



THE SMART PLACE TO START

# Spring 2012 Course Register

3111 Saunders Settlement Road  
Sanborn, NY 14132  
Phone: 716-614-NCCC / Fax: 614-6700  
Website: [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu)

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NIAGARA COUNTY COMMUNITY COLLEGE  
Approved Academic Calendar 2011-12  
SPRING 2012 SEMESTER\*

January 17	Instruction begins for on and off campus classes
January 17-20	Add/Drop – financial penalties may apply. Banner web open.
February 6	Last day to drop a course from schedule without it appearing on transcript **
February 7	W grades begin
February 20	Presidents’ Day– College closed
March 6	CCI Day – no scheduled classes
March 12- 16	Spring Recess – College closed
March 26	Deadline for S/U or W grade **
April 30	Last day to file for graduation (tentative)
May 11	Last day of classes on and off campus
May 8-11	Final week of scheduled educational activities/examinations on & off campus
May 11	Last day to drop all courses with X grade
May 12, 2012	Commencement, Summer 2011, December 2011, May 2012 graduates

\*Dates are subject to change

\*\* Please note: Modular courses differ in deadlines, please see your instructor or the Registration & Records Office, Notar Administration Building (A) 201, for further information.

**Registration Dates – Spring 2012**

**Matriculated students (those enrolled in a degree or certificate program)**

Advance Registration: Following dates are for current matrics registered in Fall 2011, notification to be mailed.  
Students to obtain advisement and web registration pin # in advisors office by appointment Oct. 11 – Oct. 28  
Individual advisor appointments may also be made through December 15  
Web registration/on-line add/drop by student.....October 11 – January 20

**Non-Matriculated students (those not enrolled in a degree or certificate program)**

Continuing and new web registration..... December 12 – January 20

**Open Registration, in Ernest Notar Lobby, A161.....** January 12, 3 p.m. to 6 p.m.  
..... January 13, 1 p.m. to 4 p.m.

## Add/Drop Information for All Students

View course schedules and seat availability online! Go to [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu) and click on “academics” then “course offerings”. Select the appropriate term and follow the instructions.

**Note: All students may Add/Drop via the web through January 20 (penalties may apply) or choose to attend an Open Registration Session:**

With 100% refund:

January 12	3 to 6 p.m.	Ernest Notar Lobby A161*
January 13	1 to 4 p.m.	Ernest Notar Lobby A161*

Advisement assistance for add/drop week:

January 17	2 to 4 p.m.	Ernest Notar Lobby A161*
January 18	2 to 4 p.m.	Ernest Notar Lobby A161*
January 19	4 to 6 p.m.	Ernest Notar Lobby A161*
January 20	2 to 4 p.m.	Ernest Notar Lobby A161*

\*Financial penalties may occur when a course is dropped during this period.

Students who withdraw from the College must do so through the Registration & Records office, Notar (A) – Room 201 or download the form from our website at [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu), click Academics, then Registration and Records Office. To avoid a tuition due bill, this must be done prior to the start of the semester.

### **Adding a Modular Course**

Modular courses can be added at any time prior to the starting date, if seats are available. Registration for these modular courses can be done online through Banner web, by attending one of the Add/Drop sessions listed above, or by filing an Add form in the Registration and Records Office, Notar (A) -201.

### **Dropping a Course**

*All Students:* Course withdrawals are permitted through the first 2/3 of any course. To drop a course, file a drop form in the Registration & Records Office, Notar (A) - 201, drop the course on-line through February 6 or attend one of the Add/Drop sessions listed above.

***Non attendance does not constitute withdrawal or refund.*** If a course is dropped on or before February 6, the course will be deleted and will not appear on the transcript. If a course is dropped after this date, the course will appear on the transcript with a “W” grade. (Note: W grades do not affect grade point average, but may impact financial aid). No class withdrawals are allowed after March 26.

## Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. For detailed information go to [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu), Academics, Registration and Records Office, Confidentiality of Student Records (FERPA).

Niagara County Community College complies with federal and state laws and regulations. Annual security reports are available at the Campus Security Office. They can also be found on the college website. Go to students, then Campus Security.

In addition, our crime statistics have been published by the U.S. Department of Education, Office of Post Secondary Education website at <http://ope.ed.gov/security/>.

## Financial Aid Information for Registering Students

**Financial Aid is available to qualified students for full-time or part-time study.** To qualify for financial aid certain economic criteria must be met, student must be enrolled in a degree or certificate program, maintain good academic standing, and attend classes.

**Full-time students** (registered for 12 or more credit hours) may be eligible for federal aid (PELL grants, Stafford loans, Work-Study program) and NYS Tuition Assistance Program (TAP).

**Part-time students** may be eligible for federal aid (PELL grants, Stafford loans, Work-Study program) and NYS Aid for Part-Time Study (APTS).

**State aid** (TAP) is limited to six semesters at a community college. State aid cannot be used to repeat a passed course, but may be used to repeat I, W, N, X, F, or U grades. (Exception: a D may be repeated if a C grade is required by current curriculum).

**PELL** may be used for retaking U, F, D, N, W, and X grades but not A, B, C, S, or I grades. **LOANS** are not affected by repeated classes.

**Payment for financial aid can only be made for courses applicable to current curriculum.** However, if a student is registered for 12 credit hours of curriculum required coursework, credits/courses not in the curriculum may be added.

Students who enroll **in late start or mod classes** are required to enroll in at least **one 15 week class at the beginning of each semester** in order to be eligible for both state and federal aid programs.

**If financial aid is used to cover the tuition bill and aid is later reduced or cancelled, the bill becomes the student's responsibility.** If a student signs up for classes and then decides not to attend, it is important that they file a formal withdrawal in the Student Development Office immediately to minimize financial and academic penalties.

**Financial aid must be applied for each academic year (typically in February or March).** NCCC's priority deadline is **April 1** to ensure that your aid is processed by the time your bill is mailed to you. Apply on-line at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) To view NCCC's available scholarships, please visit the website at [www.niagaracc.suny.edu/scholarships](http://www.niagaracc.suny.edu/scholarships).

**Important:** Students must sign the bill to have financial aid applied to the charges.

# NCCC Spring 2012 Tuition Refund Schedule

## Classes Begin Tuesday, January 17, 2012

To view the Refund Schedule online, go to [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu), choose Banner Web from the Quick Links tab, and then choose Refund Schedule.

### Tuition Refund Appeals Process

#### – Public Policy

#### STUDENT OBLIGATION FOR PAYMENT OF TUITION, FEES & OTHER CHARGES

- Students who register for classes but decide not to attend those classes must OFFICIALLY WITHDRAW from them.
- Students who remit partial payment, and who are not administratively dropped because of same, will be financially obligated to the College for the unpaid balance, regardless of attendance.
- Students whose charges are offset by financial aid awards, or who receive a deferment based on pending financial aid awards, and who subsequently become ineligible for the financial aid (for any reason), will be liable for all funds due to the College.
- Students who remit payment for charges with a check that is returned unpaid (for any reason), become liable for the full amount of assessed charges plus a returned check charge.
- Students who remit payment for charges with a credit card which is later declined (for any reason), become liable for the full amount of assessed charges.
- The College will NOT dismiss or waive a debt created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

#### ELIGIBILITY FOR REVERSAL OF CHARGES

The Student Charges Reversal Committee will review requests received no later than the close of the semester that immediately follows the semester or summer session pertinent to the request. All requests must be submitted on the Student Charges Reversal Request (SCR) form, **signed by the student and include supporting documentation.** Examples of supporting documentation are physician's statement, military activation papers, death certificate, college withdrawal forms, documentation of communication used to support claim, etc.

The Student Charges Reversal Committee will review requests for reversal of charges that meet the following criteria:

- **Personal Emergencies** – The request must include written verification of the emergency. Examples of such emergencies are:
  - Death of the student or death in the student's immediate family (parent, sibling, offspring, spouse).
  - Medical incapacitation. Such instances require medical proof from a medical professional.
  - Other circumstances that prevent the student from completing registered courses and are beyond the student's control.
- **Military Duty** – Documented orders must accompany the request and must cover time period (term) for which the refund is requested.
- **Administrative Error** – Proof of error must accompany the appeal. This may include a written statement from a College employee in support of a student's claim, a copy of a course withdrawal form, e-mail records, or documentation of conversations with a College employee which includes the employee's name, the date, and details of the conversation.

**Since detailed information concerning procedures and dates for drop/add, withdrawal from school, and student charge liability schedules are widely publicized, the Student Charges Refund Committee will not consider requests that are not filed in compliance with these guidelines except for instances where such failure resulted from emergency situations beyond the student's control.**

## NCCC Meets General Education Competencies

Starting with Students who entered in the Fall of 2000, all students must complete ten three-credit courses covering ten Knowledge and Skills areas and two Competencies in order to receive a baccalaureate (four-year) degree from SUNY. The two Competencies will be embedded throughout the curriculum. Each Knowledge and Skills area will be fulfilled by completing an approved three-credit course.

Students planning to transfer to a SUNY college should plan on completing at least seven of the ten Knowledge and Skills areas at NCCC, since they will need to complete any remaining requirements at the transfer institution.

AR Arts	BC Communication	H Humanities	FL Language ++	M Mathematics+	NS Natural Science	OW Other World Civilization	SS Social Science	AH American History	WC Western Civilization
ART 100 *	ENG 101	ANT 149	FRE 101	MAT 109	ANT 208	ANT 102	ANT 105*	All Students	ART 100*
ART 101	+ one from	ANT 220	FRE 102	MAT 111	ANT 230	ANT 104	ANT 212	HIS 120	ART 137*
ART 102	BUS 229	ANT 250	FRE 203	MAT 114	BIO 109	ANT 105*	ANT 214	HIS 122	ART 138*
ART 105	CRJ 302	ART 123	FRE 204	MAT 116	BIO 110	HIS 210*	ANT 360		HIS 101
ART 106	HUS 123	ART 137#	GER 101	MAT 120	BIO 117	HIS 111	CRJ 101	Regents>=85	HIS 105
ART 107	SPE 101	ART 138#	GER 102	MAT 121	BIO 133	HIS 112	CRJ 201	HIS 150	MUS 100*
ART 109	SPE 102	ENG 149	ITA 101	MAT 125	BIO 134	HIS 266	CRJ 202	HIS 210*	THA 100*
ART 110	SPE 103	LIT 205	ITA 102	MAT 164	BIO 136		CRJ 203	HIS 237	THA 113*
ART 117	SPE 111	LIT 209	LAN		BIO 205		CRJ 301	HIS 290	
ART 123	SPE 112	LIT 210	SLA 101**		BIO 213		ECO 101	HIS 295	
ART 129		LIT 211	SLA 102**		BIO 214		ECO 102		
ART 130	OR	LIT 213	SPA 101		BIO 221		ECO 221		
ART 133		LIT 214	SPA 102		BIO 250		GEO 101		
ART 134	Degrees:	LIT 216	SPA 203		BIO 255		GOV 105		
ART 137*	PED AS	LIT 217	SPA 204		BIO 260		GOV 213		
ART 138*	NUR AAS	LIT 218	SPA 301		CHE110/111		HUS 106		
ART 211	THA AS	LIT 222	SPA 302		CHE112/113		PSC 101		
ART 212		LIT 223			CHE120/111		PSY 110		
ART 213		LIT 231			CHE121/113		PSY 120		
ART 214		LIT 233			CHE230/231		PSY 180		
ART221		LIT 241			CHE234/235		PSY 210		
ART 225		LIT 245			CHE236/237		PSY 220		
ART 226		MUS 117#			CHE 243		PSY 230		
DAN 105/106/107		MUS 118#			PHS 101		PSY 240		
DAN 190		PHI 149			PHY 112/113/114		PSY 250		
DAN 110		PHI 153			PHY 116		PSY 255		
DAN 111		PHI 165			PHY 120		SOC 101		
DAN 112		PHI 169			PHY 131		SOC 203		
DAN 113		THA 110#			PHY 132				
ENG 205		THA 113#			PHY 152				
ENG 206					PHY 171				
ENG 229					PHY 172				
ENG 230					PHY 273				
MUS 100*					PHY 274				
MUS 101									
MUS 115									
MUS 116									
MUS 117									
MUS 118									
THA 100*									
THA 101*									
THA 105		* These courses appear in more than one category and can be used to satisfy at most two requirements. ** SLA is accepted only for programs in education, health, or social services, where there is likely to be significant contact with the hearing impaired. *** Any 3 credits of Music excluding MUS 149, MUS 150, MUS 181, and MUS 182. # No course used to satisfy the Humanities requirement may be used to satisfy another category. + Mathematics waiver granted to students who receive an 85% or above on either the Regents Course III Exam or Math B Exam. ++ Language waiver granted to students who complete 3 years of sequential Regents level foreign language with an 85% or above on Regents exam.							
THA 106									
THA 110									
THA 113*									
THA 117									
THA 126									
THA 209									
THA 210									

# How to Read a Course Listing

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date	Location
20042	BIO	214L	921	M	1	Hum Ant Physiology Lab II	R	2:00pm -4:50 pm	24	20	4	Smith	01/18- 05/13	C-201

**CRN:** Course Reference Number used in registration of classes.

**Crse:** A letter at the end of the course number tells students what type of instruction will be used in that course or section.

(C) Clinical – practical, in-depth faculty supervised experience, carried out in various patient-care facilities, and limited to students in health-related curricula.

(L) Laboratory – practical, hands-on application of concepts and techniques

**Sec:** **Instruction Method:** **H**- Honors, **L**-Learning Community, **W** – Web/on-line, **Y** – Hybrid

**Off-campus:**

First digit **7** = off-campus

**D**-Trott; **F**-Florida Disney; **M**-Medina Extension Site; **N**-Trott,

**S** - Summit, day; **U**- Summit, night

**Evening:**

First digit **9** indicates evening class

**Cmp:** M Main Campus  
HOS Hospital – off campus  
TRO Trott Access Center  
WEB Web based/Online

**Cred:** Indicates the number of credit hours for course

**Title:** Lists the title for the course.

Note - “HYBRID” written before a course’s title indicates that the course is part on-campus and part online.

**Days:** M Monday F Friday  
T Tuesday S Saturday  
W Wednesday U Sunday  
R Thursday

**Cap:** Maximum number of students allowed to register for the course.

**Act:** Actual number of students enrolled in the course.

**Rem:** Number of seats remaining in the course.

**Instructor:** Instructors name will appear here.  
TBA – instructor has not yet been announced.

**Date:** The dates that the course meets indicating the course’s duration.  
Note – modular classes meet for a shorter length of time than full semester-length courses.

**Location:** The room number where the course will meet, if the course is taking place on campus.

**Attribute:** Provides additional information for the course.

**\*\*\*Pay attention to start and end dates for courses. Some courses are modular.**

# What are Modular Courses?

Modular, or mod, classes are those courses which are less than a full semester in length. Below are three sample course listings for modular courses: on-campus, web-based, and hybrid. The explanations on how to read and identify modular courses refer to the circled Section (Sec) portion of the course listing.

## On-Campus

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date	Location
11131	OFT	100	351	M	1	Keyboarding on the PC	MWF	11:00am- -11:50 am	24	20	4	Smith	03/31- 05/12	B-206

### Modules:

First digit – indicates the mod in sequence:

- 1 = first mod in sequence
- 2 = second mod in sequence
- 3 = third mod in sequence, etc.

Second digit – indicates the duration of the mod:

- 1 = ten week mod
- 3 = three week mod
- 5 = five week mod
- 7 = 7.5 week mod

Third digit – indicates the section number

\*Note that the Date section of the above course listing reveals the course runs for 5 weeks and it provides you with the exact date range for the course.

## Web-Based or Hybrid

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date	Location
11605	MAT	111	0Y2	M	4	HYBRID/Adv Algebra & Trig	MW	10:00am- 10:50am	24	20	4	Smith	01/18- 05/13	C-223
11426	CIS	105	1WF	WEB	1	Intro to Operating Systems		TBA	24	20	4	Smith	01/18- 02/22	WEB

### Web Module:

Second digit – indicates the instructional method

- W = web/on-line
- Y = hybrid

Web: Participate in class from anywhere as long as you have access to a personal computer with an internet connection.

Hybrid: Students are required to attend class on certain days and complete online activities outside of class.

\*Note that the Date section of the above course listing reveals the course runs for 5 weeks and it provides you with the exact date range for the course.

