<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
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</table>
| **August 2021** | 24, 25 FLCC Days (Faculty and Staff)  
26 Work Day: Faculty  
27 Teaching and Learning Day  
30 Day/Evening classes begins |
| **September 2021** | 6 Labor Day: college closed  
19 Laker Day |
| **October 2021** | 24-26 Thanksgiving: College closed  
27, 28 No Classes |
| **November 2021** | 19 Fall Semester ends  
23-24 Holiday: college closed  
27 Winter session begins  
31 New Year holiday: college closed |
| **December 2021** | 14 Winter Session ends  
17 Holiday: college closed  
19, 20 FLCC Days (Faculty and Staff)  
21 Work Day: Faculty  
24 Spring Semester begins |
| **January 2022** | 21 Professional Development Day (noclasses) |
| **March 2022** | 21-27 Spring Break: no classes |
| **April 2022** | 12 Laker Day |
| **May 2022** | 17 Spring Semester ends  
18 Teaching and Learning Day  
21 Commencement  
27 -30 Memorial Day: college closed  
31 Summer sessions begin |
| **June 2022** | 24 Summer 4 week session 1 ends  
27 Summer 4 week session 2 begins |
| **July 2022** | 1,4 Independence Day Holiday: college closed  
8 Summer 6 week session 1 ends  
11 Summer 6 week session 2 begins  
22 Summer 4 week session 2 ends  
25 Summer 4 week session 3 begins |
| **August 2022** | 19 Summer 6 week session 2 ends  
19 Summer 4 week session 3 ends |
Finger Lakes Community College does not discriminate against any employee, applicant for employment, student or applicant for admission based on an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identification, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law.

The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

Inquiries regarding the application of Civil Rights may be directed to the Civil Rights Compliance Office/Title IX Coordinator, Michelle Polowchak, Director of Human Resources, Room 1350, 585-785-1451, michelle.polowchak@flcc.edu or deputies:
Sarah Whiffen, AVP Of Student Affairs, Room 2153, 585-785-1284, sarah.whiffen@flcc.edu, or Catherine Burns, Human Resources Compliance Coordinator, Room 1341, 585-785-1466, catherine.burns@flcc.edu; at Finger Lakes Community College; 3325 Marvin Sands Drive, Canandaigua, NY 14424. Inquiries may also be directed to the United States Department of Education’s Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; or email: , or contact the NYS Division of Human Rights Offices, One Monroe Avenue, Suite 308, Rochester, NY 14607; Tel. 585-238-8250; or email http://www.dhr.ny.gov/InfoRochester@dhr.ny.gov

Retaliation is prohibited against any person who files a charge of discrimination, participates in an OFCCP proceeding or otherwise opposes discrimination under state or federal law.
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NEED HELP FINDING A ROOM?

https://www.flcc.edu/campusmap

Paper maps of the Canandaigua campus are located in various offices, including the Student Life Office.

WHAT’S HAPPENING ON CAMPUS?

- Master calendar (https://events.flcc.edu/)
- *The Laker Ledger*, a bi-weekly newsletter found in the restrooms
- **Blackboard** receives regular updates and announcements
- **FLCC Student Email** will get updates and announcements
- **Campus Events Calendar** Pick up a copy of the semester-long Student Life Calendar.

FOLLOW US ON:
Facebook: /FLCCStudentLife
Instagram: @FLCCStudentLife
Twitter: @FLCCStudentLife

ENROLLMENT QUESTIONS?

Questions about course adjustments, bills, financial aid, transcripts or other enrollment questions – Visit the **One-Stop Center!**

*(Also at each campus center)*
Room 1045, Main Campus

Phone: (585)785-1000

E-mail: onestop@flcc.edu
Fax: (585)785-1735
www.flcc.edu/onestop

Hours

Mon-Thu: 8:30am-6:30pm
Fri: 8:30am-4pm
The FLCC Student Corporation is YOUR student government. It is a NYS 501(c)(3) Not-For-Profit Corporation made up entirely of voting members from the student body!

As a student you are assessed a Student Activity Fee. Full-time students are charged $84 while part-time students are charged $7.00 per credit hour.

Full-time Activity Fees go directly to the Student Corporation’s budget which support events/programs such as new student orientation, leadership development, Laker Day, inclusivity activities, intramurals, clubs, graduation gifts and much, much, more! Part-time fees are distributed between the Corporation, the FLCC Association and Athletics.

Each executive board member holds five office hours per week where they can be reached.

**Want to get involved?**

*Have an issue?*

*Want to start a club?*

*Plan an event?*

START WITH STUDENT CORP!

SCPresident@fingerlakes.edu
SCVP@fingerlakes.edu
SCTreasurer@fingerlakes.edu
SCSecretary@fingerlakes.edu
CAB@fingerlakes.edu
SCIInclusion@fingerlakes.edu
SCClubs@fingerlakes.edu
SCMarketing@fingerlakes.edu

trustee@fingerlakes.edu

Interested in learning more contact Student Life:

studentlife@flcc.edu
AN FLCC TRADITION – LAKER DAY!

October 19, 2021 & April 12, 2022

Laker Day is a day for faculty, staff, and students to interact outside the classroom through experiential learning opportunities, providing enriching life experiences benefiting student and community.

FLCC's Laker Day takes place each Fall and Spring semester. Featuring open participation and degree-specific activities, FLCC students will be able to test their skills, gain new experiences, and expand their horizons. They will also have a chance to meet people in the field, including potential employers.

Laker Day is a unique tradition that is in keeping with the College's mission to be a supportive, learning-centered environment that empowers our students, provides enriching life experiences, and enhances the quality of life throughout our community.

To check out activities, go to:
https://flcc.edu/lakerday/
Finding an Internship/Job

**Handshake:** Handshake is the official career services platform at FLCC. Hundreds of area employers are connected and are looking to recruit FLCC students for their jobs and internships. You can also find on-campus jobs on Handshake. Please visit the Career Services webpage to get started: [https://www.flcc.edu/career/](https://www.flcc.edu/career/)

**Internships.com:** Internships.com offers approximately 100,000 listings from 60,000 employers.

**Indeed.com:** Indeed.com is the most comprehensive search engine for jobs. It aggregates job listings from thousands of websites, including job boards, staffing firms, associations, and company career pages.

**Idealist.org:** Idealist is an excellent website to look for internships and jobs in the non-profit sector. It has listings for organizations around the world.

For more information, or assistance, contact:

Applied Learning: Jayden.Donahue@flcc.edu  
585-785-1792

Career Services: Tammie.Woody@flcc.edu  
585-785-1268
EMERGENCY & FIRE EVACUATION

AREAS OF REFUGE. In an emergency requiring building evacuation, people with mobility issues may not be able to evacuate without help. There are designated areas of refuge that provide protection where individuals with mobility issues may wait until assistance is available from emergency responders. Individuals should wait in the designated area of refuge away from the path of traffic. Emergency responders will respond to the areas of refuge to assist with evacuation. If the hazard becomes life threatening before emergency responders arrive, move immediately into the stairwell and close all doors. If you are unable to respond to the nearest area of refuge or if you have to retreat to a different location, make sure you contact 911.

BUDDY SYSTEM. During emergencies, people with mobility issues may need assistance with evacuating a building. If there is someone whose mobility is restricted, simply ask they/him/her if they need help. Classmates may use the buddy system when evacuating the building. A peer can assist by guiding an individual to a stairwell, waiting until clear passage is established, and helping them down the stairs.

ELEVATORS. Elevators should not be used during an emergency. Individuals unable to travel stairs should move to an area of refuge and wait for emergency responders.

QUESTIONS. If you have questions please email disabilityservices@flcc.edu or call 585-785-1392.

Your safety is our priority.
Look for the Emergency Evacuation Routes and Areas of Refuge post.
ACADEMIC GRIEVANCES

Finger Lakes Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging prejudiced, capricious, or unfair academic appraisal (e.g. grading, assessment, evaluation, examination, judgment). Students who have questions about the grievance procedures should contact the Director of Community Standards and Counseling at standards@flcc.edu, or 585.785.1211, or the AVP of Student Affairs at studentaffairs@flcc.edu, or 585.785.1284.

INFORMAL PROCESS: Students charging an instructor(s) of record with prejudiced, capricious, or unfair academic appraisal (e.g. grading, assessment, evaluation, examination, judgment) shall notify and discuss the complaint with the instructor(s) of record without fear of reprisal. This will be a meeting between the student and the instructor(s) of record.

If the problem remains unresolved after the first meeting with the student and instructor(s) of record, the student may notify and discuss the complaint with the instructor(s) of record’s department chairperson. At the department chairperson’s discretion, a meeting may occur with the student, instructor(s) of record, and department chairperson.

FORMAL PROCESS: If there is no resolution, and the student wishes to move forward with the formal grievance process, the student must submit in writing to the Director of Community Standards and Counseling a description of the complaint alleging prejudiced, capricious or unfair academic appraisal. The complaint must also include the instructor(s) of record’s name, course number and title. The instructor(s) of record or the department chair may submit a summary of the informal grievance meeting along with the original grievance to the Director of Community Standards and Counseling. The AVP of Student Affairs, or designee, in consultation with the Director of Community Standards and Counseling will review the complaint to determine if there is merit to move forward with the formal process. Upon determining merit, the formal process will begin. The AVP of Student Affairs, or designee, will notify the student and instructor(s) of record of their determination of merit.

Students have four weeks into the next term in order to file a complaint for fall, spring and summer courses and thirty days after the grade is filed for winter courses.

This is only a partial listing of the policy. For the complete Academic Grievance Policy, please visit www.flcc.edu/offices/judicial.
DO YOU KNOW THE CODE?

The FLCC Student Code of Conduct is intended to foster and protect the free and open exchange of ideas. Students are expected to abide by the rules of the College and to conduct themselves in accordance with accepted standards of good citizenship, respect, honesty, decency, and with proper regard for the rights of others. The maintenance of harmonious community standards requires that behavior, which interferes with or threatens the welfare of others or the College community be prevented. The Code of Conduct at FLCC applies to behavior on and off campus, during breaks, between terms, and during College holidays. This is only a partial listing of offenses and sanctions. For the complete Student Code of Conduct, please visit www.flcc.edu/offices/judicial.

<table>
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<th>FLCC considers the following behaviors by any student or student organization to violate the Code of Conduct:</th>
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<tr>
<td>• Interfering with, Obstructing, or Disrupting a College Function (including the classroom)</td>
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<tr>
<td>• Academic Dishonesty</td>
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<td>• Dishonesty</td>
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<td>• Physical abuse</td>
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<td>• Verbal abuse</td>
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<td>• Threats, intimidation, harassment, coercion, bullying and/or other conduct which is found to threaten or endangers the health or safety of any person</td>
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<td>• Sexual Misconduct</td>
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<td>• Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus</td>
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<td>• Gambling or solicitation on campus</td>
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<td>• Use, possession, hosting, manufacture, or distribution of Alcoholic beverages</td>
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<td>• Use, possession, hosting, manufacture, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law</td>
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<tr>
<td>• Possession or Use of Weapons</td>
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<td>• Discrimination</td>
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<td>• Hazing</td>
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<tr>
<td>• Violation of Law</td>
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<tr>
<td>• Failure to Comply</td>
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<tr>
<td>• False Reports</td>
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<tr>
<td>• Student Computer Use Policy</td>
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<tr>
<td>• Disorderly Conduct</td>
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<tr>
<td>• Complicity/Failure to Separate</td>
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<tr>
<td>• Violation of College Policies</td>
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<tr>
<td>• Unauthorized Use of Access Devices</td>
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<tr>
<th>What happens if you are found responsible for violating the Code?</th>
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<tbody>
<tr>
<td>If you are found responsible for violating the Code, one or more of the following sanctions may be imposed:</td>
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<tr>
<td>• Informal Warning</td>
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<td>• Written Warning</td>
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<td>• Housing Probation/Housing Eviction/Removal from Housing</td>
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<tr>
<td>• Ongoing Conduct Requirements/Restrictions</td>
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<td>• Community Service</td>
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<tr>
<td>• Conduct Probation (for a period of time)</td>
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<td>• Conduct Suspension (temporary removal from FLCC)</td>
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<td>• Conduct Dismissal (permanent removal from FLCC)</td>
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<tr>
<td>• Permanent Transcript Notation (usually accompanies dismissals)</td>
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<tr>
<td>• Interim Suspension (immediate removal pending a hearing)</td>
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<tr>
<td>• Required participation in a substance abuse evaluation and treatment program</td>
</tr>
<tr>
<td>• Parental notification for students under the age of 21 who violate the alcohol/drug offense</td>
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Your Academic Success Network (ASN):

College is hard. Your Academic Success Network is full of individuals who will help you understand how to achieve your academic goals. When you arrive at FLCC, a full-time faculty member from your program of study will be assigned to you as well as a member of our Academic Advising, Career & Transfer Services Office (AACTS). These individuals work collaboratively to ensure you understand what requirements are necessary to complete your degree, change your major, search for transfer schools or enter into the workforce. Some students have additional ASN members if they belong to specialized cohorts such as athletes, EOP or veterans. Each member of your network is found in the Starfish section of Blackboard under “My Network.”

For your convenience our campus center administrators and online staff are available to assist those students with the same topics who are taking courses at Geneva, Newark, Victor or online.

Students must see an academic advisor (faculty, AACTS, campus center or online) prior to being allowed to register for any term.

Some things to know about registration:

1) Registration: occurs the first week of November (for Spring term class selection) and April (for Fall term class selection). Any student who has been advised may register at any time starting at the beginning of those two weeks.

2) Register Early – Pay Later! If you have aid in place, register early! You will not owe a bill. If you do not have financial aid, don’t wait – the bills for spring and fall aren’t due immediately. Bills for fall are due in mid-July. Spring bills are due in late December/early January. Do not delay course registration because of a bill! You can always select the payment extension option on WebAdvisor.

3) Course Cancellation: The College is committed to ensuring students know their schedules are final as soon as possible. You will be notified of course cancellations at least two weeks prior to the start of each term.
WebAdvisor

What is WebAdvisor?

WebAdvisor allows Internet access to information in the FLCC database, including student schedules, grades, program evaluations, course offerings and availability, and more. A login id and password are required to access your personal information, such as your grades and schedule.

How do I access WebAdvisor?
https://webadvisor.flcc.edu/

What if I forget my password?
If you have an active email account on file with the College, use the ‘what’s my password?’ option on the WebAdvisor guest menu. When changing your WebAdvisor password, you will need to use a PC or Mac. Make sure you are using either Mozilla Firefox or Google Chrome. The WebAdvisor password change process will not work from a mobile device or a table. (Mobile web browsers are not compatible)

How do I sign up for WebAdvisor?
From the “What’s my password?” link on the guest menu, use the drop-down menu on the final screen to see if you have a valid e-mail address to which your temporary password may be sent. If a valid e-mail exists, select and click submit. You will receive your temporary password at the selected address.

If you do not have a valid email on file
Use our “sign up for WebAdvisor” online form (www.flcc.edu/offices/registrar/webadvisorform.cfm)
Your e-mail address will be added to your student record within one to three business days of submission. You will receive e-mail confirmation when this is done.

*IS THIS YOUR FIRST SEMESTER?*
Make sure you follow the “enrollment checklist” found under the FUTURE STUDENTS tab! You can still access this once your first semester starts.
Office 365 Student E-mail

How to log into Office 365 Student E-mail

Mail.flcc.edu
Username: WebAdvisor username + @fingerlakes.edu
Password: WebAdvisor password

My WebAdvisor password doesn’t work
You will need to log into your WebAdvisor account and change your password. It will sync with your Office 365 Student E-mail account. (It may take 2-3 minutes to sync)
When changing your WebAdvisor password, you will need to use a PC or Mac. Make sure you are using either Mozilla Firefox or Google Chrome. The WebAdvisor password change process will not work from a mobile device or a tablet. (Mobile web browsers are not compatible)
*Please Note: the “Can’t access your account” link on the Office 365 page will not allow you to reset your password. You must reset your password in WebAdvisor.

Need help?
Contact the IT Helpdesk
Email: helpdesk@flcc.edu
Room: 3300
Phone: (585) 785-1419
Flcc.edu/it
What is Blackboard?

Blackboard is a tool used by instructors to communicate with students, post announcements, assignments, grades, and links to quizzes and tests.

Is this your first time logging into Blackboard?
Username: WebAdvisor Username
Password: WebAdvisor Password

My WebAdvisor password doesn’t work!
You will need to log into your WebAdvisor account and change your password. It will sync with your Blackboard account. When changing your WebAdvisor password, you will need to use a PC or Mac. Make sure you are using either Mozilla Firefox or Google Chrome. The WebAdvisor password change process will not work from a mobile device or a tablet. (Mobile web browsers are not compatible)

If you forgot your password
If you have an active e-mail account on file with the College, use the “what’s my password?” option on the WebAdvisor guest menu.

If you do not have a valid email on file
Use our Sign up for WebAdvisor online form (www.flcc.edu/offices/registrar/webadvisorform.cfm)
Your email address will be added to your student record within one to three business days of submission. You will receive email confirmation when this is done.
Starfish

What is Starfish?
Starfish provides you with a central location to connect to the people and services that will help you be successful at FLCC.

How do I access my Starfish Homepage?
You can access your Starfish profile through your Blackboard homepage. It is located to the left of your “My Courses” module.

How can Starfish benefit me as a student?
It gives you access to a customizable profile and personalized channels which make it easy to schedule appointments with your instructors, advisors and other support personal. Starfish can also help you manage the steps you need to take to stay on track and meet your goals. Your instructors might also use Starfish periodically throughout the semester to provide feedback on your performance in the classroom.

How do I get started?
Set up your profile to make it easier for instructors and advisors to contact you. Include your cell phone number if you would like to receive text messages in addition to email alerts.

What if I need help figuring this out?
For more information about Starfish, visit www.flcc.edu/starfish or contact starfish@flcc.edu
Get Connected…Stay Connected

To connect to the FLCCwifi

- Ensure that you log on to any of the campus computers with your WebAdvisor Username and password.

- If you cannot, you will need to log into your WebAdvisor Account and change your password. When changing your WebAdvisor password, you will need to use a PC or Mac. Make sure you are using either Mozilla Firefox or Google Chrome. The WebAdvisor password change process will not work from a mobile device or a tablet. (Mobile web browsers are not compatible)

- From your wireless settings, you will select FLCCwifi.

- When prompted to enter credentials you will use:
  - WebAdvisor Username
  - WebAdvisor Password

For more information:

www.flcc.edu/offices/it/flccwifi/index.cfm
Finger Lakes Community College will require all individuals to comply with wearing personal face covering and remaining at an appropriate distance while in the building.

For specific information check out the website: www.flcc.edu/COVID
**Fall Semester**

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<th>From/To</th>
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**Spring Semester**

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