

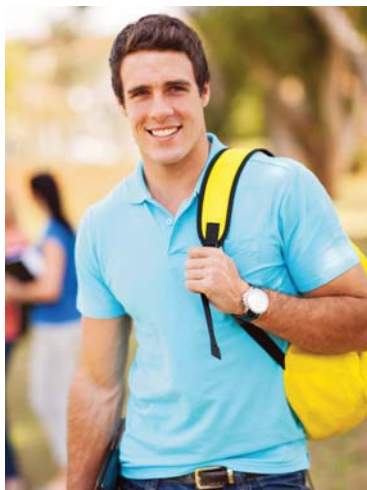
**COLLEGE IN THE  
HIGH SCHOOL**



## **STUDENT HANDBOOK**



**Be bold. Be a Viking.**



For questions about our program contact Susan Agan, Technical Assistant, at (518) 629-8164 or [s.agan@hvcc.edu](mailto:s.agan@hvcc.edu).

For scheduling questions and transcript information, contact the Registrar's Office at (518) 629-4574 or visit [www.hvcc.edu/registrar](http://www.hvcc.edu/registrar).

For billing and Certificate of Residence questions, contact the Cashier's Office at (518) 629-4504 or visit [www.hvcc.edu/cashier](http://www.hvcc.edu/cashier).

For questions about immunization, contact the College Health Services office at (518) 629-7468 or visit [www.hvcc.edu/healthservices](http://www.hvcc.edu/healthservices).

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## STUDENT HANDBOOK



**Hudson Valley Community College**  
 80 Vandenberg Avenue  
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 TDD: (518) 629-7596

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# WELCOME

## to the College in the High School Program at Hudson Valley Community College.

This program provides the opportunity for local high school juniors and seniors to earn college credit by taking classes offered right at their high schools.

These courses transfer not only to Hudson Valley, but to the majority of colleges and universities within the State of New York and elsewhere around the country.

Students are eligible to participate in College in the High School courses if they are recommended by their high school guidance counselors, and they should be in their junior or senior year of high school. Students should discuss their desire to take College in the High School courses with their counselors, who will determine their readiness for college-level work and, if recommended, assist with scheduling. Careful advisement includes consideration of a student's intended college major and the specific college(s) the student plans to attend, if decided.

Students who register for Hudson Valley courses while still in high school are officially considered Hudson Valley Community College students and have all the same rights, privileges and access to academic resources as any student on campus.

Enrollment in a course at Hudson Valley Community College requires that students follow all policies and procedures in this handbook. High school students are subject to the same registration procedures and academic policies as of our students, including meeting any course prerequisites that may be required. Students enrolled in College in the High School courses must also follow the same grading policies as our on-campus students.



*We know that you will find your Hudson Valley College in the High School experience to be a rich and rewarding one.*

## Benefits of Taking College in the High School Classes

[There are many advantages to taking college classes right at your high school:](#)

- Receive college credit. It is likely that you will be able to transfer your Hudson Valley college credits to your college of choice (dependent upon your college's requirements). By acquiring college credits while still in high school, you may be able to finish college earlier and take a lighter course load your first semester at college. This may also give you other opportunities while in college, including taking on a dual major, studying abroad or participating in internship opportunities.
- Experience what a college course is like and develop the study habits necessary for tackling rigorous course work. Since these classes cover the same content as those offered on the college campus, they help you to become more familiar with college requirements, to form realistic expectations of college-level work and to learn what it takes to achieve success in college.
- Take more advanced courses at college. You can get many of the required courses out of the way by taking them at the high school level.
- Have more of an advantage in gaining admission to the college of your choice. Your achievement demonstrates that you are a serious student who has already proven readiness for college-level work. Many of the selective colleges seek students who have earned college credit while in high school and are using credits earned through dual enrollment as a criterion for admission.
- Have an alternative option to Advanced Placement (AP) courses. Transfer of AP credits is totally dependent on the final test score. Great variations exist in colleges' admissions policies regarding the level of the AP score accepted for credit.
- Obtain a student ID card and have use of all Hudson Valley Community College facilities. This includes complete library privileges, student open-access computer labs and exposure to a wealth of cultural events such as plays, lectures, movies and exhibits.
- Save money! Tuition is only one-third of the regular tuition on campus, and scholarships are available to those students who qualify for the federal Free and Reduced Lunch Program.
- Have more potential to remain a college student and graduate from college. Recent studies have shown that students who take classes through dual credit programs are more likely to enroll in college full time, to stay in college and to earn more college credits than students who enter college without having participated in dual credit courses. Dual credit students also have significantly higher grade point averages in college than their peers who did not take dual credit courses.



## Username and Password

### Accessing Hudson Valley Computer Systems

All College in the High School students are officially registered students of Hudson Valley Community College, and have all the computer access privileges and responsibilities of all students. When you submit registration forms you will receive two letters from the college. One will contain your username and one will contain a randomly assigned password, which you can go online and change to a more familiar one. Your username is defined as the first initial of your first name, followed by a hyphen (-), followed by up to 13 characters of your last name (all lowercase, no spaces or other special characters). Example: Jane Smith's username would be j-smith. If there is another student whose first initial and last name would create a duplicate username (e.g. Joseph Smith), a number will be appended to the username, so that Joseph Smith's username would be j-smith1. You can change your password as many times as you like, but the format of your password must follow the established password format outlined on the Change Your User Password page: [www.hvcc.edu/its/password/index.html](http://www.hvcc.edu/its/password/index.html).

If you are a returning student and no longer have your username and/or password you can contact the Office of School Programs at (518) 629-8164 to have your password reset. Your user-name and new password will both be sent to you in the mail. Please make this request at least one week before your course begins. You can also have your password reset in person, with a photo ID, at the Registrar's Office, Guenther Enrollment Services Center, Room 136 or at the Computer Learning Center in the basement of the Marvin Library.

You will be expected to use several computer systems as a Hudson Valley Community College student and your username and password is the key to providing access to them. Academic Computing Environment (ACE), MyHudsonValley Portal/Blackboard (course management system), E-mail, WIReD (access to academic records and registration) all require authentication with your Hudson Valley credentials. The MyHudsonValley Portal is the college's secure online web portal powered by Blackboard. It is your online source for student announcements, college resources, and customized information. WebMail is the college's email system. WIReD (Hudson Valley WIReD Web Information and Registration Direct) is a web-based system which gives Hudson Valley Community College students access to records, including their grades, and the registration process.



**To learn more about these systems visit:**  
[www.hvcc.edu/its/docs/access.html](http://www.hvcc.edu/its/docs/access.html)

## Steps to Enroll

Hudson Valley's enrollment information for each fall and spring semester is provided in the "Questions and Answers" brochures that are sent to your high school prior to each enrollment period. These detail the steps to enroll for that semester along with all important dates.

All students should get one of these from their guidance office. The information below provides general guidelines for becoming registered in a Hudson Valley College in the High School course.



### Step 1:

Talk to your guidance counselor to find out what College in the High School courses are offered at your school. Or you can visit [www.hvcc.edu/highschool](http://www.hvcc.edu/highschool) to see a list of available courses.

### Step 2:

Ask your guidance counselor for a Student Record Information (SRI) form. Fill it out and return it to your guidance counselor or to the Hudson Valley Community College Registrar's Office, Guenther Enrollment Service Center, Room 136, 80 Vandenburg Avenue, Troy, N.Y. 12180.

### Step 3:

A tuition bill will be mailed to you. You must have your SRI form in by the date listed in your Q & A brochure to receive a bill in the mail. Student bills are also available online by logging into WIREd.

### Step 4:

You must submit a Certificate of Residence to the college with your tuition bill. A Certificate of Residence allows you to qualify for the New York State tuition rate. It is valid for one (1) year. A Certificate of Residence application will be included with your tuition bill. For more information, please contact your county treasurer's office or visit [www.hvcc.edu/cashier](http://www.hvcc.edu/cashier).

### Step 5:

After you pay your tuition bill, you will be registered. Payment may be in the form of cash, check, Visa, MasterCard or Discover. Hudson Valley will then issue you a schedule. Please note: If you fail to pay your tuition bill by the due date, your schedule will be dropped for non-payment and you will not be eligible to receive college credit for the course.

## Refunds, Withdrawal, Add/Drop, Academic Standing

### What If I Don't Want the College Credit?

If you don't want college credit for taking the course, simply don't fill out the Student Record Information form. Or, if you're not sure, you can submit the form and when you receive a tuition bill from Hudson Valley, don't pay it. Your schedule will be automatically dropped for nonpayment.

Please note: If you have registered for more than one course in a term and decide to pay for only one course, failure to pay for the second course will not relieve you of tuition liability for subsequent courses within the term. You must notify the Registrar's Office in writing of your intent to drop subsequent courses within a particular term.

### How Long Do I Have to Decide?

You have until the tuition payment deadline to decide. This date is printed on the bill you receive. If you change your mind after you have submitted your payment, please refer to the refund, add/drop, and withdrawal policies below.

## What If I Change My Mind?

### Refund Policy

To obtain a refund, you must apply in writing to the Registrar's Office. The date your correspondence is received is the effective date used to determine your refund. Refunds are based on the official starting date of the semester, not on your actual class attendance.

### Add/Drop

You may add or drop a course in writing with the approval of your guidance counselor during the add/drop period which is published each semester in the Question and Answer brochures and also on the Hudson Valley College in the High School website: ([www.hvcc.edu/highschool/regcal.htm](http://www.hvcc.edu/highschool/regcal.htm)). A course dropped before the deadline will not appear on your official transcript. If you add a course, tuition liability is immediately incurred. The course will not purge for non-payment.



### Course Withdrawal

You may withdraw from a course, but will receive a grade of "W" after the add/drop period has ended. For exact withdrawal dates for your semester of study, check your Question and Answer brochures or check the registration calendars on our website at: [www.hvcc.edu/highschool/regcal.htm](http://www.hvcc.edu/highschool/regcal.htm). Withdrawal forms are available from your guidance office or Hudson Valley's Registrar's Office. They must be signed by your guidance counselor. It is your responsibility to return the withdrawal form to the Registrar's Office, Guenther Enrollment Services Center, Room 136. Discontinuing class attendance or notifying the instructor does not constitute authorized withdrawal.

## Academic Standing

If you plan to attend Hudson Valley Community College in the future, your success or failure in your College in the High School course(s) will be considered when determining future matriculation and financial aid eligibility. Your academic standing may be affected by grades of “W” (course withdrawal), “F” (failure) or “Z” (absent without withdrawal). If you are considering withdrawing from a course, or uncertain whether to complete a course, please contact Hudson Valley’s Registrar’s Office to discuss any possible ramifications.

## Academic Resources

High school students who take dual credit courses may take advantage of many college services, including:

### The Dwight Marvin Library

The Marvin Library provides access to information and services wherever you are – both within the library building and online. Librarians and staff are available to assist you with your library and information needs. With more than 100,000 books which support academic programs and courses currently offered at the college, you will find the sources you need to complete assignments, papers and projects. Discover the many resources available, from encyclopedias to specialized research databases, all carefully selected to help you successfully complete your coursework. Through resource-sharing arrangements, the library subscribes to hundreds of magazines and journals and provides nearly 30,000 more titles electronically. If you need a book or journal article for your research and can’t obtain it from Marvin Library, they will seek to borrow it for you. Librarians are available at the reference desk six days per week, including most evenings and Saturdays during the academic year. Librarians can also be reached by phone, email and instant messaging. Visit the library’s website at [www.hvcc.edu/lrc/index.html](http://www.hvcc.edu/lrc/index.html) and follow the “Ask a Librarian” link. Stop by for assistance with an assignment or research paper. Computers and wireless access are available in the library, along with photocopiers, printers, and other technology resources. Learn more about the library online and become a frequent visitor when you are on campus.

### Learning Assistance Center

The Learning Assistance Center, located in the lower level of the Marvin Library, provides academic assistance and programs that encourage you to become an independent and confident learner. The LAC operates on a walk-in and appointment basis.

All services offered through the LAC are free to full- and part-time students taking day or evening courses at the college. Faculty are available for one-on-one or small group instruction in math, study skills, writing and other subject areas. Software, videos, worksheets and handouts for selected skills development are available. Other services available include:

**Workshops Series:** LAC faculty teach you to manage your time, take good class notes, get the most out of your text, prepare for tests, minimize your stress, maximize your memory, improve your grammar and more.

**Peer Tutoring Program:** Trained peer tutors provide assistance in specific courses in science, business, technology and liberal arts.

**The Writing Center:** The Writing Center, located on the second floor of the Dwight Marvin Library, provides support to students in all facets of the writing process. Writing Center staff members also conduct workshops on a variety of writing-related topics.



## Instructional Media Center

The Instructional Media Center is a centralized site that supports the college's academic community and houses the campus media collection. Students can check out hard-copy journal articles and media items that their instructors have placed on reserve, or utilize the electronic reserves system. The IMC, located on the lower level of the Marvin Library, facilitates the acquisition, housing, utilizing and circulation of a more than 5,000-title hard copy media collection, as well as the acquisition and overseeing the circulation of 50,000+ titles of streaming media resources. For more information, visit the IMC website at [www.hvcc.edu/imc/index.html](http://www.hvcc.edu/imc/index.html) or call (518) 629-7386.

## Computer Learning Center

You can receive individualized academic instruction at the Computer Learning Centers on campus. The Computer Learning Centers are staffed by full- and part-time education specialists who can assist you in the development of basic computer skills as they relate to the academic environment. The Computer Learning Centers are quiet, academic areas located in the Marvin Library (lower level and second floor). The Siek Campus Center has a computer center for academic and personal use. It is located on the first floor and is open 24 hours a day, 7 days a week.

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## Grading System

You will be held to the same academic standards as all Hudson Valley students, including grading standards. Hudson Valley Community College posts all midterm and final grades to students' WIREd accounts ([www.hvcc.edu/wired](http://www.hvcc.edu/wired)) instead of mailing grade reports. If you need help accessing your grades, contact the WIREd help desk at (518) 629-7700.

1. The college uses a letter system of grading which indicates the following standards:

| GRADES |   | NUMERICAL EQUIVALENT | QUALITY POINTS PER CREDIT HOUR |
|--------|---|----------------------|--------------------------------|
| *A     | Excellent   | 90-100               | 4                              |
| *B     | Very Good   | 80-89                | 3                              |
| *C     | Average   | 70-79                | 2                              |
| *D     | Passing   | 60-69                | 1                              |
| *F     | Failure   | Below 60             | 0                              |
| *I     | Incomplete  |                      |                                |
| *IP    | Course in Progress  |                      |                                |
| P      | Pass  |                      |                                |
| *S     | Satisfactory  |                      |                                |
| *W     | Withdrew  |                      |                                |
| *AW    | Administrative Withdrawal                                   |                      |                                |
| *Z     | Absent Without Withdrawal                                   |                      |                                |
| AU     | Audit   |                      |                                |
| AZ     | Audit Unofficial Withdrawal                                 |                      |                                |
| EXM    | Excused Medical<br><i>(Physical Education courses only)</i> |                      |                                |

\*Grades for remedial courses will be preceded by the letter R (i.e.- RA, RB)

1. All grades earned will appear and remain permanently on your records.
2. A grade of "I" (Incomplete) at midterm or final is assigned only after the student has consulted with the faculty member and has demonstrated a legitimate reason acceptable to the faculty member (health problems, a death in the family or other circumstances beyond the student's control) for not completing the work. The decision to assign the "I" (Incomplete) grade is entirely at the discretion of the faculty member. A grade of "I" (Incomplete) must be removed within the first (30) calendar days of the next term; otherwise it automatically becomes an "F." If the grade of "I" (Incomplete) has caused the student to lose good academic standing or financial aid eligibility, the final grade must be submitted by the beginning of the next term in order to be considered for readmission and financial aid for that term.
3. The grade of "IP" (Course in Progress) is assigned to a student when the course has not concluded at the close of the regularly scheduled term.
4. A grade of "W" (Withdrawal) is assigned only when a student has completed the appropriate withdrawal process as outlined below.
5. The grade of "AW" (Administrative Withdrawal) will be assigned by the college to students who do not comply with certain college policies and campus regulations.
6. A grade of "Z" (Absent Without Withdrawal) will be assigned to a student who has failed to participate in course activities through the end of the term and when, according to the instructor's grading policy as stated on the course syllabus, completed assignments or course activities were insufficient to make normal evaluation of academic performance possible.
7. The computation of the grade point index is based on the GPA hours and grades earned. Quality points are assigned to each credit hour attempted, according to the table above. Grades of "I," "IP," "S," "W," "AW," "Z," or "EXM" or grades preceded by the letter "R" (i.e. remedial courses) do not calculate into the grade point index. The following example illustrates how the grade point index would be determined for one term:
 

|   |    |
|---|----|
| A 3 credit course x 4 quality points =            | 12 |
| B 3 credit course x 3 quality points =            | 9  |
| B 4 credit course x 3 quality points =            | 12 |
| F 3 credit course x 0 quality points =            | 0  |
| Total GPA Hours = 13    Total quality points = 33 |    |
| Term Index = Quality Points/GPA Hours             |    |
| 2.53 = 33/13                                      |    |
8. A course may be repeated for a higher grade. The highest grade will be included in the average, although both grades will appear on the transcript. Such repetition will be permitted twice. Special permission may be granted through the department chairperson for a student to repeat a course which has been completed with a "C" or better. Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility.

## Transcript Requests

An official transcript, bearing the seal of the college and the signature of the Registrar, is a document required by colleges, universities and prospective employers. An official transcript is sent only with the written request of the student. A student may request a transcript as follows:

- Via Hudson Valley WIReD
- Completing the Transcript Request Form
- In-person at the Registrar's Office

There is a \$10 fee for the Registrar's Office to fax out an unofficial transcript. Faxed requests will be processed with those received by mail.

Transcripts will not be released for those students who have financial obligations (in arrears). By federal law, email requests cannot be considered consent for release of transcript information.

## Transfer Opportunities

One of the most important advantages of taking College in the High School courses from Hudson Valley Community College is the opportunity to earn college credits prior to college enrollment. Students who plan to attend an institution of higher learning after high school graduation, whether another community college or a university, should determine the best course plan that will most benefit their college education.

Hudson Valley Community College has many formal articulation agreements with public and private four-year institutions. Some agreements are general in nature as they simply specify certain criteria that must be met to ensure junior status at the four-year institution. More often, agreements are program-to-program in that they address specific majors at both our college and the transfer institution. Agreements may contain specific information on course equivalencies, minimum grade point average, prerequisites, designated courses or credits, scholarship availability and full or part-time requirements.

These articulation agreements continue to increase in number and are constantly evolving to reflect changes in program requirements. It is imperative that students consult early with a guidance counselor and/or call the Center for Careers and Transfer to ascertain the terms and conditions of agreements that might be of interest. It is also important to note that transfer opportunities are not limited to those institutions with which we have formal agreements.

Transfer of college courses to a university is on a course-by-course basis. Course transferability is at the discretion of the college or university to which you have applied and students should always check with the admissions office about the transferability of any courses taken during high school. The receiving institution will determine whether the course will count as general education, major or elective credit. Other colleges and universities not listed also may award credit for college courses taken from Hudson Valley Community College during high school. Students should contact an admissions counselor at the institution of their choice to inquire about course transferability and be prepared to discuss each course's relevancy to a potential major.

**For more detailed information, including transferability of courses to specific universities, please visit [www.hvcc.edu/career-transfer/transfer/articulation.html](http://www.hvcc.edu/career-transfer/transfer/articulation.html).**

## Policies

### FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. In addition, parents are afforded the same rights as students are, as long as the student is claimed as a dependent on either of their parent's Federal Income Tax return, and there is proper presentation of the dependency condition.



Please remember that students must present their Hudson Valley Community College Student ID card or another type of photo identification in order to receive information about their student record. This requirement helps to ensure privacy.

#### These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should complete the request form available in the Registrar's Office identifying the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should complete the request form available in the Registrar's Office, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed, appointed or hired by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit and personal health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Hudson Valley Community College designates the following items as directory information: Student's name, dates of attendance, date of birth, enrollment status, major, date of graduation, honors and awards received, and student campus email address. The college may disclose any of those items without prior consent, unless notified in writing to the contrary within 30 days of the beginning of the term.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University 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, 20202-4605

Under the federal Family Educational Rights and Privacy Act (FERPA) of 1974, disclosure of information from a student's education records is strictly limited and all colleges must have policies in place to comply with this law.

### **STUDENTS:**

You must have a FERPA password before college personnel can discuss your student account over the phone. This password allows us to verify that we are speaking with you. To get a FERPA password you must complete the FERPA waiver form: [www.hvcc.edu/catalog/policies/ferpa\\_release.pdf](http://www.hvcc.edu/catalog/policies/ferpa_release.pdf).

- If you choose to return the form **IN PERSON**, you must show photo identification – such as a driver's license or student ID card.
- If you choose to return the form **BY MAIL**, you must have your signature notarized.
- If you have not submitted a FERPA waiver form and/or if you do not have your password, we cannot discuss any details of your account – including charges, payments, financial aid or grades – over the phone.

### **PARENTS and other THIRD PARTIES:**

We cannot discuss a student's account with a parent or other third party over the phone or in person unless the student has authorized the college to release information to that party and that party has the student's FERPA password. A student who wishes to allow their parent(s) or other party access to his or her student account must complete the FERPA waiver form as described above.

Remember, in addition to being authorized to speak with us, a parent or other third party also must have their student's FERPA password.

The Registrar's Office is located in Room 136 of the Guenther Enrollment Services Center.



The FERPA waiver form only has to be completed once and will remain on file unless the student rescinds the form. A student who wishes to rescind his/her FERPA waiver must notify the Registrar's Office in writing.

## Academic Ethics and Plagiarism Policy

Hudson Valley Community College expects all members of the college community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the college by reporting suspected violations of academic integrity to appropriate faculty and/or other college personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every student's responsibility to become familiar with the standards of academic ethics at the college. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

Commission of such acts as cheating or plagiarism, or attempts to commit them, fall under the term academic dishonesty and each is considered a serious offense, which carries severe penalties ranging from a warning to expulsion from the college. Individual faculty members and the college Committee on Ethics and Conduct will continue to judge each case according to its particular circumstance. While faculty members are encouraged to distinguish between a student's unintentional failure to follow the academic ethics code and an intentional violation of that code, particularly in cases of suspected plagiarism, the responsibility for the integrity of work ultimately lies with the student.

The college is committed to academic excellence and as a result, has a strong policy against plagiarism. When students plagiarize, they threaten the integrity of the entire institution, and they devalue the legitimate intellectual accomplishments of all students.

### The college's policy defines plagiarism in this way:

"Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from failing an assignment to suspension from school. You are guilty of plagiarism any time you attempt to obtain academic credit by presenting someone else's ideas as your own without appropriately documenting the original source."

The policy goes on to explain that sources have to be properly documented and that "ideas" are not limited to words or phrases. The realm of ideas may also include examples such as statistics, computer programs, artwork, theories, and photographs among others. The entire policy with its three levels of violations and consequences can be found here: [www.hvcc.edu/plagiarism.html](http://www.hvcc.edu/plagiarism.html).

## Email and Portal Policy for Students

Based on the reliance on and acceptance of electronic communications, email messages and portal announcements are considered an official means of communication with students of Hudson Valley Community College. Students are expected to comply with the Computer Use Policy when using the email and portal systems.

All students are assigned an official college username and password combination for accessing email and portal systems and an official college email address for receiving and sending email messages. The college expects that students will use their official college username and password combinations and their official college email addresses to receive and read email messages and portal announcements on a frequent and timely basis. Students are not absolved from the responsibilities associated with the contents of electronic communications if electronic communications are not received and read on a frequent and timely basis.

Students are assigned 50MB of disk storage within which their own usage for email, calendar, contacts and tasks information must be managed. Each student is responsible for managing their own disk storage usage and maintaining their own email inbox. Students will be notified by the server if their disk storage usage begins to approach their quota and will then have to take some action to reduce their disk usage. This action may simply be removal of emails or may be copying (backing up) of emails to some other location followed by removal of emails. An email deleted from your server inbox will automatically be deleted to your server trash folder and will then be automatically deleted after 30 days. We will not remove any other emails from any other user folders on the server.

The college does offer the capability to forward email from a college email address to another email address. However, the college does not recommend that students forward email to any other email address. The college will only support the college email system provided to students. The college is not responsible for the handling of email by outside vendors. Students are not absolved from the responsibilities associated with communications sent to their official college email address if email forwarding results in the loss of email messages.

## Hudson Valley Community College

### List of High School Course Offerings by Academic Discipline

*(Note: Not all courses are offered at all high schools)*

#### BUSINESS

##### *Business, Marketing and Management*

- Advertising - MKTG 200
- Business Communications - BADM 200
- Business Concepts & Applications - BADM 100
- Business Mathematics - BADM 120
- Financial Accounting - ACTG 110 (Online)
- Intro to Entrepreneurship - ENTR 110 (Online)
- Legal & Ethical Environment of Business I - BADM 110 (ITV & Online)
- Legal & Ethical Environment of Business I - BADM 111 (ITV & Online)
- Organization & Management - BADM 207
- Personal Finance - ACTG 120 (Online only)
- Principles of Marketing - MKTG 120 (Online)
- Quantitative Business Applications - BADM 221
- Statistics - BADM 220\*

##### *Computer Science*

- Introduction to Business Analytics w/Excel - CMPT 115
- Introduction to Computing & Information Services - CISS 100 (Online only)
- Introduction to Web Page Design & Content Management - CMPT 118
- IT Essentials (A+): PC Hardware and Software - CISS 105
- Networking I - Introduction to Data Communication - CISS 120
- Networking II - Introduction to Network Administration - CISS 121 (Prerequisite CISS 120)
- Personal Computer Concepts & Applications I - CMPT 101
- Programming & Logic I - CISS 110\* (Online only)

#### ENGINEERING AND INDUSTRIAL TECHNOLOGIES

##### *Automotive Technologies*

- Automotive Electricity - AUTO 125
- Engines - AUTO 120
- Passenger Car Chassis I - AUTO 145

##### *Electrical and Manufacturing Technologies*

- Digital Electronics - ELET 210 - (Prerequisite ELET 100)
- Manufacturing Processes - MFTS 211
- Personal Computer Hardware Essentials - ELET 120

##### *Building and Construction Technologies*

- Advanced Topics in AutoCAD - CADD 110 - (Prerequisite CADD 100)
- Direct Current Theory/Part I - ECMN 151
- Direct Current Theory/Part II - ECMN 152
- Electrical Construction Maintenance - ECMN 101
- Principles & Practices of Light Construction - CNST 130
- Topics in 2D AutoCAD - CADD 100

## INDIVIDUAL STUDIES

- Intro to Academic & Personal Effectiveness - INDS 105 (Online only)

## LIBERAL ARTS AND SCIENCE

### Arts

- Acting I - THEA 110\*
- Acting II - THEA 111\*
- Digital Imaging I - DART 100\*
- Introduction to Digital Photography - ARTS 133\*
- Introduction to Stained Glass Techniques - CRFT 151
- Jewelry I - CRFT 141
- Jewelry II - CRFT 241 (Prerequisite CRFT 141)
- Music Appreciation I - MUSC 100\*
- Music Appreciation II - MUSC 101\*
- History of Rock and Roll - MUSC 106\*
- Stained Glass II - CRFT 251 (Prerequisite CRFT 151)
- Survey of Art History I - ARTS 100\* (Online)
- Survey of Art History II - ARTS 101\* (Prerequisite ARTS 100) (Online)
- Television Production I - ARTS 140

### Biological Sciences

- Topics in Biology - The Gene - BIOL 105\*
- Sports Nutrition - BIOL 128\* (Online only)

### English

- African American Literature - ENGL 232\*
- Communications - ENGL 120\* (Online)
- Contemporary Novel - ENGL 216\*
- Creative Writing: Poetry & Song - ENGL 152\*
- Creative Writing: Short Fiction - ENGL 151\*
- Journalism - ENGL 130\*
- Library Skills for Research - ENGL 115 (Online)
- Mastering Essentials of Grammar and Punctuation - ENGL 117\* (Online)
- Media and Culture - ENGL 136\*

### History

- History of the Twentieth Century - HIST 135\* (Prerequisite HIST 111)
- Interpretations of American History I - HIST 110\*
- Interpretations of American History II - HIST 111
- Western Civilization & the World I - HIST 100\*
- Western Civilization & the World II - HIST 101\*

### Languages

- Chinese Language and Culture I - CHNS 100\*
- Chinese Language and Culture II - CHNS 101\* (Prerequisite CHNS 100)
- French Language & Culture I - FREN 100\*
- French Language & Culture II - FREN 101\* (Prerequisite FREN 100)
- French Language & Culture III - FREN 200\* (Prerequisite FREN 101)
- French Language & Culture IV - FREN 201\* (Prerequisite FREN 200)
- Italian Language & Culture I - ITAL 100\*
- Italian Language & Culture II - ITAL 101\* (Prerequisite ITAL 100)
- Japanese Language & Culture I - JAPN 100\*
- Japanese Language & Culture II - JAPN 101\* (Prerequisite JAPN 100)
- Latin Language & Culture I - LATN 100\* (Online)
- Russian Language & Culture I - RUSN 100\* (Online)
- Spanish Language & Culture I - SPAN 100\* (Online)
- Spanish Language & Culture II - SPAN 101\* (Prerequisite SPAN 100)
- Spanish Language & Culture III - SPAN 200\* (Prerequisite SPAN 101) - (Online)
- Spanish Language & Culture IV - SPAN 201\* (Prerequisite SPAN 200)

### Mathematics

- Basic Calculus with Analytic Geometry - MATH 165\* (Prerequisite MATH 150)
- Calculus I - MATH 180\* (Prerequisite MATH 170\*)
- Calculus II - MATH 190\* (Prerequisite MATH 180)
- Calculus III - MATH 210\* (Prerequisite MATH 190) - (Online)
- College Algebra w/Trigonometry - MATH 150\*
- Elementary Statistics - MATH 135\*
- Intermediate Algebra - MATH 110
- Linear Algebra - MATH 200\*
- Mathematical Structures I - MATH 130\*
- Precalculus - MATH 170\*

### Social Sciences

- American National Government - POLS 105\*
- Child Development - EDUC 100\*
- Developmental Psychology - PSYC 205\* (ITV)
- General Psychology - PSYC 100\* (ITV & Online)
- Introduction to Political Science - POLS 100\*
- Principles of Macroeconomics - ECON 100\* (ITV & Online)
- Social Problems - SOCL 110\* - (ITV)
- Sociology - SOCL 100\* (ITV & Online)

\* Satisfies General Education Core for completing degree requirements at four-year SUNY schools



## College Mission

Hudson Valley Community College's mission is to provide dynamic, student-centered, comprehensive, and accessible educational opportunities that address the diverse needs of the community.



## About the College

Founded in 1953 and located in the heart of the Capital Region of New York State, Hudson Valley Community College currently serves approximately 11,500 students each semester with more than 85 degree and certificate programs offered in its four schools: Business, Engineering and Industrial Technologies, Health Sciences, and Liberal Arts and Sciences.

A comprehensive, full-service community college, Hudson Valley offers Associate in Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S.) programs that lead to immediate employment in industry, business, and health and public agencies.

Its Associate in Arts (A.A.) and Associate in Science (A.S.) programs prepare students to continue their education at four-year colleges and universities. To facilitate this transfer, the college has 254 specific, program-to-program articulation agreements with 54 colleges and universities. In addition, the college's many certificate programs provide students with training for selected occupational specialties such as accounting, biotechnology, computer aided drafting, dental assisting, echocardiography, emergency medical technician (EMT), invasive cardiovascular technology, overhead electric line worker, photovoltaic installation, and teaching assistant, to name but a few. Ninety-six percent of Hudson Valley graduates find immediate employment or transfer to four-year institutions of higher education.

Within each of the college's four schools, students are provided with the opportunity to study a wide range of subjects and pursue careers in a variety of fields. The School of Business offers programs in five curricular areas (Business, Computer Information Systems, Information Technician, Accounting, and Marketing), all of which stress quality instruction, subject matter relevance, and collaboration with internal and external constituents. The School of Engineering and Industrial Technologies boasts three programs accredited by the Accreditation Board for Engineering and Technology – Mechanical Engineering Technology, Civil Engineering Technology, and Electrical Engineering Technology: Electronics, as well as four Automotive programs accredited by the National Automotive Technician Education Foundation. The School of Health Sciences houses extremely well-regarded nationally accredited programs in Dental Hygiene, Diagnostic Medical Sonography, Echocardiography, Emergency Medical Technician-Paramedic, Mortuary Science, Nursing, and Respiratory Care. The School of Liberal Arts and Sciences offers programs and courses that provide a rich foundation in the liberal arts and sciences that enable students to realize their potential as self-sustaining individuals and contributing members of society and prepare graduates for employment and transfer to four-year colleges and universities. Programs and courses offered include those in the areas of mathematics, social sciences, English, modern languages, education, criminal justice, human services, fine arts, humanities, science, and engineering, as well as a Liberal Arts and Sciences Honors program.

# Campus Map



Map designed by Richard Gumpert, © Hudson Valley Community College, August 2010



80 Vandenberg Ave., Troy, NY 12180  
877-325-HVCC, www.hvcc.edu

- 1. BTC - Bulmer Telecommunications Center
- 2. ADM - Administration Building
- 3. - Teaching Gallery
- 4. GUN - Guenther Enrollment Services Center
- 5. MRY - Marvin Library/Learning Resource Center
- 6. SCI - Science Center
- 7. BRN - Barban Hall
- 8. AMZ - Anstutz Science Hall
- 9. FTZ - Frigabons Health Technologies Center
- 10. LCH - Baker Lecture Hall

- 11. LMG - Lang Technical Building
- 12. HGB - Higbee Hall
- 13. CTR - Sak Campus Center
- 14. - Maureen Stapleton Theatre
- 15. HUD - Hudson Hall
- 16. MCD - McDonough Sports Complex
- 17. - Conroy Ice Arena
- 18. - McDonough Field House
- 19. EGP - Electric Generating Plant
- 20. LSB - Laban Services Building

- 21. SCB - Stadium Classroom Building
- 22. - Joseph L. Bruno Stadium
- 23. - Softball Field
- 24. - Tennis Courts
- 25. - Outdoor Athletic Complex
- 26. - Practice Field
- 27. WIL - Williams Hall
- 28. CGN - Cogan Hall
- 29. DCC - Day Care Center
- 30. - Student Pavilion

- 31. JRD - 400 Jordan Road
  - 32. ALB175 - 175 Central Ave., Albany
  - 33. TECSMT - TECSMART, Malta
- Emergency Call Box  
Handicapped Parking



**College In the High School**  
**Hudson Valley Community College**  
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[www.hvcc.edu](http://www.hvcc.edu)