WELCOME TO FINGER LAKES COMMUNITY COLLEGE,
And thank you for entrusting us to help your student through his/her educational career.
We look forward to partnering with you to endure the success of our students. You play an
important role at FLCC, and we feel the more you know about our educational community, the
better you can help your student succeed. It is our role in the Student Life Office to connect
students to campus, providing a variety of activities and opportunities to keep them engaged,
keep them safe, and transforming them into leaders that will go out and change the world.
Our goal is simple: we want to provide a holistic and comprehensive out-of-the-classroom
learning experience for your student as they work toward graduating from FLCC.

This calendar is divided into two parts: Information and Calendar. The information section will
provide you with an overview of the services and programs we offer to students and families.
We also have a guide of “frequently used terms” associated with FLCC so you can begin to
understand the culture of higher education. The calendar piece allows you to see month by
month what’s happening on campus.

At FLCC we believe in the strong role you play in supporting your student. We have a Parents
As Partners program designed specifically to assist you as your student starts his/her
educational journey with us.

Parents As Partners starts with this calendar. Additionally, we provide a monthly electronic
newsletter that walks you through typical issues students may face during any particular
month. This e-newsletter is provided free of charge and you can sign up today or at any time
by sending us an email. Parents As Partners is also the place you can start if you don’t know
where else to turn. You can email us at any time when you’re unsure who to ask your question
to. We can be reached at: parentsaspartners@flcc.edu.

We hope you will spend some time reviewing this calendar. We encourage each and
every student to become immersed in our campus community. Finger Lakes is a rich and
vibrant college with so many opportunities for your student, so please encourage them to
get connected right away. We look forward to working with you and your student over the
upcoming year!

Jennie M. Erdle
Director of Student Life

TOP THINGS YOU CAN DO TO HELP YOUR STUDENT

1. Talk to your student on a regular basis. Ask open-ended questions that allow your
student to tell you what’s happening educationally, socially, and emotionally. Avoid
asking if they “like” or “dislike” something or if everything is “ok.”

2. Tell them to GO TO CLASS! This sounds redundant but the significance of
attendance cannot be emphasized enough. Research shows there is a high
correlation between class attendance and academic performance. Remind your
student!

3. Avoid procrastination! Some students say they work better “under pressure” but
too often waiting until the last hour to complete an assignment can have serious
consequences for college work. On average, a student attempting 12 credit hours of
coursework in class, should be studying an additional 36 hours outside of the class.

4. Meet with their advisor. Each full-time student is assigned an academic advisor,
generally a faculty member, who teaches in the student’s degree program; part-time
students can meet with an advisor in the Educational Planning and Career Services
Office or request an advisor in a department. Advisor assignments are usually done
after the first three weeks of a student’s first semester. Students are notified via their
WebAdvisor account.

5. Don’t delay in seeking transfer services. FLCC offers a number of transfer
opportunities, including joint admissions agreements with SUNY Geneseo, Keuka
College, Roberts Wesleyan, St. John Fisher, and St. Bonaventure University as well
as transfer articulation agreements with a number of public and private institutions.
Students who plan on transferring should not delay in seeking transfer services to
ensure appropriate course selection. You can also check out the transfer brochure at:
www.flcc.edu/transfer.

6. Get Involved and Don’t Be Afraid to Ask Questions! There are lots of ways to
become involved from clubs, to intramurals, to campus government. Studies show
students who are positively engaged in a college community have a higher degree
completion rate and possess qualities employers are seeking. Students should be
encouraged to ask questions from the experts on campus. Not sure? Start at Student
Life or the One Stop. Most of the time we have the answer, if not, we’ll send you in
the right direction to find it!

7. Seek Assistance! When a student struggles in the classroom they should talk
to the instructor as soon as possible. Our faculty are more than willing to assist
students. We also suggest the Academic Support (a support center that can help with
academic issues).
Health Questions?
Get help with a health problem. For free and gentle treatment of common student health problems, call Student Health Services for an appointment with a health care provider (585) 785-1297.
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- Check out flcc.edu/athletic for events!
- Begin purchasing fall books, meal plans and supplies at Campus Bookstore using excess financial aid
- Evening Summer Session Ends
- Opening Days
- New Student Orientation AM & PM Programs
- Opening-The residence Hall will open 9 a.m. - 4 p.m. (Residents are required to attend the Opening Meeting at 6pm)
- Last day for 100% tuition refund (4 pm)
- Fall '15 Saturday Classes Begin
- New Student Orientation AM Program
- Fall '15 Sunday Classes Begin
- Welcome Week
- For Information on Athletic events go to: flcc.edu/athletics
- Opening Days
- Opening Days
- New Student Orientation AM & PM Programs
- New Student Orientation AM & PM Programs
- Summer Session Ends
- Fall '15 Semester Begins
- Fall '15 Semester Begins
- New Student Orientation AM & PM

AUGUST 2015
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- Check out flcc.edu/athletic for events!
- Welcome Week

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- Welcome Week
- Last day to drop 15-week courses with no transcript notation

- Last Day for 75% tuition only refund (4pm)

- Welcome Week
- Last Day for 50% tuition only refund (4pm)
- Last Day to submit instructor signed add slips for courses that began on 8/31/15
- Last Day for 25% tuition only refund (4pm)
- Last Day to purchase fall books using aid

- Welcome Week

- College Fair, 2nd Floor Hallway, 11am-1pm

- College Fair, 2nd Floor Hallway, 11am-1pm

- No Sunday Classes

- No Sunday Classes

- Labor Day

- YOM KIPPUR (Begins at sundown)

- Rosh Hashanah (Begins at sundown)

- Labor Day
- Winter Session 2016 Registration begins
- Check out flcc.edu/athletic for events!
- College Fair, 2nd Floor Hallway 11am-1pm
- First financial aid disbursement of fall term

COLUMBUS DAY

HALLOWEEN
Congratulations to Finger Lakes Community College on Being Named Military Friendly® School

Military Friendly® Schools are leading institutions that have earned the elite Military Friendly® designation through transparent, data-driven survey assessment process.
- No Sunday Classes
- Residence Hall will reopen at 10:00 a.m.

- Summer Session 2016 Registration begins

- No Saturday Classes
• Final day to submit an official withdrawal from all courses

KWANZAA (Begins)

• Winter Term Opening – The Residence Hall will open on December 27th for Residents who have paid the additional $250 fee

• Winter Session Begins
1. Residence Hall reopen at 10:00 a.m.
2. Begin purchasing spring books, meal plans and supplies at Campus Bookstore using excess financial aid
3. MARTIN LUTHER KING, JR. DAY
   - MLK Day - College Closed
   - Opening Days
4. LAST DAY for 75% tuition only refund (4pm)
5. Winter Session Ends
6. Spring '16 New Student Orientation
7. Last day for 100% tuition refund (4pm)
8. Last Day for 75% tuition only refund (4pm)
- Check out flcc.edu/athletics for information on events!

**VALENTINE’S DAY**

- Final Day to drop 15 week courses with no transcript notation “W” grade

**PRESIDENTS’ DAY**

- Final Day to drop 15 week courses with no transcript notation “W” grade

**ASH WEDNESDAY**

- College Fair 11am-1pm, 2nd Floor Hallway

**WASHINGTON’S BIRTHDAY**

- Professional Development Day- NO CLASSES SCHEDULED. Faculty and Staff report

**GROUNDHOG DAY**

- Last Day for 50% tuition only refund (4pm)
- Last Day to submit instructor signed add slips to add courses that began on 1/25/16

**FEBRUARY 2016**

- Check out flcc.edu/athletics for information on events!

- Column 1: 2016
- Column 2: 2016
- Column 3: 2016
- Column 4: 2016
- Column 5: 2016
- Column 6: 2016
- Column 7: 2016
- Column 8: 2016
- Column 9: 2016
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- Column 26: 2016
- Column 27: 2016

**LINCOLN’S BIRTHDAY**

- Last Day for 25% tuition only refund(4pm)
- Last day to purchase spring books using aid

**WINTER BREAK**

- No classes or offices open

- Check out flcc.edu/athletics for information on events!
One thing you want
to do at FLCC
before you graduate?
APRIL FOOL’S DAY
- Check out flcc.edu/athletics for information on events!

PASSEOVER (Begins at sundown)
- Last day to drop an individual 15 week course and receive a grade of "W"
• Check out flcc.edu/athletics for information on events!

1

MOTHER’S DAY

8

MEMORIAL DAY

15

• Spring ’16 Semester Ends
• Final day to submit an official withdrawal from all courses

18

• Year-End Closing – The Residence Hall will close at 10:00 a.m. on May 18, 2016 *If the Resident is graduating, s/he may remain until Commencement with approval.

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MEMORIAL DAY
• Holiday - College Closed

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• Day & Evening Summer Session 1 Begins

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**June 2016**

- **June 5**: RAMADAN (Begins at sundown)
- **June 14**: FLAG DAY
- **June 19**: FATHER'S DAY
JULY 2016

INDEPENDENCE DAY

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ACADEMIC RESOURCES

There are a number of resources available to help students make a successful transition to college. Some of these resources will help students develop a sense of community while others can help ensure academic success. In order for students to benefit from the many resources and opportunities available to them at FLCC, it is essential that they take the initiative to seek them out and take advantage of them. Below are brief summaries of some of the resources and links to the full description of services:

Academic Support Center
585-785-1392 (Each campus site has an Academic Support Center)
www.flcc.edu/learningsupport
Coordinates courses in math, reading, study skills, writing, career exploration and critical thinking.

Educational Planning and Career Services
585-785-1268
www.flcc.edu/center
Provides academic advising, career services, personal counseling (short-term), Educational Opportunity Program (EOP), Transfer Services, and emergency food and loan program.

Services for Students with Disabilities
Coord. for services to students with a learning disability 585-785-1390
Coord. for services to students with a disability 585-785-1441
The College does not have any formal program for special population students.

One Stop Center
585-785-1000
www.flcc.edu/onestop
Provides students with one point of contact with all enrollment services at the college.

Charles Meder Library Reference Help (Ask 24/7)
http://library.flcc.edu/chat.cfm
Ask 24/7 is a virtual chat service that connects people with reference librarians. You will not necessarily be chatting with a librarian in your community or even at your library, but you will be chatting with a reference librarian. The librarian who answers your call will be able to help you with your questions about your library and will help you find answers to other questions you may have by using a range of Internet sources and specialized databases. If you need assistance specifically from your home library, your question will be referred and a librarian from your home library will get back to you via email.

Math Center (Main Campus)
585-785-1566
Students may seek help with their mathematics coursework. Assistance is available on a walk-in basis. Students are encouraged to seek help early to receive appropriate support to their specific situation.

The Write Place (Main Campus)
585-785-1601
www.flcc.edu/learningsupport
Students may seek help with a writing project by visiting. The Center has a fully-networked computer system for conducting internet searches, accessing library references, word processing, and laser printing.

Web Advisor Account (Computer Help Desk)
585-785-1419
helpdesk@flcc.edu
Web Advisor provides students with Internet access to information in the FLCC database, including course offerings and availability.
Computer Help Desk coordinates log in and computer assistance to all software including Web Advisor, Blackboard, and Office 365 email.

KEY POLICIES & PROCEDURES
(Abridged Version)
The following key policies and procedures are provided in abbreviated form. To view the full policy or procedure, go to http://www.flcc.edu/offices/judicial/index.cfm.

Student Code of Conduct
The Code of Conduct Policy outlines students’ right and responsibilities as a member of the FLCC community, as well as standards of conduct, sanctions that may be imposed for violations of these standards, and hearing procedures.

Some key points:
The Code of Conduct primarily prohibits misconduct on College premises and may address off campus conduct when behavior or presence of the individual, in the College’s sole judgment, adversely affects the college community.
Students should be aware that FLCC reserve the right to review and take disciplinary action based on conduct occurring off campus or between academic periods.
The Code of Conduct addresses violations to “unlawful possession of alcohol or other drugs.” [See the Code for a full definition of this violation.]
The Code of Conduct outlines the specific steps for notification of an alleged violation and sanctioning actions.

Crisis Response Procedures:
The FLCC crisis response procedures were established to respond to the needs of the student population during individual student crisis situations or during a critical incident. Medical emergencies are not covered by these procedures. The individual crisis response procedures are designed to identify and assist an at-risk student in crisis situations and to enable the students’ successful re-entry to FLCC. An at-risk student is one who is in jeopardy of harming him/herself or others or who exhibits severe mental anguish. The team acts in good faith on behalf of the student.

Academic Grievance Procedures:
FLCC has adopted an internal grievance procedure which provides for resolution of complaints alleging prejudiced, capricious, or unfair academic appraisals (i.e., assessment, evaluation, examination, judgment) or treatment. Note: There are specific time limits with Academic Grievance Procedures found on the website www.flcc.edu/calendar and listed in the student handbook and academic planner.

Standards of Progress:
(www.flcc.edu/academics/academicstandards)
FLCC requires students to maintain a standard of progress to remain on track toward graduation in a degree program and eligibility for financial aid. Good academic standing is important to all students. In order to be in good academic standing and to be making academic progress toward a degree or certificate, a student must meet a minimum grade point average. At least once each semester, students are encouraged to meet with their faculty advisor or with an advisor from the Educational Planning and Career Services Office to review their academic progress.
For information on maintaining eligibility for federal and state financial aid, please go to www.flcc.edu/aid and click on Maintaining Eligibility.

Academic Probation:
When a student fails to meet the Standards of Progress, a student is placed on academic probation. Academic probation serves as a warning that a student is in academic jeopardy. At the conclusion of the probationary semester the student may move off of probation, continue on academic probation, or be academically dismissed. Academically dismissed means that the student is no longer in a degree program, loses all financial aid, and is not eligible to return to FLCC without completing the Academic Appeal process.
In many cases entry to college marks the first time that family members are not permitted access to information directly from an institution. Some of the things family members may not obtain from FLCC include, but are not limited to:

- Grades
- Attendance
- Housing information
- Financial Records
- Class Schedule
- Academic Standing
- Enrollment information
- Student Conduct information (including whether a student may have been charged with violating College policies, and the occurrence/outcome of student conduct meetings).

OFFICE OF STUDENT HEALTH SERVICES

If you’re the parent of a college student—parents matter! Research demonstrates that parents are a strong influence in their child’s life, even when their child becomes a college student. Talking to your child has been shown to have a positive influence on reducing the negative consequences of alcohol/drug use and sexual health behaviors which may put them at risk of unintended pregnancy, HIV/AIDS or sexually-transmitted diseases.

College students’ lifestyles: Contrary to media portrayal, most college students are working on positive lifestyle changes during their collegiate experience. National college surveys have repeatedly documented that most FLCC and other college students nationwide stay safe and have fun when socializing, are free from fatalities and other consequences of alcohol/drug use and are tobacco-free.* Most FLCC students (95%) also reported one or more protective behaviors if they drank alcohol, such as keeping track of number of drinks consumed.

What you can do to help students: Most students believe parents! The National College Health Assessment surveys at FLCC also revealed that most students find what parents say about health information very believable. Parents can help students by:

1. Conveying confidence in the student’s ability to take responsibility for their health.
2. Discuss expectations regarding alcohol/drug use and avoiding prohibited behaviors that could place a student in violation of the FLCC Student Code of Conduct Policy and affect academic success.
3. Request that the student contact Student Health Services for any health questions or concerns.
4. Parents can also ask the student: What are they doing on/off campus for fun; what the party scene is like, and how they are staying safe while having fun. What are they doing to avoid unintended pregnancy, or other personal behaviors that would put them at risk of AIDS/HIV or sexually-transmitted diseases.

DOES YOUR STUDENT NEED A COMPUTER? NOT SURE WHAT TO GET?

Purchasing a computer for your student can be a large task. Based on his/her major there may be one type or another that would work better. We recommend checking with consumerreports.org to see what models are recommended that fit your needs.

The FLCC Book Nook also offers some computers, printers and software.

FERPA PRIVACY RIGHTS:

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which is designed to protect the privacy of and limit access to the educational records of students. In essence, FERPA is civil rights legislation for students. FERPA does differentiate privacy rights between students in K-12 systems and those attending colleges and universities. As you work with your college student, it is essential to know that FERPA applies to all students, regardless of age (even if the student is less than 18 years old).

FERPA guarantees four specific rights to all college students:

- The right to have access of their educational records;
- The right to specify who, other than themselves, may or may not have access to their educational records;
- The right to request changes and/or corrections to their educational records;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by FLCC to comply with the requirements of FERPA.

In many cases entry to college marks the first time that family members are not permitted access to information directly from an institution. Some of the things family members may not obtain from FLCC include, but are not limited to:

- Grades
- Attendance
- Housing information
- Financial Records
- Class Schedule
- Academic Standing
- Enrollment information
- Student Conduct information (including whether a student may have been charged with violating College policies, and the occurrence/outcome of student conduct meetings).

In its simplest form, this means that College employees, including faculty, will be unable to release most personally identifiable information. FLCC employees will usually want to speak to the student who have questions and concerns about their progress or events while at FLCC, these offices cannot release most information to family members.

HEALTH QUESTIONS?

Get help with a health problem. For free and gentle treatment of common student health problems, call Student Health Services for an appointment with a health care provider (585) 785-1297.

COLLEGE TERMS

A.D./B.A. An academic program of generally 64-credits mostly in humanities and social science courses designed to transfer to a bachelor’s degree program. (Associate in Arts degree.)

A.S. An academic program of generally 64 to 70+ credits in course designed to transfer to a bachelor’s degree program in scientific, technical, or professional field. (Associated in Science degree.)

BOOK BUY BACK The Book Nook purchases used books from students after each semester for cash. Books must meet criteria of the bookstore.

BOOK VOUCHER Students who have excess financial aid monies (actual not estimate) may apply at the Book Nook to purchase books/supplies. The FLCC Student ID card is required. Vouchers begin two weeks before the start of the semester.

CERTIFICATE OF RESIDENCE Document which verifies NYS county of residence. [Out of state residents do not need to supply this document.]

CHANGE OF MAJOR The process of changing a student’s matriculation in one program to a difference program; forms are available at the One Stop.

CODE OF CONDUCT Rules and regulations establishing acceptable conduct both on and off campus during academic year and between semesters.
ONLINE/WEB BASED COURSES Online learning at FLCC enables students to achieve their educational goals while meeting their needs for convenience and flexibility. PLUS A federal parent loan for a dependent student. PART TIME STUDENT A student taking less than 12 credit hours in a semester. PRE-REQUISITE A course that a student must successfully complete for background information before enrolling in a particular course. (i.e., Introduction to Literature/ENG 102 has a pre-requisite of Freshman English/ENG 101.) PRIORITY REGISTRATION Students register for the next semester during priority registration. Registration for spring is held in November; registration for fall is held in April. PROBATION, ACADEMIC A student will be placed on academic probation at the end of a semester in which the student’s cumulative grade point average falls below that which is required according to the College’s Standard of Academic Progress. REFUND Depending when a student withdraws from a course, s/he may be eligible for a refund. SEMESTER Period lasting about 15 weeks or half an academic year. FLCC has two semesters, fall and spring. Classes are offered in January and over the summer in a shortened period. Outline of a course prepared by the instructor; usually the Syllabus. WHERE DO I GO FOR HELP? THE STUDENT GOVERNMENT on campus. Clubs, organizations, Campus Activities Board and Student Senate are all part of the Corporation. CREDIT HOUR(S) Each course has a certain number of credit hours. Courses can be anywhere from 1 to 9 credit hours. Each credit typically correlates to the amount of time spent in the classroom each week. DEAN’S LIST Recognition of high academic achievement for a semester. DEGREE EVALUATION Outline of a course required to receive a specific degree. Also known as an “eval.” DEPARTMENT CHAIR This person is the head of an academic department. The chair oversees everything that goes on in that department. DISMISSAL, ACADEMIC A student who is dismissed is no longer matriculated and is ineligible to return to FLCC without completing the Academic Appeal process. ELECTIVE Course distinguished from required course. FAFSA Free Application for Federal Student Aid (FAFSA) a form that the government uses to determine the amount of federal aid a student is eligible to receive. FERPA (Family Educational Rights and Privacy Act of 1974) refers to a student’s right to privacy concerning release of information without authorized consent by the student. Also known as the Buckley Amendment. FULL TIME A student enrolled in 12+ credit hours in one semester. Students must typically be enrolled in 16-18 credit hours each semester in order to graduate within four traditional semesters. GOOD ACADEMIC STANDING The status of a student who has met or exceeded the requirements specified under the Standards of Academic Progress. GPA (Grade Point Average) Usually on a 4.0 scale with A=4.0, B=3.0, C=2.0, D=1.0, F=0.0; Students receive a grade for each class and an accumulative GPA for the entire time they have taken classes. GRIEVANCE, ACADEMIC Process for student to challenge a questionable grade or unfair treatment in the classroom. HIGHER ONECARD The FLCC OneCard is your official refund disbursement card. It can be used for Financial Aid Services and Business Services. Benefits of using the FLCC OneCard and OneAccount include: Getting access to payroll or refunds faster and earning rewards for purchases. HYBRID COURSE A combination of online learning and classroom instructions. IMMUNIZATION NON-COMPLIANCE Students who have not submitted proof of immunization to measles, mumps, and rubella by the 30th day of the semester will be administratively withdrawn from classes by NYS law. MATRICULATION Official acceptable in to a program of study by the Admissions Office. Students must be matriculated to receive financial aid. ONE STOP CENTER Office where students can complete most of their daily business with the College. OBJECTIVE The status of a student who has met or exceeded the requirements specified under the Standards of Academic Progress. GPA (Grade Point Average) Usually on a 4.0 scale with A=4.0, B=3.0, C=2.0, D=1.0, F=0.0; Students receive a grade for each class and an accumulative GPA for the entire time they have taken classes. GRIEVANCE, ACADEMIC Process for student to challenge a questionable grade or unfair treatment in the classroom. HIGHER ONECARD The FLCC OneCard is your official refund disbursement card. It can be used for Financial Aid Services and Business Services. Benefits of using the FLCC OneCard and OneAccount include: Getting access to payroll or refunds faster and earning rewards for purchases. HYBRID COURSE A combination of online learning and classroom instructions. 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HOW TO REACH THESE OFFICES.
Dial: 585-785, then the extension
Cafe/Food Service  x1444
Student Accounts  x1405
Book Nook (Bookstore)  x1685
Campus Safety  x1501 (Emergencies  911)
Career Services  x1270
Developmental Studies  x1392
Educational Planning  x1268
Financial Aid  x1275
Housing & Residential Life  x1643
One Stop Center  x1000
Student Health  x1297
Student Life  x1264
Transfer Services  x1455
Geneva Campus Center  315-789-6701
Wayne County Campus Center  315-331-9098
Victor Campus Center  585-785-1100

THE UNDECIDED STUDENT
“I have no idea what I want to do. I’m interested in everything and I can’t narrow it down. I have some idea of what I’m interested in, but I’m not sure.”
Sound familiar?
Many students enter college undecided about their major. Some students may be unwilling, unable, or unready to make a choice of an area of study at the point when they enter school. If they can see this as an opportunity, rather than a problem, your student will keep many doors open and gain useful information during their first year.

Not all undecided students are alike: Recognizing that not all ‘undecided’ or ‘undeclared’ students are the same is an important first step. Viewing an “undecided” student as a student who is keeping all doors open is a wonderful next step. Talking to your student about what s/he is thinking and feeling is always a good step.

This is the student’s decision—what can a parent do to help?

• Be support of your student as s/he struggles with this decision. It is an important choice for many students a delicate decision.
• Don’t pressure him to make a decision sooner than s/he needs to. (With the exception of some specialized degree programs, students don’t need to declare a major before the end of their second semester.)
• Try and help your student identify the ‘real’ issues behind his/her indecision.
• Help your student develop a plan of action.

• Encourage your student to visit the Career Services office. The Undecided Student Discovery Lab, or the website www.fccc.edu/career for information. The staff can help him explore his interests and clarify values and goals.
• Encourage your student to participate in co-curricular activities on campus. Joining clubs or organizations will not only help him to gather information, it will allow him to spend time with students with similar interests.
• Reassure your student that he will find a path. Encourage him to have patience and to trust the process.

5. Emphasize the importance of internships:
The career center will not ‘place’ your child in a job at graduation. Colleges grant degrees, but not job guarantees, so having relevant experience in this competitive job market is critical. Your son or daughter can sample career options by completing internships and experimenting with summer employment opportunities or volunteer work.

6. Encourage extra-curricular involvement:
Part of experiencing college life is to be involved and active outside of the classroom. Interpersonal and leadership skills—qualities valued by future employers—are often developed in extracurricular activities.

7. Persuade our students to stay up-to-date with current events:
Most students have a stereotypical view of the work place. Take your child to your workplace. Explain to your son or daughter what you do for a living. Show him or her how to network by interacting with your own colleagues. Help your student identify potential employers.

8. Teach the value of networking:
Introduce your student to people who have the career/job that are of interest. Suggest that s/he contact people in your personal and professional network for information on summer jobs. Encourage your student to shadow someone in the workplace to increase awareness of interesting career fields.

9. Expose your student to the world of work:
Many students use their first semester to “settle into” college life, and so perhaps the spring semester of the freshman year is the optimal time to start using career center services. And, it’s a good time for you to prompt that first visit.

A PARENT’S GUIDE TO CAREER DEVELOPMENT (BY THOMAS DENHAM)
One of the most valuable things parents can do to help a student with career planning is listen: be open to ideas, try to help your student find information, and be nonjudgmental. Below are 10 ways you can help:

1. Encourage your child to visit the career center (and you go too!)
Many students use their first semester to “settle into” college life, and so perhaps the spring semester of the freshman year is the optimal time to start using career center services. And, it’s a good time for you to prompt that first visit.

2. Advise your student to write a resume.
Writing a resume can be a ‘reality’ test and can help a student indentify weak areas that require improvement. Suggest your student get some sample resumes from the career center, from books at the public library, or online. Try our online version of help at: Optimal Resume (https://fccc.edu/optimalresume.com).

3. Challenge your student to become “occupationally literate.”
Ask “Do you have any ideas about what you might want to do when you graduate?” If your student seems unsure, you can talk about personal qualities you see as talents and strengths you can also recommend:
• Talking a self-assessment inventory such as the Myers-Briggs Type indicator or the Campbell Interest and Skills
• Talking to a favorite faculty or staff member.
• Researching a variety of interesting career fields and employers.

A career decision should be a process and not a one-time, last minute event: Discourage putting this decision off until the senior year.

4. Allow your student to make the decision.
Even though it is helpful to ask occasionally about career plans, too much prodding can backfire. It’s okay to make suggestions about majors and career fields, but let your student be the ultimate judge of what’s best. Career development can be stressful. Maybe this is the first really big decision that your son/daughter has had to make. Be patient, sympathetic, and understanding, even if you don’t agree with your child’s decisions.

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TRANSFERRING FROM FLCC

Transferring from one college to another involves a good deal of planning; and the sooner the planning begins, the easier the transfer can be. In fact, at FLCC, we urge students to begin the process during their very first college semester.

Every college and university has its own unique course requirements; so, researching the academic requirements at each prospective transfer institution is essential to a smooth transfer. It is in the students’ best interests to know and understand these requirements from the start of their college career. In doing so, students can select courses that will fulfill both FLCC requirements and the four-year college’s requirements.

To assist students in learning about different colleges and their requirements, representatives from many four-year schools visit FLCC each semester to answer questions. Additionally, we offer transfer work-shops every semester to provide our students the opportunity to learn about the transfer process from an FLCC Student Services Counselor. To guide students through the planning process, we’ve prepared the Steps to A Successful Transfer, which explains the decisions students need to make and timeline in which to make them.

Visit www.fcc.edu/transfer to find many more resources to support students in with their transfer goals. By making good use of the resources available, connecting early on with prospective four-year institutions, and being a committed and active participant in the process, your student can have a positive transfer experience.

FREQUENTLY ENCOUNTERED SITUATIONS | POTENTIAL SOLUTIONS
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What if I want to find out my student’s grades? | The best way is to ask your student! Asking them to show you graded materials is one possibility. Faculty and staff cannot confirm for you whether a student is being truthful.

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What if I am concerned about my student’s attendance? | Again, ask them directly. Asking for a recollection of their most recent class(es) or what they are reading/studying may be one way. Faculty and staff cannot release attendance information.

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What if I see mail addressed from a College office and I am concerned? | Ask your student to explain their interaction with that office and/or ask them to show you the letter. Most offices maintain a website where you can obtain more information as well. Offices at the College will not be able to disclose the specifics of your student’s circumstances. (Note—we recommend that you DO NOT open your student’s mail for them.)

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What if your student is accused of violating College policy? | Review the Student Code of Conduct to learn about the FLCC Student Conduct procedures. This information is available on the Community Standards webpage.

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What if my student needs academic or personal assistance? | A good place to refer them is the Educational Planning and Career Services, located in the Student Center. More information is available on their website.

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What information can I get about my students? | You can obtain what is called “directory information” about a student. At FLCC this information includes: student’s name, address; telephone listing; photograph or likeness; date of birth; field of study; participation in officially recognized activities and sports; weight and height of athletes; dates of attendance at the College; degrees and awards received; and the most recent previous school attended. As a practice, FLCC does not share information with non-educational third parties.

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Is there a way to get a waiver? | Yes, however we recommend this practice following a conversation with your student, as they can freely provide you with any information you may need. A student cannot be Required to complete a waiver. Additionally, waivers usually apply to only one College office, leading to the need for many to be filled when your student should be able to answer any of your questions. For example, a student might agree to a waiver for course grades, but not judicial actions.

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Where can I get more information about FERPA? | You can contact the Community Standards Office at 585-785-1554 or Visit the federal website for more information on FERPA and privacy rights. http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
For more information on how to get involved visit:
www.flcc.edu/studentlife

Or email: scpresident@axp.flcc.edu