

STUDENT SERVICES

The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Department of Student Services includes the following offices: admissions, registrar, counseling and career services, disability services, financial aid, health services, and student activities. They are coordinated and directed by the dean of Student Services and Enrollment Management.

Academic Advisement and Orientation

Academic Advisement

Each full-time student at the College is assigned an advisor who assists in the selection of courses and meeting curriculum requirements. Advisement for part-time students is provided day and evening hours at the Academic Advising Center adjacent to the Registrar's Office. Students are urged to take the initiative in meeting early and regularly with their advisors and to take full advantage of the advisement services that are available. It is the students' responsibility to make certain that graduation requirements are met.

Orientation For New Students

To acquaint new full-time and part-time students with its educational philosophy, programs, and standards, the College encourages them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students in the week prior to classes. A Club Fair is held early in the semester to encourage involvement in extracurricular activities.

The goals of orientation are:

1. To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies, and organization.
2. To assist them in taking full advantage of the opportunities offered by the College.
3. To help them in developing effective approaches to the problems frequently encountered by beginning college students.

A Fall Parents Night is an additional component of the Freshman Orientation Program. Parents have the opportunity to find out what programs, services, and academic options are available to their sons and daughters.

Counseling and Career Services

The Office of Counseling and Career Services provides campus-wide programs and services to enhance, as well as stimulate, student development. Counseling services are available to students by appointment, or during walk-in hours. Counselors are on staff to address a variety of issues and concerns. For additional information or to schedule an appointment, call (845) 431-8040.

Career Planning

Career Counseling assists students with identifying and implementing education and career goals. Career assessment and information about occupations are available. Services include career counseling, workshops, resume and job search assistance.

A discovery lab houses a career and transfer library, which is available for students desiring to research career options and four-year colleges and universities. A web-based computerized career guidance system, is available to give students an opportunity to explore career and transfer options. It facilitates a self-paced analysis of the student's skills, abilities, and interests to enable them to better select employment opportunities, a major or curriculum of interest, a geographic location for future transfer or employment options, and much more.

Personal Counseling

Confidential counseling is provided for students whose personal or emotional difficulties are interfering with their ability to be successful. Any student experiencing a crisis or any personal difficulties is encouraged to seek the help of a counselor. Services are available to help students address a variety of issues, including: college adjustment, anxiety, depression, relationship problems, family concerns, alcohol, and other drug issues. In addition to individual counseling, workshops and seminars are offered on topics such as test anxiety, communications skills, self-esteem, wellness and assertiveness. Referrals to other community resources may be made.

Employment Services

Employment services are available to students who are seeking full- or part-time employment on campus or in the community, to earn money while they are enrolled in school or when they enter their career upon graduation. These services include assistance with employment, résumés (including an online résumé bank), mock interviews, and networking. DCC students can utilize Career Network, DCC's web-based job board. For information concerning placement, contact the Office of Counseling and Career Services, Orcutt Student Services Center, room 301, (845) 431-8040.

Transfer to Four-Year Colleges and Universities

Dutchess Community College graduates transfer to a variety of colleges and universities across the country, both public and private. Students planning to transfer should matriculate, in general, in an associate in arts (A.A.) or an associate in science (A.S.) degree program. These programs are designed as university-parallel programs and offer the student the greatest opportunity to transfer with junior status, with the expectation of completing the baccalaureate degree in an additional two years of full-time study.

The College has a number of articulation, or transfer, agreements which facilitate the transfer of A.A. and A.S. graduates to four-year institutions. In addition, an opportunity to continue full-time study at a four-year state university or college is guaranteed to all New York residents who transfer directly from a SUNY two-year college with an A.A. or A.S. degree. It should be noted, however, that this policy does not guarantee a student admission to the campus or program of his/her choice.

Students planning to seek immediate employment upon graduation usually matriculate in an associate in applied science (A.A.S.) degree program. Many A.A.S. graduates, however, transfer to senior institutions. Dutchess Community College has transfer agreements with some senior institutions that facilitate the transfer of students from career programs. In general, however, graduates of career programs should anticipate needing more than two years of full-time study to complete the baccalaureate degree.

Students considering transfer are advised to consult with their academic advisor and a transfer advisor (Orcutt Student Services Center, Room 301 (845) 431-8040) for advice in selecting their courses at DCC. College catalogs, articulation agreements, brochures and reference books are available to assist students in their planning.



DCC graduates have transferred to all SUNY colleges and universities, as well as to other fine institutions such as Bard College, Columbia University, Cornell University, Fordham University, Marist College, Mount Saint Mary College, New York University, Pace University, Rensselaer Polytechnic Institute, University of North Carolina at Chapel Hill, Vassar College, Yale University, Tulane University, Smith College and many others.

Disability Services

The Disability Services Office provides support services for students to accommodate for physical, emotional, visual, hearing, and learning disabilities. The coordinator acts as a liaison with faculty and administrative offices as well as numerous outside agencies serving students with disabilities.

Students who have a disability are encouraged to identify themselves in person at the Disability Services Office. Documentation of the disability is required. Once documentation is received, arrangements may be made for support services, classroom accommodations, testing accommodations, advisement, registration, and use of adaptive equipment.

The campus buildings are all physically accessible with walkways clearly marked. There are medical and handicapped parking spaces available throughout the campus. A state issued handicapped parking hangtag is required to park in the designated spaces. Students with special needs should contact the Disability Services Office.

For further information concerning services for disabled students, contact the coordinator of disability services located in Orcutt Student Services Center, Room 303, (845) 431-8037.

STUDENT LIFE

Student Rights and Responsibilities

Students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion. However, they are also responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Conduct

Students are required to give prompt and courteous attention to all College obligations, to use the property of the College with care and economy, to observe appropriate standards of conduct and morality, to obey local, state, and federal laws, and to comply with the policies of the institution. This applies to behavior both on and off campus. The College has prepared detailed policy statements defining its position on acceptable campus conduct and the rights and responsibilities of students as members of an academic community. The Code of Conduct covers issues pertaining to campus behavior, classroom conduct, academic dishonesty, health-related problems, and internet usage. Both statements appear in the Student Rights and Responsibilities Handbook. All students are advised to become thoroughly familiar with them and to observe the regulations described therein. The handbook is available online by accessing *myDCC* at <http://mydcc.sunydutchess.edu> or <http://www.sunydutchess.edu/student-services>.

Upon admission to the College, each student accepts an unqualified commitment to uphold the highest ethical standards in pursuing academic and personal achievement both in and out of the classroom. Failure to comply with these rules for student conduct may be cause for disciplinary sanctions as specified in the Student Rights and Responsibilities Handbook.

Campus Emergencies/Security

Security is available on campus 24 hours a day, seven days a week. Emergency phones are located throughout all buildings and blue emergency phones in all parking lots. Students encountering emergency difficulty while on campus are encouraged to report concerns or incidents to (845) 431-8070. Escort services can be provided to and from parking lots. The campus security office is located in the Orcutt Student Services Center, Room 114.

The federal "Crime Awareness and Campus Security Act" requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education. This information can be found on the College's website and is posted outside the Security office.

Health Services

The College Health Office, located in the Orcutt Student Services Center, Room 110, is open Monday through Friday, 8:30 a.m. to 4:30 p.m. Staffed by a registered nurse, the Health Office provides a multitude of services including: first aid for illness and injuries, immunizations, medical emergency care, diagnostic testing, laboratory testing (limited), health counseling and education, and referrals to appropriate agencies and resources. Over-the-counter medications are available. The office operates on a walk-in basis. There is no fee for services. Medical emergencies after hours are referred to Campus Safety and Security (ext. 8070).

A physician is available for clinical appointments and consultation weekly during the fall and spring semesters. There is no fee for services with the exception of physicals. Appointments are necessary. For more information, contact the Health Office.

The Health Office is not an emergency room. All serious injuries and/or medical conditions beyond nursing care are referred to specialized areas, such as the emergency room. The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport.

In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

Student Records

An educational record is maintained for each student in the Office of the Registrar, and the information contained therein is used in counseling and advisement. The Family Educational Rights and Privacy Act of 1974 provides former and current students with certain rights regarding the review of their educational record. The act also protects the confidentiality of a student's record and generally requires that the student's written consent be obtained before information is released unless the information requested is considered directory information. Access to a student's record without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of the Dean of Student Services.

Essential student records are permanently archived. In 2008, Dutchess Community College converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the student code of conduct.

Parent Access

Information about the student is released to the parent/guardian by the Dean of Student Services and Enrollment Management when the parent shows proof of identity and presents documentation proving the student is a legal dependent. Parents/guardians of financially dependent students must demonstrate such by submitting a copy of their tax return or government-issued financial statement to the Dean of Student Services. A non-dependent student who is interested in giving parents/guardians access to their DCC information must complete a FERPA Waiver form which is available in the Dean of Student Services' office.

Directory Information

Personally identifiable information generally is not given out without the student's written authorization unless it is directory information. Directory information may consist of name, city or town, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a written request to the Office of the Registrar before the beginning of each semester. Personally identifiable information is released to federal and state agencies with a

legitimate right to know, in response to legal subpoenas, for health and safety issues, and to the military in compliance with the Solomon Act.

Student Activities

The Office of Student Activities is primarily concerned with the enhancement of the student's college experience through involvement in extracurricular activities and development of leadership and interpersonal skills. The office staff seeks to involve students in campus governance and service, and to stimulate interest and interpersonal communication through a variety of educational, cultural, and social programs. The office staff designs these programs to help students achieve their highest level of academic and personal success.

Student Government Association

The Student Government Association is comprised of full- and part-time students. The Association serves to encourage students to become active citizens and leaders on the campus and in the community. The representative governing body of the Association is the Student Senate, which is a group of students elected by the student body. Each active chartered club and organization also has a representative on the Senate. Each fall semester, the Student Government Association provides a leadership training retreat for club officers and Student Government Association leaders.

The Student Government Association is responsible for the allocation and reallocation of funds to the clubs and organizations that have duly registered charters. Realizing the importance of part-time students, the Student Government Association has a committee for part-time students that is chaired by the commissioner of part-time students. His/her major responsibility is to act as advocate for the part-time student.

Clubs and Activities

The College firmly believes that chartered clubs and cultural, recreational and social activities play an important role in the educational process. Students are encouraged to participate in the extensive and varied activities available to them. Clubs and organizations meet on Tuesdays, from 12:30 to 1:45 p.m., Thursdays, from 12:30 to 1:45 p.m., and Fridays, from 12:00 to 1:00 p.m. Collegewide activity hour on Thursday, from 12:30 to 1:45 p.m., is available for programming and lecture series. The Office of Student Activities also offers a full range of summer activities and trips for students. The office phone number is (845) 431-8050.

The following is a list of active clubs and organizations presently on campus: Alpha Beta Gamma; Anthropology Club; Architecture Club; BIOS; Business Club; Campus Activity Board (CAB); Christian Fellowship; Chronicle; Communications Society; Criminal Justice Club; Dutchess Radio; Early Childhood Club; Engineering Club; Fire Science Club; Gamers Guild; Human Services Club; Masquer's Guild; Nursing Club; Outdoor Adventure Club; Paralegal Association; Phi Theta Kappa; Political Science Club; Rap, Poetry and Music (RPM); Sci-Fi Alliance; Society for German Culture; Society of Hispanic Professional Engineers (SHPE); Student Government Association; and Student Literary Magazine.

Programming Board

The Programming Board is a committee of students responsible for the social programming and special activities and events for the entire student body. Each semester a schedule of planned activities is mailed to each of our students. The Programming Board is responsible for developing new programs that meet the needs of our diversified student population. All DCC students are encouraged to join.

Lyceum, The Film Series, Family Festival

The formal education offerings of the College are enriched and supplemented by a variety of programs sponsored each year by the Student Government Association.

The Lyceum Series has hosted distinguished speakers such as Maya Angelou, Linda Chaves, Robert Kennedy, Jr., Barbara Walters, Julian Bond, Samuel "Sandy" Berger, and Ralph Nader, and performing artists in the areas of dance, music, and theater. This series has received wide acclaim and was cited by the Association of College Unions-International as one of the most outstanding cultural series in the country. The majority of the programs are offered on Thursdays from 12:30 to 1:45 p.m., with several programs offered on various evenings throughout the academic year. Each semester a brochure is available with a description and details of each program.

The Friday Night Film Series offers current motion picture releases. Each member of the College community is allowed to bring a guest, with DCC students receiving priority seating. Movies are free of charge.

The Family Festival series provides films and performing artists for children. All programs are held on selected Saturday mornings and are open, free of charge, to the

community. A detailed program is available upon request from the Office of Student Activities. The office phone number is (845) 431-8050.

Student Publications

The *Chronicle* is the student newspaper, published on a regular basis throughout the school year. The *Chronicle* has staff positions open to first- and second-year students.

The Student Handbook is published every year by the Student Association and contains information and regulations with which all students should be familiar. The handbook contains a calendar of important College dates. The Student Literary Magazine, "Exposed," is published every spring by the Student Literary Magazine Club featuring short stories, poetry, and artwork produced by our DCC students.

Alumni Association

The Dutchess Community College Alumni Association was founded by members of the Class of 1960 and has since grown to a membership of approximately 33,750. Students who are graduates or have completed at least 48 credit hours at Dutchess Community College are lifetime members of the Alumni Association. For more information, please contact the Office of Institutional Advancement at (845) 431-8400.

The Alumni Association provides scholarships for the continuing study of a Dutchess graduate.

College Colors

The Dutchess Community College colors are buff and blue, and the athletic teams are known as the Falcons.

The College colors have a significance in the history of Dutchess County. During the American Revolution, the Continental Army stationed at Fishkill wore buff and blue.

Intercollegiate Athletics

The College has developed a well-balanced program of varsity athletics for both men and women; and schedules intercollegiate contests in soccer, cross country, women's volleyball, men's and women's basketball, tennis, golf, baseball, women's softball, and bowling.

The College is a member of the National Junior College Athletic Association and the Mid-Hudson Athletic Conference.

Additional Student Services

Bookstore

The DCC Bookstore is located in Dutchess Hall, room 211 (845) 431-8080. In addition to all the textbooks required for your classes, we have a wide variety of school supplies, reference materials, novelties, greeting cards, giftcards and Dutchess imprinted gifts and clothing. Special orders for textbooks are welcome.

The Bookstore has an Automated Teller Machine available to students during regular store hours. The ATM will accept most bankcards, credit cards and debit cards.

During the week of final exams at the end of the fall and spring semesters, the Bookstore has “Buy Back Days” during which students may sell their used textbooks back to the Bookstore. Students should be aware that current supply, condition, publication date and whether or not faculty will use the book in the future are all factors that affect the buyback price.

Refund policies and bookstore hours are posted in the store, online at www.dccbookstore.com and on the card attached to your cash register receipt.

Day Care Center

The Louis Greenspan Day Care Center offers quality, affordable child care to students, staff and faculty of DCC. The Center accepts children from 18 months to five years of age. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday, following the College academic calendar. The classrooms are staffed with teachers trained in early childhood education, as well as student teachers from DCC and Marist College. The center also serves as a research, observation, and internship facility for a variety of academic departments on campus.

Opened in 1975, the day care center strives to demonstrate standards of excellence in early childhood education and child development practices. Our center provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children. The center maintains an open-door policy in which parents are encouraged to visit and participate in all aspects of their child’s educational experience. The Louis Greenspan Day Care Center has been accredited by the National Association for the Education of Young Children.

Enrollment is on a first-come, first-served basis. Early registration is strongly suggested. Registration materials can be obtained from the center director, or call (845) 431-8085.

Dutchess Community College Laboratory Nursery School

Dutchess operates a registered laboratory nursery school. Children who have reached the age of three years, two months through the age of four years, 10 months are admitted each September. The children are selected at random from the applicant pool in order to meet the educational needs of the College and its students. Classrooms are directed by fully-certified early childhood teachers and are staffed by DCC students matriculated in the early childhood curriculum. Information about fees (\$2,300 per year) and registration can be secured from the director of the Dutchess Community College Laboratory Nursery School.

Residence Hall

On-campus student housing is now available for full-time students interested in combining the quality, affordability and other benefits of a DCC education with the experience of living away at school. Conklin Hall features fully furnished two-, four-, five- and six-person suites that include two bathrooms, a living room and kitchenette (with sink, microwave and full refrigerator).

The building is designed for comfort, safety and convenience and the residence-life staff, amenities and programs combine to create a welcoming environment that enriches the student experience.

The four-story residence hall features:

- Convenient location near academic buildings, campus activities and student services, and adjacent to parking.
- 465 beds
- Lounge on each floor
- Multi-purpose atrium
- Wireless Internet and cable television service
- Laundry and mail rooms
- Vending area
- Noncombustible construction
- Sprinklers throughout
- 24-hour security
- Geothermal heating and cooling

Residential students may choose from several dining options that range from eight to 14 meals per week, some with flex dollars.

For more information on student housing, visit www.sunydutchess.edu/dorm.