

2008-2009 Academic Calendar

Fall Semester 2008

Academic Convocation.....	Sunday, Aug. 24
All Classes Begin.....	Monday, Aug. 25
Labor Day (No classes in session).....	Monday, Sep. 1
First-Quarter Student Teaching Begins.....	Tuesday, Sep. 2
Fall Break Begins B 8 am.....	Friday, Oct. 3
Classes Resume B 8 am.....	Monday, Oct. 6
First-Quarter Classes End.....	Friday, Oct. 10
Second-Quarter Begins.....	Monday, Oct. 13
First-Quarter Student Teaching Ends.....	Friday, Oct. 17
Second-Quarter Student Teaching Begins.....	Monday, Oct. 20
Thanksgiving Break Begins B 8 am.....	Wednesday, Nov. 26
Classes Resume B 8 am.....	Monday, Dec. 1
** Last Day for In-Class Examinations.....	Monday, Dec. 1
All Classes End.....	Friday, Dec. 5
Study Days.....	Saturday & Sunday, Dec. 6 & 7
Final Examination Period.....	Monday, Dec. 8 through Friday, Dec. 12
Second-Quarter Student Teaching Ends.....	Wednesday, Dec. 17

Winter Session 2009

All Classes Begin.....	Monday, Jan. 5
All Classes End.....	Friday, Jan. 16

Spring Semester 2009

Third-Quarter Student Teaching Begins.....	Tuesday, Jan. 20
All Classes Begin.....	Wednesday, Jan. 21
Third-Quarter Classes End.....	Friday, Mar. 6
Spring Break Begins B 6 pm.....	Friday, Mar. 6
Third-Quarter Student Teaching Ends.....	Friday, Mar. 13
Classes Resume and Fourth-Quarter Begins B 8 am.....	Monday, Mar. 16
Fourth-Quarter Student Teaching Begins.....	Monday, Mar. 16
Scholars' Day.....	Wednesday, Apr. 15
Honors Convocation.....	Saturday, Apr. 18
** Last Day for In-Class Examinations.....	Tuesday, Apr. 28
All Classes End.....	Tuesday, May 5
Study Days.....	Wednesday & Thursday, May 6 & 7
Final Examination Period.....	Friday May 8 through Wednesday, May 13
Fourth-Quarter Student Teaching Ends.....	Wednesday, May 13
Graduate Commencement.....	Friday, May 15
Undergraduate Commencement.....	Saturday, May 16

* No examinations or quizzes may be given during the period designated for observance of the religious holidays. Observance of Jewish holidays will begin at 4 pm the day before the holiday, and end at 7 pm the day of the holiday. Observance of Good Friday will begin at noon and end at 3 pm.

** No examinations or quizzes may be given the five class days preceding the final examination period without the approval of the school dean. Final 4/07



Advisement and Transition
Cheryl Hines

Coordinator for Non-Traditional Student Support
Memorial Library A-111
PO Box 2000
Cortland NY 13045
Phone: 607-753-4726
Email: cheryl.hines@cortland.edu
www.cortland.edu/advisement/nontrad.default.asp

THE JUGGLER

*Handbook for Non-Traditional Students
2008-2009*



“SUNY Cortland non-traditional students bring a unique dimension of understanding to the classroom that greatly enriches the teaching/learning process for everyone.”

President Erik J. Bitterbaum

State University of New York College at Cortland



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STORMS AND WEATHER POLICY

As you are aware, the weather in Central New York is unpredictable. At times when severe weather conditions affect college operations, appropriate announcements will be carried by several radio and television station serving the Cortland area. (Radio stations are FM unless otherwise indicated.)

Cortland /Ithaca radio: WIII (99.9), WSUC (90.5)

Homer radio: WXHC (101.5)

Ithaca radio: WTKO (103.7), and WHCU (97.3)

Syracuse radio: WBBS (104.7), WYYY (94), WWHT (107.9), WHEN (620 AM), and WSYR (570 AM)

Syracuse TV: WSTM (Channel 3), WTVH (Channel 5) and WSYR (Channel 9) and News10now

Binghamton radio: WNBF (1290 AM), WAAL (99.1), WYOS (1360 AM) and WHWK (98.1)

Campus announcements can be found on the SUNY Cortland homepage.

Please note, since the college is a residential college, it is unlikely that day classes are canceled because of weather conditions. If traveling is hazardous, the college may take the step of canceling evening classes.



A suggestion: if you do have school-aged children at home and may have a concern if the public schools are closed for snow days, please talk with your instructors on their policy about missing classes or bringing your children to class. The final decision belongs to the instructor but it can't hurt to ask.

Lockers: Lockers are available for non-traditional and commuter students. The lockers are located on the top floor of Van Hoesen Hall for storing books and jackets. Bring your own padlock but just remember to remove everything by the end of the semester!

PARKING AND TRANSPORTATION

On-Campus Parking: You must have a parking permit to park on campus. Depending on which class year you are, there are designated parking lots available. To view the parking fee chart, parking regulations and to apply for your parking permit on-line, go to www.cortland.edu/univpolice/DPSpark.htm.

If you drive a car other than the one you registered on your permit, call University Police at 607-753-4123. Let them know the license number on the vehicle so you don't get a ticket. If you will be driving this vehicle several days or longer, get a temporary permit from the University Police Department.



Campus Shuttle Buses: Shuttle buses run between Park Center, Route 281, and the Moffett Center stopping in front of Corey Union (the same building the Non-Traditional Students Lounge is located).

From the Route 281 lot: Operating at 15 minute intervals Monday through Friday from 7:30 am—5 pm, the first shuttle starts at 7:30 am making stops at Studio West, Neubig and Moffett Center. From 5:00 pm—10:30 pm, the shuttle serves operates on a 30 minute interval. The last bus leaves the Route 281 lot at 10:15 pm.

From the Moffett Center, starting at 7:30 am, the bus stops at Corey Union, Park Center and then the Route 281 lot. The last bus leaves at 10:30 pm.

From Park Center, starting at 7:35 am through 3:35 pm, the bus stops at Neubig Hall and Moffett Center. The bus to Park Center will leave from Moffett Center and stop at Corey Union on the way to the Park Center

There is a separate schedule for weekends. Full schedules are available at the Information Desk in Corey Union and at the University Police Office. You can also find a link off the University Police website.

Carpooling: With the continuing rise in gas prices, there has been interest expressed with car pooling. Please email Cheryl at cheryl.hines@cortland.edu with the following information: Name, location, and email address. (This email assumes permission to share with others interested in carpooling.)

WELCOME

Welcome to SUNY Cortland! I hope you find this handbook valuable while attending classes at Cortland. As the Coordinator for Non-Traditional Student Support, I am here to support you by providing educational and social workshops and events as well as being an advocate for non-traditional student issues.

With approximately 475 non-traditional undergraduate students attending SUNY Cortland, you are part of a unique group on campus. Remember you are not alone! With support from the Non-Traditional Students' Organization to academic and other support services, we hope you will soon feel like "part of the family" and our non-traditional student community.

Welcome to our campus and best wishes for an exciting and successful academic career at SUNY Cortland.

Cheryl Hines

Cheryl Hines

Coordinator of Non-Traditional Student Support
Advisement and Transition

Telephone Directory (607 area code)

Academic Computing Help Desk 753-2500
Advisement and Transition 753-4726
Auxiliary Services Corporation (ASC) 753-4627
Bookstore 753-4621
Career Services 753-4715
Child Care Center 753-5955
Counseling Center 753-4728
Financial Advisement 753-4717
Library 753-2527
Registrar's Office 753-4702
Residential Services 753-4723
School of Arts & Sciences 753-4314
School of Education 753-5431
School of Professional Studies 753-2702
Student Accounts 753-2313
Student Health Services 753-4811
University Police Parking 753-4123

JUST FOR NON-TRADS...

Non-Traditional Students Lounge:

Are you looking for a place to relax between classes, catch up on homework or connect with other non-traditional students? The place to be is the Non-Traditional Students Lounge located in Corey Union, Rooms 201-203. The lounge is open Monday—Friday.



A microwave, coffeemaker and refrigerator are available to store and to cook your lunch or dinner. Food is not supplied but feel free to bring in supplies for yourself (or to share if you wish).

In the lounge you will find computers with Microsoft Office and Internet access. Couches, chairs, tables and desks are available along with a dictionary, and stapler. Please note: this is not a quiet study lounge but please be courteous of your fellow non-trad students using the room.

A couple of simple requests when using the lounge:

- 1) Sign-in when you enter the room.
- 2) Keep it clean—please pick up after yourself.

Non-Traditional Student E-News: Emailed every two weeks, this is sent to students who have signed up to receive this newsletter. This electronic newsletter provides updated information and reminders on dates and deadlines, a calendar of events and information regarding the Non-Traditional Students' Organization.

KNoTS (Knowledge for Non-Traditional Students): This newsletter is mailed to all students 24 years and older once per semester. This newsletter provides dates and deadlines, a calendar of events and information useful to non-traditional students.

Non-Traditional Student Website: www.cortland.edu/advisement/nontrad.default.asp

Non-Traditional Students Week: November 2-8, 2008. Watch your email for events that will highlight our non-traditional students on campus.

Alpha Sigma Lambda Honor Society: SUNY Cortland is proud to have a chapter of Alpha Sigma Lambda, the national honor society for adult students. ASL recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. To be offered membership in ASL, you must complete 24 credits at SUNY Cortland, be in the top 10 percent of adult students and have at least a 3.2 GPA. Invitations are mailed in March and the induction ceremony is in April.

CAMPUS SAFETY

University Police: The University Police Department is located in Van Hoesen Hall, Room C-17. For emergencies dial 911. For non-emergencies, dial 607-753-2112.

If your family needs to reach you due to an emergency, they should contact you through the University Police Department. It is helpful if you provide your family or child care provider a copy of your class schedule and usual "hang outs" so that the staff can find you if there is an emergency.

The Patrol Division operates 24 hours a day, 365 days a year and is responsible for law enforcement and security functions on campus and campus owned property.

University Police Website: <http://www.cortland.edu/univpolice/homepage.html>

Blue Light Phones: These blue lights are part of the emergency phone system and are provided and monitored by the University Police Department. To report an emergency, crimes in progress, or a suspicious person/event, just pick up the receiver. Each emergency phone is attached to a light pole or building. A few of the locations include: Miller Building parking lot, Old Main, Bowers Hall, Dowd Fine Arts, Park Center, Studio West, the Route 281 parking lot, Library/Cornish Area and the McDonald Building. A complete listing of blue light phones can be obtained at the University Police Department.

Safety Tips from the University Police Department website:

- Stay alert and tuned into your surroundings while walking on the streets or in office buildings.
- Send messages that you are calm, confident, and know where you are going.
- Trust your instincts.
- Stick to well light, well traveled areas. Never walk alone at night.
- Always roll up your windows and lock your vehicle doors even if you are only leaving for a few minutes.



SUPPORT SERVICES

We are here to support you during your time here at SUNY Cortland.

Non-Traditional Student Support Services: Cheryl Hines is the Coordinator for Non-Traditional Student Support. As the Coordinator, she is an advocate for non-traditional students. If you have an issue, feel free to contact her to discuss the issue. She will be able to guide you in the right direction. The Coordinator also plans information sessions and social events for non-traditional students. In the past, sessions on financial advisement, registration question and answer sessions, and educational sessions with staff from the Counseling Center and the Academic Support and Achievement Program. Cheryl is also the coordinator for the celebration of non-traditional students at SUNY Cortland during Non-Traditional Students Week, November 2-8, 2008. You may contact Cheryl at cheryl.hines@cortland.edu or phone 607-753-4726 or stop by in the Advisement and Transition Office in Memorial Library, Room A-III.

Campus Health Services: Every student pays a mandatory Health Services fee, even if you have private health insurance. Since you pay this fee, you are entitled to FREE walk-in service, appointments and common medications such as: Tylenol, decongestant, cough medicine and penicillin. You are also entitled to make an appointment to see the doctor. Flu shots are also offered for a small fee during the winter months. Since you are paying for it in your fees, why not take advantage of this opportunity? You are already on campus so you won't need to leave campus for an appointment with your doctor and possibly struggle to find a parking spot when you come back for class. The Health Services Office is located in Van Hoesen Hall, Room B-26. Please don't be afraid to take advantage of this service.

Career Services: Located in Van Hoesen Hall, Room B-5, Career Services offers the following services to SUNY Cortland students:

Career Counseling and Resume Critiques—one-on-one counseling and resume critique appointments

Workshops—Graduate applications, resume writing and interviewing

Credential Services—keep letters of recommendation on file for job searches after you graduate

Career Library—holds resources such as profiles on internships and job sites, information about graduate schools, requirement for certain professions and tools to assist you with career exploration

Job Service—open daily 1-4 pm

NON-TRADITIONAL STUDENTS ORGANIZATION (NTSO)

The Non-Traditional Students' Organization is funded by the Student Government Association. Though all students are welcome, the organization's goal is to meet the unique needs of students over 24 years of age or those with dependent children. Membership is FREE!

The NTSO wants all non-traditional students to feel a part of the community at SUNY Cortland and offers opportunities for non-traditional students to connect with others. In the past, the NTSO has hosted Open Houses, educational and informational programs, fundraisers and family events. Some of the past events included:

- Family Recreation Day
- Operation: Love From Home—collecting holiday cards to send to our troops
- Relay for Life team featuring a Locks of Love booth
- A family bowling event at Cort-Lanes
- Coffee and treats during final exam week
- Scholarship Information Sessions
- End-of-the-Year picnic



Officers are elected each academic year to lead the organization. These students volunteer their time to provide opportunities to connect with other non-traditional students; to make you part of the family of non-trad students at SUNY Cortland.

2008-2009 Non-Traditional Students' Organization Officers

President: Michael Pierce, Physical Education major

Vice-President: Sherry Hicks, Childhood Education major

Treasurer: Linda Eastman, Professional Writing major

Secretary: Ami Ingrahm, Criminology major

Advisor: Cheryl Hines

Check out www.cortland.edu/advisement/nontrad/nso.asp for announcements of NTSO meetings and events.. Contact the officers at ntso@cortland.edu. We hope to see you soon!



ACADEMIC SUPPORT

Advising: Your advisor’s name and email can be found on BannerWeb by the second week of the semester. Each student is highly encouraged to become familiar with the requirements for their degree program in the online *College Catalog* and to contact the department of study for further information. If you still have additional questions after contacting your advisor, please feel free to contact Advisement and Transition at 607-753-4726 or stop by Memorial Library, Room A-111.

BannerWeb: Banner Web is the program used by all matriculated SUNY Cortland students to register for classes, check their mid-semester and final grades, to see their unofficial transcripts and their CAPP (Curriculum, Advising and Program Planning) report. For more information about Banner Web please contact your advisor or the Registrar’s office at 607-753-4702.

Faculty Mentors: Faculty mentors are a group of faculty especially selected to work with adult students. They may or may not be your advisor; but please feel free to contact any of the faculty listed below. They are ready and willing to answer questions, to listen and provide advice and help.

- Colleen Buchanan**, buchanc@cortland.edu, x5538, Park E-310, Physical Education
- Kathleen Burke**, burkek@cortland.edu, x2434, Old Main 136C, Economics
- Raymond Collings**, collingsr@cortland.edu, x2046, Old Main 133A, Psychology
- Tim Gerhard**, gerhardt@cortland.edu, x2021, Old Main 225A, ICC
- Rena Janke**, janke@cortland.edu, x2907, Bowers 112, Biological Sciences
- Ibipo Johnston-Anumonwo**, johnstoni@cortland.edu, x-2993, Old Main 221, Geography
- Joy Mosher**, mosherj@cortland.edu, x5522, Cornish 113D, Childhood Education
- Donna Videto**, videto@cortland.edu, X4205, Moffett 205, Health
- Orvil White**, whiteo@cortland.edu, x2442, Van Hoesen B-219, Childhood Education

Study Carrels: If you would like a quiet place to study, the fourth floor of Memorial Library has carrels that you may use. Study carrels are like cubicles but they lock! So you can leave your books, computers, etc, in there. All you need to do is go on-line to request a carrel at http://library.cortland.edu/forms/carrel_request.asp or request one at the main desk of the library. You may reserve one for the entire semester or while working on a special project.



Tutoring: Academic Support and Achievement Program (ASAP) offers tutoring services in writing, reading, math and study skills. You can register for a tutor on-line by going to the Quick Links menu on the SUNY Cortland homepage and clicking on “Academic Support” or by calling 607-753-4309.



FINANCIAL SUPPORT

Financial Advisement: The staff in the Financial Advisement Office not only provides information on financial aid but also provides financial information and education beyond just helping students pay for tuition and fees.

Did you know that you have a financial aid advisor assigned to you?
If your last name begins with.... Your financial advisor is...

A-D	Beth Langhans
E-K	Karen Taylor
L-Q	Kellie Swartwout
R-Z	Kim Slater

Call the Financial Advisement Office at 607-753-4717 or visit them in the Miller Building, Room 205.

Scholarships: There are many scholarships just for non-traditional students! Some of these scholarships include: Adult Learn Trust Awards, Non-Traditional Student Scholarship, Myrl Rose Crocker Howe Scholarship, Marilou Wright Scholarship for Non-Traditional Women and the Alpha Sigma Lambda Scholarship. You may find information about these scholarships and others at <http://www.cortland.edu/finadv/scholarshipchart.html>. Please be aware that most of these scholarships do require an established GPA at SUNY Cortland. Check each description for eligibility. For more information, contact Beth Langhans, Scholarship Coordinator in Financial Advisement. She can be emailed at beth.langhans@cortland.edu.

Tax Relief: The taxpayer relief act contains a number of income tax related provisions including tax incentives to encourage individuals to pursue higher education.

The Hope Scholarship is not a scholarship; it is an income tax credit and is subtracted from the tax a family owes rather than reducing taxable income. The tax credit is only for those who pay federal income tax. The program requires you to be registered and attending an eligible school in a program leading to a degree or certificate.

The Lifelong Learning Credit may be claimed for tuition and fee expenses. You cannot claim this and the Hope Scholarship in the same year. The credit, as with the Hope Scholarship, is for actual fees and expenses you pay and does not include that portion satisfied by grants and scholarships. Credits may not be claimed for books, transportation, etc.