Information for the Prepared Instructor

Compiled by the
V. James Renda Faculty Resource Center for Academic Excellence

“Committed to quality programs to enhance teaching and learning at NCCC”

NCCC is an AA/EEO Institution
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We look forward to your presence and participation!
WHO’S WHO AT NIAGARA COUNTY COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT
Interim President, A277, Ext. 5901 .................................................. Dr. William Murabito, wmurabito@niagaracc.suny.edu

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ACADEMIC AFFAIRS and SUPPORT STAFF
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  Senior Typist, G243A, Ext. 6796 ....................................... Barb Rupple, rupple@niagaracc.suny.edu

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### Help Guide for Faculty

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Housing for Students  
Student Life—list of local rooms & apartments for rent  
716-731-8850

I.D. Card  
Village College Suites—NCCC on-campus apartments  
G117c Ext. 6255

NCCC Security Office  
G106 Ext. 6400

NFCl Security Office  
716-210-2555

International Students  
Admissions—Refer student applicants  
A105 Ext. 6200

Learning Commons  
Study Skills and Digital Resources Available  
Assistance available in the following areas:  
Accounting/Economic Lab  
Math  
Science (Gen. Biology, Chemistry, Physics, and Anatomy & Physiology)  
Writing  
G 218 Ext. 6724

Lost & Found  
Lost and Found—located in Security  
G106 Ext. 6400

On-line/Hybrid Classes  
Office of Electronic Learning  
Assistance with teaching on-line classes  
C154 Ext. 6487

Parking/Car Trouble  
Security Office  
All faculty must obtain NCCC hangtag for parking  
Individuals must obtain handicapped permit from their town  
Parking ticket issuances on campus  
Assistance for accidents on campus, keys locked in car, jumper cables, etc.  
G106 Ext. 6400

Personal Counseling  
Wellness Center  
Confidential counseling for health and emotional concerns, support groups, and referrals  
C122 Ext. 6280

Printing/Copies for Class  
Forms located on NCCC FYI page under Public Relations—  
Follow online instructions Contact your division secretary for budget code

Registration  
ONLINE through Banner Web  
Registration & Records Office—Banner Web  
A201 Ext. 6254

Safety/Security  
NCCC Security Office  
NFCl Security Office  
G106 Ext. 6400  
716-210-2555

Scholarships for Students  
Financial Aid—Instructions on how to apply for scholarships are  
On the webpage: www.niagaracc.suny.edu/scholarships  
A114 Ext. 6266

Transcripts for Students  
Registration & Records Office—if assistance is needed  
Official and Unofficial transcripts may be ordered via Banner Web  
Unofficial available at no charge in Banner Web.  
A201 Ext. 6250

Transfer Credit Evaluations  
Registration & Records Office to check which credits  
transfer to NCCC  
A201 Ext. 6252

Transfer/Dual Admission  
Transfer Services Office for transfer from  
NCCC to another college  
B103 Ext. 6789

Transportation for Students  
Bus Stop—Maps and schedules for Rural Niagara Bus  
& NFTA. Check on-line for more information  
1st Floor E Bldg

Veteran Services  
Veteran Services Office  
B103 Ext. 6873

Withdrawing from Course(s)  
“W” or “X” Grades  
Withdraw from college through the online form Banner Web  
or http://www.niagaracc.suny.edu/pdf/records/withdrawal-request-form-web030617.pdf  
A201 Ext. 6252
Office of Academic Affairs

Academic Affairs Staff
Gail Tylec, Interim Vice President of Academic Affairs
Lydia Ulatowski, Assistant Vice President of Academic Affairs
Monica Lopoyda, Assistant to the Vice President of Academic Affairs
Wendy Warchocki, Administrative Assistant
Patricia Daboll, Senior Typist
Shirley Campbell, Typist
Gina Bax, Part-Time Typist

Academics
At NCCC, students get high quality programs at a price they can afford. Our tuition is lower than any other college in the area, and many of our programs hold specialized accreditations. So employers and four-year schools know these are programs they can trust. Students here are supported in every way, and they have a wide range of programs to choose from that fit their specific goals.

- Academic Dismissal Appeals
- Advanced Placement
- Blackboard Learn
- Calculate Your GPA
- College Courses in HS
- Computer Labs
- Credit for Prior Learning
- Degree Evaluation
- Disney College Program
- Electives Listing
- Faculty Resource Center
- Fresh Start Policy
- General Education Approved Courses
- Good Academic Standing
- Honors Institute
- Learning Commons
- Liberty Partnerships Program
- Licensure/Certification Pass Rates
- Math course sequencing
- Phi Theta Kappa
- Poets Series
- Starfish Success Network
- Student Success FAQs
- Study Abroad Information
- Student Tutoring
**Important Campus Links**

- Links listed below can be located and accessed *on campus only* through the College’s FYI page:
  - **2017-2018 Student Catalog** [http://catalog.niagaracc.suny.edu/](http://catalog.niagaracc.suny.edu/)
  - **Calendars**

**2016-2018 Faculty Handbook** is located on the FYI page at [http://www.niagaracc.suny.edu/academics/forms.php](http://www.niagaracc.suny.edu/academics/forms.php) or on Blackboard under the Faculty Resources & Policies tab, Academic Affairs section.

**Student Rights & Responsibilities (Code of Conduct)** [www.niagaracc.suny.edu/pdf/rights_and_responsibilities.pdf](http://www.niagaracc.suny.edu/pdf/rights_and_responsibilities.pdf)

**Student Guide**

[https://www.google.com/url?q=http://niagaracc.suny.edu/pdf/advisement/Student-Guide.pdf%3Fv%3D1.4&sa=U&ved=0ahUKEwjHramx4uXTAhVvmzVQKHS9TAjAQFggEMAA&client=internal-uds-cse&usg=AFQjCNHyuBTrF7sX2hXSH0uh/V3kxOI-MdA](http://niagaracc.suny.edu/pdf/advisement/Student-Guide.pdf%3Fv%3D1.4)

**Printing for Class**—Under the Public Relations link forms and instructions for putting a print request in—[Print Shop Job Ticket Instructions](#) or [Print Shop Job Ticket PDF](#) (get print code from division secretary)

**Faculty/Staff Email Info** All faculty and staff are entitled to an NCCC email account. NCCC email is to be used for communicating with members of the College community, not personal email. An account is created at the time of hire. For assistance accessing your account contact the Help Desk at 716-614-6730. You can access your email in two ways:

**On Campus:** You can set up Microsoft Outlook to accessing email. Please call the OIT Help Desk at 614-6730 if you need assistance in setting up your account.

**On or Off Campus:** We have set up web access to email accounts. You can access the page by going to the footer at the bottom of any NCCC Web page. There is a heading called "Resources". Under the Resources heading is a link titled "Outlook Web Login".

**Contents of a Suggested Course Outline** consult with full-time faculty in your discipline to review your course outline. Be sure to follow the Course Master Syllabi by your discipline coordinator or Academic Affairs.

**SUNY General Education Requirements (SUNY-GER)**

If you entered SUNY in Fall 2015 or later, to earn a SUNY associate's degree, you must earn 30 credits selected from SUNY approved general education courses. These courses are posted on the College website: [SUNY Approved NCCC General Education Courses](#) In addition, the 30 credit hours must include courses selected from the following **Knowledge and Skills Areas**:

- Basic Communication (required)
- Mathematics (required)
- Courses in 5 of the following 8 Knowledge and Skills areas
  - American History
  - Foreign Language
  - Humanities
  - Natural Sciences
  - Other World Civilizations
  - Social Sciences
  - The Arts
  - Western Civilization

Students will meet the two SUNY **Competencies** of Critical Thinking and Information Management by completing courses embedded throughout their curriculum.

**SUNY General Education Student Learning Outcomes**

Please click here for the Student Learning Outcomes in each of the Knowledge and Skills areas and Competencies: [SUNY General Education Student Learning Outcomes](#).

**Note:** If you entered SUNY between Fall 2010 and Fall 2014, you may need to complete a course in each of the ten areas and if you entered SUNY before Fall 1998, the SUNY-GER may not apply.
Transfer
Students interested in transferring to a SUNY school can find out more about the SUNY General Education requirements at the following link: You and the SUNY General Education Requirement.

Students transferring to the University of Buffalo will be required to complete the UB Curriculum (which includes SUNY-GER) to obtain their Bachelor's degree. Students planning to attend UB should refer to the following document when choosing their General Education electives at NCCC: UB Curriculum for NCCC Transfer Students.

Once a student has completed a SUNY General Education requirement at NCCC, that requirement will be accepted as complete at any SUNY college. Students must understand that the transfer college may have additional graduation minimum degree requirements that are also labeled as General Education. Please refer to the College catalog of the transfer college. Students, who have transferred to NCCC from another college or university, should submit their transcript(s) to the College for evaluation. Part of that evaluation will include an analysis of courses for the General Education requirement.

Additional General Education Information
Additional information on waiver criteria, courses that count in more than one area, and the differences between SUNY-GER and NCCC Curriculum Requirements is located at the following link: Additional General Education Information
ESSENTIAL INFORMATION FOR NEW FACULTY

WELCOME! Here is some information to help you know what is expected of you and to make you feel at home at NCCC. Help is always available in FRCAE (Faculty Resource Center for Academic Excellence) E225, or by phone to Dr. Kathy Gerbasi, Coordinator, Ext. 6762; or Maureen Winters, secretary, 4075, and/or email kgerbasi@niagaracc.suny.edu or winters@niagaracc.suny.edu

Before Teaching

- Have official transcripts of your colleges and universities sent to Human Resources.
- Fill out necessary forms in Payroll Office, A205.
- Obtain ID card and parking hang tag from Security Department, G126.

Check with division office about:

- Obtaining your email address
- Information about using Blackboard Learning Management System for your course
- Obtain the Syllabi for courses you will be teaching
- Plan for required meetings
- Locate rooms where classes will be held
- Find where your mailbox is located
- Locate divisions part time office space (if available)
- Information regarding typing and duplication services (see division secretary)

First Week of Semester

- Obtain class roster(s) from mailbox or division office.
- Take attendance in each class (this is mandatory); students should be allowed to attend a class only if they are on the roster or have the section listed on a printout of their schedule.
- Distribute a written copy of course requirements, course objectives, grading and attendance policies on course syllabus.
- Review emergency evacuation procedures and posted signs.
- Encourage students with disabilities to consult with you immediately if they need special accommodations.
- Inform students of your office hours.

Third Week of Semester

- Follow required Registration and Records instructions for reporting student non-attendance. If necessary, refer the student to that office to withdraw from a class or to the Admissions Office to withdraw from the College for all classes.
- Refer Students who have concerns which you are not able to address in regards to attendance or withdrawing should be referred to Student Development (A161).

Mid-semester Grade Report

- Follow required Registration and Records instructions for reporting a student in danger of failing. Refer student to appropriate Learning Commons for supplemental assistance.

End of Semester

- Give final exam or notify division office what evaluative activity you intend to use during the designated final week of instruction. Some form of academic final activity is required.
- Record Grades online by due date provided by Registration and Records Office.
- Record Performance grades on Banner Web are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F.
- Filing the proper form if a student requests an “Incomplete” grade, the form must be obtained in the Registration and Records Office and completed by the instructor. Refer to the College’s webpage Request for Incomplete Grade.

All Semester

Ask questions, attend meetings and professional development, and/or visit with other faculty in offices, lounges, and eating areas to get acquainted.
1. **General Information**
   Instructor’s name
   Office location and hours (if no office is assigned, explain how student/faculty meetings occur)
   Phone number
   Email address
   Course information: name, number, number of credit hours, pre-requisites Semester
   Days & times, example: MWF 2:00
   R 1:00
   Classroom Location

2. **Course Description**
   In accordance with the college catalog

3. **Student Learning Outcomes**
   What will the student learn upon completion of the course in accordance with Master Syllabus? (Assessment strategies need to be tied to the stated Student Learning Outcomes – SLO’s.)

4. **Requirements (decisions, decisions)**
   Calendar of events—
   Tests, papers, projects, labs
   Papers/research projects --
   Include the important aspects of assessing papers and research projects. (It is always helpful to attach or include a rubric that the instructor will be using to assess the quality of the student product.)
   Tests—
   Number of tests, units covered
   Make-ups allowed? Or will the final count double?
   Final—comprehensive or unit exam
   Quizzes—
   Announced or unannounced?
   Used for a grade or as a learning experience?
   Any quizzes dropped?
   Labs—
   Handed in and graded? How precise must the data be?
   Attendance policy—
   Number of absences allowable
   Excused or unexcused—does it really matter—why?
   Penalty for excessive absences—what if the student can learn the material without the instructor?
   Tardiness policy—
   Avoid disturbances to other students
   Class participation—
   Are you looking for quality or quantity?
   Stress the student’s responsibility to the group
   Homework—
   Part of the grade?
   Collected all of the time, some of the time, never?
   Answers distributed in writing, covered in class, or on reserve?
   Disability disclosure—
   Offer of confidentiality to students in need of special accommodations
Use of Cell Phones and Computers:
Use of cell phones for voice or text messaging is not allowed during class time and cell phone should be turned off upon entering the class. If desk or lap top computers are used, they are to be used for class purposes only and not for personal use, such as web surfing, connecting to Face Book, etc.

Academic Integrity:
It is critical that students present their own work and not present the work of others as their own. Plagiarism is a serious offense at the college level and may result in a failing grade. (Add a statement of consequences in your class, e.g. The first offense will result in a grade of zero for the assignment; a second offense will result in a failing grade for the course. If you are not familiar with how to cite sources for a paper or project, visit the Learning Commons or the Lewis Library for assistance.)

1. **DETERMINATION OF GRADE BY PERCENTAGE**
   
   Example: 4 unit tests = 40%
   
   Final: 20%
   10 quizzes: 30%
   Participation: 10%

**GRADES**

EXACTLY what constitutes an A, A-, B+, B, B-, C+, C, C-, D+, D, D-, S/U and how can the student earn an F or I grade?

**I GRADE**

A student who requests an I grade (Incomplete) is required to arrange for completion of course work with his or her instructor. The maximum time for the change of an I grade to a performance grade is determined by the instructor, but shall not exceed one academic year. The Registration & Records Office will inform the instructor and student of the approach of the one year deadline. Students will be sent a letter at the address last known to the NCCC Registration & Records Office. If no change of grade is made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade. To request an Incomplete grade, the appropriate form titled "Request for Incomplete Grade" must be obtained in the Registration & Records Office.

**Tone**

Keep it firm, but friendly.

**Sign-Off**

Have the students sign a statement that they have read and understood the grading system. Problems can often be avoided if you can show that they had full knowledge of what would be required.
Welcome

Important information and resources for faculty are on our web site FRCAE or http://www.niagaracc.suny.edu/frcae/ and also located on your BlackBoard page under “My Organizations” when you log into BlackBoard. We hope you find it useful and informative. Please explore these BlackBoard resources and make suggestions for other topics which you may find helpful. Your feedback is welcome.

Staff

Dr. Kathleen Gerbasi, Coordinator/Professor Psychology, Ext. 6762, kgerbasi@niagaracc.suny.edu, E230
Maureen Winters, Stenographer, Ext. 6790, winters@niagaracc.suny.edu, E225

Advisory Board 2017-2018/ Academic Year

The Center has an Advisory Board of Faculty Members who guide the FRCAE staff in programming and policy decisions under the Direction of Kathy Gerbasi, Professor/Coordinator.

Membership consists of representatives from each academic division, Division of Student Services, Office of Academic Affairs, chairs of the Instructional Resources and Professional Development committees of the NCCC Faculty Senate.

The Mission of the advisory board is to assist the Coordinator in meeting the needs of the faculty in their pursuit of excellence in the teaching and learning process at Niagara County Community College.

The Role of the advisory board member is to represent the faculty needs of their division or the committee they chair, to promote participation in activities and use of the services and resources offered by the Center, and to assist in decision making regarding policies, procedures and focus of the Center.

- Elaine Beaudoin
  Science, Health and Mathematics
- Timothy Boland
  PT Representative
  Science, Health and Mathematics
- Greg Brehm
  FT OIT Representative
- Lynn Brochu
  Science, Health and Mathematics
- Suzanne Buffamanti
  Humanities and Social Sciences
- Matthew Clareq
  Humanities and Social Sciences
- Teresa Cristiano
  Learning Commons Representative
- Jessica Helmbrecht
  Student Services Representative
- Rebekah Keaton
  Humanities and Social Sciences
- Daniel Miller
  Science, Health and Mathematics
- Michele Mistriner
  Humanities and Social Sciences
- Robert Morris
  Humanities and Social Sciences
- Marc Pietrzykowski
  Humanities and Social Sciences
- Mary B. Morse
  Lewis Library Representative
- Paul Ratka
  Humanities and Social Sciences
- Lindsay Rose
  Science, Health and Mathematics
- Donna Simiele
- Brenda Simonson
  Science, Health and Mathematics
- Debbie Sorrentino
  Arts, Technology & Design
- Ian Stapley
  Humanities and Social Sciences
- Babette Strasburg
  Nursing & Allied Health
- Yvonne Szymanski
  Nursing & Allied Health
- Christina Taylor
  Humanities and Social Sciences
- Christine Tirella
  Science, Health and Mathematics
- Lydia Ulatowski
  Assistant VP Academic Affairs
- Bradley Wingert
  Arts, Technology & Design
**Mission of the Center**

Our Mission is to be a comprehensive instructional resource center that provides focus, coordination, equipment, and human resources necessary to develop excellence in the teaching and learning process at NCCC. The Center strives to maintain a balance among three main strands of emphasis. Those emphases are pedagogy, scholarship of teaching and learning, and effective technology use in the classroom.

**History**

Founded in 1989 under a Title III Strengthening Institutions Grant, the FRCAE funded projects that involved 250 faculty members. In 1993 when the grant ended, the College funded the Center and its present location is in E225. The Center is staffed with a half-time Coordinator and a secretary. The Center's Advisory Board has faculty members from each division and advises the Center staff on issues and activities.

**What Does the Center Have to Offer?**

FRCAE is a resource that faculty are invited to utilize through visiting the Center, BlackBoard and/or this website. Should you discover a resource that you believe would be beneficial to the faculty, contact us so that we may add it.

The Center provides access to software applications and office equipment such as printers, scanners, audio video recording and editing. Additionally, faculty members are able to borrow equipment on a daily/weekly basis.

The Center provides support to faculty and provides opportunities for faculty to grow through the provision of:

- Workshops throughout the academic year
- Presentations by consultants
- Instruction in the use of new instructional technologies
- Discussion and brainstorming with the coordinator
- Assistance in locating resources on teaching and learning conference information

The Center sponsors activities to encourage professional exchange buy supporting:

- Special interest groups
- Teaching circles
- Academic round-table
- Sharing innovations in the classroom
- Topics include strategies for teaching, writing, research, assessment, mentoring, etc...

The Center provides a convenient location to host celebrations to honor the achievements of our faculty.

- Publicizing accomplishments
- Receptions honoring faculty

**FRCAE Resource Links**

- Academic Faculty Handbook
- Degree Works Advisor Guide
- Important Dates (includes Mod Cut-Off Dates)
- Adjunct Faculty Handbook
- Banner Web Faculty Guidebook
- FERPA Online Training Information & Quiz
- Student Code of Conduct

**Professional Online Resources**

- Assessment
- Classroom Management
- Critical Thinking
- Learning Styles
- NCCC Faculty Assessment Resource Center
- Teaching Materials Online
- Teaching Tips
- Case Study
- Copyright
- Faculty Evaluation
- Multimedia Reference Sources
- Student Retention
- Teaching and Technology
Technology Available from the Center to Use or Borrow

**Borrowing Equipment**—The Center provides faculty with equipment loans for course preparation, for those wishing to do presentations in the classroom or off campus, or work on research projects.

**Computer Technologies Available**—The Center has a wide array of computer programs available in the Center that individuals may not have access to in their office or home.

<table>
<thead>
<tr>
<th>Available Equipment in Center</th>
<th>Available Equipment to Borrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC Workstations</td>
<td>PC Laptops</td>
</tr>
<tr>
<td>Projection/Teacher Station</td>
<td>Cannon Digital Camera</td>
</tr>
<tr>
<td>DVD/VCR Combo</td>
<td>Panasonic Digital Video/Still Camera</td>
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<tr>
<td>Adobe Photo Deluxe</td>
<td>Portable Projector</td>
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<tr>
<td>Adobe Acrobat Professional</td>
<td>Student Response Systems</td>
</tr>
<tr>
<td>Impatica for PowerPoint</td>
<td>Headset w/Microphone</td>
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<tr>
<td>Turnitin.com - Call for password</td>
<td>ScanSnap Portable Scanner (translates from word to pdf and vice versa)</td>
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<tr>
<td>Camtasia Studio 8</td>
<td></td>
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<tr>
<td>Laminator (letter and legal size)</td>
<td></td>
</tr>
<tr>
<td>Flatbed Scanner (books, etc.)</td>
<td></td>
</tr>
<tr>
<td>2 ScanSnap Multifunction/Multi Page Scanners</td>
<td></td>
</tr>
<tr>
<td>(translates from word to pdf and vice versa)</td>
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</tbody>
</table>

**Professional Development Opportunities**

**On Campus Professional Development Opportunities**

The center offers a variety of workshops and presentations for professional development and personal growth. As a faculty member you will receive alerts through campus email regarding upcoming opportunities. Topics vary from semester to semester.

**Off Campus Professional Development Opportunities**

The center provides information on upcoming professional development opportunities, these opportunities are listed on the following pages. Topics vary from semester to semester.

**SUNY Professional Development Opportunities – Watch for NCCC Today for Detail**

**Grants and Awards**

**Jamieson Award**

This award will be presented to a current or past NCCC faculty member who best exemplifies those traits exhibited by Dr. Jamieson. Other colleagues described Carol as a veteran academician with in-depth historical perspective and acute foresight. Faculty from the Humanities Division complimented Carol's commitment, availability, loyalty, and advocacy. Peers outside the Division praised Carol's breadth of interest in the College-wide issues, her can-do attitude, her ever-present resilience, and her willingness to serve as a mentor to many. The Advisory Board for the V. James Renda Faculty Resource Center for Academic Excellence will review nominations and select a faculty member who best represents the commitment to education that Carol personified during her tenure at NCCC.

**Resource Development Grants**

Do you have an idea for improving your instructional materials? Would you like to receive financial support while developing your materials this summer? The IRC and FRCAE are sponsoring instructional grant proposals. Grants must support research and/or development of instructional resources that impact the NCCC student body in accredited NCCC courses. The money is used to cover the cost of implementation of an idea or project that is beyond your current, normal job responsibilities. Generally this project should be completed in the summer.

**SUNY Tuition Reimbursements**

**SPECIAL NOTE: ONLY FULL-TIME, COLLEGE-PAID EMPLOYEES ARE ELIGIBLE**

The State University of New York (University) Board of Trustees has established a policy of tuition assistance for eligible employees of the University, the Community Colleges and the Research Foundation of the State University of New York. This policy provides reimbursement of tuition and fees charged for eligible courses of instruction taken at SUNY institutions. For more information, visit the web page.
Henrietta G. Lewis Library

The Henrietta G. Lewis Library has moved to the second floor of G Building

AskUs 24/7 chat service located under Ways to Get Help tab

Library Phone Directory
614-6222 NCCC General Number
614-6705 Henrietta G. Lewis Library
614-6787 Archives
614-6783 Circulation
614-6797 ILL
614-6786 Reference
614-6785 Reserves
614-6792 Director’s Office

Library Hours
During the Fall and Spring semesters the Library is generally open:
Monday – Thursday 8 am – 9 pm
Friday 8 am – 4 pm
Saturday 11 am – 3 pm
Sunday – CLOSED

Library hours are subject to change—summer hours vary.

Contacts in the H. G. Lewis Library
Nancy Kennedy, Director and Technical Services Librarian, 614-6792, verstrea@niagaracc.suny.edu, G243a
Jeanne Tuohy, Reference Librarian, 614-6791, tuohey@niagaracc.suny.edu, G242b
Mary Beth Morse, Circulation Librarian, 614-6781, mbmorse@niagaracc.suny.edu, G242a
Jean Linn, Catalog/Cataloging and Archives Librarian, 614-6787, jlinn@niagaracc.suny.edu, G243b
Diane Balcom, PT Reference Librarian, 614-6786, dbalcom@niagaracc.suny.edu, G242b
Elizabeth Fulwell, PT Reference Librarian, 614-6786, fulwell@niagaracc.suny.edu, G243b
RoseAnn Heilemann, PT Reference Librarian, 614-6786, rheilemann@niagaracc.suny.edu, G243b
Jan Peters, PT Reference Librarian, 614-6786, jpeters@niagaracc.suny.edu, G243b
Shelly Archie, Senior Library Clerk-Technical Services, 614-6785, sarchie@niagaracc.suny.edu, G201
Laurie Schmidt, Senior Library Clerk-Media, 614-6404, lschmidt@niagaracc.suny.edu, G244
Jennifer Crandall, Full Time Sr. Library Clerk-Circulation Desk, 614-6783, jcrandall@niagaracc.suny.edu, G244
Bridget Baker, Part Time Senior Library Clerk Circulation Desk, 614-6783, bbaker@niagaracc.suny.edu
Barb Rupple, Division Secretary/Senior Typist, 614-6796, rupple@niagaracc.suny.edu, G243

Welcome to NCCC’s Henrietta G. Lewis Library. The library houses a comprehensive collection of print and media, and provides access to thousands of journal articles. Off campus faculty and students can begin their research right from this page. If you are on campus, we invite you to visit the library temporarily located in G Building.
The Library’s Catalog (ALEPH)
The Henrietta G. Lewis Library has an online catalog and a number of Internet workstations with access to periodical databases. The Lewis Library is open 64 hours per week and uses ALEPH Online Catalog. You may use it to locate books, videos, CDs, DVDs and Course Reserve materials. You can access this catalog at
http://libguides.niagaracc.suny.edu/content.php?pid=398565&sid=4310283

- Audio Recorders
- Audio-Visual Equipment
- Camcorders
- Circulation Desk for Media & Reserves
- Digital Cameras
- iPads
- Kindles
- Laptops
- Lost and Found
- MacBooks
- Main Circulation Desk
- Microfilm & Microfiche Machines
- Multimedia Viewing Stations
- Photocopiers
- Reference Books
- Reference/Information Desk

Study Rooms
Study rooms are available for group study (two or more persons). Stop at the Reserves Desk, located in G201, to obtain a key.

Remember, the demand for these rooms is great so they may only be used in two-hour blocks. You need your NCCC ID card to check out the room key.

Library Services for Faculty
Many materials, collections, computer facilities, and special services are available in NCCC's Henrietta G. Lewis Library. We provide access, on and off-campus, to the online catalog and web-based indexes/databases. If there is anything we can do to help you or your students, please let us know!
The link for the Library Services for faculty use and in reserve requests can be located on the NCCC FYI Page (on campus only) or through the Campus Homepage.

Via FYI Page (on campus only) -- click on Henrietta G. Lewis Library (left column)

Under the welcome statement click on the TAB Library Services to reach the following services for NCCC faculty.

The following links will be located:
- Archives
- Circulation
- Course Reserves
- InterLibrary Loan (ILLiad)
- Services for Faculty
- Reference

Library Instruction Scheduling - Book a Class
Sanborn Campus
NF Culinary Institute Library

The link for the Library Services for faculty use and reserve requests can be located through the Campus Homepage.

From off campus through the NCCC website www.niagaracc.suny.edu
scroll to bottom of page
click on Library or http://libguides.niagaracc.suny.edu/welcome
Under the welcome statement click on the TAB Library Services to reach the following services for NCCC faculty—The following links will be located:

- Archives
- Circulation
- Course Reserves
- InterLibrary Loan (ILLiad)
- Services for Faculty
- Reference

Library Instruction Scheduling - Book a Class
Sanborn Campus
NF Culinary Institute Library

Inter Library Loans

To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. To do this you fill out a registration form using your Web browser. First-time users must register for Interlibrary Loan InterLibrary Loan (ILLiad)

Registration has three purposes:

- Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests.
- Having your e-mail and regular mail addresses on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
- By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

Library Instruction Classes
An automated online Request Library Instruction form located on the Lewis Library webpage to process and track your Library Instruction Class Request

Sanborn Campus
NF Culinary Institute Library

The Librarians at NCCC teach students across all disciplines and at all levels how to use an academic library effectively. Our formal, course-integrated library instruction program gives you the opportunity to ensure that your students know how to search for information that they need for assignments, how to retrieve that information, and how to evaluate it. Librarians are happy to work with you to develop assignments that are successful library experiences for your students. We ask that you schedule at least TWO WEEKS in advance. Drop-in classes are strongly discouraged.

We must receive a copy of your assignment before the booking can be finalized. Drop your assignment off in the Library Office G243 or email it to ruple@niagaracc.suny.edu.

Circulation
The Circulation Desk is located directly inside the front doors of the Henrietta G. Lewis Library G209. This is where books and magazines are borrowed and returned. You may return material in the Book Drop.

In addition to checking out and checking in material, the Circulation Staff will assist you in placing a "hold" on a book or video; help you use media, microforms, reserves, and periodicals.

Borrowing Materials
Borrowing material is simple. All you need is your NCCC ID card. This card also entitles you to borrowing privileges at other State University of New York (SUNY) libraries and other local college libraries. I. D. cards are required for NCCC students, faculty, administrators, and staff to borrow material. Cards may be obtained at the Security Office located in G Building.
Course Reserves
The Lewis Library provides a Course Reserves service to support instructional programs at NCCC http://libguides.niagaracc.suny.edu/content.php?pid=236055&sid=1952374. Faculty may place high demand class related materials on reserve with restricted loan periods. These materials may include:

- Lewis Library books
- Personal copy books
- Lewis Library owned media materials such as VHS tapes, CDs and DVDs
- Personal copy media materials such as VHS tapes, CDs and DVDs
- Photocopies of documents such as articles, sample exams, readings, lecture notes, etc.

Technical Services
The Library's Technical Services department is responsible for acquiring, cataloging and processing the print materials for the library. Librarians do most of the selection, however, we encourage - and sometimes beg - for input from our subject experts, the faculty. To make that easier, CHOICE cards are distributed to all academic divisions. Each card contains a book review. Faculty review the cards from their specialty, and return the ones they would like us to purchase. We also accept requests for purchase from publisher's catalogs, scraps of paper, phone calls, emails, etc.

The Library's book budget has remained steady and healthy for the past few years. We attempt to purchase a wide variety of materials in topics that support the college's curricula. We also purchase titles that appeal to our college community, such as popular fiction and how-to books.

"Tech Services" is also responsible for the library's print and electronic subscriptions. We maintain about 300 print titles, and have access to thousands of journals and magazines via our 100+ databases.

Media Collections in the Lewis Library
The NCCC Henrietta G. Lewis Library offers a wide variety of print, media and electronic resources. The Library subscribes to over 300 magazines, journals and newspapers, and over 100 electronic databases.

- Number of volumes: 88,000
- Current subscriptions: 300
- Microform titles: 64
- Archives: 266.5 linear feet
- Multi-media collection: 5,670 titles
- Special collections: 183 books
- Electronic databases: 115

Media Services
The Library has an extensive collection of audio-visual materials. The various formats include videos (VHS and DVD formats), and compact discs. All of the media items are listed in our catalog by title, subject, and when pertinent, by author such as the presenter or composer. A summary of the contents of videos and other media is in the catalog. Each type of media is shelved by call number within its own section in the Media area in G209. All media can be checked out to faculty and staff.

Equipment Loans
Most classrooms are now smart rooms. However, if you still need equipment, the following equipment may be reserved and picked up from the G244:

- DVD Players
- Elmo Projectors
- LCD Data Projectors
- Overhead Projectors
- Smart Carts
- VCR
Reference Desk
The Reference Services Desk is on the second floor of G Building and is staffed by a librarian whenever the library is open. We provide assistance to NCCC students, faculty and staff, as well as Niagara County residents. We pride ourselves on being approachable and delivering quality service.

If you unable to come to the library in person, you may call the Reference Desk at 614-6786, or send an email to refdesk@niagaracc.suny.edu. Keep in mind that some questions require more in-depth research than a phone call or email can contain. However, quick reference questions, such as “what is the average daily temperature in Orlando?” are perfect for this medium. The librarians usually respond within 2 business days.

Reference Collection
The Reference collection primarily consists of atlases, bibliographies, dictionaries, directories, encyclopedias, handbooks, indexes, and statistical sources.

To search for REFERENCE BOOKS, first be sure that "Advanced Search" appears at the top of the page. If not, click the tab labeled "Advanced Search." Limit your search to "Reference, 2nd Floor," in the drop-down box labeled "More Collections."

Advanced Search for Reference Books
E-Reference Books
Credo Reference is a link to a nearly 300 full text reference sources covering a broad range of topics including art, medicine, history, technology and science. Also accessible from this database are images, audio pronunciation files, a citation formatter, and customizable data tables that can be exported into spreadsheets.

Reference Databases
A-Z Database List
This guide contains a full list of library databases organized by name.

Databases - Subject listing
Library's databases, arranged by subject.

Library Databases
Available on and off-campus to registered NCCC Library users--if you experience problems connecting to any of the library databases, contact the Library Reference Desk at (716) 614-6786.

• Looking for a particular journal? – Try JournalFinder

You can find journal articles by searching one of the databases listed below:
General - Art - Business - Criminal Justice - Education - Health
Literature - Newspapers - PhysEd - Psychology - Science - Vocational

Archives
The Henrietta G. Lewis Library Archives Collection consists of many kinds of materials documenting the history of Niagara County Community College. Included are yearbooks, student newspapers, news clippings, photographs, programs, student and faculty publications, college catalogs, commencement programs, and much more. To see what is in the Archives Collection you can use the Library's online catalog, ALEPH.

Materials from Archives are available for in-library use only. Contact Jean Linn, Archives/Catalog Librarian at 614-6787 for more information or e-mail Jean Linn at: jlinn@niagaracc.suny.edu. Information regarding NCCC Archives can be located at http://www.niagaracc.suny.edu/archives/index.php.

Purpose of the Archives
The archives' primary purpose is to preserve in a systematic manner all materials, which document the creation and history of Niagara County Community College, and to provide on-going evidence of the College's development and activities. By their very nature, these archival materials may be unique to the institution, are often irreplaceable, and are subject to an arrangement inherent in their character which disqualifies them from an open circulation system.
Access to the Archives

Limitations in the way in which archival materials can be used may be dictated by the physical condition of the materials, its confidentiality, or restrictions placed by the donor.

Restricted Materials
Official college records and documents not published nor intended for general distribution are considered confidential and access to them is restricted to designated and authorized individuals. Permission to use such materials must be received from the office of origin.

Unrestricted Materials
Unrestricted materials are available for use in the Archives room or the Library by both Regular and Affiliated Borrowers. These basic guidelines apply to use of unrestricted archival materials:

- The Archives Collection does not circulate and no materials may be removed from the Library.
- Patrons must call in advance or submit a written request for use of archival materials to the Archives Librarian or the Chair of the Library.
- Requests should be specific, naming items needed and inclusive dates.
- The Archives Librarian or the Chair of the Library supervises access to the archival materials and its use within the Library.
- Photocopying of materials may be done in the Library building provided materials are not confidential, restricted by the donor, nor damaging to the work being copied.

If you have questions regarding NCCC's past, you may write, phone, visit, or e-mail the Archives Librarian. (Visitors are welcome but please contact the Archives Librarian first - the Archives are available only by appointment.)

Donations of documents, photographs, memorabilia, and other items related to the history of NCCC are welcome within the limits of available space and resources, with the understanding that they may be used for educational purposes.
Registration and Records Office

Website: www.niagaracc.suny.edu click on Current Student, then Registration & Records
Hours: Monday, Tuesday, Wednesday, Friday: 8 am–5 pm and Thursday: 8 am–6 pm
Telephone: (716) 614-6250
Fax: (716) 614-6821

Contacts in Registration and Records Office
Julie L. Schucker, Registrar, 614-6251, schucker@niagaracc.suny.edu, A204
Katherine Dolce, TITLE, 614-6252, dolce@niagaracc.suny.edu, A201
Jennifer Allen, Technical Assistant, 614-6222, Ext. 4052, jallen@niagaracc.suny.edu, A201
Christina Fuller, Technical Assistant, 614-__, cfuller@niagaracc.suny.edu, A201
Melissa Lock, Technical Assistant, 614-6206, mlock@niagaracc.suny.edu, A201
Diane Sweet, Principal Clerk, 614-6878, dsweet@niagaracc.suny.edu, A201
Liz Meacham, Clerical I, 614-6481, emeacham@niagaracc.suny.edu, A201
Cheri Dunn, Typist, 614-5922, cdunn@niagaracc.suny.edu, A201
Jillayne Yost, Typist, 614-6222, Ext. 4061, jyost@niagaracc.suny.edu, A201

Mission Statement
The Registration & Records Office shall provide personalized quality service which is accessible and responsive to a diverse community. The Office is charged with compliance to all federal, state, and institutional regulations and policies as applicable to the areas of registration and records. Services are designed to preserve the integrity, accuracy, and privacy of academic records while enabling students to obtain services in an efficient manner. In unison with other support areas of the Student Services unit, the office fulfills a role in facilitating and promoting the academic mission of the institution.

The Registration & Records Office provides many services to help you in your academic career. Faculty will find information on registration, transcript requests, enrollment verifications, course audits, S/U grading, course withdrawals, name/address changes, transfer credit evaluations, and more. If you need to file for graduation, please visit our office in A201 for graduation information.

For a list of Records & Registration Office FAQ’s go to: http://www.niagaracc.suny.edu/faqs/registrar.php

Registration and Records Office Information and Forms
View a full list of Registration & Records webpages: Registration, Advisement, Add/Drop assistance can be found on our website under current students, then click Registration & Records

Overview of Faculty Requirements and BannerWeb Information
Click on the icon or the link for complete information regarding:
Class lists / rosters
Census
Mid-term deficiency
Graduation certification (FT faculty)
Final grade submission

NCCC Homepage (off campus) at https://ncccbanner.itec.suny.edu/PROD/twbkwbs.P_GenMenu?name=homepage
FYI Page (on campus) at http://fyi.niagaracc.suny.edu/newfyi/

Technical assistance is available in the Registration & Records Office during business hours. Instructors can access ONLY their specific courses for grading.
Do NOT input W, X, or J grades as they are input by Registration & Records Office ONLY
We have a plus/minus grading system; however, there is no A+

Grade changes are done by the Registration & Records Office only – forms are available in A-201. These forms are NOT to be given out to students, or delivered by a student!!
Frequently Asked Banner Questions

Q: When do I receive my class roster?
A: You will receive a preliminary class listing via email by the first day of classes. You will receive your permanent roster after add/drop has ended and enrollment is more stable. You are required to track attendance, test/quiz grades, final grades on your permanent roster. Please check with your division office on retention of roster information.

Q: What is Census?
A: Census is the process of informing us of students who have never attended during the first 3 weeks of classes. The deadline for submission of this information is always at the end of the first 3 weeks of classes. ** Modular classes have different Census deadlines. These are posted via NCCC System Message at the beginning of each semester. NCCC is subject to Federal Audit of class rosters to verify student attendance and entitlement to receive financial aid. Inadvertently reporting a student as non-attending when they actually are attending, or vice versa, can have significant consequences for both the student and college. There is no Census collection during the Summer or Winter terms.

Q: What is Mid-Term Deficiency reporting?
A: This is a warning program for students in danger of failing and reported by Faculty using Faculty Feedback in Banner Web. At approximately 5 weeks into the semester, you will be asked to indicate students in danger of failing your course. The deadline for submission is always two weeks prior to the start of Current Student Registration and posted via NCCC System Message at the beginning of each semester. Email notifications to T-Wolves email accounts are sent to identified students by Academic Affairs.

Q: When are final grades due?
A: Final grades must be submitted online by faculty through Banner Web. The deadline is always 48 hours AFTER the final activity/examination. The delay of even ONE faculty member halts the entire end of term process (academic standing, financial aid, etc.). Please submit promptly! Grades are no longer mailed to students. Grades are posted online through Banner Web for student viewing.

Q: What if a student requests an incomplete (I) grade?
A: The Incomplete Grade Request form can be found in the Registration & Records Office (A201). The instructor must detail the requirements for completing the course and also the last date that the student attended the course on the form. If the student has not completed the coursework within one year, the “I” grade will automatically turn into an F.

Q: How do I change a grade?
A: The Registration & Records Office (A201) has a Change of Grade form available to instructors only. If you are changing a grade from something other than an “I” grade, you must have your Division Chairperson’s signature before it can be processed. Please do not send student workers to pick up change of grade forms!

REMINDER: Banner Web Handbook link
NCCC Homepage (off campus) at http://www.niagaracc.suny.edu/pdf/records/Banner-Web-Faculty-Guidebook.pdf
or the FYI Page (on campus) at http://www.niagaracc.suny.edu/pdf/records/banner_web_fac_handbook.pdf

Confidentiality of Student Records/Privacy Rights (FERPA)

ONLINE FERPA TRAINING
All new employees are required to complete the online FERPA training using the “We Comply” software program distributed by HR through an email notification. Any questions in regard to “We Comply” should be directed to the Assistant Director of Human Resources for Compliance at 614-6295.

Additional FERPA information may be found on the website http://www.niagaracc.suny.edu/pdf/records/ferpa-info.pdf

If you have any questions or concerns, please email jallen@niagaracc.suny.edu or call 614-6222 Ext. 4052.

Family Education Rights and Privacy Act (FERPA)
In accordance with the Family Policy Compliance Office of the U.S. Department of Education, it is mandated that each of our employees is aware of the Family Educational Rights and Privacy Act (FERPA) and knowledgeable about proper disclosure of student information.
What is FERPA?
FERPA protects the rights of students and ensures privacy and accuracy of education records. FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education and allows the following:

Rights granted to students by FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:
…The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
…The right to request the amendment of the student’s education records that the student believes is inaccurate.
…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.

For more information regarding FERPA/Student Rights go to: http://www.niagaracc.suny.edu/registration-records/ferpa.php
Should you wish to release personally identifiable information to an outside party (other than those exempted by law), you can go to the following web page for a printable Release of Information form that must be completed, notarized, and returned to the NCCC Registration & Records Office.
www.niagaracc.suny.edu/pdf/records/student_ferpa_release.pdf

Students are also able to grant proxy access to their records through Banner Web. Instructions for granting proxy access may be found here:

Directory Information
Certain directory information may be released without the student’s permission. Each college, to some extent, can determine what information is classified as directory information. "Directory information" is information not generally considered harmful or an invasion of privacy if disclosed.

Niagara County Community College has defined directory information to include: the student’s name, address (including email), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. However, you may prevent the release of such information by completing the appropriate form in the Registration Office or by using the printable Request for Non-Disclosure form: www.niagaracc.suny.edu/pdf/records/request_for_nondisclosure.pdf

Directory information CANNOT include student identification numbers or social security numbers, race, gender, grades, gpa, country of citizenship, or religion.

Parents' Rights
Parents may obtain DIRECTORY information IF the child is a legal dependent as claimed on the parental tax returns, parents may obtain non directory information (grades, gpa, etc.), but only at the discretion of the institution. Parents may obtain non directory information by obtaining a signed, notarized consent from their child (forms available in the Records & Registration Office).

Please refer all parental requests for information through the Records & Registration Office (A-201).

Deceased Students
Deceased students are not covered under FERPA; however, it is the college's policy not to release educational records of deceased students, unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children. The College may request proof of death.

Please refer ALL requests for non-directory/personally identifiable student information to the Registration & Records Office (A-201) or call (716) 614-6250.
Office of eLearning

Contact eLearning Staff
Lisa Dubuc, Coordinator, 614-6798, dubuc@niagaracc.suny.edu, C155
Donna Simiele, Technology Support Coordinator, 614-6487, dsimiele@niagaracc.suny.edu, C153
Christina Ventresca, Student Support Coordinator, 614-6488, cventresca@niagaracc.suny.edu, C154

What is eLearning at NCCC?
The Office of Electronic Learning (eLearning) supports faculty, staff and students in online, hybrid (blended) and web-enhanced teaching and learning. Incorporated in the eLearning process is the use of BLACKBOARD, the campus learning management system. Through Open SUNY, NCCC offers 9 blended and complete online degree/certificate programs along with individual courses in 27 academic disciplines. Online & Hybrid courses follow the college academic calendar. All faculty, staff, and students have access to Blackboard. From the main college website (niagaracc.suny.edu) select the faculty/staff link (http://www.niagaracc.suny.edu//faculty/) under resources at the bottom of the webpage and then choose Blackboard Learn under the Online Services section.

Interested in Teaching Online or Hybrid courses?
NCCC has a development cycle for teaching online or hybrid courses. Proposals are accepted in September and January. The call for proposals will come via college system message. Visit our faculty support center for information on the online or hybrid course proposal process. http://bit.ly/1OaCxsz

Getting Assistance
How to Log into Blackboard Learn: The link to Blackboard is located at the bottom of the college’s website. The username and password will be the same as your college outlook email username and password.

Can’t Log into Outlook/Blackboard: Contact the Office of Information Technology (OIT) Main Campus B119 or call 716-614-6730.

For Student Login Issues with T-Wolves/Blackboard: Main Campus B119 or call 716-210-2505 or http://tinyurl.com/gmwyzgq.

Blackboard Help: Call Open SUNY at 1-844-673-6786 or visit http://tinyurl.com/hprzgx6. Or, contact eLearning at 716-614-6487.

Learn How to Use Blackboard: To learn how to use Blackboard, please visit the Blackboard Faculty User Group (login to Blackboard→communities→Blackboard faculty user group. Here you will find a link to Blackboard training options.

For More Information about eLearning at NCCC visit the eLearning college website at http://www.niagaracc.suny.edu/elearning/ or visit the eLearning Faculty Support Center at ncecelearning.com.
Human Resources/Equity and Diversity Hours

Human Resources /Equity and Diversity Hours of Operation
Academic Year: Monday - Friday 8:30 AM – 4:30 PM
Summer Hours: Monday - Thursday 8:30 AM – 4:30 PM

Human Resources Staff
Catherine Brown, Director of Human Resources, 614-5951, cbrown@niagaracc.suny.edu, A264
Vicki Orzetti, Assistant Director, 614-5952, orzetti@niagaracc.suny.edu, A262
Marcia Pashong, Personnel Records Clerk, mpashong@niagaracc.suny.edu, A261
Katie Class, Typist, kclass@niagaracc.suny.edu, A261
Shannon Kalota, Typist, skalota@niagaracc.suny.edu, A261

The Office of Human Resources provides high-quality service in a timely and personal manner, with total regard for confidentiality. Located on the second floor of the Ernest Notar Administration Building (A-Building), room A-261, the office serves over 300 full-time and over 400 part-time employees. Typical functions of HR range from benefits administration, personnel relations, union contract administration, training and development, to employment services, position classification, and compensation management.

The Office of Equity and Diversity is housed within Human Resources. The Office of Equity and Diversity, promotes, and integrates equity and diversity principles to assist the College in the advancement of the College’s mission. Equity and Diversity provides leadership and consultation to develop and implement hiring strategies and collaborates with divisions and offices on campus with Affirmative Action and EEOC compliance issues. The office of Equity and Diversity is available to all faculty, staff, and students. Persons seeking assistance from the Office of Equity and Diversity may contact the Human Resources Office.

Goal of Human Resources
The goal of the Office of Human Resources is to provide high-quality service in a timely and personal manner, with total regard for confidentiality for all employees.

Employee Profile
There are three basic classifications of employees: Administration, Faculty, and Support Staff.

The faculty—composed of teaching faculty, counselors, librarians, non-credit instructors, non-ranked professionals, and technical assistants—belong to the NCCC Faculty Association.

The support staff—composed of two units, the clerical staff and the technical staff. All employees except the administration are unionized. There are three unions that faculty and the support staff belong to, all of which are affiliated with New State United Teachers (NYSUT). The clerical staff, composed of the secretarial personnel, security, central services (printing/duplicating, mail services), and various positions in information technology, belong to the Educational Support Personnel Association (ESPA). The technical staff, composed of maintenance, custodians, cleaners, groundskeepers, and storeroom employees, belong to the Technical Support Personnel Association (TSPA).

Employee Benefits
The College provides a comprehensive benefits package to its full-time and unionized employees that varies among the unions and the administration. Benefits include health insurance; a Section 125 flex-spending account program; sick, vacation, personal, and compensatory time accruals; holidays; participation in one of the New York State Retirement Plans (the Teachers’ Retirement System, the NYS Employees’ Retirement System, or the Optional Retirement Program, which is a defined-benefit program through one or more of the following companies: TIAA-CREF, VALIC, MetLife, Fidelity or Voya.

Other benefits include extended sick leaves, bereavement leaves, child-rearing leaves, sabbaticals/educational leaves, time off for study, and professional development opportunities, among others.
Student Development
“Providing Support Services for Student Success”

Student Development is committed to providing students at NCCC with the necessary support to successfully achieve their personal and educational goals.

Student Development Offices
Main Office A131...........................................614-6290
Veterans Services B103 ........................................614-6873
Testing Center B102 ...........................................614-6728

Student Development Staff
Allison Armusewicz, Student Development Director
Kelly Boswell, Technical Assistant (Single Parents Support)
Joe Colosi, Counselor (Veterans and Transfer Services & Advisor Assignment)
Alissa Shugats-Cummings, Program Administrator (Accessibility & Career Services)
Kathy Fadel, Program Administrator (Testing Center Coordinator)
Sharon L. Gaston, Senior Typist
Melody Pearce, Typist
Deborah J Robinson, Counselor (High Demand Program Curriculum Changes & Advisor Training)
Lorraine E. Robinson, Technical Assistant (Testing Center)
Jared Schickling, Technical Assistant (Career Services)
Stephanie Toohey, Technical Assistant (Career Services)
Tony Ventresca, Counselor, (New Student Advisement Coordination & Advisor Training)
Eileen Walsh, Technical Assistant (Veterans Services)
Kelsey Walck, Technical Assistant (Testing Center)
Caitlin Wetherwax, Technical Assistant (Adaptive Technology Specialist & Faculty Feedback)

Student Development Links
Student Development is committed to providing students at NCCC the necessary support to successfully achieve their personal and academic goals. We provide a variety of services, including the following: Services

- Academic Counseling
- Accessibility Services
- Advisement Services
- Career Services
- Cooperative Education
- Curriculum Change
- Dual Admissions
- Placement Tests
- Single Mothers; MOMs Program
- Transfer Counseling
- Veteran Services
- Withdrawal Counseling

Academic Advisor Assignment
Advisement is a powerful retention tool. All matriculated students are assigned an academic advisor to assist with any questions related to grade options, course requirements, transfer choices, and career pathways. Full time faculty are required to carry an advisor load. They are expected to meet with their advisees throughout the semester, to assist them with course selections, and monitor their academic progress. All requests for change of advisor are processed by the Student Development office.

Academic Counseling
Professionals are available to answer students’ academic questions, assist students in reaching their academic goals, and to provide referrals to on-campus academic support services. View frequently asked questions about academic counseling
**Curriculum Change**

Students who wish to change their major (curriculum) can submit the curriculum change application in Banner Web under the Student Services and Financial Aid tab. (Click on Student Records and select Curriculum Change Application). Students may also make an appointment with a counselor if they are unsure of which major they want or if they need to discuss whether a change is appropriate in relation to their career goals.

**Transfer Counseling**

A large percentage of NCCC students transfer to 4-year institutions. Student Development professionals are available to assist students in selecting and connecting with institutions which offer the major they are seeking. Admission representatives from area colleges visit NCCC each semester and students who are planning to transfer are encouraged to take advantage of this service. Potential transfer students should also make an appointment with Student Development before earning 30 credits to discuss Dual Admissions options.

**Dual Admission** ensures that students make a smooth transition to the institution to which they choose to transfer. This transfer process is available to NCCC students who have not attended any other college and have less than 30 college credits earned. Students interested in a Dual Admission program or in transfer information can also gather information from their assigned Academic Advisor. Students may also contact Student Development to set up an appointment for an Academic Counseling session to discuss their options.

**Withdrawal Exit Counseling**

If a student decides to withdraw from all courses during a semester, the student must submit an application for withdrawal in the Registration and Records Office (A 201). Exit counseling is encouraged in Student Development to assist students in understanding alternatives to, and outcomes of, withdrawing from NCCC.

**The Unscheduled**

Also, be on the lookout for our interactive Unscheduled! Or, view the printer-friendly version. Each semester we publish this booklet listing FREE on-campus workshops you can attend on everything from academic skills to career services to dual admissions.

**Accessibility Services**

The mission of Accessibility Services at NCCC is to provide environmental and academic adjustments to qualified students with disabilities in an inclusive setting and to enhance student independence while promoting self-advocacy in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Amendments Act.

Students requesting environmental or academic adjustments should schedule an appointment with the Accessibility Services staff and bring documentation that supports their request. Accessibility Services provides adaptive technology and equipment for students who are granted accommodations, including synthetic voice readers for students who need tests and books read to them, on-site and portable magnifiers for vision-impaired students, note taking smart pens, software that can be installed on students’ personal computers that assists with reading and writing, and much more.

**The Student Process**

- Students come to Accessibility Services with medical and/or psychological evaluations supporting their request for environmental and/or academic adjustments.
- If students are granted environmental and/or academic adjustments, they are provided with letters to give to their professors that convey what they have been granted.
- Students who are granted use of adaptive technology are encouraged to meet with a member of Accessibility Services to get training.
- If students are granted use of the Testing Center, they must complete a Test Reservation Form, which they bring to their professor for test scheduling, and which the student must return to the Testing Center to reserve a seat for each test.
What Faculty Should Know

- Under the law, faculty share responsibility for providing access to learning and course materials.
- Faculty cannot grant or alter academic adjustments; this is done through Accessibility Services.
- Students with disabilities must meet the same academic standards as all other students.
- Students are responsible for formally informing faculty that they will use granted academic adjustments.
- Students with disabilities must meet the same student code of conduct as all other students.
- Faculty cannot deny a student’s academic adjustment; instead, concerns should be directed to Accessibility Services for review and consultation.

Questions? Take a look at some frequently asked questions by students with disabilities.

<table>
<thead>
<tr>
<th>Services</th>
<th>Accessibility Services Staff</th>
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<tbody>
<tr>
<td>Academic Adjustments</td>
<td>Alissa J. Shugats Cummings, Program Administrator</td>
</tr>
<tr>
<td>Transition</td>
<td>Kelsey L. Walck, Accessibility Services Specialist</td>
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<tr>
<td>Accessibility</td>
<td>Caitlin M. Wetherwax, Adaptive Technology Specialist</td>
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<td>ADA</td>
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<td>Forms</td>
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<td>Training/Resources</td>
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Career Services

Career Planning Services are provided to current students as well as graduates. Information on a variety of employment opportunities is available. In addition, students can get assistance with cover letter and resume writing, interview skills and job searching, or take advantage of the many resources available on these topics. NCCC has a strong relationship with many local employers, who come to our Job Fair each semester and frequently contact us seeking our students and graduates for employment.

Cooperative Education & Internships

Cooperative Education (Co-Op) and internships combine academic coursework with supervised work experiences. Students receive academic credit and a grade while applying what they learn in class and gaining practical on-the-job experience. These courses are open to all majors. Students have the option of registering for Co-Op placements that require 40 (1 credit), 80 (2 credits), or 120 (3 credits) hours of work experience.

New Student Advisement

Student Development and the Registration & Records Office coordinate the READY (REgistration & Academic DiscoverY) Program for new students. The sessions are typically scheduled from mid-November to late January for spring registrants, and late April through August for summer and fall registrants. Sessions begin with a short information session, followed by a meeting with an academic advisor and online registration for classes. Students can also get their student identification card at this time. View frequently asked questions about advisement and your advisor.

Placement Testing

Student Development staff administer the College’s assessment in reading, writing, and mathematics. Placement testing is mandated by the college to ensure proper course selection. Questions pertaining to scheduling and placement results should be directed to this office in B-102.
Support for Single Parents
NCCC prides itself on being family friendly and offering targeted support for busy single parents who are raising children while attending College. Single parents who need academic or personal support can be directed to Student Development to discuss the various resources available on campus and in the community.

Veteran Services
Veteran Services helps students navigate paperwork necessary to apply for GI Bill benefits. NCCC is responsible for reporting accurate and timely enrollment information (applicable enrolled courses, changes to course load, attendance, non-punitive grades, and unsatisfactory academic progress) to the Buffalo VA Regional Processing Office. The Buffalo RPO determines eligibility and processes payment based on this information. Staff members assist with general College and GI Bill benefit concerns and work with other college offices to expedite paperwork on behalf of our veteran population. Students can visit the Department of Veterans Affairs (VA) website for information on how eligibility for benefits are determined by the Department of Veterans Affairs. Please encourage all Veterans to stop by the Veterans Office in B-103 to meet the Veterans Services staff, use the dedicated Veterans Lounge, and meet other Veterans attending NCCC!
Office of Information Technology Services

Faculty/Staff IT Needs and Services
This page is meant to provide an overview of services and needs that are provided by the Office of Information Technology at NCCC. Topics below discuss various resources that are used by faculty and staff.

Dennis Michaels, Chief Information Officer, 614-6744, dmichaels@niagaracc.suny.edu, E144
Jesse Goldberg, Director of Technical Services, 614-6741, jgoldberg@niagaracc.suny.edu, E145
Zelli, Director of User & Administrative Technology Services, 614-6731, bzelli@niagaracc.suny.edu, B122

The Office of Information Technology (OIT) is a dedicated service desk for all college employees. OIT’s experienced staff is responsible for supporting the following:
• Hardware issues related to assets owned by the college – OIT does not support any hardware that is not owned by the college
• Software troubleshooting and installation
• Account creation for Information System ID (e-mail, Blackboard, wireless access) and Banner
• Password resets Information System ID (e-mail, Blackboard, wireless access) and Banner INB (not Banner Web)
• Telephone related issues
• Banner programming, report and technical support requests

OIT Help Desk Services
OIT help desk point-of-contact staff provide phone or on-site support for both technical and application related issues by directing calls and requests to the appropriate OIT support staff for analysis, definition, and resolution.

How to Submit a Help Desk Ticket
There are two ways to access the Help Desk System:
1. You can access the Help Desk from the FYI page (fyi.niagaracc.suny.edu) while on campus ONLY. To access the Help Desk system via the FYI page from on campus type FYI in the address bar of any web browser. If that only brings up a list of FYI pages then type fyi.niagaracc.suny.edu to get to the page click on OIT > Help Desk Information > How to Submit a Help Desk Ticket. This information is also found on the college’s main webpage www.niagaracc.suny.edu. Scroll to the bottom of the page and click Faculty/Staff located in the Resources column > OIT > Help Desk Information > How to submit.

2. To access the Help Desk system from our main webpage (www.niagaracc.suny.edu) from any computer go to niagaracc.suny.edu scroll to the bottom of the page and click on Helpdesk located in the Resources column.

THEN--Fill in the User ID and Password, which are exactly the same as when you log into your computer or email accounts.

For the Subject–type a brief description of what the issue is about, please be specific. (Example: Unable to get to cnn.com) Then, in the Full Description box, providing specific details, explain what the issue is. (Example: I am using Internet explorer and trying to get to cnn.com and it is giving a 505 error). To choose an Issue Type click on the Down Arrow to show the options, select the one that best defines the issue. Please NOTE there are Subtypes to choose from. For additional information of subtypes, please see the additional documentation on the FYI page. If you have a specific time frame in which you need the issue completed, please enter a “Required by Date:” You can use the Calendar to the right of the field to select a date.

Information Technology Services/How To Submit a Help Desk Ticket - Ver. 1.0 02/20/15 If you need to add an attachment check the box and follow the instructions, if you need further instructions see the documentation on the FYI page. Once you feel you have put in a complete and specifically described issue just click on Submit Issue button and you are done. You should receive an email with the ticket information that you entered. You will then receive additional emails as the ticket gets processed. Please NOTE: Any questions or comments about the ticket will be located at the BOTTOM of the issue not the top. Whenever you receive any emails regarding to your issue please scroll to the bottom to see if there is a question or comment for you to address which are found in the “Notes” section. If you need assistance, please call the HelpDesk at extension 6730 between the hours of 7:30 am–5:00 pm Monday - Friday. Information Technology Services/How To Submit a Help Desk Ticket.
Help Desk Information

- How to submit
- Issue Types

Policies

- Information Security Policy
- NCCCN
- NCCC Tablet Policy
- Portable Information Technology Equipment Policy
- Student Email Policy

Class Room Equipment Instructions

- Class Rooms with VCR/DVD Combos
- Class Rooms with Separate VCR and DVD Players
- Class Rooms with no Elmo (Document Camera)
- Lecture Halls

General PC Tips and Tricks:

- Setting Your Home Page to FYI
- How to Lock/Unlock your Computer
- Creating a Desktop Shortcut
- How to Submit a Help Desk Ticket from On Campus
- How to Submit a Help Desk Ticket from OFF Campus
- How to Add Notes to a Help Desk Ticket
- How to Change Your Computer/Outlook Password
- How to Restore your Print Shop Drive
- How to Enable Disable Opening Links in Adobe with Firefox
- How to Enable Disable Opening Links in Adobe with Chrome
- How to Enable Disable Opening Links in Adobe with Apple Safari
- How to Enable Disable Opening Links in Adobe with Internet Explorer

Banner Web & Banner Production

All faculty and staff will be provided with a Banner ID that can be used to access Banner Web functions, which include:

- Updating Personal Information
- Submitting Final Course Grades
- Various advising functions, including academic student transcripts and records of advisees
- Viewing class schedules and availability

Your Banner ID is in the format @00########, where the # symbol represents any number from 0-9. You can find out your Banner ID in three ways:

1. By looking on the back of your NCCC ID card.
2. By contacting your Division secretary.

Email

All Faculty and Staff receive a NCCC email account. Upon hiring you will receive your credentials from OIT. Once an email account has been created, you can access your email in two ways:

1. On Campus: You can set up Microsoft Outlook to access your email. Please call the OIT Help Desk at 614-6730 if you need assistance in setting up your account.
2. On or Off Campus: We have set up web access to email accounts. You can access the page by going to the NCCC home page (http://www.niagarace.suny.edu) and clicking on the link titled "Outlook Login". If you have any questions, please see the FAQ section located on this page.
**BlackBoard**
BLACKBOARD is the NCCC web-based course management portal. Faculty may choose to use BLACKBOARD to supplement on-campus instruction and some online courses are run through the BLACKBOARD course management portal.

With BLACKBOARD you can create quizzes, tests, surveys, download course related materials, have assignments submitted electronically, display grades, and communicate with your students. You can also use BLACKBOARD to store files, either through your BLACKBOARD file manager or your personal Library Object Repository (LOR).

Since the Fall 2013 semester, we have moved BLACKBOARD to a new platform that is hosted by Open SUNY. BLACKBOARD can be accessed at the following URL [helpdesk@sln.suny.edu](mailto:helpdesk@sln.suny.edu).

For any technical issues or how-to's (adding content, maintaining grades, etc.) you may contact The Office of Distance Learning at 614-6798 or the OIT Help Desk at 614-6730. If you need assistance logging into BLACKBOARD, you may contact the SLN Help Desk at 1-800-875-6269 or by email at [helpdesk@sln.suny.edu](mailto:helpdesk@sln.suny.edu).

**Administrative Operations**
The Office of Information Technology provides staffing and support for all staff and faculty computers, student computer labs and classrooms. This comprises support services for the technology on campus including Help Desk, as well as the operation of the public computing labs and "Smart" classrooms.

**Computer Upgrade Program**
The Information Steering Committee at NCCC has developed a desktop upgrade plan to ensure that the computing equipment avail to the NCCC community is up to date. OIT executes this plan by acquiring, configuring and migrating the desktop computers.
Campus Security

The NCCC Campus Security Department provides safety and security services on the Sanborn Campus including the Student Housing Village and at the Niagara Falls Culinary Institute Campus. This department consists of highly trained and licensed security professionals who assist and protect the College community by enforcing state and federal laws and NCCC policies.

The NCCC Campus Security Department is located in G106 on the Sanborn Campus. We are on the North side of G-building, near the G1 Snack bar and have a blue light at our building entrance located near the traffic circle between housing and the Sanborn Campus. NCCC Security is located at the reception desk at the Niagara Falls Culinary Institute on the East side of the atrium. Campus Security is also located at the Student Housing Village at the main entrance.

As a service-oriented group, the NCCC Campus Security Department is responsible for assisting in first aid, personal safety, CPR, AED, fire and traffic safety, crime prevention, emergency notification, lectures on various topics, and documenting incidents that occur on campus.

NCCC Campus Security Department officers have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Security Officers may detain persons suspected of unlawful activity. They also have the authority to issue parking tickets, which are payable to the Town of Cambria. Criminal incidents are referred to the police agencies that have jurisdiction on campus.

New York State Police 716-297-0755
Niagara County Sheriff’s Office 716-438-3393 or 911
City of Niagara Falls Police Dept. 716-286-4711 or 911

Contact
We can be reached by calling: 614-6400 from an off campus line.
Calling Ext. 555 or 6400 from on-campus Sanborn phones - Ext. 2555 from NFCI phones.
By calling 716-731-8855 to reach Campus Security at the SHVC
Blue phones on the Sanborn Campus by lifting receiver
By reporting directly to our offices; Sanborn Campus - G106, NFCI Office – Reception, SHVC – main entrance.

Services
- The NCCC Campus Security Department works hard to provide a high level of protection for you and your property.
- We have a closed circuit television (CCTV) system with surveillance cameras in various locations throughout campus.
- Our officers conduct inspections of fire extinguishers and safety equipment.
- We conduct light surveys for interior and exterior lighting.
- The NCCC Campus Security Department also issues college ID cards to all students, faculty and staff. Your college IDs functions as your library card and grants you access to the College computer labs, fitness center and NCCC sponsored events.
- We provide escorts upon request.
- All NCCC students and employees must carry their college ID card with them on campus at all times. They are required to present this card upon the request of a campus security officer. But we are only as effective as you allow us to be. We need to work together to provide a safe place to study, work and live; therefore, it is important that you cooperate with our department and utilize our services at every opportunity.

CRIME STATISTICS
This information is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All statistics can be found on the security webpage at http://www.niagaracc.suny.edu/security/stats.php or by request at the NCCC Security office located at G-106.
EMERGENCY PROCEDURES

Evacuation

- In the event of fire, smoke, smoke odor, natural gas leak, biological hazard, or upon receiving a bomb or disaster threat, recipient of such information will contact the Security office by calling extension 555 or 614-6400. If Campus Security cannot be contacted, call 911 then the Presidents complex at 614-5905. If there is an obvious fire, use the closest emergency pull station to sound the evacuation alarm.
- The NCCC Campus Security Department will either evacuate the complex or follow the predetermined procedures for the specific type of emergency. The evacuation will take place by activating the fire alarm system. All occupants of the campus must evacuate when the alarm is sounding in the building they are in.
- Evacuating personnel should leave all lights on and close – but – not lock doors.
- Evacuated personnel will always move themselves 100 yards from the College buildings, taking care not to block entrance ways, driveways, or fire lanes.
- Do not evacuate to the East side of campus, near the boiler room.
- If an object is discovered, it’s not to be removed or examined. Personnel making such a discovery should immediately contact Campus Security at 614-6400 or ext. 555 or by using the outside emergency phones. When the Campus Security Department and/or local law enforcement give the "all clear", an announcement will be made over the campus PA system. Security and Operations personal will assist in instructing students and employees to return.

Effective Evacuation

- Effective evacuation occurs when people know where they are to go upon leaving a building. "Assembly Point" signs are used to indicate places where people are to congregate after evacuating our facilities. Knowing where "Assembly Points" are located, and moving to those areas, helps to eliminate confusion during an emergency situation.
- Please note that "Evacuation Assembly Area" signs are now posted in NCCC parking lots 1, 3, 4, 5, and 7. Upon hearing our alarm system activate, please evacuate the building and assemble near the closest "evacuation assembly area" designated in NCCC parking lots 1, 3, 4, 5, or 7.
- NCCC "Evacuation Assembly Area" signs are red and white and are posted in elevated positions within the parking lots making them easy to locate in an emergency. Your cooperation in evacuating properly is greatly appreciated.


Lock Down

1. Notification
2. A determination is made that a threat exists on campus and personal need to take immediate refuge
3. Campus Security will make a CODE RED LOCKDOWN announcement.
   
   "CODE RED LOCKDOWN ANNOUNCEMENT"

   May I have your attention please; there is a code red lockdown in the Facility. All building occupants are to report to the nearest securable area and lock down. (Repeated)
4. Security will notify the NYSP and NCSO that the Campus has a Code Red Lockdown in progress.
5. Security will notify Operations personnel to take assigned positions for the lockdown in effect.
7. Security will notify and advise the College President and the VP of Operations.
8. Security will assist Law Enforcement personnel with building layout and possible location of intruders.
9. Response
10. All personnel should immediately and quickly move to a lockable room.
11. College personnel will close and lock doors to all class rooms, offices, and assembly halls. Once the door is secure no one is allowed into your locked area.
12. Room occupants are to move to the corner of the room least visible from the window and shades are to be closed as well.

When Campus Security and/or Law enforcement give the all clear, rooms may be unlocked and occupant's should follow the directions of Campus Security and/or Law enforcement.
Learning Commons

Contact Information
Learning Commons (G-218)
Phone: 716-614-6724
Email: learningcommons@niagaracc.suny.edu

Tutoring (G-223)
Phone: 716-614-6215
Email: tutoring@niagaracc.suny.edu

Learning Commons Student Support Staff
Madison Ackerman, Learning Commons Technical Assistant, 614-6453, mackerman@niagaracc.suny.edu, G-226
Alexandra Fuerch, Student Tutoring Coordinator/Technical Assistant, 614-6215, afuerch@niagaracc.suny.edu, G-225

About the Learning Commons

The Learning Commons (LC) is a collaborative environment which fosters critical thinking skills, creativity, and continual learning by providing student support services and academic guidance. This atmosphere encourages both students and faculty to learn, teach, and share ideas.

NCCC recently announced a $25 million dollar project to create a new Learning Commons center. During the construction phase of our new facility the Learning Commons will be relocated to the second floor of G-building (G-218). We will continue to offer all of the same student services and resources during this time.

The Learning Commons offers a variety of student support services:
As a first step, we ask that you consult with your instructor(s) to better understand why your academic performance may be in jeopardy. Our faculty is committed to your success and knows what is best for you to succeed in their class. In addition, we encourage you to speak with your academic advisor. Advisors are available to you for academic advice throughout your career at NCCC.

Academic Coaches
Academic coaches are professional tutors with an educational background in content-specific areas. Coaches are great resources for questions and concerns that require immediate attention.

Student Support Staff
The student support staff within the Learning Commons office is available to provide academic guidance including answering student questions or redirecting students to appropriate resources on campus.

Student Tutors
Student tutors provide one-on-one tutoring appointments based on specific courses offered through NCCC. We encourage students to make an appointment with our student tutors by signing up online (click here for an appointment), although walk-ins are also welcome. View a complete list of our current student tutors.

Student Tutoring
The NCCC Student Tutoring Program provides FREE individual and small group tutoring services to registered NCCC students. Tutoring services are designed to provide a supportive learning environment, instill confidence, encourage independence as learners, and provide academic support. Need help in a course that is not listed? Contact our student tutoring coordinator here.

Office of Information and Technology (OIT) Support Staff
OIT support staff is available during the open access hours of the Learning Commons. The OIT staff assists with computer and printing issues.

Workshops--The student support staff is working to create academic & informational workshops to be offered in both the fall and spring semesters.
**Tutoring Quick Links**

**How to Make a Tutoring Appointment**--Would you like to schedule a one-on-one tutoring appointment?

**How to Cancel a Tutoring Appointment**--Are you unable to attend your tutoring session?

**Become a Tutor** Are you interested in helping others? Apply to become a student tutor by clicking the link above. Student tutors must meet minimum qualifications and be recommended by an instructor. Tutors can either volunteer their time or be paid an hourly wage.

**Faculty Recommendation Form** Would you like to recommend a student to become a tutor? Please click on the link above to submit your recommendation to the Student Tutoring Coordinator.

**Get Help with your Research**
Schedule an appointment with a **Reference Librarian**.

**Resources within the Learning Commons**
The following resources are available for student use within the Learning Commons:

- 53 HP Computers: Microsoft Windows Operating System
- 2 HP LaserJet printers*
- 1 HP Color LaserJet printer*
- Moveable Dry Erase Boards
- AAC (Reading) Lab Textbooks
- Dictionaries / Thesauri (physical copies)

**Accounting/Economic Lab Resources**
Note Sheets & Template Worksheets

**Math Lab Resources**
Calculators

**Science Lab Resources**
Microscopes
Skeletal Structures
Various Models

**Writing Lab Resources**
Reference books with information on the correct format for MLA, APA, ASA, and Chicago Style documentation.

*Students can access printing services by using their NCCC ID card. Each student is equipped with $40 of printing credit on their student ID.

**Computer Programs within the Learning Commons**
All Computers within the Learning Commons are equipped with the following programs:
Acrobat Reader, Chrome, FireFox, Office 2013, Paradigm Keyboarding, and Visual Studio 2013

**Useful Links**

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<tr>
<th>NCCC Library Learning Center</th>
<th>Chicago Stylesheet</th>
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<td>APA Online</td>
<td>ASA Stylesheet</td>
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<tr>
<td>APA Stylesheet</td>
<td>MLA Stylesheet</td>
</tr>
<tr>
<td></td>
<td>Merriam-Webster Online</td>
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</tbody>
</table>
**Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheri Yager MSN, BSN, RN</td>
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<td>716-614-6276</td>
<td><a href="mailto:yager@niagaracc.suny.edu">yager@niagaracc.suny.edu</a></td>
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<tr>
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<td>Part-Time Nurse</td>
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</tr>
<tr>
<td>Deanna Carnes M.A., LMHC</td>
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<tr>
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</tr>
<tr>
<td>Sheila Harris</td>
<td>Typist</td>
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<td>Mental Health Counselor</td>
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**General Information**

The Wellness Center, located in C-122, is comprised of Health Services and Personal Counseling Services. The mission of the Wellness Center is to provide physical, intellectual, social, and emotional well-being that fosters academic and personal success within the context of a global and culturally diverse society. The Wellness Center is a fundamental and integral part of the total educational process and supports the College's mission to provide a teaching and learning environment dedicated to excellence and a commitment to the hallmarks of student-centeredness, accessibility, comprehensiveness, collegiality, community partnerships and lifelong learning. Recognizing that each student who comes to the College is unique, it is the belief of the Wellness Center personnel that their primary responsibility is to the student: to respect their needs and to foster a climate in which physical and emotional health issues can be addressed.

**Health Services**

A well-equipped Health Services Center, located in the Wellness Center, is available to provide services for the College community. Registered Nurses are available for emergency treatment of injuries, assessment and care of illness, referrals, and health/wellness counseling. A supply of "over-the-counter" medications is available in the Center for self-use.

Students will be referred to an area hospital, their family physician or community health and/or social service agency when necessary and upon request.

All students are required to have accident insurance coverage. If students are not covered by their own insurance, they must participate in the plan offered by the College. Information can be obtained in the Wellness Center.

A collection of current literature on health topics and social concerns is maintained in the Wellness Center. Health related programs are conducted and wellness clinics are available.

For further information, please visit our health services main page.

**Health Services & Personal Counseling Hour**

*Monday - Thursday 8:30 a.m. - 7 p.m and Friday 8:30 a.m. - 4:30 p.m.*

*Room C-122*

*Phone: 716-614-6275*

*Fax: 716-614-6817*

**Please Note:** Hours are available at NFCI – Call the Wellness Center for further information--Summer hours vary
**Handicapped Parking**
Handicapped parking permits must be obtained through your town. This includes permanent and temporary permits.

**Personal Counseling**
It is the mission of the NCCC Wellness Center Personal Counselors to provide free and confidential counseling services to students in a safe, friendly environment and to work towards improving the mental health of students with the overall goal of improving their personal, academic, and overall functioning. Counseling services include short term individual therapy, group therapy, educational workshops, consultation services, crisis intervention, and referral services. All aspects of counseling are strength based as counselors work collaboratively with students, staff and community services to provide solution focused therapy to enhance the quality of student life. We are dedicated to empowering students to make informed, positive lifestyle choices, to take responsibility for self-care, and to achieve optimal levels of wellness in order to reach their full academic potential. For further information, please visit our personal counseling main page.

**Students In Crisis**
College is an exciting time for students with new adventures and challenges. While the majority of our students adjust well and have positive experiences, as a staff/faculty member you may encounter a student who appears distressed and may be in crisis. As a Faculty member, your role may be a crucial one in identifying students in crisis and assisting them in finding resources available to them. The attached link will take you to the NCCC Student-In-Crisis Protocol developed by the Personal Counselors in the Wellness Center. For further information, please visit our Students In Crisis page.

**Guidelines for Identifying & Referring Students in Distress**
Emerging SUNY policy mandates that mental health counseling (called here “Personal Counseling”) be carried out only by licensed professionals, but does not clearly define that role. These guidelines are an attempt to provide some structure for faculty and staff in dealing with some of the implications of this vague situation.

**Responding to Suicide/Assault/Self-Harm**
If there is an imminent self-injury or assault threat, if a weapon is shown, or if a student displays erratic, disoriented, or intoxicated behavior, call Campus Security (6400) immediately! Please do not call 911 or any other off-campus service unless you cannot reach Personal Counseling (6280) or Security.

**Do**
→ Take the student out of the classroom/hallway to a more private situation.
→ **ASK DIRECTLY IF A STUDENT PLANS TO HARM SELF OR OTHERS.** Despite its abruptness, this question will not cause damage, and may in fact reassure both of you.
→ Take the student seriously and acknowledge that the student’s behavior is a plea for help.
→ Reassure the student that you will help him/her reach a counselor.
→ Accompany the student to Personal Counseling Services (C-122, ext. 6280) or call the counselor to you. On the weekends or after 4:30 p.m., call or accompany the student to campus Security (G-106, ext. 6400).

**Do Not**
→ Minimize. Any threats to others or self need to be handled as potentially lethal.
→ Argue with the student.
→ Agree to be bound by confidentiality.
→ Over commit yourself and not be able to deliver what you promised.
→ Allow friends to take care of the student without getting a professional opinion.

**Scenarios which meet the criteria for Personal Counseling referral**
→ A student reports or displays significant emotional distress (tears, anger, agitation, depression, disorientation, etc.), confides in and seeks advice from you. (i.e. in an academic advisement session)
→ You observe significant emotional distress and/or behavior change in a student (dramatic change in class attendance or participation, grooming, weight, alertness, academic performance).
→ A third-party reports a student in distress to you.
→ A student reports a critical incident (rape, child abuse, assault, suicide attempt, declaration of suicidal or aggressive intention, etc.) involving another student (as victim or perpetrator) to you.
→ A student confides in you that she is pregnant or the victim of domestic violence and directly asks you for referral to an outside agency.
Deciding whether a situation requires a Personal Counseling Referral
It is appropriate and compassionate for a faculty or staff member to lend a sympathetic ear to a student who trusts him or her enough to seek advice. Students feeling overwhelmed by a heavy academic workload is an issue that is well within the role of academic advisement,

The question is “at what point am I slipping into the mental health counseling role”?
→ A key subjective indicator is your own feeling of whether the issue being discussed seems appropriate to your level of relationship with the student. If you are a student’s advisor or coach and have had numerous close contacts over an extended period, it may be quite appropriate to confide about relationship or family problems. If you know them through teaching a class or two, such disclosure may indicate more emotional distress than you are comfortable dealing with.
→ Objective indicators include whether the student is seeking, covertly or overtly, multiple meetings, and whether emotional concerns become the main topic rather than in your area of expertise. In general, multiple sessions with primarily emotional themes is considered mental health counseling.

Whatever your decision process, when you conclude that mental health counseling is advisable; your first referral should be to the Wellness Center’s Personal Counseling Services.

How to Refer Students for Personal Counseling
Once you’ve decided a student needs Personal Counseling, please refer them directly to the Wellness Center (please do not refer them off-campus services). This is important because it provides a collection point for the College to track campus mental health needs and coordinate our responses.

If a student asks you directly for a referral, please consider referring them to the Wellness Center to meet with a Counselor and a possible referral if warranted. If you have a particular off-campus resource in mind, feel free to share this information with the Counselor so that they may consider it in the assessment and appropriate referral if necessary.

If a student has not sought you out but has been observed in distress, the situation is more delicate (especially if the student is causing disruption in class). It is a good idea to consult with a Personal Counselor (ext. 6280), who can make an outreach if necessary. It is not a confidentiality violation for you to discuss a student with a counselor unless you have explicitly agreed not to do so. In the case of threat to self or others, needless to say even explicit agreements are irrelevant.

IMPORTANT!!

Refer the student by directing them or walking them in to the Wellness Center, C122, for Personal Counseling Services using your discretion about whether personal accompaniment is needed.

Offer to meet the counselor with the student if you feel this will make the student more comfortable. If the student is hesitant or confused, it is appropriate to call (ext.6280) and ask the counselor to come to you.
Business, Technology and the Arts

Division Office/Chair
Division Chair, F153, Ext. 5960, Don Topolski, topolski@niagaracc.suny.edu

Division Staff
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Senior Typist, F153, 614-6222, Ext. 4069, Pat Owen, powen@niagaracc.suny.edu
Typist, B138, 614-6222, Ext 4048, Lisa Poole, poole@niagaracc.suny.edu

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Animation, Liz Van Verth, lvanverth@niagaracc.suny.edu
Audio Recording and Production, Joseph Schmidt, schmidt@niagaracc.suny.edu
Business Management, David Nemi, nemi@niagaracc.suny.edu
Business: Accounting, Audrey Agnello, aagnello@niagaracc.suny.edu
Business Administrative Assistant, Lori Townsend, ltownsend@niagaracc.suny.edu
Business: Business Administration, David Nemi, nemi@niagaracc.suny.edu
Business: Business: Retail Business Management, Laurie Ryan, ryanl@niagaracc.suny.edu
Computer Aided Drafting, Mark Voisinet, mvoisine@niagaracc.suny.edu
Computer Aided Drafting & Design (CADD), Mark Voisinet, mvoisine@niagaracc.suny.edu
Computer Information Systems, Debbie Sorrentino, sorrenti@niagaracc.suny.edu
Computer Science, James Caprio, jcaprio@niagaracc.suny.edu
Digital Media, Bob Borgatti, Borgatti@niagaracc.suny.edu
Digital Media: Web Production, Bob Borgatti, Borgatti@niagaracc.suny.edu
Fine Arts, Barbara Buckman, bbuckman@niagaracc.suny.edu
Industrial Process Technician, Paula Greenwald, greenwal@niagaracc.suny.edu
International Business, Sue Siegmann, siegmann@niagaracc.suny.edu
Mechanical Technology: Mechanical Design, Mark Voisinet, mvoisine@niagaracc.suny.edu
Music, Bradley Wingert, bwingert@niagaracc.suny.edu
Office Assistant, Lori Townsend, ltownsend@niagaracc.suny.edu
Public Communication, Bob Borgatti, Borgatti@niagaracc.suny.edu
Sport Management, Lori Townsend, ltownsend@niagaracc.suny.edu
Theatre Arts, Katie LoConti, kloconti@niagaracc.suny.edu
Welding Technology, Mark Voisinet, mvoisine@niagaracc.suny.edu

Additional Information Unique to This Division
On behalf of the Division of Business, Technology and the Arts, I want to welcome you to Niagara County Community College. You have made a great choice! Business, Technology and the Arts is home in a beautiful facility, including a 700-seat theatre, a television studio, and numerous studios, rehearsal spaces, and computer laboratories. Our division is dedicated to the exploration of artistic creativity, twenty-first century media communications, and the mastery of cutting-edge technology. Each semester we offer over 100 courses in 16 disciplines, leading to fifteen degrees and certificates.

But, what truly distinguishes the division is the dedicated and talented faculty bringing unsurpassed excellence in instruction to the classroom, studio and laboratories. You offer a wealth of 'real-world' experience in their chosen fields. You will be carefully balancing theoretical exploration and creative problem solving with hands-on application to assist in making the students’ educational journey at NCCC complete, and preparing them for transfer or gain employment.

Resources

- Careers in the Arts
- Career Information
- Division Faculty
- Dolce Valvo Art Center
- Learning Commons
- NCCC Film & Animation Festival
- Performing Arts Event Schedule
- Programs
- Student Tutoring
- Theatre Facilities
Hospitality, Tourism and Culinary Arts Division

Division Office/Chair
Division Chair/Certified Executive Chef, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu

Discipline, Program and Certificate Coordinators
Baking and Pastry Arts, NFCI 150, Ext. 2557, Cathy Barron, cbarron@niagaracc.suny.edu
Brewery Operations, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Culinary Arts, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Culinary Skills, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Distillery Operations, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Enology, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Hospitality Management, NFCI 158, Ext. 2547, Jim Carlo, jcarlo@niagaracc.suny.edu
Hospitality Operations, NFCI 158, Ext. 2547, Jim Carlo, jcarlo@niagaracc.suny.edu
Viticulture, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Wine & Beverage Management, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu
Winery Operations, NFCI 151, Ext. 6456, Mark Mistriner, mistrine@niagaracc.suny.edu

Additional Information Unique to This Division
The Food and Beverage industry is one of the largest, with employment opportunities in every State in the U.S. contributing over 500 billion dollars into the economy nationwide.

NCCC Culinary Arts program is located at the Niagara Falls Culinary Institute in a $30 million state of the art facility in downtown Niagara Falls, one block away from the falls. The facilities include a 100 seat demonstration theater, two pastry labs, four culinary labs, and an ice carving facility all equipped with modern, professional equipment. The faculty all have been executive chefs and pastry chefs and are certified by the American Culinary Federation, as well as all holding Masters Degrees in education. The facility is home to these retail outlets where the students will take some of their classes; La Patisserie, Old Falls Street Deli, and Savor Restaurant.

Students have gained employment at prestige venues such as: Greenbrier Resort, Delaware North Companies, Wynn Hotels and Casino, Hyatt Hotels, and Seneca Gaming Corporation. The NFCI student culinary team has won N.Y. State Hot Food Championships and competed at the regional and National levels.

Articulation Agreements
SUNY Buffalo State
Paul Smiths College
New England Culinary
Empire State College
Niagara University

Resources
• Careers Information
• Division Faculty
• Learning Commons
• Programs
• Student Tutoring

• Baking and Pastry Arts, A.A.S.
• Baking and Pastry Arts, Certificate
• Brewery Operations, A.A.S.
• Culinary Arts, A.A.S.
• Culinary Skills, Certificate
• Distillery Operations, A.A.S.
• Hospitality Management, A.A.S.
• Hospitality Operations, Certificate
• Wine and Beverage Management, Certificate
• Winery Operations, A.A.S.
Humanities & Social Sciences

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Disability Studies, E132, Ext. 5755, Dr. Mark Bonacci, bonacci@niagaracc.suny.edu
Early Childhood Studies, E129, Ext. 6765, Carol Rogers, rogers@niagaracc.suny.edu
Environmental Studies, E126, Ext. 6885, Amanda D. Pollard, apollard@niagaracc.suny.edu
Environmental Studies, C246, Ext. 6418, Estelle Steiner, esteiner@niagaracc.suny.edu
Human Services, E129, Ext. 6765, Carol Rogers, rogers@niagaracc.suny.edu
Liberal Arts and Sciences, E226, Ext. 6807, Marc Pietrzykowski, mpietrzykowski@niagaracc.suny.edu
Liberal Arts & Sciences: Humanities & Social Sciences, E130, Ext. 6753, Matthew Clarcq, mclarcq@niagaracc.suny.edu
Liberal Arts & Sciences: Humanities & Social Sciences Childhood Education 1-6 (Jointly Registered with Buffalo State), Liberal Arts & Sciences: TESOL (Jointly Registered with Niagara University), and Teaching Assistant, E227, 6708, Michele Hamilton, mhamilton@niagaracc.suny.edu

**Additional Information Unique to This Division**
The Division houses courses that examine the products of human intellect. In a complex world it is essential for educated individuals to understand the human footprint on our planet as mediated by the thought and actions of individuals, societies and cultures.

Typically, each semester, the Division offers over 200 course sections across 10 disciplines. The award-winning faculty in this division takes teaching seriously as they engage students in coursework that promotes excellence in student writing, reading, thinking and analysis of their intellectual legacy. The information, concepts and attitudes conveyed in these courses are easily applied to many career goals. These disciplines not only form the bedrock of numerous transfer and certificate programs, but they also meet the requirements of SUNY General Education goals.

Our faculty provides excellent teaching because of the dedication and interest that we have in each and every one of our students. If our students look at and pursue their education as an investment, an investment into their future, the faculty in the Humanities and Social Sciences Division will provide them with that investment. Your success is important to us and we look forward to sharing your journey towards achieving your goals.

**Resources**
- About Place
- Division Faculty
- Honors Program
- Internship Directory
- Learning Commons
- Programs
- Student Tutoring
Nursing & Allied Health

Division Office/Chair
Division Chair/Assistant Vice President of Academic Affairs, C167, Ext. 5940, Diane Roth, DHAc, MSN, RN, droth@niagaracc.suny.edu

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Typist, C166, 614-6222, Ext. 4095        Amber Plail, aplail@niagaracc.suny.edu

Discipline, Program and Certificate Coordinators
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Phlebotomist, C149, Ext. 4842, Johanna Armstrong MSED, RN, CMA (AAMA), PBT (ASCP), jarmstrong@niagaracc.suny.edu
Physical Therapist Assistant, C285, Ext. 6422, Deborah G. Wyzykiewicz, MS, PT, DPT, dwyznykiewicz@niagaracc.suny.edu
Physical Therapist Assistant, C285, Ext 5912, Susan Wehling, PT, DPT, MS, BS, wehling@niagaracc.suny.edu
Practical Nursing, C170, Ext. 5947, Christina Ostwald, MS, RN, CIC, costwald@niagaracc.suny.edu
Nursing, C182, Ext. 5953, Gretchen Kaplan, gkaplan@niagaracc.suny.edu
Nursing, C178, Ext. 5943, Cynthia O'Keefe-Allsop, cokeefe@niagaracc.suny.edu
Nursing, C183, Ext 5944, Donna Sandretto, dsandretto@niagaracc.suny.edu
Nursing, C179, Ext. 6803, Babette Strassburg, bstrassburg@niagaracc.suny.edu
Radiologic Technology, C211, Ext. 6458, Elaine Beaudoin, ebeaudoin@niagaracc.suny.edu
Radiologic Technology, C211, Ext. 6416. Cynthia Meyers, meyers@niagaracc.suny.edu
Surgical Technology, C246, Ext. 6417, Gemma Fournier CST, RN, MSN, FAST, fournier@niagaracc.suny.edu

Additional Information Unique to This Division
The articulations only apply to the RN program:
Grand Canyon University          SUNY at DELHI
SUNY Upstate Medical              SUNY Canton

Dual Admissions:
SUNY Upstate Medical              Daemen
D'Youville                        Niagara University
Empire State College

RN: The NCCC Registered Nurse program is committed to the education of registered professional nurses and the promotion of wellness in the community. The Nursing program offers clinical experiences at hospitals, health care facilities and community agencies in Niagara, Erie and Orleans counties in order to provide students with important clinical experiences in all areas of health care. The Registered Nurse program is accredited by the Accreditation Commission for Education in Nursing and graduates of the program are eligible to take the National Council License Examination (NCLEX-RN) for registered nurses through the State Education Department.

PN: The NCCC Practical Nursing program prepares students for a critical role in providing health care to individuals in a variety of health care settings. The program offers clinical experiences at hospitals, health care facilities and community agencies in Niagara, Orleans and Erie counties. Graduates of the NCCC Practical Nursing program are eligible for advanced standing in the Nursing (RN) program and successful completion of the one-year program allows students the option of completing their RN studies with one more year of study.

PTA: NCCC’s Physical Therapist Assistant program is accredited by the Commission of Accreditation in Physical Therapy. The program includes both theory and practice as well as extensive clinical experience. Students in this program will gain a better understanding of the role played as a PTA and their help in executing the treatment plans designed by the physical therapist for the patient. Upon successful completion of the PTA program, students are eligible to take the National Physical Therapist Assistant Examination and be certified in New York State. Employment opportunities are available in a wide range of settings such as hospitals, clinics, rehabilitation centers, nursing homes and schools.
MA: The NCCC Medical Assistant program focuses on balance of the clinical and administrative duties medical assistants perform in the healthcare field. This versatility makes them employable and they are viewed by doctors as vital members of the healthcare delivery team. Graduates of the program are eligible to sit for the certification exam for Medical Assistant given by the AAMA (American Association of Medical Assistants) and passing of the exam provides the title of CMA (Certified Medical Assistant). The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs.

Phlebotomy: The NCCC Phlebotomy program provides the tools and experience required to execute the specialized role played by a phlebotomist in the healthcare field. The program focuses mainly on clinical procedures to collect blood from patients for laboratory testing. Employment opportunities are available in hospitals, commercial laboratories, private physician offices, public health departments, clinics and blood banks.

Massage Therapy: The NCCC Massage Therapy program allows new students, current health professionals, and paraprofessionals to further develop their skills and expand their scope of practice by learning the therapeutic benefits of massage while providing a foundation in general education. Graduates of the AAS degree will be eligible to take the New York State Massage Therapy Licensure Exam and the national licensure exam. Employment opportunities for graduates range from self-employment to various settings such as salons, gyms, rehabilitation centers, and hospitals.

Surgical Tech: The NCCC Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. The program provides students with the knowledge necessary to assist with every type of surgical procedure and familiarizes them with instruments and equipment used in surgery. The students have access and will use the on-campus lab which has a full array of surgical equipment and instruments to realistically simulate an operating room.

Rad Tech: The NCCC Radiological Technology program is designed to prepare students to possess entry-level skills required of the radiologic technologist. The program is accredited by the Joint Review Committee on Education in Radiologic Technology and upon completion, graduates are eligible to apply for the American Registry Examination for Radiologic Technologists. Students will learn the essentials to assist radiologists in determining diagnoses by performing radiologic procedures through lectures, laboratory, and their own clinical experiences.

Resources
- Area Faculty
- Funding Your Nursing School Education - Accredited Schools Online
- Learning Commons
- Nursing Career Network
- Nursing Information Center
- Programs
- Student Tutoring

Complaints are submitted to the Department of Accreditation, APTA
1111 North Fairfax Street
Alexandria, VA 22314
703-706-3245
accreditation@apta.org

The Physical Therapist Assistant program at Niagara County Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.
Welcome to the Division of Science, Health and Mathematics at Niagara County Community College, a student-centered institution that produces lifelong learners well equipped to succeed in a diverse global society.

As a student in the Science, Health, Mathematics Division you will be provided with the opportunity to participate in authentic training and a lifetime of discovery made possible by our focus on hands-on, real-world experiences. Our programs prepare students to help solve some of the most challenging health and environmental problems. Furthermore, the School seeks to provide an atmosphere in which each science, engineering, public health science, exercise science, and mathematics major can fully develop his/her intellectual capacity by sharing in learning experiences which result in the acquisition of scientific knowledge, techniques and skills.

Please look over the many exciting, affordable, and high quality Associate of Science, Associate of Applied Science, and Certificate pathways of study that prepare you for seamless transfer to a four-year institution or prepare you to enter the job market directly as a qualified graduate.

Our distinguished faculty and staff are committed to providing experiences and opportunities for learning that will lead you to knowledge, success and a higher quality of life. It is a pleasure to serve and join you on this journey of learning. At Niagara County Community College and within the Division of Science, Health and Mathematics, YOU matter. We invite your questions and welcome the opportunity to serve you.

**Resources**
- Biology 109 & 117 Study Guides
- Division Faculty
- Learning Commons
- Math course sequencing
- Programs
- Student Tutoring
- Virtual Anatomy Lab