

Monroe Community College Catalog/Student Handbook

How to Use This Catalog

As an MCC student, you are responsible for knowing and complying with college policies.

This publication is a guide for applying to MCC, and a resource of information you will need to be a successful MCC student.

If you are considering applying to MCC, you will need to pay special attention to the list of programs and entrance requirements, as well as the general instructions for applying for admission and financial aid.

Once you have selected a program, you will need to review the **Programs of Study** section to help you plan a schedule of courses. The **Course Description** section provides additional information about the courses required for your program and those you choose to take as electives. You will need to refer to the **Course Description** section when you register by telephone.

The Monroe Community College Catalog/Student Handbook does not constitute a contract between the College and its students on either a collective or individual basis.

The College may find it necessary to make changes in the curriculum, administration, policies, tuition and fees or any other phase of College activity, and reserves the right to make such changes or to delete any program or course described in this Catalog.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age or marital status in admissions, employment and treatment of students and employees in any educational program or activity.

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Frequently Asked Questions and Answers

What if I'm not sure what I want to do?

MCC offers several resources to help you find out about your own talents and gather information on various career options. These free services are available to all MCC students. Call the Counseling Center at (716) 292-2030 for details.

Getting a degree is a lot of work. Is it worth it?

The latest employment trends indicate that those who have an associate's degree will earn 30 percent more than those with only a high school diploma. Whether it's just a few classes or a degree, education can make you more marketable and more promotable.

Can I afford it?

Monroe Community College offers you the best opportunity in terms of customer satisfaction and cost. Transfer students can significantly reduce the cost of a bachelor's degree by completing their freshman and sophomore years at MCC. Financial aid and scholarships are available to those who qualify.

The real question is, can you afford NOT to go to college. Today, education gives you an edge on the job market. In an increasingly competitive and more technologically complex work environment, the average person cannot expect to get ahead without some additional training or a college degree.

How do I request a transcript of my MCC grades?

Complete a transcript request form available in the Registration and Records office or the Bursar's office.

Or

Send a letter, fax a request (fax number is 716-292-3850) to Registration and Records, or download the request form from the Web (www.monroecc.edu). State your name, social security number, designated recipients and your VISA or MasterCard number with expiration date, or enclose a check made out to "Monroe Community College."

There is a \$3 fee for each transcript requested.

What is my current GPA? (Grade Point Average)

Cumulative averages are determined solely on the basis of points and credits earned at MCC. They are calculated by dividing the total of each semester's quality points by the total of each semester's credits.

	For example:	course credits	grade	grade value	quality points
	ENG 101	3 credit hours	B+	3.3	9.9
	MTH 150	<u>3 credit hours</u>	C+	2.3	<u>6.9</u>
		6			16.8
	GPA	16.8 ÷ 6 = 2.80 GPA			

How do I withdraw from a course?

- Pick up a withdrawal form from the Counseling Center, Registration and Records Office or the Student Services Office at the Damon City Campus.
- Complete all columns, bubbling in neatly.
- Obtain the professor's signature after discussing possible withdrawal.
- Return the signed form to the Registration and Records Office. When not sure about withdrawing from a course, how it will affect your GPA, graduation, scholarship aid, veteran's benefits, etc., the student should meet with a counselor.

Please Note: Withdrawals can affect your financial aid as well as your academic progress. If you have any questions, please meet with a counselor prior to submitting the withdrawal form.

My professor said he turned in a grade change for me. Why isn't the change on my records?

Grade changes are processed by the Registration and Records Office AFTER the department chairperson has signed the form. Please check with the department if you discover a delay.

Why do I have to get a "green slip" from my professor when I'm just changing sections?

Once the add period has ended, students need to request permission to be admitted into courses even if it is only a section change. If permission is given by the instructor, a "green slip" will be signed and given to the student by the instructor. Green slips for day courses must also be signed by the instructor and the department chairperson. Since policy on "green slips" differs among departments, students should contact the faculty member or department chair regarding their policy.

The first time you open a college catalog or read any college publication, you will find terms that may be unfamiliar to you. The following words are common college terms that you will need to know while you are a student at MCC.

Audit

When you audit a course, it means you are taking the course without credit and without a grade. You do not have to take the examinations. Any student may audit a course with permission of the instructor, if seats are available the first day of classes. You must fill out the appropriate audit form and return it to the Registration and Records Office by the end of the drop/add period. Full tuition is required, and the course will appear on your transcript with a grade of AU.

Certificate of Residence

While you are a student at MCC, you must file a "Certificate of Residence" once each academic year (September-August) to certify legal residence in New York State for the past year and county residency for the past six months. The Certificate of Residence is completed and submitted during registration. Forms are available at the Bursar's Office.

Credit by Examination

You may earn up to 36 semester hours of credit toward a degree through several types of examinations.

Credit Hour

The number of hours a class is scheduled to meet each week determines the value of a course or the number of credit hours you will receive for that course. For example, ENG 101 (College Composition) involves three class hours each week and is worth three credit hours. You need a specific number of credit hours in specific courses to earn a degree or certificate in an individual program.

Cumulative Grade-Point Average

Your Cumulative Grade-Point Average (G.P.A.) is the overall average from the grades and grade points you received and the credits you earned in all the courses you have taken. Grade points range from 4.00 for an A to 0.00 for an F. You must have at least a 2.00 (a C average) to graduate.

Curriculum

A curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or certificate in a specific program, you must complete the curriculum for that program.

Dean's List

To make the Dean's List, you must be a full-time or part-time student who is matriculated in a program and has completed 12 or more credit hours with a grade-point average of 3.25 or better with no grades of "I" or "F." Full-time students must complete the 12 credit hours during a semester while part-time students have one full year (Fall, Spring, Summer).

Descheduling

If you do not pay your tuition and fees by a specific date, your schedule of classes will be cancelled or descheduled. If you have been descheduled, you will need to re-register if you plan to attend the semester's classes. You may not be able to register for the same courses if your original selections are filled.

Drop-Add

Scheduled drop-add times are times you may change your original class choices by dropping a course you are registered for and/or adding a new one.

Electives

Electives are credit courses of your choice which may be taken for credit toward a degree or certificate in your curriculum. They make be chosen from a wide variety of courses.

Equivalency Diploma

If you do not have a high school diploma, you may earn a New York State High School Equivalency Diploma by successfully completing twenty-four (24) credit hours of courses with a grade of "C" or higher at MCC or any other accredited college. These credits must be accepted by the College as part of your program leading to a degree or certificate.

Please Note: Since September 1, 2000, significant changes in this program have occurred. Please contact the Admissions Office at (716) 292-2200 for details.

College Definitions

Full-Time Student

A full-time student is one who is enrolled for twelve (12) or more credit hours in a semester.

Independent Study

Independent study is a learning experience available to you if you wish to extend your education beyond the standard course structure of classroom activity. It is an opportunity for students to work independently under the guidance of a faculty sponsor and is not intended as a substitute for an existing course.

Intent to Graduate

If you are a candidate for a degree or certificate, you must complete and submit an Intent to Graduate application during your final semester of study. Forms and deadline dates may be obtained from either the Office of Student Affairs or the Counseling Center.

Matriculated Student

A matriculated student is one who has applied for and been formally accepted as a candidate for a degree in a specific curriculum. You must be matriculated in a degree program before you are eligible for a degree or certificate from the College. You must also be a matriculated student to receive financial aid.

Non-Matriculated Student

A non-matriculated student is one who is taking courses to satisfy personal needs and interests without applying for candidacy for a degree. Non-matriculated students are not eligible to receive financial aid. The college reserves the right to require placement testing and/or a personal interview for anyone wishing to register for classes. Non-matriculated students required to take placement testing must score at a satisfactory level

according to Monroe Community College in order to register. The College also reserves the right to deny registration privileges to any student who does not comply with this procedure.

Orientation

Orientation is the process of making the transition to college life. There are two types of Orientation:

All College Orientation - describes the requirements and opportunities specific to MCC and includes the photo ID process.

Academic - describes a specific course of study and its requirements.

Part-Time Student

A part-time student is one who is taking fewer than twelve (12) credit hours in a semester.

Priority Registration

The earliest registration dates are reserved for currently enrolled, full and part-time students according to the number of credit hours they have accumulated. The students with the most credit hours toward graduation register first, followed by all other students in descending order.

Program Change

If you wish to change your major (curriculum), you must apply for a program change through the **Counseling Center**. The change is not official until the process has been completed.

On Course Report

A progress report is sent to each matriculated student prior to registration for Fall and Spring semesters. Your progress report will indicate the credits you have earned to be applied towards a degree or certificate and the credits you still need to fulfill the curriculum requirements.

Registration

Registration is the process of selecting and signing up for the courses you wish to take during the semester.

Student Number

Your student number is your permanent, official college identification number. The College uses your Social Security Number for this purpose. However, if you choose not to supply this information, the College will assign you a student number.

Transcript

A transcript is an official record of the courses you have taken and the grades you received. A transcript of final grades is mailed to each student at the completion of each semester.

Withdrawal from Courses

After the third week of classes and through ten class days after the mid-semester grades are due, you can drop individual courses by completing a "Withdrawal" form. The instructor's signature is required and NO REFUND is given. After this date (ten class days after mid-semester grades are due), you cannot withdraw from individual courses. You may, however, withdraw completely from the College prior to final exams.

Mission

The mission of Monroe Community College is to provide a high quality learning environment to a diverse community. In offering education and training opportunities, student success is the College's highest priority; as such, the College is committed to access, teaching excellence, comprehensiveness, lifelong learning, partnership building, and economic development.

History

Monroe Community College was founded in 1961 as part of a statewide system of two-year institutions designed to provide technical, para-professional and university-parallel education. Today, MCC is one of 30 community colleges within the State University of New York (SUNY). SUNY community colleges are financed by New York State, student tuition and a local government sponsor. MCC's local sponsor is the Monroe County Legislature.

The first students—a class of 720—entered MCC in September 1962. They were taught by 36 full-time faculty members. The College's first campus was located at 410 Alexander Street, in the former East High School.

In June 1968, MCC moved to a new, modern campus at 1000 East Henrietta Road. The College opened its Damon City Campus, located at Main Street and Clinton Avenue, in January 1992.

Today, more than 30,000 full-time and part-time students register for credit and non-credit courses each semester.

Philosophy and Purpose

Monroe Community College is primarily a teaching institution, a college that has developed in response to the community's demands for extended educational opportunities beyond the traditional secondary school experience.

Providing the best possible educational opportunities to all its students is the first priority of College faculty and administration. MCC offers a wide variety of unique opportunities in preparation for further study, career education, student support, developmental education, non-traditional education and part-time study.

Because it is located close to the homes of most of its students, because it offers a wide variety of courses and programs, and because the cost is moderate, MCC is a college for the entire community.

College-Wide Assessment

Monroe Community College has a responsibility to plan and deliver academic and co-curricular programs in response to students' needs. In addition, the College must continuously evaluate the effectiveness of its programs in terms of student learning outcomes and community needs. Assessment is a process that focuses on student learning and institutional improvement. MCC's assessment will involve the collection, review and use of information regarding MCC's educational programs for the purpose of improving student learning and development. The College's assessment plan is designed to ensure that students are achieving the intended learning results and receiving effective instruction. The State University of New York (SUNY) system and the Middle States Accreditation Association support a continuous assessment process.

Location

Rochester is the third largest city in New York state and the county seat of Monroe County. The city is located on the Genesee River near its outlet to Lake Ontario.

Known as "The World's Image Center," Rochester leads the world in production of photographic cameras and supplies, optical instruments and lenses, control instruments and related products. It ranks high in the manufacture of communications, photocopy, medical-surgical, automotive and office equipment. Representatives from these local industries serve the College in an advisory capacity to ensure that College programs meet the employment needs of the community.

Rochester is rich in educational and cultural resources. Area educational institutions include the University of Rochester (and its celebrated Eastman School of Music), Rochester Institute of Technology (known for its imaging science leadership), St. John Fisher College, Nazareth College and Roberts Wesleyan College. The State University Colleges at Brockport and Genesee are within commuting distance.

The City is home to the Rochester Philharmonic Orchestra, Strasenburgh Planetarium and Rochester Museum and Science Center; to an eclectic collection of memorabilia at the Strong Museum; and to the International Museum of Photography at the George Eastman House.

Accreditation

Monroe Community College is accredited by the Middle States Association of Colleges and Secondary Schools. Curricula are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees, as well as certificates, as established by the Board of Regents of the State University of New York. All curricula are approved by the New York State Education Department for the training of veterans and other eligible persons under Public Law 634 (Children of Deceased Veterans), Public Law 894 (Disabled Veterans), Public Law 89-358 (Veterans Administration Readjustment Benefits of 1966) and Public Law 93-508 (Vietnam Era Veterans' Readjustment Act of 1974).

League for Innovation

As part of the League for Innovation in the Community College, MCC is one of 20 League schools that serve as the organization's board of directors. The League was founded in 1968 to provide direction and leadership for experimentation and innovation in community colleges. Membership in this prestigious consortium is by invitation. The League is a major national force contributing to the development of community colleges through cooperative projects, conferences on instructional technology and innovation, leadership and workforce development publications and dialogue. For our students, MCC's League affiliation means that Monroe Community College is on the cutting edge of curriculum development and technological innovation, as well as academic, administrative and student services.

Funding

Monroe Community College's income is primarily derived from three principal sources: student tuition, state aid and county funding. The student tuition rate is established by the College's Board of Trustees; state aid is calculated by a well-defined formula and the County of Monroe's support is part of the general county budget. However, declining public support has made it necessary to develop a fourth partner—the private philanthropist—to better serve the public interest.

The College

The Monroe Community College Foundation, established in 1983, is an institutionally-related, not-for-profit corporation, organized under New York state law and granted tax-exempt status by the Internal Revenue Service. Governed by an independent Board of Directors, it seeks and secures private funds to supplement MCC's traditional revenue sources. It provides scholarship assistance, faculty enrichment programs, funding for equipment, and seed money for innovative programs, serving as the cornerstone of a growing public-private partnership to build and maintain academic excellence.

Diversity

Monroe Community College is an academic community made up of individuals who reflect differences in nationality, culture, ethnicity, religion, color, skill, physical ability and sexual orientation.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe that acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. To this end, we affirm our commitment to a

learning community where the expression of all ideas is welcomed and encouraged, where differing viewpoints formed from the vantage of our varied cultural and social heritages are recognized as the foundation of a free society, where the expressions of ideas, thoughts, theories, opinions, sensibilities and feelings are not only tolerated, but encouraged in the confidence that only with such free expression of inquiry can truths be formed. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with the creative energy that comes when we learn from each other.

Valuing diversity requires that all be willing to respect and attempt to understand the full range of thought and feeling of others' views. To achieve this dialogue, we strive to maintain open and unprejudiced minds, we suspend our final judgment, and seek to enter into others' views and knowledge, regardless of how disturbing they may be to us. The MCC faculty supports activities and learning which expand our knowledge of gender, races, groups and cultures who enrich this College by contributing their perspectives to our community of global learners.

Brighton Campus

**1000 East Henrietta Road
Rochester, New York 14623**

The Brighton Campus consists of 12 interconnected academic buildings.

Administration Building (1)

Offices of the president and vice presidents, Admissions, Counseling, Transfer and Placement, Public Affairs, Grants and Planning, Human Resources, Public Safety Dispatch Center and the Information Desk. An Academic Advising Center has been established on the first floor.

The LeRoy V. Good Library (2)

The Library houses a collection of more than 100,000 books and other forms of library materials, about 1,000 magazine and journal subscriptions and a collection of music CD's, cassettes and records. It has many convenient features including an online catalog, electronic reference work stations and individual and group study areas.

The library is dedicated to the memory of Dr. Good, the founding president of MCC.

Carl S. Hallauer Student Center (3)

The Student Center, through the co-curricular program, provides for and enhances the students' opportunities for developmental involvement in their educational experience at MCC. Structured and unstructured interaction for students, faculty and staff in a variety of activities enhances the quality of student life. The Student Center is a laboratory for learning experiences which enhance students' educational objectives and life skills.

The variety of Student Center services and conveniences include:

- Peer Assistance Resource Center (PARC)
In addition to serving as the Student Wellness Center on the Brighton Campus, the Peer Assistance Resource Center (PARC), which is staffed by current MCC students, offers appropriate support for specific questions and information about Student Center programs and involvement.
- Offices for student government and clubs and organizations.
- WMCC radio station and the Monroe Doctrine student newspaper office.

- The Student Wellness Center and the campus chaplain's office.
- The Student Publicity Office.
- The New Student Orientation Office.
- Four dining areas and vending services.
- Student Service Desk for check cashing, ticket sales to college and community events, discount movie ticket sales, bus tickets and locker rentals.
- MCC Bookstore where textbooks, snacks, supplies, clothing and gifts are available.
- Conference rooms, lounge space and TV viewing space.
- Vehicle rental services and housing information.
- SUNY Card services that include picture ID, telephone calling card services, library card service and debit card services.
- Recreation facilities for billiard, table tennis and video games.
- Richard R. Westerberg Outdoor Activity Center where a variety of outdoor recreation equipment can be rented.

The Educational Opportunity Program (EOP), Health Services, and the Print Shop offices are located in Building 3.

The Student Center is dedicated to the memory of Carl S. Hallauer, a founding trustee of the College.

Communications/Theater Building (4)

The Communications Building provides facilities for the Visual and Performing Arts programs, including television and photography studios, graphics laboratory, computer graphics laboratory, edit rooms, faculty offices and classrooms. A theater with seating for more than 550 people is located in this building. It is used for college performances and "Arts Now" productions, as well as community events.

North and South Faculty Towers (5, 8)

Faculty offices and three large lecture halls.

Registration/Financial Services Building (6)

Classrooms and laboratory facilities for computers, office technology, business, marketing, retailing, and languages.

The Bursar, Registration and Records, and Financial Aid offices are located on the second floor of this building, along

with faculty offices for the Communication program.

Sciences Building (7)

Classrooms and laboratories for microbiology, biology, anatomy and physiology, chemistry, physics and general science. The Dental Hygiene Clinic is on the second floor. The Public Safety Office is on the third floor.

The Gleason Hall of Science and Technology (9)

Gleason Hall features laboratories for computer technology, health information technology, radiologic technology, civil technology, optical engineering technology, mechanical technology, electronic technology, fire protection technology, industrial instrumentation technology, nursing and drafting, as well general classrooms.

The Gleason Hall of Science and Technology was named in honor of the Gleason Foundation for its continuing commitment and contributions to the College.

Samuel J. Stabins Physical Education Complex (10)

Included within the physical education complex are a large multi-purpose gymnasium, weight and exercise room, modern dance studio, wrestling room, first aid and training room, gymnastic facilities, five racquetball courts, human performance lab, swimming pool with diving section and faculty offices.

Outdoor facilities consist of eight lighted tennis courts, baseball field, field hockey area, quarter-mile track, lacrosse field, soccer field, a 2.7 mile cross country course, an obstacle course and fitness and nature trails.

The Complex is dedicated to the memory of Samuel J. Stabins, M.D., known as MCC's founding father and first chairman of the College's Board of Trustees.

Learning Centers (11)

Three stories of modern instructional space including a learning center with functional areas for guided instruction; learning laboratories for mathematics, accounting, transitional studies, writing and psychology; electronic classrooms; general purpose classrooms; and geology laboratories.

Fine Arts Building (12)

The Fine Arts Building houses the music and art programs and their studios, as well as general purpose classrooms. The Mercer Gallery is located here. Known

throughout the community for its creative and innovative exhibitions, it provides students with an opportunity to meet visiting artists in the presence of their work.

Child Care Center (22) (716)292-2640

The MCC Child Care Center is a division of the Monroe Community College Association, Inc. Located on the north end of the Brighton Campus, the Child Care Center provides quality early education for children of MCC students, faculty and staff.

The Center was designed to promote academic success by providing a nurturing, safe and stimulating environment for students' children. The Center's professional staff provides developmentally appropriate programs for children eight weeks through five years of age. Secure in the knowledge that their children are close by and happy, students can better focus on their academic responsibilities.

A variety of enrollment options are offered to accommodate student schedules. Tuition subsidies are available to income eligible students through the Monroe County Department of Social Services and SUNY Federal Block Grants.

ESL Sports Centre

Opened in September 1998, the four rink ESL Sports Centre, located on the southeast corner of MCC's Brighton Campus, is a practice facility for Rochester's professional hockey, lacrosse and soccer teams, as well as home ice for MCC's hockey program.

The Centre serves the entire Rochester community through a broad range of activities including open skating, hockey league games and learn to skate classes.

Applied Technologies Center (23) 2485 West Henrietta Road (716)292-3700

The Applied Technologies Center is a 53,000 square-foot facility that houses the Heating, Ventilation and Air Conditioning (HVAC) Program, the Precision Tooling & Machining Program, and the Automotive Technology Program.

Damon City Campus

228 East Main Street
Rochester, New York 14604

The Damon City Campus, located on the corner of Main Street and Clinton Avenue in the heart of Rochester Center City, is a fully accredited branch campus. The Campus is located on the fourth and fifth floors of a Rochester landmark—the historic Sibley Building—which has been totally renovated to create a unique multi-cultural urban learning environment.

Many of the College's academic courses, as well as the following programs, are offered at the Damon City Campus.

Degree Programs

Advertising and Commercial Art (A.S.)

Business Administration (A.S.)

Business: Financial Services (A.A.S.)

Criminal Justice (A.S.)

Criminal Justice - Corrections
Administration (A.A.S.)

Criminal Justice - Police (A.A.S.)

Human Services (A.A.S.)

Liberal Arts and General Studies (A.S.)

Public Administration (A.A.S.)

Certificate Programs

Criminal Justice - Corrections
(Certificate)

Criminal Justice - Law Enforcement
(Certificate)

Early Childhood Education (Certificate)

Human Services (Certificate)

Information Processing (Certificate)

Medical Secretary (Certificate)

Paralegal (Certificate)

Court Reporting (Certificate)

Microsoft Office Certification

In addition, many courses are offered in skills development, computer technology, and community service. Specialized training courses are also offered.

Campus Center

The Campus Center is located on the 4th floor of the Damon Campus, Room 4-020. It houses services and programs to enhance a student's experience at MCC.

Campus Center Office hours are:

Monday through Friday - 9 am - 5 pm

Services in the Campus Center include:

- **SUNY Card**

The MCC SUNY Card is your student photo ID at MCC. The SUNY Card at Damon is required for entry to the campus as well as entry to other services, such as the Integrated Learning Center, Bookstore, Library, Fitness Center, and Electronic Learning Center.

- **Locker Rentals**

Lockers may be rented on a semester basis through the Campus Center Office, Room 4-020. The lockers, located on the 4th and 5th floors of campus, are available on a first-come first-served basis for \$20 per semester (\$4 is refunded when the key is returned at the end of the semester).

- **Housing and Roommate Information**

Off-campus living and roommate information is available in the Campus Center Office, Room 4-020.

- **Bookstore**

The Bookstore is located on the 4th floor and carries all textbooks for DCC course selections. In addition, the Bookstore offers the following student services: bus passes, postage stamps, movie tickets, money orders, graduation fees, tickets for college-related activities, and check cashing. Candy, chips, snack foods, health and beauty supplies, beverages, personal items, gifts and sports-wear are also available.

The regular hours of the Bookstore are:

Monday - Thursday 8:30 am - 4:30 pm, Friday 8:30 am - 4:00 pm.

During the first week of each semester, the bookstore has extended hours, Monday - Thursday until 7:00 PM and Saturday 9:00 am - 12:30 pm. DCC's Bookstore telephone number is 262-1730.

- **Fitness Center**

Located on the 4th floor past the Bookstore, the Fitness Center has open hours for student, faculty and staff. A current MCC SUNY Card ID is required. Open hours vary each semester, depending on academic class schedules. Schedules will be posted in the Center at the opening of each semester.

- **Food Service on Campus**

Vending machines with hot drinks and microwaves are located throughout the campus. Food items are also available in the Bookstore and a coffee bar is located on the first floor. A food court is located on the 2nd floor and a Mini Mart is located on the 1st floor of the Sibley Building. Individual food vendors may extend discounts to Damon students; a SUNY Card is required for discounts.

- **Student Leadership Opportunities**

The Student Association Advisory Board (SAAB) is the student governing body of Damon. Students may serve in positions and on the following committees: Campus Events, Campus Support Systems, Diversity, Wellness, Community Outreach, Center Training/ Curriculum Support, Campus Media/ Promotions. The SAAB office is located on the 4th floor in room 4-008, where open meetings are held every Thursday at 2 pm.

- **Parking/Transportation**

Registered full-time students enrolled in one-half or more of their credit hours at the Damon City Campus can park in the East End Garage for \$40 per semester and may request a parking waiver for Brighton Campus parking. Students without a parking card can park in East End Garage at 35 cents per half-hour.

An application is available at Damon City Campus in the Campus Center, Suite 4-020, and the Student Services Center located on the 5th floor, or the Brighton Campus parking window, located at the Bursar's office on the 2nd floor of Building 6.

Registered full-time students enrolled in one-half or more of their credit hours at the Damon City Campus can park in St. Joseph's Garage for \$50 per semester and may request a parking waiver for Brighton Campus parking. St. Joseph's Garage is located on Clinton and Pleasant Streets behind the Sibley Building. The hours of operation are 6 a.m. - 10 p.m., Monday - Friday and 8:00 am - 5:00 pm on Saturdays. There is a \$2 evening rate (enter after 5 p.m.) and weekend rate.

Midtown Parking Garage has entrances on Clinton Avenue, Court Street and Broad Street and Mortimer Garage has entrance from Clinton Ave. directly adjacent to the Campus. The rate is 40 cents per half hour and is free after 5 p.m. on weekdays and all day Saturday.

Additional competitive parking is also available at surrounding parking lots.

Handicapped Parking

Handicapped parking is available in the St. Joseph's Garage, Mortimer Garage, Midtown Parking Garage and surrounding streets and other nearby Service Lots. Motorists with handicapped permits will receive preference when buying monthly passes at garages where there is a waiting list. When garages are full, handicapped motorists may enter by showing the garage employee a handicap permit. For more information about handicap permits, call the Rochester City Police Department at 428-6543.

Evening Hours

Evening students can park in the Mortimer Street Garage and take the 3rd floor skyway entrance to the Sibley Building or park in St. Joseph Garage and enter the Sibley Complex on the 1st or 2nd floor. Safety officers are available to escort students to their vehicles after evening classes. Parking is free in Mortimer Garage on weekday evenings and all day Saturday. A \$2.00 fee will be charged to park in St. Joseph Garage after 5 pm.

Buses

Taking the bus is a convenient way to travel between the Damon City Campus and the Brighton Campus. Bus No. 50 leaves from the corner of Main and Clinton every 50 minutes and stops in the front loop of the Brighton Campus. Bus No. 24 leaves from the corner of Main and St. Paul every 50 minutes and stops across the street from the Brighton Campus. Bus schedules are conveniently located on both campuses.

Shops & Services:

- Two local banks
- NY State Motor Vehicle Department
- Food Court
- Nail Studio
- Accurate Insurance Company
- Main Street IPRT - A Program of Family Services of Rochester
- Tomorrow's World Child Care Center

A full range of academic and support services is provided for Damon City Campus students, including admissions and financial aid counselors. Bilingual staff are available to assist Spanish-speaking students.

The facility includes an electronic learning center, several electronic classrooms, computerized Education Mastery Laboratory, computerized Career Resource Room, fitness center, offices and meeting rooms for student activities. An Instructional Resource Center Library is connected electronically to the Brighton campus and other libraries throughout the county.

Damon City Campus students may also use library, physical education and recreation and other facilities at the Brighton Campus.

In addition to traditional college programs, the Damon City Campus offers Learning Communities and an array of enrichment programs such as:

- AmeriCorps, a national community service initiative that trains members to serve in areas including public safety and drug awareness, local government, self-defense, parenting,

cultural awareness, and crime prevention.

- Skills, Training, Academic Growth and Employment (STAGE), which prepares students who did not complete high school for further education and employment.
- The Work and Learn Center is a program that focuses on assessment, job placement, job readiness, training, short-term job skill courses and referral services.
- The Science and Technology Entry Program (STEP) is an enrichment program designed to increase 7-12th grade students' preparedness and awareness of math, science and technology-related careers
- The Upward Bound Program is an academic enrichment program designed to increase students' preparedness for college.
- The Liberty Partnership Program is designed to assist in the successful completion of high school by boosting student motivation, academic performance and basic skills.

Hours

The Damon City Campus is open from 8 a.m. to 10 p.m. Monday through Friday, and from 8 a.m. to 5 p.m. Saturday. Classes are offered days, evenings and weekends during Spring, Fall and Summer sessions and Intersession.

For more information about courses and/or services at the Damon City Campus, call (716) 262-1740.

Academic Calendar

2001-2002

FALL SEMESTER 2001 (SEPTEMBER 4 - DECEMBER 20, 2001)

August 31	Friday	Last Day for Dropping Courses with 100% Refund of Tuition and Fees
September 3	Monday	LABOR DAY - COLLEGE CLOSED
September 4	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 10	Monday	Last Day for 75% Refund of Tuition and Fees
September 17	Monday	Last Day for 50% Refund of Tuition and Fees
September 24	Monday	Last Day for 25% Refund of Tuition and Fees
October 8	Monday	Early Alert Forms Due by Noon
November 21	Wednesday	Evening Classes Do Not Meet
November 22-25	Thurs-Sun	THANKSGIVING RECESS - COLLEGE CLOSED NO CLASSES
November 26	Monday	CLASSES RESUME
November 26	Monday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 26	Monday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
December 14	Friday	Last Day to Apply for a Program Change
December 14	Friday	Last Day for a Student to Process a Complete Withdrawal From the College with a Grade of "W"
December 14	Friday	Last Day of Classes
December 15-20	Sat-Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 22	Saturday	Final Grades Due by 12:00 noon - ALL COURSES
December 25-Jan.1	Tues.-Tues.	COLLEGE CLOSED

NOTE: All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester.

Academic Calendar

INTERSESSION 2002 (JANUARY 2 – JANUARY 20, 2002)

January 2	Wednesday	CLASSES BEGIN - Late Registration Fee Required
January 19	Saturday	Last Day of Classes
January 24	Thursday	Final Grades Due by 9:00 a.m.- ALL COURSES

SPRING SEMESTER 2002 (JANUARY 22 – MAY 23, 2002)

January 18	Friday	Last Day for Dropping Courses with 100% Refund of Tuition and Fees
January 21	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 22	Tuesday	CLASSES BEGIN - Late Registration Fee Required
January 28	Monday	Last Day for 75% Refund of Tuition and Fees
February 4	Monday	Last Day for 50% Refund of Tuition and Fees
February 11	Monday	Last Day for 25% Refund of Tuition and Fees
February 16*	Saturday	WINTER RECESS BEGINS AT CLOSE OF SATURDAY CLASSES*
February 18-23*	Mon-Sat	WINTER RECESS - NO CLASSES*
February 25	Monday	CLASSES RESUME
March 4	Monday	Early Alert Forms Due by Noon
April 13*	Saturday	SPRING RECESS BEGINS AT CLOSE OF SATURDAY CLASSES*
April 15-20*	Mon-Sat	SPRING RECESS - NO CLASSES*
April 22	Monday	CLASSES RESUME
April 26	Friday	Last Day for a Student to Withdraw From an Individual Course With a Grade of "W"
April 26	Friday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
May 17	Friday	Last Day to Apply for a Program Change
May 17	Friday	Last Day of Classes
May 17	Friday	Last Day for a Student to Process a Complete Withdrawal From from the College with a Grade of "W"
May 18-23	Sat - Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
May 27	Monday	MEMORIAL DAY - COLLEGE CLOSED
May 28	Tuesday	Final Grades Due by 9:00 a.m.- ALL COURSES
TBA		COMMENCEMENT

**Dates May be adjusted to match Monroe County Public School Calendars*

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Academic Calendar

SUMMER SESSION 2002

SESSION I

FIRST 5-WEEK DAY SESSION (MAY 28 – JUNE 28, 2002)

May 24	Friday	Last Day for 100% Refund of Tuition & Fees
May 27	Monday	Memorial Day – COLLEGE CLOSED
May 28	Tuesday	CLASSES BEGIN Late Registration Fee Required
May 30	Thursday	Last Day for 90% Refund of Tuition and Fees
June 20	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
June 20	Thursday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
June 28	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
June 28	Friday	Last Day of Classes for this Session
July 4	Thursday	INDEPENDENCE DAY COLLEGE CLOSED
July 5	Friday	Final Grades Due by 9 a.m.

FIRST 6-WEEK EVENING SESSION (MAY 28 - JULY 5, 2002)

May 24	Friday	Last Day for 100% Refund of Tuition and Fees
May 27	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 28	Tuesday	CLASSES BEGIN Late Registration Fee Required
May 30	Thursday	Last Day for 90% Refund of Tuition and Fees
June 20	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
June 20	Thursday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
July 4	Thursday	INDEPENDENCE DAY – NO CLASSES
July 5	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
July 5	Friday	Last Day of Classes for this Session
July 8	Monday	Final Grades Due by 9 a.m.

SESSION II

SECOND 5-WEEK DAY SESSION (July 8 - August 9, 2002)

July 4	Thursday	INDEPENDENCE DAY COLLEGE CLOSED
July 5	Friday	Last Day for 100% Refund of Tuition and Fees
July 8	Monday	CLASSES BEGIN Late Registration Fee Required
July 10	Wednesday	Last Day for 90% Refund of Tuition and Fees
August 1	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
August 1	Thursday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
August 9	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
August 9	Friday	Last Day of Classes for this Session
August 12	Monday	Final Grades Due by 9 a.m.

SECOND 6-WEEK EVENING SESSION (JULY 8 - AUGUST 16, 2002)

July 4	Thursday	INDEPENDENCE DAY COLLEGE CLOSED
July 5	Friday	Last Day for 100% Refund of Tuition and Fees
July 8	Monday	CLASSES BEGIN Late Registration Fee Required
July 10	Wednesday	Last Day for 90% Refund of Tuition and Fees
August 1	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of "W"
August 1	Thursday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
August 16	Friday	Last Day to Process a Complete Withdrawal from this Session with a Grade of "W"
August 16	Friday	Last Day of Classes for this Session
August 19	Monday	Final Grades Due by 9 a.m.

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