATIONAL EXPERIENCE FUND

\$200

In order to be considered for this fund, the student(s) must present a specific, written request describing the experience and how it will be valuable to the student(s). In addition, the student(s) must indicate the amount of money requested and detail specifically how the funds will be used. Transportation and meal costs may be included in the request.

Also check out the Internet's largest free scholarship search! fastweb.com

ACADEMICS

ADMISSIONS

ADVISING

ATHLETICS

FINANCIAL AID

INTERNATIONAL

LIBRARY

STUDENT LIFE

TITLE IX

BIZ

BOOKSTORE

COLLEGE INFO

COLLEGENOW

FOUNDATION

JOBS

STAFF DIRECTORY

LOCATION:

Tompkins Cortland
Community College

170 North St., P.O. Box
139

Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

FIND US ON:

CALL US AT:

1.888.567.8211–

1.607.844.8211

Sport Management, A.S.

Fall 2020

Student's Name:

Advisor's Name:

- | | | |
|--|---|--|
| Student may need to take the following courses: | <input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR | <input type="checkbox"/> MATH 090 - Pre-Algebra
<input type="checkbox"/> MATH 095 - Beginning Algebra
<input type="checkbox"/> MATH 098 – Quantitative Literacy
<input type="checkbox"/> MATH 120 – College Algebra |
| | <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100 | |
| | <input type="checkbox"/> RDNG 116 - College Reading and Study Skills | |

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T =Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ENGL 100	Academic Writing I ¹	3	C		
FSS 175	Freshman Seminar in Sport Management	1			
SPMT 150	Foundations of Sport Management	3	C		
SUNY GEN ED Liberal Arts Elective		3			
CAPS Elective		1			
CAPS Elective		1			
CAPS Elective		1			
Total Credits		17			

SPRING

ART 111 Photography I OR SUNY GEN ED Restricted Elective ²		3			
BUAD 204	Principles of Marketing	3			
BUAD 208	Principles of Management	3			
ENGL 101	Academic Writing II	3			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
SPMT 190	Event Practicum I	1	C		
Total Credits		16			

SECOND YEAR

FALL

ECON 120	Principles of Microeconomics	3			
ENGL 201	Fundamentals of Speech	3			
SPMT 255	Sport Event Management	3	C		
SPMT 260	Sport Media Management	3	C		
SUNY GEN ED Lab Science Elective		3			
Total Credits		15			

SPRING

ENGL 102	Approaches to Literature	3			
MATH 200	Statistics	3			
SPMT 195	Event Practicum II	1	C		
SPMT 270	Sport Facilities/Venue Management	3	C		
SUNY GEN ED Restricted History Elective ³		3			
Total Credits		13			

Minimum Credits Required for Graduation: 61

A "C" or better grade is required in ENGL 100 and all Sport Management (SPMT) courses.

¹ A student exempted from ENGL 100 must substitute a three-credit SUNY GEN ED liberal arts elective. The course should be selected in consultation with the student's advisor.

² Select a course that satisfies one of the following SUNY GEN ED areas: 4-American History, 5-Western Civilization, 6-Other World Civilizations, 8-The Arts, or 9-Foreign Language. The course should be selected in consultation with the student's advisor, and cannot be from the category satisfied by the fourth semester history requirement.

³ History Elective: Choose from HSTY 101, Development of the Western Tradition I, **OR** HSTY 102, Development of the Western Tradition II, **OR** HSTY 201, American History to 1877, **OR** HSTY 202, American History Since 1877.

Notes:

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START

STUDENT TESTING, ADVISEMENT, REGISTRATION AND TRANSITION

All students must attend a **START** session prior to beginning their first semester. You can complete START at our main campus in Dryden, at one of our extension centers in Ithaca or Cortland, or over the phone. To schedule a phone START session, please email success@tompkinscortland.edu.

At START students will:

- Meet individually with an academic advisor to discuss their interests, degree program, placement test results or transfer credits, and select their first semester courses.
- Learn what careers connect with their academic program.
- Learn how to use their myTC3 account.
- Be introduced to important campus resources.
- Review their student bill and financial aid package.

START typically takes 2 - 3 hours. Morning, afternoon, evening, and evening sessions are available. You will receive an email to schedule your START session.



Can't find your link to schedule START? Let us know at success@tompkinscortland.edu or call 607.844.6580.

Prior to attending START, students should:

- Submit all prior college transcripts and AP score sheets
- Complete the Pre-Advising Questionnaire

After START check your [myTC3](#) account regularly, specifically your myMAIL, for important email updates.

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INTRODUCTION

Tompkins Cortland Community College is committed to developing and sustaining an environment where all students feel safe and empowered to pursue and achieve their academic goals. In fact, our sole continuing institutional goal is Student Success – your success. That can only happen in learning and living environments that are open atmospheres for the search for knowledge and truth, critical thinking and personal growth.

We are committed to you as a whole person – both inside and outside the classroom. This means we seek to support your social, emotional, physical and intellectual development in all of our learning and living environments. We encourage you to participate in the broad array of programs available to you and to actively reflect on what it means to be part of the Tompkins Cortland community. “...Everyone at Tompkins Cortland – faculty, staff and students – assumes an obligation to conduct themselves in a manner compatible with the functions of the College as an educational institution and to abide to all local, state, and federal laws.

All conduct that interferes with the educational function of the College will result in appropriate disciplinary action and will be confronted and addressed in a positive, straightforward manner.

The College recognizes and understands the proliferation of electronic devices generally and students’ regular use of these devices. The College does not discourage use of such devices, consistent with its policies. Additionally, it is the policy of the

College to expect students to use such devices in a manner which respects the rights and privacy of other students, faculty, staff and visitors. Tompkins Cortland further expects students not to interfere with law enforcement activities including through video/audio recording.

Individuals and organizations should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the community that in their public expressions or demonstrations, individuals or organizations speak only for themselves, not the College.

Generally, student conduct will refer to that which occurs on-campus or at College-sponsored events and activities. However, jurisdiction and discipline may also be applied, at the discretion of the College, for conduct that occurs off-campus and that adversely affects the College, the College community, or the interests and mission of the College.

In civil or criminal cases the College will cooperate with both the civil authorities and the student defendant regarding background information for the particular case in question. Should students charged with a violation of the law request assistance from the College, a representative from the Dean of Student Life office will advise them and offer the appropriate help. However, no attempt will be made to isolate students from the legal consequences of their actions.

As fully engaged members of the College community, Tompkins Cortland students pride themselves in setting a standard of conduct that makes the campus a welcome, dynamic environment. The rights and responsibilities of our students are explained in detail in the College's Student Rights and Responsibilities, which covers such topics as Student Email Accounts, Human Rights, the Family Educational Rights and Privacy Act (FERPA), Policy on HIV and AIDS, Grievance and Conduct Violation Policies, Academic Policies and Regulations, and Non-Academic Policies and Regulation. The full contents are listed to the left.

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The Mission of the Tompkins Cortland Community College Foundation is to secure resources to enhance the learning opportunities for students of the College. That means, quite simply, every dollar matters.



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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) requires Tompkins Cortland Community College, with certain exceptions, to obtain a student's written consent before disclosing educational records with personally identifiable information.

DIRECTORY INFORMATION

The College may disclose information designated "directory information" without written consent, unless the student has advised the college to the contrary in accordance with college procedures.

Directory information is defined by FERPA as information in an education record of a student that would not generally be considered harmful or an invasion of privacy if released.

TOMPKINS CORTLAND HAS DESIGNATED THE FOLLOWING INFORMATION AS DIRECTORY INFORMATION:

- Name
- Address
- Date of birth
- Phone numbers
- Email address
- Photo
- Dates of attendance
- Program of study
- Enrollment status (Full-time/Part-time)
- Previous institution attended
- Degrees awarded
- Honor and awards
- Participation in officially recognized activities and sports

Athlete height/weight

The Solomon Amendment requires the College to provide directory-type information on students who are at least 17 years of age, upon request from representatives of the Department of Defense for military recruiting purposes.

If a student does not want the College to disclose directory information from his/her education record without his/her prior written consent, he/she must complete and submit a signed and dated [Directory Information Withholding Form](#) to Academic Records, Room 248, by the end of the third week of classes in a semester or summer session.

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STUDENT RIGHTS UNDER FERPA

The law provides students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review his/her education record within 45 days of the day the college receives a request for access. A student who wishes to review his/her education record must submit a written request to the Registrar that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of his/her education records. A student may ask the College to amend a record that he/she believes is inaccurate. The student should submit a written request to the Registrar, clearly identify the part of the record he/she wants changed, and specify why the record is inaccurate. If the Registrar decides not to amend the record as requested, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college releases personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The college will disclose a student's educational records without prior written consent in the following instances:
 - To college officials with legitimate educational interests. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A college official is a person employed by Tompkins Cortland in an administrative, supervisory, academic or research, or support staff position (including public safety/campus police, residence life, and health center staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; a person serving as a member of SUNY system administration; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - **DISCLOSURE TO PARENTS. THE COLLEGE WILL RELEASE INFORMATION TO PARENTS UNDER THE FOLLOWING CIRCUMSTANCES (FINANCIAL DEPENDENCE IS DEFINED BY THE INTERNAL REVENUE CODE):**
 - Notice of alcohol or controlled substance violations will be provided to parents of all students under 21 years of age at

the time of the violation, regardless of financial dependency.

- Notice of alcohol or controlled substance violations will be provided to parents of all financially dependent students, regardless of age.
- Notice of other non-academic judicial proceedings may, at the college's discretion, be provided to parents of financially dependent students when the college has determined that disclosure is in the best interests of the student or the college as the result of behavior calling into question the appropriateness of the student's continued living in the residence halls or enrollment at the college.

- **DISCLOSURE TO OTHER PERSONS (INCLUDING PARENTS):**

- When the college determines that there is a significant threat to the health or safety of a student or other individuals, information from education records may be disclosed to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- The final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or any sex offense may be disclosed to any person when the student is found to have also committed a violation of Tompkins Cortland's codes of conduct with respect to such crime or offense. Such disclosure will include only the name of the student, the violation committed and the sanctions imposed by the College. The results of such a disciplinary proceeding, whether or not a violation is found, will be released to the alleged victim of the offense.
- Note: Law enforcement records maintained by the Tompkins Cortland Office of Public Safety/Campus Police are not considered educational records and may be disclosed to any person. The Tompkins Cortland Office of Public Safety/Campus Police is designated as the college's law enforcement unit.

- **OTHER EXCEPTIONS:**

- The college must disclose records in response to a judicial order or lawfully issued subpoena. The college will attempt to notify the student of the request before providing information.
- The college may disclose records, including disciplinary records, to another institution where a student seeks or intends to enroll or is already enrolled. Unless the request is initiated by the student, the college will attempt to notify the student before releasing records. Upon request, a copy of all records disclosed will be provided to the student.
- The college may disclose records, under certain circumstances, to certain federal, state and local government representatives, accrediting organizations, and other organizations conducting studies for educational agencies or institutions. This includes information requests from federal agencies related to international student compliance with the requirements of the Student and Exchange Visitor Information System.
- The college may disclose records in connection with financial aid.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

More information is available from the U.S. Department of Education at

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

For more information about Tompkins Cortland's policies, contact

Katrina Campbell, Registrar, campbek2@tompkinscortland.edu or 607.844.8211, Ext. 4305.

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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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KNOW YOUR RIGHTS: GRIEVANCE/COMPLAINT 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.

If you are unsure how to proceed with your complaint/grievance you can receive assistance in the Office of the Provost, Room 229.

PROCESS RELATED TO:

FERPA VIOLATIONS AND AMENDMENT OF STUDENT EDUCATIONAL RECORD

Formal Request Level: Katrina Campbell, Registrar, Suite 248, 607.844.8222, Ext. 4305, campbek2@tompkinscortland.edu

Appeal Level: Dr. Paul Reifenheiser, Provost, Room 229, 607.844.8222, Ext. 4370, PR022@tompkinscortland.edu

VIOLATION OF ACADEMIC INTEGRITY POLICY

Informal Step: Instructor

Formal Request Level: Dr. Paul Reifenheiser, Provost, Room 229, 607.844.8222, Ext. 4370, PR022@tompkinscortland.edu

Appeal Level: Dr. Orinthia Montague, President, Room 223, 844-8222, ext. 4386, otm@tompkinscortland.edu

GRADE CHALLENGE

Informal Step: Instructor

Formal Request Level: Department Chair

Appeal Level: Dr. Paul Reifenheiser, Provost, Room 229, 607.844.8222, Ext. 4370, PR022@tompkinscortland.edu

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DISABILITY-RELATED ACCOMMODATIONS AND ADJUSTMENTS

Formal Request Level:

Students: Carolyn Boone, Coordinator of Access & Equity Services and ADA/504 Compliance Officer, Room 130, 844-8222, ext. 4283, clb@tompkinscortland.edu

Appeal Level: Sharon Clark, Director of Human Resources, Room 219, 844-8222, ext. 4440, scd@tompkinscortland.edu

Employees and Visitors: Sharon Clark, Director of Human Resources, Room 219, 844-8222, ext. 4440, scd@tompkinscortland.edu

Appeal Level: Dr. Paul Reifenheiser, Provost, Room 229, 607.844.8222, Ext. 4370, PR022@tompkinscortland.edu

Second Appeal Level: External appeal to Federal Office of Civil Rights, Department of Education

NON-ACADEMIC CODE OF CONDUCT

Informal Step: None

Formal Request Level: Hearing Officer

Appeal Level:

Darese Doskal, Student Conduct and Community Standards (if initially heard by Residence Director), Room 229, 844-8222, ext. 6591, doskald@tompkinscortland.edu

or Greg McCalley, Vice President for Student Services, Room 229, 844.8222, Ext. 4244, JGM006@tompkinscortland.edu

DISCRIMINATION & HARASSMENT (EXCEPT ACCOMMODATIONS) INCLUDING SEXUAL HARASSMENT OR VIOLENCE INVOLVING STAFF MEMBERS

Informal Step: **Title IX Coordinators**

Formal Request Level: Dr. Orinthia Montague, Hearing Panel and President, Room 223, 844-8222, ext. 4386, otm@tompkinscortland.edu

Appeal Level: External appeal to 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)

Informal Step: Staff member, if appropriate

Formal Request Level:

(non-academic complaints) Greg McCalley, Vice President for Student Services, Room 229, 844-8222, ext. 4244, JGM006@tompkinscortland.edu

Appeal Level: Dr. Paul Reifenheiser, Provost, Room 229, 607.844.8222, Ext. 4370, PR022@tompkinscortland.edu

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.

At the Formal Request 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 mean college business days.

Formal requests and appeals must be in writing and be delivered by email or hard copy to the person identified. Forms are available in each office listed above. Appeals should be delivered 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 relevant date(s) and sufficient information to identify any individuals who may be potential witnesses;
4. A statement by the student or employee verifying that the information supporting the allegations is 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.

Decisions on all requests and appeals shall be made in writing within fourteen (14) days of the filing of the appeal request unless a different 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, unless a longer period is required by law or regulation.

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Position	Name	Office
President	Dr. Orinthia Montague	223
Provost	Paul Reifenheiser	229
Director of Student Conduct and Community Standards Senior Title IX Coordinator	Darese Doskal	229
Affirmative Action Officer Title IX Coordinator Director of Human Resources	Sharon Clark	216
Vice President for Student Services	Greg McCalley	229
ADA/Section 504 Compliance Officer	Carolyn Boone	130
Coordinator of Access & Equity Services	Carolyn Boone	130
Department Chair	Contact Jan Brhel for specific department	229
Registrar	Katrina Campbell	101
Director of Public Safety/Campus Police	J. Beau Saul	118

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STATEMENT OF ACADEMIC INTEGRITY POLICY

CLASSROOM BEHAVIOR

Tompkins Cortland values every student's right to learn and each faculty member's right to teach in an uninterrupted environment. To foster that environment, proper etiquette in the classroom is essential. The instructor has the right and responsibility to take appropriate action when a student's behavior interrupts another student's right to learn. Each individual course outline will establish both the classroom behavioral and academic integrity expectations from the instructor.

Disruptions to classroom behavioral expectations may include, but are not limited to interruptions through use of cell phones or other electronic devices, video/audio recording or classes including any such recording of events taking place in class, not necessarily limited to course lectures, unnecessary or boisterous talking during lecture and exam sessions, arriving to class late or leaving a class early, inappropriate language and tone. Instructors may remove a student for the class session for such disruptive behavior, any may begin disciplinary proceedings in accordance with the Tompkins Cortland Non-Academic Code of Conduct.

STATEMENT OF ACADEMIC INTEGRITY POLICY

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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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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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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CLASSROOM BEHAVIOR

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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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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.

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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 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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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

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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Tompkins Cortland
Community College

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COLLEGE INFO

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Fall Reopening – COVID Updates



NON-ACADEMIC CODE OF CONDUCT

Updated August, 2020

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.

Students are expected to review this code regularly and acknowledge that they have done so at each registration for classes.

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 applies to all behavior in virtual learning environments used by the College. 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).

6. The college will use your TC3 email as the means for communication during a conduct process. All students are expected to check their college email regularly during each week in order to receive important college communications.

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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.
3. Students must participate as witnesses in disciplinary proceedings when requested to do so by the Director of Student Conduct and Community Standards (or designee). Reporting students are not required to participate in proceedings for Title IX (sexual harassment or assault) cases.
4. 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, 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 or mental harassment, sexual 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 inappropriate intent including to foster, promote or otherwise seek to engage in any of the activities set forth herein.
2. Intentionally or recklessly causing physical harm to any person, or threatening to cause physical harm, is prohibited and is cause for disciplinary action. Students cannot justify such behavior as defensive if:
 - A. The behavior is a physical response to verbal provocation;
 - B. The student has the ability to leave the situation, but instead chooses to respond physically;
 - C. In circumstances where such actions are punitive or retaliatory.

3. 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.

D. Intimate Partner Violence – Intimate Partner Violence includes Dating Violence and Domestic Partner Violence. Intimate Partner Violence can occur in relationships of the same or different genders.

Dating Violence is any act of violence, including physical, sexual, psychological, and verbal violence, committed by a person who is or has been in a romantic or intimate relationship with the victim.

Domestic Violence is violence against a current or former spouse or intimate partner, a person with whom children are shared or with whom cohabitation is occurring.

E. Stalking – Intentionally causing another person to fear for their safety and/or the safety of their property.

Any sexual harassment which meets the definition of the Title IX regulations issued in effect August 14, 2020, and for which there is a formal, signed complaint, will be seen under the **Title IX grievance process**. Other harassment will be seen through the student conduct process.

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 subsequent 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. Incapacitation 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.

4. Disruptive, excessively noisy, or indecent conduct is cause for disciplinary action.

5. 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.

6. 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 inappropriate 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.

7. 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. This includes, but is not limited to, hunting rifles, hand guns, paint ball guns, BB guns, very realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices including pepper spray, ammunition of any kind and any martial arts weapons (ex. chuka sticks, throwing stars, etc.)

8. 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.

9. Recklessly or intentionally starting a fire or causing an explosion is cause for disciplinary action.

F. ALCOHOL, DRUGS AND TOBACCO

1. Attendance in class or at any College activity or on any College property under the influence of alcohol or drugs and causing a disturbance, public annoyance or alarm and/or affecting the learning environment, is cause for disciplinary action.

2. Unauthorized use or possession of alcohol is cause for disciplinary action.

3. Sale, possession, exchange or use of a controlled substance, other than for medication prescribed by a doctor, is prohibited on campus, consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Drug paraphernalia including, but not limited to: bongos, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus.

a. Use or possession of marijuana, including medical marijuana used or possessed under New York State Compassionate Care Act, is strictly prohibited on college property. Federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, even students with medical prescriptions will not be able to possess or use marijuana on Tompkins Cortland campuses.

b. Misuse/abuse of a dangerous or harmful substance for purpose of intoxication, except for prescribed therapeutic purposes, is also cause for disciplinary action. Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.

c. Possession and/or use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited.

4. No smoking, vaping, use of e-cigarette products is permitted in any buildings per New York State law. Tompkins Cortland also does not allow chewing tobacco and other nicotine-based products, other than for tobacco cessation (nicotine replacement therapy). Smoking and use of these products is permitted adjacent to campus or campus-related buildings only in designated areas (see signage).

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. ABUSE OF THE STUDENT CONDUCT SYSTEM

Abusing the Student Conduct System is prohibited. Such behaviors include, but are not limited to:

1. Failure to obey a summons as a witness to a conduct hearing.
2. Falsification, distortion, or misrepresentation of information in a conduct hearing.
3. Disruption or interference with the orderly conduct of a student conduct hearing.
4. Knowingly filing a student conduct referral without cause.
5. Attempting to discourage an individual's participation in or use of the Student Conduct System.
6. Attempting to influence the impartiality of a member of a Student Conduct board prior to and/or during or after a student conduct hearing.
7. Harassment and/or intimidation of a member of a Student Conduct board prior to and/or during or after a student conduct hearing.
8. Failure to comply with the sanctions imposed under the student code of conduct.
9. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

J. 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.

K. 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 conduct system.

GOOD SAMARITAN POLICY

The health and safety of all Tompkins Cortland students is of utmost importance. The health and safety of every student at Tompkins Cortland is of utmost importance. The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to college officials or law enforcement will not be subject to code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

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 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.

SUSPENDABLE OFFENSES:

The following violations may result in summary removal from the residence halls and/or suspension from the college pending the conduct hearing:

- 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

CONDUCT 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 hearing process that sanction becomes a part of the student's conduct history. A student's conduct history is a confidential record of disciplinary action related to the student that is maintained in the Office of Student Conduct and Community Standards. A student's conduct 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 conduct history is subject to full review by the administrative hearing officer adjudicating the case. The reason for such review is that a student's conduct history is an important factor in determining an appropriate 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 disciplinary suspension or expulsion from Tompkins Cortland Community College are permanently maintained by the Office of Student Conduct and Community Standards.

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Fall Reopening – COVID Updates



NON-ACADEMIC CODE OF CONDUCT VIOLATION HEARING PROCESS

CONDUCT HEARING FLOW CHART

When a non-academic 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 or it occurs at the end of a semester or between semesters. 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. Procedures for incidents at the end of semester or between semesters will be outlined following the general process information.

1. The incident is documented.
2. The documentation is forwarded to the Director of Student Conduct and Community Standards (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 Student Conduct and Community Standards 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 be assigned to a board hearing with faculty, staff and student members. The Director will schedule and notify the student of the board hearing time and location. Boards will be made up of individuals from our trained hearing board pool and a non-voting board chair. The voting members will

hear the case and make determination. All procedures for a board hearing will mirror the procedures for an administrative hearing. The board will, at the end of the process, determine responsibility of the student for the charges and, if they find the student responsible, will recommend sanctions. This information will then go to the Vice President of Student Services to make a final determination of sanctions.

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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 advisor, 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. A person who has witnessed any part of the incident or is involved in any way cannot serve as the advisor. Any other individual who attends, however, is not permitted to make statements or participate as a witness, only to consult with the student. In the administrative hearing with the judicial hearing officer, the administrative procedures and charges will be explained, documentation 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. The hearing will be recorded. Only one recording of the hearing will be made by the conduct staff. A student may not record their own hearing; doing so is a violation and will result in additional charges.

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 ten (10) college business days.

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. Once final decisions are made, the charged student will receive a findings notification. If the student is found to be in violation, this letter will outline which charges they were found to have violated and the resulting sanctions for the violation(s). If there is a student victim in the case, that student will also receive a findings notification letter.

11. 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. Additionally, if the case involves a student victim, that individual also has the right to appeal the outcome. 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.

12. An official audio recording will be made of any hearing and it will be stored until the appeal process time has elapsed. Participants are prohibited from making any recording during the hearing. The student, and the referring party in any sexual misconduct case, may submit a written request to the Director of Student Conduct and Community Standards for permission to listen to the official audio recording in a supervised location on campus. A written transcript can be provided by the College at the requesting party's expense.

ADDITIONAL PROCEDURAL RIGHTS FOR A REPORTING INDIVIDUAL IN A SEXUAL MISCONDUCT CASE WHICH DOES NOT QUALIFY AS A TITLE IX VIOLATION AFTER AUGUST 14, 2020 UNDER THE NEW **GRIEVANCE PROCESS.**

In addition to the procedures above, sexual misconduct cases allow additional rights for all individuals involved in the case. These include:

- A. The right to request that student conduct charges be filed against the accused in proceedings established by the college.
- B. The right to a process in all conduct cases where a student is accused of sexual assault, domestic violence, dating violence, stalking or other sexual misconduct that includes:

- (I) Notice to a respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provision alleged to be violated and possible sanctions;

- (II) An opportunity to offer evidence during investigation and to present evidence and testimony at a hearing, where appropriate, and have access to a recording of the hearing, which will be preserved and maintained for at least five years from the hearing;

- (III) Access to appeal before a panel;

- (IV) Written notice of the findings, the decision and sanction for the case;

- (V) Right to an advisor throughout the process;

- (VI) To have the conduct process run concurrently with a criminal justice investigation and proceeding except for temporary delays as requested by external entities while law enforcement gathers evidence. These delays should not last more than

10 days unless law enforcement specifically requests and justifies a longer delay.

(VII) To review and present available evidence in the case file,

(VIII) To exclude their own prior sexual history with persons other than the other party in the process or their own mental health diagnosis and/or treatment from admittance in the conduct state that determines responsibility. Past findings of sexual misconduct may only be admissible in the conduct stage that determines sanction;

(IX) To receive written or electronic notice of any meeting they are eligible to attend,

(X) To make an impact statement at the part of the hearing where the conduct officer or panel is determining appropriate sanctions;

(XI) To receive simultaneous notification (with the accused individual) of the outcome of the process including the sanction or sanctions and the rationale for the sanctions imposed

(XII) To choose whether to discuss or disclose the outcome of the case;

(XIII) To have all information obtained during the course of the conduct process be protected from public release until the appeals panel makes a final determination.

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 Student Conduct and Community Standards 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 Student Conduct and Community Standards office within fifteen (15) 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.

RIGHT OF APPEAL

The student in violation may appeal the hearing officer's decision within (10) days of receipt of the findings notification. Additionally, in any case in which another student was victimized, that student will have the right of appeal. All appeals should be filed in the Office of Student Conduct and Community Standards. Cases heard by hearing boards will be appealed to the Vice President of Student Services. If the original decision was made by the Director of Student Conduct and Community Standards, the appeal will be heard by the Vice President of Student Services. In all other cases, the appeal will be heard by the Director of Student Conduct and Community Standards. 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. As noted above under sexual misconduct cases, all appeals of these cases will be heard by a hearing panel and can be requested by the accused student or the reporting student.

CASES INVOLVING ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING UNDER THE CONDUCT PROCESS.

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) business 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 (5) business days of receipt of the complaint.

The comprehensive review and investigation, including all interviews and gathering of evidence, is usually completed within fifteen (15) business days of receipt of the complaints.

Results of the complaint from the hearing, decision and any sanctions, are typically issued within twenty five (25) business days of receipt of the complaint to both the complainant and the accused.

An appeal of the results must be submitted within ten (10) calendar days of receipt of the written results by either the complainant or accused. Absent extenuating circumstances, decisions on appeals are typically issued within fourteen (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 Student Conduct and Community Standards 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 Student Conduct and Community Standards.

Extensions

All deadlines and time requirements may be extended for good cause as determined by the Director of Student Conduct and Community Standards. 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 five (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 Student Conduct and Community Standards immediately.

ADMINISTRATIVE ACTIONS:

SUMMARY REMOVAL FROM THE COLLEGE HOUSING SYSTEM

The Director of Student Conduct and Community Standards (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 Student Conduct and Community Standards (or designee).

The Director of Student Conduct and Community Standards must conduct a formal hearing for any summary removal case within ten (10) 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 Student Conduct and Community Standards to be heard by the Vice President of Student Services. The written appeal must be filed within three (3) calendar 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.

In Title IX cases, the reporting individual also has the right to appeal the issuance or lack of issuance of a summary removal. The same procedure of a written appeal which sets forth the reasons there should or should not be summary action may be followed.

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 Student Conduct and Community Standards 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 Student Conduct and Community Standards 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 a conduct

board within ten (10) college business days.

In Title IX cases, the reporting individual also has the right to appeal the issuance or lack of issuance of a summary suspension. The same procedure of a written appeal which sets forth the reasons there should or should not be summary action may be followed.

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 Student Conduct and Community Standards to be heard by the Vice President of Student Services. The written appeal must be filed within three (3) calendar 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) business days.

Any sanction imposed by the Director of Student Conduct and Community Standards will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

CEASE AND DESIST ORDERS

The Director of Student Conduct and Community Standards may, subject to prompt review, issue a no contact order from the College if, in his/her judgment, such action is necessary for protecting the health, safety, and welfare of any member of the college community. In the case of a mutual dispute, all parties involved will be issued no contact orders. If an individual issued such order continues contact, they may be summarily suspended pending the hearing. If students involved encounter each other in a public space, it is the responsibility of the individual with the no contact order to immediately leave the area.

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.

ASSIGNMENT TO COUNSELING, OPTIONS PROGRAM OR A MENTOR

Required participation in counseling, alcohol and/or drug related counseling and education, or mentoring by a faculty or staff member on decision making and positive community contributions. Failure to participate as instructed 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.

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.

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.)

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 Campus Police before entering onto all College properties. A student who is expelled is liable for all semester charges and does not receive academic credit for the semester. They will receive withdrawals (W) in all currently enrolled courses as of the date of expulsion. For all expulsions, 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."

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.

LOSS OF PRIVILEGES

Exclusion from specifically stated facilities, services, or activities for a designated period of time. Examples include, but are not limited to, loss of driving or parking privileges, prohibition from entering certain or all residence halls or athletic facility, prohibition from attendance at or participation in College-sponsored activities, loss of class, room change restrictions, and prohibition from sponsoring events.

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.

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.

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 Student Conduct and Community Standards (or designee). Student is banned from residence halls.

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.

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. A student who is suspended is liable for all semester charges and does not receive academic credit for the semester. They will receive withdrawals (W) in all currently enrolled courses as of the date of suspension. For all suspensions, 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."

WARNING

Written notice to the student indicating that continuation or repetition of misconduct may result in further disciplinary action.

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 an Options group meeting or individual Options counseling. First drug related offense will be assigned to Options counseling.

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 notified of said violation and assigned additional sanctions. If they refuse to complete, they could face suspension from the college.

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.

TRANSCRIPT NOTATIONS FOR SUSPENSIONS AND EXPULSIONS

For all suspensions, 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."

For all expulsions, 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."

Students who withdrew from the college prior to a hearing for a suspension or expulsion level case will receive a transcript notation of “withdrew with conduct charges pending.”

If a finding of responsibility is vacated, the transcript notation will be removed. If a student wishes to appeal a notation for a suspension, they may do so, in writing, to the Vice President of Student Services, one year after the findings. An expulsion notation is permanent.

TITLE IX GRIEVANCE PROCESS

Those sexual harassment incidents for which there is a signed, formal complaint, and meet the Title IX standards of a VAWA crime (sexual assault, dating violence, domestic violence or stalking) or which are so severe and pervasive as to prevent an individual from participating in a campus program or activity and **occur on or off-campus within a college program or activity**, will be subject to the provisions.

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POLICY AGAINST DISCRIMINATION AND HARASSMENT

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Unlawful discrimination or harassment based on including race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

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.

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All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.

- Any other conduct that ridicules or humiliates an individual because of his/her gender.

OTHER UNLAWFUL DISCRIMINATION/HARASSMENT

These same guidelines also apply to unlawful discrimination or harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal

and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, scd@tompkinscortland.edu.

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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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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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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.

STUDENT RIGHTS AND RESPONSIBILITIES

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Fall Reopening – COVID Updates



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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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, martial 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 Clark, Affirmative Action Officer, Room 219, 844.8222, Ext. 4251
- Darese Doskal, Director of Student Conduct and Community Standards, Room 229, 844.8222, Ext. 6591
- Seth Thompson, Director of Diversity Education and Support Service, Room 124, 844.8222, Ext. 4358

Online/Anonymous Reporting

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 orientation and throughout the year by the Office of Counseling, Career, Transfer Services.

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STUDY ABROAD



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

Study abroad makes students better leaders and more employable global citizens, looks extraordinary on your resume, and can change the way you think about the world.

You will have the **EXPERIENCE OF A LIFETIME.**

If you are interested in any of these programs, contact the Coordinator of Study Abroad Programs, in the Office of Global Initiatives at 607.844.8222, Ext. 4383, Room 248 for more information and to apply. Interested students should also speak to the faculty trip leader to learn about the program.

FALL OPPORTUNITIES - JANUARY TRIP

CAMBODIA - ENGLISH AND ANTHROPOLOGY



IRELAND: LITERATURE AND HISTORY



NICARAGUA: ANTHROPOLOGY AND HEALTH



SPRING OPPORTUNITIES - MAY TRIP

COLOMBIA - ECOLOGY AND HISTORY



ITALY: CULTURE AND CUISINE



OPPORTUNITIES AVAILABLE THROUGH SUNY CORTLAND

Tompkins Cortland Community College can also participate in any of SUNY Cortland's more than 30 study abroad programs on six continents. For more information on the new opportunities, visit the [SUNY Cortland study abroad website](#).

GET STARTED

- Meet with your Academic Advisor early to talk about where study abroad fits best in your academic program
- Meet with a Faculty Trip Leader to get course details and learn more about the process
- Make an appointment with a representative from Financial Aid, room 101 as soon as you can
- Apply for your passport (it takes several months)
- Register for the appropriate course (In November for Spring, in April for Fall)
- Begin to save your money! Apply for a Scholarship!
- Submit all pre-departure documents ON TIME and
- Attend mandatory Pre-Departure Orientations



NOTE: We may be able to provide information or make recommendations if you are interested in studying overseas in a particular country where the College does not presently offer a program.

IMPORTANT FORMS

Note: Fill-in forms work best in Internet Explorer or they can be saved locally and filled in using Acrobat Reader.

[Study Abroad Agreement/Liability Release Form](#)

[Study Abroad Confidential Academic Reference Form](#)

[Study Abroad Confidential Personal Reference Form](#)

[Study Abroad Health Form and Physician's Approval to Travel](#)

[Study Abroad Trip Application and Criteria](#)

[Study Abroad Understanding of Trip Costs and Payment Disclosure](#)

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SUNY General Education Approved Courses

Beginning in Fall 2015, all Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs require a minimum of 30 credits of SUNY General Education coursework distributed among a minimum of seven content areas, which must include Mathematics and Basic Communication. Students enrolled in Associate of Applied Science (A.A.S.) programs who plan to pursue a SUNY baccalaureate degree are advised to choose elective courses that fulfill these General Education requirements where possible. The approved Tompkins Cortland courses for each SUNY knowledge and skill area are shown below.

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10
Mathe- matics	Natural Sciences	Social Sciences	American History	Western Civilization	Other World Civiliza- tions	Humanities	The Arts	Foreign Language	Basic Communi- cation
MATH 109, 110, 115 [*] , 120, 122, 132 ³ , 135 ³ , 138, 181 ³ , 200, 201, 202, 203, 206, 216	ASTR 101 ^{**} , BIOL 100, 101, 102, 104, 105, 112, 114 ^{**} , 115, 116, 119, 125 [*] , 131, 132, 201, 202, 211, 216 CHEM 100 ³ , 101, 102, 107, 108, 205, 206 ENVS 101, 102 ^{**} , 116, 141, 202 ^{**} GEOL 101, 125 [*] METR 101 PHSC 104, 105, 211, 212, 213	ANTH 201, 202, 260, 295 COMM 101, ECON 101, 120, 121 ENVS 107, 108, 295 GEOG 110 ³ , 115 ³ , 120 HSTY 260 HUMS 206 IED 260 POSC 103, 104, 107, 260 PSYC 101, 103, 108, 201, 205, 207, 208, 209, 218, 263 SOCE 201, 205 SOCI 101, 103 ³ , 201, 203, 205, 206, 207	HSTY 201, 202, 225 ^{***} , 233 ^{***} , 255 ^{***} WGST 233 ^{***}	ART 101 HSTY 101, 102, 235 ³ , 262 ³ POSC 262 ³	ANTH 202, 220, 260 HSTY 110, 111, 215 ³ , 252, 245 ³ , 260 HUMN 232 IED 260 POSC 245 ³ , 260 RECR 150 SOCE 150 SOCI 220, 225 ³	CRJU 217 ENGL 102, 205, 206, 208 ³ , 215, 220, 225, 226, 227, 229, 233, 245, 246, 248 ENVS 105 HUMN 232 PHIL 101, 201 RECR 270 WGST 248	ART 101, 102, 109 ¹ , 110 ¹ , 111 ¹ , 112 ¹ , 114 ¹ , 115 ¹ , 120 ¹ , 122 ¹ , 130 ¹ , 131 ¹ , 180 ¹ , 200 ¹ , 208 ³ , 270 ¹ , 271 ¹ ENGL 105 ¹ , 200, 212, 255, 256 MUSI 101 RECR 215 ¹ SOCE 258	ARAB 101, 102 CHIN 101, 102 FREN 101, 102, 201, 202 GERM 101, 102 ITAL 101, 102 RUSN 101, 102 SPAN 101, 102, 201, 202	ENGL 100, 101, 103

¹ Not a Liberal Arts and Sciences course.

² Pending SUNY approval

³ Inactive course

Cross-listed courses: ANTH 220/SOCI 220; ANTH 260/IED 260; ANTH 295/ENVS295; BIOL 125/GEOL 125; ENGL 248/WGST 248;

ENGL 258/SOCE 258; ENVS 107/POSC 107; ENVS 108/PSYC 108; HSTY 233/WGST 233; HSTY 245/POSC 245; HSTY 260/POSC 260;

HSTY 262/POSC 262; RECR 150/SOCE 150; SOCI 206/HUMS 206

* Enrollment restricted to students in the Childhood and Early Childhood Teacher Education Transfer A.S. degree programs.

** Lecture course with no lab. *** For students scoring 85 or above on the N.Y.S. Regents U.S. History & Government Examination.

Tompkins Cortland Liberal Arts and Sciences Disciplines/Courses

For degree purposes, there are three Liberal Arts categories: Humanities, Math/Natural Sciences, and Social Sciences.

The disciplines/courses under each category are listed below.

HUMANITIES	MATH/NATURAL SCIENCE	SOCIAL SCIENCES
ARAB	ASTR	ANTH
ART 101	BIOL	COMM 101 COMM
ART 102	CHEM	225
ART 104	CSCI 160	CRJU 104
CHIN	CSCI 165	CRJU 105
CRJU 217	CSCI 205	ECON
ENGL	ENVS 101	EDUC 295
ENVS 105	ENVS 102	ENGL 201
ESL 120	ENVS 116	ENGL 204
ESL 121	ENVS 141	ENVS 107
FREN	ENVS 202	ENVS 108
GERM	GEOL	ENVS 110
HUMN	MATH	ENVS 111
ITAL	METR	ENVS 112
MUSI 101	PHSC	ENVS 295
MUSI 108		GEOG
MUSI 109		HSTY
PHIL		POSC
RECR 270		PSYC
RUSN		RECR 150
SOCE 258		SOCI
SPAN		SOCE
WGST 248		WGST
		NOT SOCE 258
		NOT WGST 208 OR 248

Sustainable Farming & Food Systems, A.A.S.

Fall 2020

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH 090 - Pre-Algebra <input type="checkbox"/> MATH 095 - Beginning Algebra

Course Requirement	Course Title	Credits	Min. Grade	Grade (T - Transfer)	Semester Completed
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FIRST YEAR

FALL					
CAPS 121	Introduction to Spreadsheets	1			
ENGL 100*	Academic Writing I ¹	3	C		
ENVS 101	Introduction to Environmental Science	3			
ENVS 110	Food Systems Seminar I: Introduction to the U.S. Food System	2	C		
ENVS 116	Soil Science	3	C		
ENVS 117	Fall Farming Internship	2	C		
HLTH or FITN Elective		1			
Total Credits		15			

SPRING					
BIOL 119	Botany	3			
ENGL 101	Academic Writing II	3			
ENVS 111	Food Systems Seminar II: Food Movements	2	C		
ENVS 141	Agroecology	3	C		
ENVS 142	Spring Farming Internship	2	C		
SUNY GEN ED Math Elective (MATH 109 or 120 recommended)		3			
Total Credits		16			

SECOND YEAR

SUMMER SESSION					
ENVS 202	Integrated Pest Management	3	C		
ENVS 203	Summer Farming Internship	3	C		
Unrestricted Elective ²		3			
Unrestricted Elective ²		3			
Total Credits		12			

FALL					
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communications	3			
ENVS 105	Environmental Ethics	3			
ENVS 107 OR SOCI 101	Economy, Society & the Environment OR Introduction to Sociology	3			
ENVS 112	Food Systems Seminar III: Identity, Ethics & Culture in the Global Food System	2	C		
ENVS 285	Sustainable Farming & Food Systems Capstone	3	C		
Unrestricted Elective ²		3			
Total Credits		17			

Minimum Credits Required for Graduation: 60

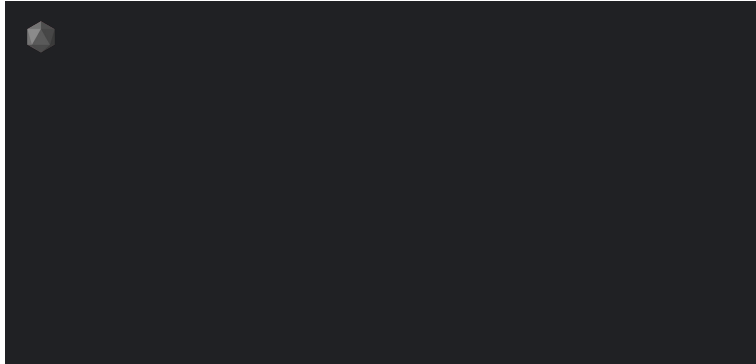
¹ A student exempted from ENGL 100 must substitute a three credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² Recommended Electives: ACCT 101, BIOL 102, BIOL 104, BIOL 105, BIOL 114, BIOL 211, BUAD 103, BUAD 106, CAPS 152, CHEM 107, CHEM 108, CULI 101, CULI 120, FITN 170, HLTH 215, HRMG, HSTY 202, SPAN 101, SPAN 102, or WINE. Students may also wish to consider Study Abroad trips to Italy (HRMG 220 and ANTH 261) or Colombia (HSTY/POSC 260 and BIOL 116) with corresponding coursework.

NOTES:



ADMISSIONS



Note: Virtual tour not compatible with Internet Explorer browser.

HELP STARTS HERE.

The college search can feel overwhelming, but we're here to help. Have a question about our application process, campus, or academic programs? We're just a call or email away. Our Admissions and Financial Aid Advisors look forward to sharing their enthusiasm for Tompkins Cortland with you and helping you find the program and plan for success that fits best. No two of our students are the same so we pride ourselves on three basic things: Accessibility, Affordability, and Flexibility.



VIRTUAL OPEN HOUSES AND INFO SESSIONS!

You can still see us and get all your questions answered. Meet admissions counselors, reps from financial aid, faculty from our more than 40 programs, and more. Pre-register now.

Open House | Nov. 6

Info sessions and admit days throughout the semester.

Check out our [virtual offerings schedule](#) for Fall 2020.

OUR VIRTUAL OFFICE HOURS

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

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

Room: [Enrollment Services](#)

Call in phone number: 1 646 558 8656

Meeting ID: 972 8846 2300

Password: 608002

Questions: admissions@tompkinscortland.edu

OFFICE OF ADMISSIONS

admissions@tompkinscortland.edu

607.844.6580

Fax: 607.844.6560

Room 101

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

READY TO ENROLL?

Apply online or, if you prefer, print the admissions application and mail it in.

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

BE SURE TO...

- Apply for **Financial Aid**.
- Get your **certificate of residence**
- Complete your **immunization requirements**.

INTERESTED IN TAKING JUST ONE CLASS?



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

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

SEE YOU AT WELCOME WEEK!



VISIT OUR CAMPUS FROM HOME, TAKE OUR VIRTUAL TOUR!

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GLOBAL INITIATIVES

GETTING A LIFETIME OF EXPERIENCE AT TOMPKINS CORTLAND COMMUNITY COLLEGE

Tompkins Cortland Community College has long been an innovator in bringing the world to its campus. With students from more than 50 countries studying at Tompkins Cortland, and a growing program of study abroad offerings, this truly is a global campus.

The College offers more than **40 degree programs**, including **Business Administration, International Business, Entrepreneurship, Hotel and Restaurant Management, Digital Cinema, Applied Science and Technology**, and **Sustainable Farming and Food Systems**, as well as numerous other programs popular with our international students.

We currently offer Full-time (12 credits) of ESL during the Fall, Spring, and Summer terms as well as up to 20 credits of Intensive English Language Training during the Fall and Spring semesters. For these programs, prospective students should apply as International Students in the Liberal Arts major and then contact **The Global Initiatives Office**, for further steps.

PROGRAMS

Global Connections

Intensive English Program

Study Abroad

English as a Second Language

Forms

OUR CAMPUS

The Tompkins Cortland campus is located on 220 acres and features a unique academic building housing all classrooms

and labs, a pool, and the new Baker Commons, which consolidates essential academic services, including the library, in the heart of campus.

The campus also is home to the finest athletics facilities of any community college in our region. A new athletics building includes a 1,500-seat gymnasium, a field house for indoor practice, and a fitness center. Outdoor fields include a lighted, turf outdoor soccer stadium, as well as tennis courts and fields for baseball and softball.

Campus housing is located only a three-minute walk from the academic and athletics buildings, and Tompkins Cortland is included on local bus routes.

LIVING IN UPSTATE NY

The **Finger Lakes region** of Upstate New York is a thriving, progressive region with a mix of college towns, small industrial centers, and sprawling rural villages. Renowned for its educational institutions, cultural offerings, and outdoor opportunities, the Finger Lakes area near Tompkins Cortland includes the vibrant city of **Ithaca**, home to Cornell University and Ithaca College, as well as **Cortland**, home to SUNY Cortland.

Want more information?

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

Global@tompkinscortland.edu

+011 1 607.844.8211, Ext. 4522

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VISIT CAMPUS

LET US SHOW YOU AROUND OUR CAMPUS!



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**FALL 2020
VIRTUAL OPEN**



HOUSE AND INFO SESSIONS

JUST LIKE THE REAL THING, ONLY SAFER

Open House

Friday, Nov. 6 | **1-3 p.m.** | **4-6 p.m.**

Meet admissions counselors and faculty, get all of your

college questions answered, and get a glimpse of what your future could be at a high-quality, affordable, and supportive community college.

Pick a session that works for you and pre-register through Zoom!

Info Sessions

Friday, Oct. 16 | 4-5 p.m.

Wednesday, Oct. 21 | 4:30-5:30 p.m. | Nursing faculty Sandy Moser

Wednesday, Oct. 28 | 5-6:30 p.m. | Entrepreneurship faculty Tim McCabe

Fall info sessions begin with admissions representatives answering all of your general questions – stick around after the Q&A to meet faculty from specific Tompkins Cortland programs who will talk about highlighted courses, career options, and the real experience you get in our programs.

TC3 Admit Days

Tuesday, Oct. 20 | 4-7 p.m.

Tuesday, Oct. 27 | 4-7 p.m.

Tuesday, Nov. 3 | 4-7 p.m.



Get everything done you need to start on your future this spring or next fall. Admissions reps, financial aid, and more will be there to guide you through the process.

INDIVIDUAL VISIT AND CAMPUS TOURS

Note: In-person tours are not available at this time due to COVID-19 restrictions.

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

Locate with Google Maps.

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NURSING ADMISSIONS

SELECTION PROCESS

Although the College has an open-door admissions policy, admission to the nursing program is selective, and there will be more applicants than spots available. Admissions decisions are made by members of the nursing faculty working together with the admissions office. Admissions decisions are based on high school or college grade average (whichever is more recent), grades in required science and math courses, and a personal statement of application, and references (if applicable). An interview and/or entrance exam may be required. The average GPA of accepted applicants in 2018 was 3.4.

ADMISSION ELIGIBILITY REQUIREMENTS

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

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

ADMISSION ACADEMIC REQUIREMENTS

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

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

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

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

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

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

CONTENTS

- **Explore this program**
- **Program Requirements**
- **Personal Statement**
- **Nursing Admissions Application**
- **First Semester Admissions**
- **Evening Nursing Program Admissions**
- **CNA Applicants**
- **Practical Nurse Admissions**
- **Transfer Admissions**
- **Nursing Readmissions**



ADMISSIONS

Phone: 607.844.6580

Fax: 607.844.6560

Room 101

admissions@tompkinscortland.edu

ACCREDITATION

The Tompkins Cortland's **nursing degree program** is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road, Suite 850

Atlanta GA 30326

404.975.5000

www.acenursing.org

NY State Education Department

Office of the Professions

Division of Professional Licensing Services

Nurse Unit

89 Washington Ave

Albany, NY 12234-1000

518.474.3817

HESC code: 006788

NURSING COURSES AND INTERNET ACCESS

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

FEES

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

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INTERNATIONAL ADMISSIONS

WHY TOMPKINS CORTLAND?

The smartest people make the best investments. By beginning your higher education with Tompkins Cortland Community College, you will enjoy affordable, small classes with personalized instruction that will help you ease into your United States education experience. The Be One of Us scholarship will make it even less expensive to live on campus, as will securing your campus housing before July 1.

You will study within reach of the cosmopolitan city of Ithaca, world-class Ivy League Cornell University, and a half-day's travel from New York City, but have the benefit of the lower costs and safety of a rural community college. You will have the opportunity to interact with students from around the United States and the world in clubs and social activities among the vibrant network of colleges and universities in the area.

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

So, what are you waiting for? Choose your [major](#) and [apply online today](#)

CONTENTS

[Apply Online](#)

[Living on Campus](#)

[Tuition and Payment](#)

Forms

Visa and Travel Information



THE BE ONE OF US SCHOLARSHIP FOR INTERNATIONAL STUDENTS

The **Be One of Us Scholarship** means international students pay NY resident tuition: \$5,100 per year. This means that living on campus costs only \$20,788 per year (estimated).

Tuition Scholarship for International Students

Be One of US

and pay **JUST \$5,100** per year in tuition!

REQUIREMENTS

To qualify for the scholarship you must:

Maintain a 2.5 GPA

Complete 15 Hours of community service per semester

Live in campus housing for the first year

ESTIMATED COST OF ATTENDANCE PER 9 MONTH ACADEMIC YEAR (SUMMER NOT INCLUDED)

Tuition-with Be One of Us Scholarship	\$5,100
Non-Resident/International Fee (For students receiving the Be One of US Scholarship)	\$1,000
Tuition-without Be One of US Scholarship	\$10,500
Other Fees (On Campus)	\$1,358
Other Fees (Off Campus)	\$1,328
Book Supplies	\$1,200
Room (on Campus, reduced rate if reserved by set deadline)	\$7,400
Room (On campus, reservation deadline not met).	\$8,400
Meals (Campus meal plan-required if living on campus OR off-campus meals)	\$3,110
Required Health Insurance.	\$1,620
Totals.	
Living on Campus (with Be One of US Scholarship, housing deadline met).	\$20,788
Living off Campus (without Be One of US Scholarship.)	\$25,158

GET ADMITTED!

Applying online is free and easy. After you have completed the **online application**, submit the following documents via email to global@tompkinscortland.edu.

- **Your TOEFL or IELTS score**
 - If you are already in the United States at the time of application, you may substitute the Accuplacer test.
 - If you have already taken the equivalent of college-level Freshman English composition course at a U.S. or Canadian institution, the test score requirement may be waived.
 - Upon arrival, you will be required to undergo English and Math placement testing unless you are exempted through transfer credits. If you place into ESL courses, you will be required to complete those prior to enrolling in other academic courses.
- In order to be considered for credit transfer, transcripts from non-U.S. colleges or universities must be evaluated by **WES (World Education Services)**.
- A **signed Affidavit of Support** from your sponsor
- A **bank statement from your sponsor** showing a minimum balance of \$20,788 if you will live on campus and reserve your campus housing prior to the deadline, \$25,158 if you will live off campus.

If you have been awarded a government or other scholarship you may substitute documentation of the scholarship for the affidavit of support and bank statement, as long as it shows sufficient resources to cover all of your costs

- **A copy of your current passport identification page.**
- **Transcripts from all schools, universities, and colleges attended.**
 - Certified translations of each transcript must be provided for transcripts not in English.
 - In order to be considered for transfer credit for your degree program, official, original transcripts must be sent directly from the other U.S. college or university via postal mail to:

Tompkins Cortland Community College
Admissions office
170 North Street, P.O Box 139
Dryden, NY 13053-0139

OR via email directly from the other school to:

global@tompkinscortland.edu

JOINING US/GETTING STARTED

If and when you are offered admission to Tompkins Cortland, you will receive pre-arrival information with instructions about how and when to arrive and what you can expect upon your welcome to campus.

Upon arrival, you will participate in orientation and placement testing, followed by registration for classes assisted by an academic adviser.

We will provide you with all the information and assistance you need to make a smooth, successful transition to your experience at Tompkins Cortland Community

College and your U.S. education.

It is very important that you closely follow the instructions provided to you prior to and after your arrival, as they are designed to enhance your experience and your success.

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



Global@tompkinscortland.edu

+011 1 607.844.8211, Ext. 4522

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

Warmest Regards,

The Global Staff

Tompkins Cortland Community College

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ADULT LEARNING

We get it. We know the challenges adults face when going to school. From working parents to military veterans, returning students, transfer students, and first-time students, we've seen it all. We have over 50 years of experience serving adult students, and that experience matters. Your experience does, too. Adults contribute to our classrooms and enrich our community. We want you here. You don't make the decision to invest your time and money lightly, so we make affordability, flexibility, and accessibility a priority. You have the drive to reach higher, and we have the resources and services to help you succeed.

As an adult student looking to enroll at the College, know that we offer flexible and convenient programs to fit your busy schedule. Fifteen of our **degrees** and certificates can be completed fully **online** with many others offered half or more online. In-person alternatives in the afternoon and evening are available, too. In addition to our variety of class times and formats, we also offer a choice of locations. Our main campus in Dryden is supplemented by extension centers in **Cortland** and **Ithaca**. Extension centers deliver classes in the heart of our sponsoring counties, offering a targeted selection of general education courses and in-demand career areas as part of our new Make it Work program.

Interested in non-credit options? We also offer professional development and workforce training opportunities through our **BIZ** department. With over 40 degree programs and a growing list of certificates and micro-credentials, you're sure to find a fit with us. It all starts with a conversation.



MAKE IT WORK

The entire first year of **Accounting** and **Human Services** degrees can be completed at the Cortland Extension Center, and the first year of the **Liberal Arts and Sciences: General Studies** degree can be completed at the Ithaca Extension Center. The classes are offered during the late afternoon and evening to give working adults more options to pursue a degree while balancing an already busy schedule.

The careers we are targeting in Cortland are growing in our region. The community needs qualified workers in these areas, which means there are jobs to be found when you finish your education.

Cortland Extension Center Fall 2020 Course Sessions

Classes run 08/31/2020-12/18/2020

	Name	Cr.	Schedule
ACCT 101	Principles of Accounting II	4	T, 6 - 9:40 p.m. Live Online and Asynchronous Blend

			MW, 7:30 - 8:45 p.m.
*ENGL 098	Accelerated Writing Skills for ENGL 100	3	Live Online and Asynchronous Blend
*ENGL 100	Academic Writing I	3	MW, 6- 7:15 p.m. Live Online and Asynchronous Blend
ENGL 100	Academic Writing I	3	MW, 6- 7:15 p.m. Live Online and Asynchronous Blend
HUMS 229	Applied Methods in HS	3	W, 6- 7:15 p.m. Live Online and Asynchronous Blend
MATH 109	Statistical Literacy	3	W, 6 - 8:40 p.m. Live Online and Asynchronous Blend

*Only for students in a Freshman Learning Community.

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

Ithaca Extension Center Spring 2020 Course Sessions

Classes Run 08/31/2020-12/18/2020

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ENGL 098	Accelerated Writing Skills for ENGL 100	3	TR, 7:30 - 8:45 p.m. Live Online and Asynchronous Blend
*ENGL 100	Academic Writing I	3	TR, 6- 7:15 p.m. Live Online and Asynchronous Blend
ENGL 100	Academic Writing I	3	TR, 6- 7:15 p.m. Live Online and Asynchronous Blend
ENGL 201	Public Speaking	3	W, 6- 7:15 p.m. Live Online and Asynchronous Blend
ENVS 112	Food System Seminar III: Identity, Ethics and Culture		R, 6 - 7:40 p.m. Live Online and Asynchronous Blend
SPAN 101	Beginning Spanish I	4	TR, 6 - 7:15 p.m. Live Online and Asynchronous Blend

*Only for students in a Freshman Learning Community.

Key - Monday (**M**), Tuesday (**T**), Wednesday(**W**), Thursday(**R**), Friday(**F**), Saturday(**A**).

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.

Degrees Offered Fully Online

These degree programs can be completed fully online:

- **Accounting**, A.A.S.
- **Business Administration**, A.A.S
- **Computer Information Systems**, A.A.S.
- **Computer Support Specialist**, A.A.S.
- **Creative Writing/Screenwriting**, A.A.
- **Criminal Justice**, A.A.S., A.S.
- **Hotel and Restaurant Management**, A.A.S.
- **Paralegal**, A.A.S.

Certificates Offered Fully Online

These certificates can be completed fully online:

- **Accounting**
- **Business Management**
- **Chemical Dependency Counseling**
- **Criminal Justice**
- **General Studies**
- **Paralegal Studies**

Visit **online learning**, use the **Course Search** to search for online courses by semester and discipline, or **view all online courses** to browse the entire list of offerings.



ENROLLMENT

FIRST STEPS (IN THE FOLLOWING ORDER)

- **Apply online** or, if you prefer, print the **admissions application** and mail it in.
- Have your official transcript(s) sent. Include high school and any colleges you have attended in the past. Electronic transcripts should be sent directly from the institution to transcripts@tompkinscortland.edu.

NEXT STEPS (ORDER IS FLEXIBLE)

- Complete your **immunization requirements**.
- Apply for **Financial Aid**.

- After you're accepted, take **placement tests** (if needed).
- Attend new student **orientation**, where you'll get registered for classes.
- Get your **certificate of residence** and pay your **tuition** bill.
- Get your student ID and **purchase books**.

FINAL STEP

- Attend **Welcome Week** events (extended Orientation) and go to class!

PAYING FOR CLASSES

FINANCIAL AID

Financial Aid is key to opening the door to college for almost all of our students, yet it can be the most intimidating part of the applications process. As a working adult, you may still qualify for Financial Aid.

SCHOLARSHIP

Pathways Scholarship - Aid and Support for the Adult Student

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

ELIGIBILITY

You are eligible for a Pathways Scholarship if:

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

TO APPLY

- Complete the **FAFSA**.
- Apply for admission to the College **online** or, if you prefer, print the **admissions application** and mail it in.

Complete the **Pathways Scholarship application online** or print the **Pathways application** and mail it in (deadline July 31 for Fall and Dec. 1 for Spring).

Email pathways@tomkinscortland.edu or call 607.844.8222, Ext. 4441 with any questions to get started on your application.

CHILDCARE

As a resource for our students, faculty, staff and members of the community, the College operates the **Arthur Kuckes Childcare Center** at the main campus in Dryden. The Center provides care from 6 weeks through pre-kindergarten.

For more information or to schedule a visit contact **Casey Goodwin**, the center director, at 607.844.8222, Ext. 4477.

Other Location Options

The **Cortland Area Child Care Council** offers information about other childcare options in Cortland County.

The **Child Development Council** offers childcare information for residents of Tompkins County.



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TUITION AND FEES

2020-2021 COST OF ATTENDANCE

NYS RESIDENT, ON CAMPUS

Cost of Attendance Detail

	Fall 2020	Spring 2021	Total
Tuition (1)	\$2,677.50	\$2,677.50	\$5,355
Fees	\$759	\$709	\$1,468
Room (2)	\$3,700	\$3,700	\$7,400
Meals (3)	\$1,326	\$1,326	\$2,652
Billed Charges (4)	\$8,462.50	\$8,412.50	\$16,875
**Estimated Personal Expenses	\$1,950	\$1,950	\$3,900
Cost of Attendance for the Academic Year (5)			\$20,775

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

COST OF ATTENDANCE

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

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

DIRECT COSTS

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

INDIRECT COSTS

Expenses that are not billed by the college, but are still needed while you attend college. Indirect costs include books, supplies, transportation and

2. **Cost WITH housing discount. Save \$500 per semester by submitting your \$250 housing deposit by July 31 for Fall 2020 and December 16 for Spring 2021.**

3. Students living on campus are required to purchase a 17 meals/week plan. Other **meal plan** options are available.

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

5. Reflects the estimated Cost of Attendance for the Academic Year (used to determine financial aid eligibility).

**Based on information provided by the Financial Aid office. Expenses include, Books/Supplies, Transportation, and Misc. Personal Expenses. (May vary based on program and individual circumstances.)

NYS RESIDENT, OFF CAMPUS

Cost of Attendance Detail

	Fall 2020	Spring 2021	Total
Tuition (1)	\$2,677.50	\$2,677.50	\$5,355
Fees	\$744	\$694	\$1,438
Billed Charges(2)	\$3,411.50	\$3,361.50	\$6,773
*Estimated Personal Expenses	\$3,680	\$3,680	\$7,360
Cost of Attendance for the Academic Year (3)			\$20,906

miscellaneous/personal expenses. Students living off campus should budget for indirect expenses such as meals and housing.

VISIT MYTC3 TO PAY YOUR TUITION ONLINE!

Payment Information

International Students

BE ONE of US Scholarship

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Mandatory Fees

Meal Plan Rates

Other Fees

Refund Policy

Tuition and Fee Schedule 2020-21

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

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

3. Reflects the estimated Cost of Attendance for the Academic Year (used to determine financial aid eligibility).

*Based on information provided by the Financial Aid office. Expenses include Books/Supplies, Transportation, Room, Meal, and Misc. Personal Expenses. (May vary based on program and individual circumstances).
Meal Plans are available for purchase.

NON-NYS RESIDENT, ON CAMPUS

Cost of Attendance Detail

	Fall 2020	Spring 2021	Total	With Be One Of Us Scholarship (Annual)
Tuition (1)	\$5,505	\$5,505	\$11,010	\$5,355
Fees	\$759	\$709	\$1,468	\$1,468
Room (2)	\$3,700	\$3,700	\$7,400	\$7,400
Meals (3)	\$1,326	\$1,326	\$2,652	\$2,652
Billed Charges (4)	\$11,290	\$11,240	\$22,530	\$16,785
**Estimated Personal Expenses	\$1,950	\$1,950	\$3,900	\$3,900
Cost of Attendance for the Academic Year (5)			\$26,430	\$21,868

1. Cost listed for a full time student (12 or more credit hours). *Pay in State Tuition by applying for the **Be one of US Scholarship**.

2. **Cost WITH the housing discount. Save \$500 per semester by submitting your \$250 housing deposit by July 31 for Fall 2020 and December 16 for Spring 2021.**

3. Students living on campus are required to purchase a 17 meals/week plan. Other **meal plan** options are available.

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

5. Reflects the estimated Cost of Attendance for the Academic Year (used to determine financial aid eligibility).

**Based on information provided by the Financial Aid office. Expenses include, Books/Supplies, Transportation, and Misc. Personal Expenses. (May vary based on program and individual circumstances).

NON-NYS RESIDENT, OFF CAMPUS

Cost of Attendance Detail

	Fall 2020	Spring 2021	Total
Tuition (1)	\$5,505	\$5,505	\$11,010
Fees	\$744	\$694	\$1,438
Billed Charges			
Room (2)	\$6,249	\$6,199	\$12,448
**Estimated			
Personal Expenses	\$3,680	\$3,680	\$7,360

Cost of

**Attendance for the
Academic Year (3)**

\$19,808

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

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

3. Reflects the estimated Cost of Attendance for the Academic Year (used to determine financial aid eligibility).

**Based on information provided by the Financial Aid office. Expenses include, Books/Supplies, Transportation, Room, Meal, and Misc. Personal Expenses. (May vary based on program and individual circumstances).
Meal Plans are available for purchase.

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YOUR COMMUNITY



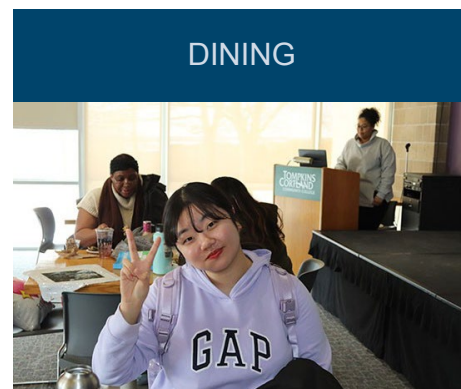
YOUR CAMPUS EXPERIENCE STARTS HERE.

The full college experience extends far beyond the classroom. Whether you live in the residence halls, commute from home, or have traveled from overseas to join us, when you enroll at Tompkins Cortland you become part of our campus community. From the exercise equipment of the Fitness Center to the gaming tables of the Panther Lounge, we encourage you to utilize our facilities and take an active role in student life.

WHAT EXACTLY DOES THAT LOOK LIKE?

- Run for Student Government Association
- Try out for a TC Panthers Division III sports team
- Become a tutor, a mentor, or a resident assistant
- Join some of the 25+ student clubs and organizations on campus
- Travel the world and earn college credit in one of our five study abroad trips (to three continents!)
- Be a leader: Earn membership in Phi Theta Kappa National Honor Society or the National Society of Leadership and Success

The opportunities are endless, but the time will go fast. Take our advice and make the most of it. Our staff are here to support you in your studies, health, safety, and growth – so please reach out and speak up. Your success is our mission.



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TRANSFER

QUICK LINKS

- [Transfer Resources](#)
- [Colleges](#)
- [FAQs](#)

PLAN NOW FOR TRANSFER SUCCESS

Transfer services can get you on the path to transfer to a four-year college or university with the programs and experience that interest you.

STEPS TO SUCCESSFUL TRANSFER

1. IDENTIFY A CAREER PATH AND MAJOR

- Use [Career Coach](#) to assist you in your search

2. RESEARCH TRANSFER COLLEGES

- [SUNY](#)
- [CUNY](#)

3. PLAN YOUR COURSEWORK

- [SUNY Transfer Paths](#)
- [SUNY transfer course equivalencies](#)
- [Easy Transfer with SUNY Seamless Transfer Paths](#)

4. TRANSFER APPLICATION PROCESS

- [Request Tompkins Cortland Community College Transcript](#)

TRANSFER MADE EASY

**2 + 2 Articulation Agreements
with Four-Year Schools**
Transfer Potential to
Hundreds of Schools

SUCCEED

POPULAR TRANSFER SCHOOLS

SUNY Cortland
Cornell University
Binghamton University
Ithaca College

96% OF GRADS WHO WANT
WORK FIND IT
RIGHT AWAY

College Applications

- [SUNY](#)
- [CUNY](#)
- [Common Application](#)
- [Universal Application](#)

FINANCIAL AID APPLICATION

- [FAFSA](#)
- [CSS Profile](#)
- [Scholarships – Fastweb](#)

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170 North St., P.O. Box
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Dryden, New York 13053

Campus/extension centers
locations

[The State University of
New York](#)

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1.888.567.8211–

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CERTIFICATE OF RESIDENCE

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

TO QUALIFY

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

APPLICATION GUIDELINES

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

TO APPLY

Fill out the application for your home county.

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

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

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



CERTIFICATE OF RESIDENCE BY COUNTY/BOROUGH

Please select your county link below for your Certificate of Residence application and instructions. You may need the free **Adobe Acrobat Reader** to view PDF format documents.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

A

- **Albany**
- **Allegany**

B

- **Broome**
- **Bronx**

C

- **Cattaraugus**
- **Cayuga**
- **Chautauqua** (search on 'certificate of residence')
- **Chemung**
- **Chenango**

Clinton

- **Columbia**
- **Cortland**

D

- **Delaware**
- **Dutchess**

E

- **Erie**
- **Essex**

F

- **Franklin**
- **Fulton**

G

- **Genesee**
- **Greene**

H

- **Hamilton**
- **Herkimer**

J

- **Jefferson**

K

- **King**

L

- **Lewis**
- **Livingston**

M

- **Madison**
- **Monroe**
- **Montgomery**

N

- **Nassau**
- **New York City**
- **Niagara**
- **NY**

O

- **Oneida**
- **Onondaga**
- **Ontario**
- **Orange**
- **Orleans**
- **Oswego**
- **Otsego**

P

- **Putnam**

Q

- **Queens**

R

- **Rensselaer**
- **Richmond**
- **Rockland**

S

- **St. Lawrence**
- **Saratoga**
- **Schenectady**
- **Schoharie**

- [Schuyler](#)
- [Seneca](#)
- [Steuben](#)
- [Suffolk](#)
- [Sullivan](#)

T

- [Tioga](#)
- [Tompkins](#)

U

- [Ulster](#)

W

- [Warren](#)
- [Washington](#)
- [Wayne](#)
- [Westchester](#)
- [Wyoming](#)

Y

- [Yates](#)

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Contact the webmaster for website or accessibility issues

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TRANSCRIPTS

SENDING TRANSCRIPTS *TO* THE COLLEGE:

Applying for admission to Tompkins Cortland and need to send us your transcripts? Electronic Transcripts should be sent directly from the institution to transcripts@tompkinscortland.edu.

REQUESTING A TRANSCRIPT *FROM* THE COLLEGE:

The College requires at least two business days to send requested transcripts. Allow additional time for postal delivery. Transcripts may be ordered online, in writing, or in person. We cannot accept transcript requests by phone or email. The option to send a transcript electronically (PDF) is available for students who first attended the College in 2000 or later. The fee for a transcript requested online is \$8 per transcript. The fee for transcript requested in writing is \$15. Any outstanding financial obligations to the college must be resolved before an office transcript will be released.

WAYS TO ORDER YOUR OFFICIAL TRANSCRIPT

Request a Transcript Online

- Transcripts ordered online from TranscriptPlus® are \$8 per transcript. A major credit card and valid email address are required to place requests online.
- To begin your online order, go to the [TranscriptsPlus® website](#).



Request a Transcript by mail or fax

- Transcripts ordered by mail or fax are \$15 per transcript.
- Download, complete, and mail or fax the [transcript request form](#).

On-demand transcripts can be picked up at the College main campus and will be released only to the student, who must

provide an in-person signature. The cost is \$25. This service is available ONLY to students who attended the College in 2000 or later. For on-demand transcript requests, please call the Academic Records office at 607-844-6500 before coming to campus to verify that staff will be available at the time you plan to arrive. Office hours for this service are generally 9 a.m. - 4 p.m. Monday through Friday.

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REGISTRATION

ENROLLMENT SERVICES CENTER VIRTUAL HOURS

OUR VIRTUAL OFFICE HOURS

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

9 a.m. – 6 p.m. | Tuesday

Room: **Enrollment Services**

Call in phone number: 1 646 558 8656

Meeting ID: 972 8846 2300

Password: 608002

Questions: admissions@tompkinscortland.edu

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

REGISTRATION AND BILLING

regbilling@tompkinscortland.edu

607.844.6580

Fax: 607.844.6541

Room 101



REGISTER ONLINE

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

If you have questions or problems, review the **course search**, **contact the Enrollment Services Center**, or call **607.844.6580**.

REGISTRATION DAY

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

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

USE THE [ONLINE CATALOG](#) TO CHECK YOUR DEGREE PROGRAM REQUIREMENTS.

PREREQUISITES

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

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

COURSE LOAD

Fall and Spring semesters: The average course load for a full-time matriculated student is 14-16 credit hours per semester. The minimum full-time load is 12 credit hours. The maximum load is 18 credit hours. Except where required by the academic program, students wishing to register for 19 or more credit hours must have the approval of the Office of the Provost.

Summer: Students may take up to four courses (12-16 credits) during the summer semester. Students may only take two courses (6-8 credits) per summer session. Exceptions to this policy must be approved by the Office of the Provost.

CROSS REGISTRATION

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

Cortland as well.

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

SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

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

ADDING COURSES

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

DROPPING/WITHDRAWING COURSES

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

REFUND POLICY

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

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

Prior to the start of classes: 0%

During the first week of classes: 25%

During the second week of classes: 50%

During the third week of classes: 75%

After the third week of classes: 100%

COURSE CANCELLATION

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

AUDITING

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

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

Lifetime Alumni Association: If you are a lifetime member of the Tompkins Cortland Community College Alumni Association you may audit, tuition free, one course per year. You will be responsible to pay the fees. The course must have space available after regular registration. Call the Office of Alumni/ Development, 607.844.8222, Ext. 4369 for information.

Senior Citizen Auditors: If you are age 60 or older, you may audit, tuition free (fees may apply), any credit course that has space available the last day before classes begin. Call the Enrollment Services Center, 607.844.6580 for information on how to register.

LEAVE OF ABSENCE

Maintaining Matriculation: Missing the next consecutive Fall or Spring semester will not require you to reapply for readmission. However, an absence of two or more semesters will require an application for readmission and cause you to be subject to new degree requirements.

Leave of Absence Policy: If you need a documented leave of absence you must petition the Associate Dean for Curriculum and Academic Records. A leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship and requires detailed documentation. A leave of absence may not exceed two consecutive semesters (not including the semester in which the leave is granted or summers). If you are granted a leave of absence before the end of a semester, you will receive a grade of W, WP, or WF according to the current withdrawal policy.

PERMISSION TO ATTEND ANOTHER INSTITUTION

If you wish to take a course at another institution approval from the Dean of Instruction prior to enrolling in the course. Receiving prior permission to attend the other institution guarantees that the course will be accepted at Tompkins Cortland if the student receives a C (2.0) or better grade in the course. In order to be eligible, a student must be matriculated, have a cumulative GPA of at least a 2.0, and be in good academic standing. Only course work that applies towards the student's degree program at Tompkins Cortland will be approved. Contact the Academic Records Office for further information.

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IMPORTANT FORMS

ENROLLMENT SERVICES

- [Certificates of Residency](#)
- [Change of Address Form](#)
- [Change of Student Data Form](#)
- [Credit Card Authorization Form](#)
- [Distance Proctor Request Form](#)
- [Incomplete Request Form](#)
- [Information Withholding Form](#)
- [Online Application \(Admissions\)](#)
- [Online Application for Degree \(Graduation\)](#)
- [Online Transcript Request](#)
- [Pass/Fall Option](#)
- [Payment Information - Fall Semester](#)
- [Payment Information - Spring Semester](#)
- [Payment Information - Summer Semester](#)
- [Permission to Attend Another Institution](#)
- [Permission to Release Educational Information](#)
- [Transfer Credit Reassessment Form](#)

FINANCIAL AID

Checklist

- [Important checklist regarding applying for Financial Aid](#)

Worksheets/Forms

2020-2021

- [APTS Application 2020-2021](#)
- [Citizenship Verification Request 2020-2021](#)
- [Dependent Verification Worksheet 2020-2021](#)

- **Independent Verification Worksheet 2020-2021**
- **Independence Appeal 2020-2021**
- **Independent Review 2020-2021**
- **Identity and Statement of Educational Purpose 2020-2021**
- **Non-filing Verification 2020-2021**
- **Parent Asset Form 2020-2021**
- **Student Asset Form 2020-2021**
- **Special Circumstances 2020-2021**
- **Financial Aid Appeal Form 2020-2021**
- **Exhausted Aid Appeal Form 2020-2021**
- **Emergency Cash Advance Request**

MEAL PLAN FORMS

- **Meal Plan Calendar** - *Yellow days represent days with dining service.
- **Meal Plan Change Form**
- **Special Housing or Dining Request Application**

REGISTRATION (CURRENT STUDENTS)

- **Registration Form**
- **Student Schedule Worksheet**

STUDENT HEALTH CENTER

Medical Release Forms

- **Medical Information Release (To Tompkins Cortland)**
- **Medical Information Release (From Tompkins Cortland)**

State Required Immunization Forms

- **Immunization Requirements**
- **Student Immunization Record Form**

(MMR and Meningitis)

Religious Immunization Exemption Forms

- **Request for Religious Exemption Form**

STUDENT ACTIVITIES

Student Club Forms

- **Civic Engagement Form** Use this form to propose or report details of civic engagement activities and programs.

- **Constitution Template** Use this template to develop a club constitution.
- **Event Planning Guide** Use this to help plan a great campus program.
- **Executive Board Roster** Turn this form in at the beginning of every semester to confirm the club's officers.
- **Advisor Agreement** Turn this form in at the beginning of every semester to confirm the club's officers.
- **General Funding Request** Use this form to request funding for general supplies, promotional materials, or any items not related to a program or travel.
- **MeetUp Request** Use this form to propose a Meetup (Meet-Ups are opportunities for students, faculty, and staff with a common interest to get together on a regular basis. They don't program, travel, or fundraise).
- **Club Handbook** Use this guide to create a club and remain in good standing.
- **Program Proposal** Turn this form in for request approval and funding for a program.
- **Travel Proposal** Turn this form in for approval and funding of a proposed club trip.
- **Travel Roster** Turn this form in for approval and funding of a proposed club trip.

STUDY ABROAD FORMS FOR US STUDENTS

- **Study Abroad Agreement/Liability Release Form**
- **Study Abroad Confidential Academic Reference Form**
- **Study Abroad Confidential Personal Reference Form**
- **Study Abroad Health Form and Physician's Approval to Travel**
- **Study Abroad Trip Application and Criteria**
- **Study Abroad Understanding of Trip Costs and Payment Disclosure**

Note: Fill-in forms work best in Internet Explorer or they can be saved locally and filled in using Acrobat Reader.

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VETERANS BENEFITS

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

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

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

EDUCATION FINANCING

- [Education Financing Information For Military Families and Veterans](#)

VA FREQUENTLY ASKED QUESTIONS

[Download FAQs \(pdf\)](#)

DOCUMENTS

[Memorandum of Understanding Regarding Veterans Education Benefits](#)

[Veteran Certification Worksheet](#)

CERTIFICATION OF ENROLLMENT

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

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

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

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

CHAPTER 30 (VETERANS GI BILL)

Educational assistance program available to fully honorably discharged veterans who meet the eligibility criteria explained in detail on the [Department of Veterans Affairs website](#).

CHAPTER 33 (THE POST 9/11 GI BILL)

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. More eligibility information on The Post 9/11 GI Bill is provided on the [Department of Veterans Affairs website](#).

CHAPTER 1606 (RESERVES/NATIONAL GUARD)

This program may be available if you are a member of a selected reserve. More eligibility information on Chapter 1606 is provided on the [Department of Veterans Affairs website](#).

CHAPTER 1607 (RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP))

More eligibility information on Chapter 1607 is provided on the [Department of Veterans Affairs website](#).

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

The spouse, child, stepchild or adopted child of a veteran who is deceased (service-connected) or who is 100% disabled (service-connected) may qualify for Chapter 35 benefits. Visit the [Department of Veterans Affairs website](#).

CHAPTER 31 (VOCATIONAL REHABILITATION)

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

MONTHLY ENROLLMENT VERIFICATION

Each month that you qualify for benefits, you must contact the DVA for enrollment certification. This should be done on the last day of each month, online at <https://www.gibill.va.gov/wave/index.do> Follow the WAVE (Web Automated Verification of Enrollment) link to complete electronic certification or via phone at 1-877-823-2378. If your enrollment certification has been submitted and you would like to check on the status of your payment, you can call the NYS regional office at 1-888-442-4551.

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

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

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

Scholarships and Awards for Veterans: For further information about scholarships and awards for veterans and to apply please **visit the Military Corner**. Questions may be addressed to 1-888-697-4372 or email at militarycorner@hesc.com.

TRANSFER STUDENTS

TRANSFER OF BENEFITS

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

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

- Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).
- Copy of official transcripts from all previous colleges.

- Copy of Change of Program/Place of Training form.
- Copy of Certificate of Eligibility or WAVE Benefits or eBenefits Education Status Pages showing education benefits.
- Signed copy of Memorandum of Understanding.
- Copy of Schools VA Enrollment Form.

CONTINUING STUDENTS

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

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

- Copy of Schools VA Enrollment Form.

Have questions? benefits.va.gov/gibill/

CLASS ATTENDANCE

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

VA STANDARDS OF PROGRESS

VETERANS' SERVICES WILL NOT PAY EDUCATIONAL BENEFITS IF ONE OF THE FOLLOWING SHOULD OCCUR:

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

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

ENTITLEMENT TO BENEFITS

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

PAYMENT

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

Information about qualifying pay rates and payment dates is available only through direct contact between the student and the Department of Veterans Affairs. Go to the [rate tables](#) or call 1-888-442-4551.

YOUR PAYMENT RATES ARE BASED ON YOUR ENROLLMENT STATUS.

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

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

CERTIFYING OFFICIAL

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

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

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

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

STATE PROGRAMS

VETERANS TUITION AWARDS

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

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

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

These students must also:

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

HOW TO ESTABLISH ELIGIBILITY

Complete the or contact HESC at 1-888-NYSHESC (1-888-697-4372).

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

[HESC Veterans_Tuition_Awards](#)

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

NYS NATIONAL GUARD EDUCATIONAL INCENTIVE PROGRAM

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

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

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

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Dryden, New York 13053

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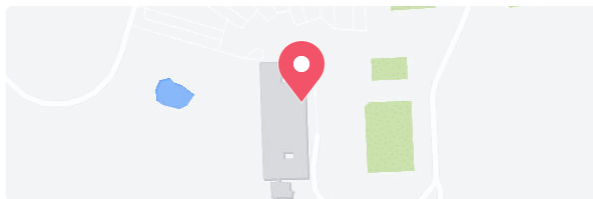
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Apply to TC3

Please select the Application form you would like to submit.

[Application for Admission](#)

TC3 Online Application for US Citizens and Permanent Residents

[Application for Nursing Admission](#)

Application for Nursing Admission

[Application for Study in an Online Degree Program](#)

Use this application if you are interested in earning a TC3 degree online

[International Student Application](#)

Use this application if you are looking to study at TC3 as an international student

[Non-Matriculated Application](#)

Use this application if you want to register for courses and are not enrolled currently as a student at Tompkins Cortland Community College. Non-matriculated applicants are not seeking a Tompkins Cortland Community College degree nor are eligible for federal or state student aid.

A COLLEGE of THE STATE UNIVERSITY of NEW YORK

Tompkins Cortland Community College
170 North St, P.O. Box 139, Dryden, NY 13053
1.888.567.8211-1.607.844.8211
Contact [Tompkins Cortland Community College](#)



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The following questions must be answered in order to process your application.

Have you previously attended Tompkins Cortland Community College? Yes No

Have you previously applied? Yes No If so, when? Month _____ Year _____

Have you taken any concurrent enrollment courses? Yes No

Have you attended any schools or colleges since high school? Yes No (If yes, please list most recent school first)

If more than four, attach additional names. No abbreviations – please spell out entire name.

College	Degree Held or Number of Credits Completed	Dates of Enrollment
1. _____		
2. _____		
3. _____		
4. _____		

Please contact your high school and your previous college(s) and ask that they forward your official transcript(s) to the College to complete the admissions process.

EDUCATIONAL INFORMATION

Please check one box that best describes your desired course of study.

If undecided, check here

CAREER (A.A.S.)

- Accounting
- Applied Science and Technology
- Broadcast Production:
 - Radio Concentration
 - Television Concentration
- Business Administration
- Chemical Dependency Counseling
- Computer Information Systems
- Computer Support Specialist
- Construction and Environmental Technology
- Criminal Justice
- Culinary Arts
- Early Childhood
- Entrepreneurship
- Hotel and Restaurant Management
- Human Services
- Nursing
- Paralegal
- Sustainable Farming and Food Systems
- Wine Marketing

TRANSFER (A.A.)

- Creative Writing:
 - Prose, Poetry, and Drama Concentration
 - Screenwriting Concentration
- Liberal Arts and Sciences – Humanities

TRANSFER (A.S.)

- Accounting
- Biology
- Business Administration
- Communication and Media Arts:
 - Broadcast Journalism
- Computer Science:
 - General Sequence
 - Engineering Sequence
- Criminal Justice
- Digital Cinema
- Engineering Science
- Environmental Studies
- Graphic Design
- Human Services
- International Business
- International Studies
- Liberal Arts and Sciences:
 - Adolescent Education
 - Childhood Ed.
 - Early Childhood Ed.

- Liberal Arts and Sciences – General Studies
- Liberal Arts and Sciences – Math/Science
- Liberal Arts and Sciences – Social Science
- Liberal Arts and Sciences – Women and Gender Studies
- New Media
- Photography
- Recreation: Exercise Studies
- Recreation: Outdoor Recreation
- Recreation: Recreation Leadership
- Sport Management

CERTIFICATES

- Accounting
- Biology
- Business Management
- Chemical Dependency Counseling
- Construction and Environmental Technology
- Creative Writing: Poetry and Pose
- Creative Writing: Screenwriting
- Criminal Justice
- Cyber Security
- Executive Office Assistant
- Human Services
- Liberal Arts and Sciences – General Studies
- Paralegal Studies
- Wine Marketing

INFORMATION VERIFICATION The Personal Privacy Protection Law requires this notice to be provided when collecting personal information from individuals. The information on this admission application will be used by Tompkins Cortland Community College to evaluate your request for admission. This application information will be maintained in the Admissions Office. The official responsible for the maintenance of this information is the Director of Admissions at Tompkins Cortland Community College, P.O. Box 139, 170 North Street, Dryden, New York 13053-0139.

I certify that the information on this application was provided voluntarily and is accurate to the best of my knowledge. I understand that this application cannot be processed if it has not been completed according to instructions, and that any falsification or omission of data may result in denial of admission or dismissal. All information submitted is true to the best of my knowledge. With my signature, I authorize the release of my transcript(s) to Tompkins Cortland Community College for admission and placement purposes.

Student's Signature _____ Date _____

Fall Reopening – COVID Updates



FINANCIAL AID

Attending college is one of the best investments you will ever make in yourself. Financial aid is available to assist you with educational expenses when your resources do not fully meet college costs. At Tompkins Cortland Community College we are committed to helping you navigate the application process and maximize financial aid awards from all possible sources. Over 90% of students attending Tompkins Cortland Community College receive some form of financial aid such as grants, scholarships, loans, work-study, tuition waivers and veteran educational benefits.

OFFICE OF FINANCIAL AID

aid@tompkinscortland.edu

607.844.6580

Fax: 607.844.6538

Room 101

OUR VIRTUAL OFFICE HOURS

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

9 a.m. – 6 p.m. | Tuesday

ENROLLMENT SERVICES

Room: **Enrollment Services**

Call in phone number: 1 646 558 8656

Meeting ID: 972 8846 2300

Password: 608002

Questions: admissions@tompkinscortland.edu

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

SCHOOL CODES

FAFSA: 006788 | TAP: 2260

GETTING STARTED:

You can start the financial aid application process for federal and New York State aid in three simple steps:

1. Apply for an FSA ID online at <https://fsaid.ed.gov>. The FSA ID serves as your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>.
3. New York State residents should link to the Tuition Assistance Program (TAP) application from the confirmation page of the FAFSA.

Detailed information on the financial aid application process can be found under [Applying for Financial Aid](#).



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Fall Reopening – COVID Updates



HEALTH CENTER

WELCOME TO THE STUDENT HEALTH CENTER

You are eligible to participate in services provided by the Health Center by paying the student health fee. We encourage you to take charge of your health by engaging in activities that promote optimal wellness. Such activities include making healthy life-style choices and becoming knowledgeable about personal self-care. No question is considered too trivial. Feel free to stop by or make an appointment concerning your health questions. The Health Center is located in room 118A.

CORONAVIRUS 2020

The College Cortland is monitoring the coronavirus outbreak carefully, working with various agencies to insure the safety of our campus community. The **Tompkins County Health Department** is the lead local agency, while the **Center for Disease Control** is the managing agency for the United States. These two agencies will provide the best and most current information on the virus nationally and locally.

Additional information about public health guidelines related to the virus can be found online:

- [SUNY Coronavirus Information and Updates](#)
- [World Health Organization \(WHO\) information about Coronavirus](#)
- [US Centers for Disease Control and Prevention \(CDC\) Situation Summary](#)
- [Tompkins County Health Department](#)

Communications to campus about coronavirus can be found online.

CONTACT THE HEALTH CENTER:

Phone: 607.844.8222, Ext. 4487 or Ext. 4387

Fax: 607.844.6533

Email: healthcenter@tompkinscortland.edu

Mailing Address:

Tompkins Cortland Community College
Attn: Health Services
170 North Street
Dryden, NY 13053

HEALTH CENTER STAFF:

Matthew Kiechle, Assistant Director of Health Education, Ext. 4540

Sayre Paradiso, Office Administrator, Ext. 4487

MEDICAL EMERGENCY? DIAL 911

NON-EMERGENT NEEDS AFTER HOURS:

UNITED CONCIERGE MEDICINE

Telemedicine Doctors are available 24/7 for Tompkins Cortland students (except strictly online students). The hotline may be reached at 844.484.7362.

CANCELLATIONS

If you aren't able to make your appointment please call at least 24 hours in advance to reschedule or cancel your appointment. A no call no show will result in a \$10 fee added to your account.

CONTENTS

- **Community Coalition**
- **Collegiate Recovery Community**
- **Good Samaritan Policy**
- **Health Education Programs**
- **Important Community Phone Numbers**
- **Immunization Requirements**
- **Screening, Brief Intervention and Referral to Treatment (SBIRT)**

HOURS:

Monday: 8 a.m. - 4 p.m.

Tuesday: 8 a.m. - 4 p.m.

Wednesday: 8 a.m. - 4 p.m.

Thursday: 8 a.m. - 4 p.m.

Friday: 8 a.m. - 4 p.m.

*Closed during college holidays and emergency closings

SERVICES OFFERED:

- Health counseling and care of acute illnesses
- Personal wellness care to promote positive lifestyle changes
- Referrals to community agencies and services
- Assistance with maintenance of chronic health problems
- Health promotion education
- Immunizations
- Emergency Contraception

NOT SURE WHERE TO GET YOUR IMMUNIZATION RECORDS?

- High School Health Office
- Primary Care Physician
- Previous College/University Attended
- Military Health Records
- Childhood Health Record Book

STUDENT HEALTH CENTER FORMS REQUIRED FOR ENROLLMENT:

All Incoming Students - Immunization Record Form (MMR and Meningitis)

Global/International Students - Health Immunization Record

1st Year Nursing Students - Certificate of Health Statement

2nd Year Nursing Students - Instructor Physical Update

Release of Medical Records *TO* Tompkins Cortland

Release of Medical Records *FROM* Tompkins Cortland

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Course Registration for Non-Degree Students

If you are a student not seeking a degree but looking to take classes at Tompkins Cortland Community College, use this form. If you are a student at another college looking to take classes here and transfer credits back to your home institution, use this form.

Current Tompkins Cortland students: DO NOT USE THIS FORM.

This form is applicable for Summer and Winter Sessions, as well as Spring and Fall semesters – for students who are not seeking a degree (non-matriculated). These credits will be able to be applied to a degree if you wish in the future.

If you are looking to register for a course that requires a pre-requisite you took at another institution, you must provide an unofficial transcript or grade report to verify successful completion of the pre-requisite course. If you have not successfully completed the pre-requisite course(s), you must obtain the course instructor's permission (signature or email) in order to register.

Already a Student?

This form *should not* be used by students enrolled in a Tompkins Cortland Community College degree program. Current students [register here](#).

Are You Interested In Earning a Degree?

You will need to [Apply to Tompkins Cortland Community College](#) to get started on your way towards earning a degree.

1

2

3

4

Select Year/Term

Search for Courses

Personal & Education Information

Complete

Step 1 - Select Year/Term

Select the year and term and then enter the course(s) you would like to take. Use the Search Courses/Sections tool to find the exact course and section.

Select Year/Term

Select Year/Term



COLLEGENOW

2019 EARLY DEGREE GRADUATES



DRYDEN HIGH SCHOOL

ITH

CONTACT US

Phone: 607-844-6503

Text: 607-367-6828

Email: collegenow@tompkinscortland.edu

What is CollegeNow?

Partner Schools

Concurrent Enrollment

CollegeNow Online

Homeschooled Students

Early Degree

On Campus High School Students

Professional Development

EARLY DEGREE

Learn more about our **Early Degree** program to find out what makes these students so unique.

WHO ARE COLLEGENOW STUDENTS?

CollegeNow students are high school students who are ready to earn college credit now! Learn more about how CollegeNow can help you get a head start on college through **concurrent enrollment** courses offered in the high school, **online courses**, or **campus-based courses**. **Homeschooled students** will find a range of credit and non-credit opportunities, including assistance completing their high school equivalency through college credit.

COVID-19 UPDATES FOR CONCURRENT ENROLLMENT COURSES

As we all prepare to re-open our doors this fall, know that Tompkins Cortland and CollegeNow take to heart the meaning of partnership. We pledge to work with you to assure that your students - our students - have a rewarding educational experience and earn college credit wherever possible. To help guide you, we have prepared an **Academic Continuity document** that provides an overview of pertinent policies and expectations for CollegeNow courses; this is based upon the academic continuity guidance provided to our campus faculty. We know there is variation in re-opening plans, but this guidance is applicable to all plans or teaching modalities. Please note that some of the guidance is subject to change, depending on changes imposed or allowed) by the Governor, NYSED, or SUNY.

In light of the pandemic, there is some flexibility to adjust activities and assessments provided that students have the opportunity to demonstrate, and the instructor can measure, their meeting of the course's student learning outcomes. This is an opportunity to focus on the key concepts or skills students must understand or demonstrate, streamlining activities and assignments to what is necessary. For those few courses that have required final exam (per their **master course syllabus**, no exceptions have been granted at this time; we will notify instructors of those courses if alternatives to final exams are approved.

We will continue to support instructors with resources for online teaching, both via this **Google doc** and within the Blackboard organization for each discipline, as well as through our **Faculty Liaisons**. All **library and tutoring services** are available remotely for both instructors and students. The **library's homepage** includes excellent "DIY" guides for research

help and other questions. Instructors may **email a librarian** about conducting a remote research (citation or database) lesson.

Lastly, due to the cancellation of the CollegeNow Conference, we have compiled information on a variety of **alternatives to our conference**. Please complete this **form** to report participation in professional development in lieu of *live* attendance at a TC3 conference or liaison workshop (live attendance/meetings with TC3 or your liaison are tracked in real time without the need for a report from you).

ACCREDITATION

Accredited by the **National Alliance of Concurrent Enrollment Partnerships**

INSTRUCTOR RESOURCES

- **REGISTRATION PROCESS**
- **TEACH A NEW COURSE**
- **FORMS & TIMELINE**
- **CERTIFICATE OF RESIDENCE**
- **LIBRARY SERVICES**
- **USING BLACKBOARD**

STUDENT RESOURCES

- **REGISTRATION PROCESS**
- **STUDENT GUIDELINES**
- **STARTING A COLLEGE TRANSCRIPT**
- **LIBRARY AND TUTORING**
- **STUDY SKILLS**
- **TRANSFERRING YOUR CREDITS**
- **REQUEST A TRANSCRIPT**

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Fall Reopening – COVID Updates



ORIENTATION SCHEDULE

CLASSES BEGIN ON AUGUST 31, 2020.

FOR ALL NEW AND TRANSFER STUDENTS

Online New Student Orientation **is required for all new and transfer students**. Orientation will be completely online and can be completed at your own pace. Modules should be **completed by September 4, 2020**.

ONLINE NEW STUDENT ORIENTATION

FOR ALL RETURNING STUDENTS

You do not have to complete the New Student Orientation Module, however you should view the COVID-19 Information Module.

COVID-19 INFORMATION MODULE



Wine Marketing, A.A.S.

Fall 2020

Student's Name:	Advisor's Name:
-----------------	-----------------

Student may need to take the following courses:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR <input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills <input type="checkbox"/> MATH 090 - Pre-Algebra
--	--	---

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
--------------------	--------------	---------	------------	------------------------------	--------------------

FIRST YEAR

FALL

BUAD 106	Foundations of Business	3			
ENGL 100	Academic Writing I ¹	3	C		
HRMG 100	Introduction to the Hospitality Industry	3	C		
HRMG 107	Safe Alcohol Handling	1	B-		
WINE 120	Survey of Wine & Alcoholic Beverages	3	C		
Humanities Elective		3			

Total Credits **16**

SPRING

BUAD 204	Principles of Marketing	3			
CAPS 121	Introduction to Spreadsheets	1			
ENGL 101	Academic Writing II	3			
PSED 213	Job Search	1	C		
WINE 130	Grape Growing & Wine Business	3	C		
MATH Elective ²		3			
Science Elective ³		3			

Total Credits **17**

SECOND YEAR

FALL

ACCT 101	Principles of Accounting I	4			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
WINE 200	Sensory Evaluation for Wine & Food Pairing	3	C		
Restricted Social Science Elective ⁴		3			
Restricted Elective ⁵		2	C		

Total Credits **15**

SPRING

HRMG 201	Hospitality Law	3	C		
HRMG 206	Food and Labor Cost Control	3	C		
WINE 202	Beverage Studies	3	C		
WINE 220	Wine Marketing & Merchandising	3	C		
Restricted Applied Learning Elective ⁶		3	C		

Total Credits **15**

Minimum Credits Required for Graduation: 63

A "C" or better grade is required in HRMG 100, HRMG 201, HRMG 206, PSED 213, WINE 120, WINE 130, WINE 200, WINE 202, WINE 213 and WINE 220. A "B-" or better grade is required in HRMG 107.

¹ A "C" or better grade is required in ENGL 100. A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² MATH Elective: MATH 110 should be selected unless student plans to transfer to a four-year program. A MATH course for transfer should be chosen in consultation with the student's advisor according to requirements at the intended transfer institution.

³ Science Elective: BIOL 114, ENVS 116 or CHEM course recommended. Students planning to transfer to a four-year program should choose a course in consultation with the student's advisor according to requirements at the intended transfer institution.

⁴ Restricted Social Sciences Elective: Choose from an ANTH Study Abroad Course, an ECON course, or SOCE 205 *Organizational Behavior*.

⁵ Restricted Elective: Choose from BUAD, COMM, CULI, ENVS, HRMG or WINE.

⁶ Restricted Applied Learning Elective: Choose an ALEX course approved by the department chair, or BUAD 261, HRMG 213 or 216, or WINE 213.

Wine Marketing, Certificate

Fall 2020

Student's Name:		Advisor's Name:			
Student may need to take the following courses*:	<input type="checkbox"/> ENGL049 – Accelerated Reading and Writing Skills for ENGL100 OR	<input type="checkbox"/> ENGL 100 - Academic Writing I <input type="checkbox"/> ENGL 101 - Academic Writing II <input type="checkbox"/> ENGL 201 - Public Speaking OR <input type="checkbox"/> ENGL 204 - Interpersonal Communication			
	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T = Transfer	Semester Completed
BUAD 204	Principles of Marketing	3			
HRMG 107	Safe Alcohol Handling	1	B-		
HRMG 201	Hospitality Law	3	C		
WINE 120	Survey of Wine & Alcoholic Beverages	3	C		
WINE 130	Grape Growing & Wine Business	3	C		
WINE 200	Sensory Evaluation for Wine & Food Pairing	3	C		
WINE 202	Beverage Studies	3	C		
WINE 213	Wine Marketing Internship	3	C		
WINE 220	Wine Marketing & Merchandising	3	C		
Total Credits					
Minimum Credits Required for Graduation: 25					
*While ENGL 100, 101, and 201 or 204 are not required, they may be prerequisites for one or more program courses.					
NOTES:					