



Onondaga Community College

COLLEGE CREDIT NOW

Student Guide

**Welcome to the Onondaga COLLEGE CREDIT NOW
Concurrent Enrollment Program!**

COLLEGE CREDIT NOW (CCN) allows high school students to gain a head start on college prior to high school graduation. Students may opt to earn college credit by enrolling in select CCN courses that are offered by their high school, delivered at their high school site as part of their normal school day, and are taught by college approved high school teachers. Students receive an official SUNY Onondaga Community College transcript that may be requested upon successful completion of the course. Courses may be transferred to other institutions under standard transferability guidelines and practices. CCN course offerings may differ from high school to high school. This program is administered by the Office of Concurrent Enrollment and Secondary School Outreach at Onondaga Community College.

Why should you choose Onondaga CCN?

Concurrent Enrollment Programs:

- Prepare students for college level work.
- Let students earn college credit while earning their high school diploma.
- Help students gain admission to the college of their choice.
- Allow students to earn credits that transfer to many colleges and universities.
- Allow students to begin a path for a “time-shortened” college degree.

GENERAL INFORMATION

Student Registration: Registration information is provided by your high school. Forms should be returned to the high school instructor. Please follow all instructions provided. Registration forms will not be accepted directly by Onondaga Community College.

Required Placement Exams: CCN students that enroll in courses that require Accuplacer Placement Exams for on-campus students must also meet this prerequisite requirement. Accuplacer is a computer-based exam that will be administered by Onondaga Community College policies and procedures.

Payments: COLLEGE CREDIT NOW students are able to take Onondaga CC classes for free. They are considered part-time, non-matriculated students.

Certificate of Residency: Required at the time of registration from any student who has been a New York State resident for one year prior to registration, but has not been a resident of Onondaga County for the previous six months. The *application* for Certificate of Residence must be completed by the student, notarized, and taken to the Treasurer's Office at the county of legal residence.

Drop/Course Withdrawal: The high school teacher or guidance counselor must notify the Onondaga Office of Concurrent Enrollment and Secondary School Outreach to withdraw a student from a CCN course.

College Id Numbers: Students who enroll in CCN courses will be issued an Onondaga CC identification number. This number will be used on all grade reports, and other information you may receive from the college. This number will also be utilized if you enroll in Onondaga CC classes at other locations, or following high school graduation.

Grade Reports: Upon completion of the CCN course, grades are available to students via Onondaga Web Access. Students must create accounts and login to view them. No printed grade reports are sent out to students.

Transcripts: Transcripts of a student's record will be issued when the student submits a written request to Student Central. Forms are available on the Onondaga CC website. Official transcripts may be mailed directly to educational institutions and prospective employers. A fee of \$8 is charged for each transcript. Checks are made payable to *Onondaga Community College*. Direct all questions regarding transcripts to Student Central at 498-2000.

Transfer of Credits to Other Colleges: The CCN program is nationally accredited by the National Alliance for Concurrent Enrollment Partnerships. This means that the program at Onondaga CC meets the highest standards and therefore, CCN credits transfer to most SUNY institutions and many private colleges and universities. You must request official transcripts to be sent with your admissions packet for the college of your choice. Early planning maximizes the ability to meet the requirements set forth by these transfer institutions, and is at the discretion of each college. Please call the college you will be attending in advance of CCN registration if you have a concern.

Student Records - Review and Release: In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Onondaga Community College gives students the right to inspect and review their educational records and to challenge the contents of these records. In addition, the college will not release personally identifiable records of students to any individual, agency, or organization without the prior written consent of the student, except as allowed by law.

COLLEGE SERVICES

College ID Cards: CCN students are eligible to obtain college ID cards. Students must go to the main campus, Gordon Student Center, for the cards. Cards are used for entrance to labs, bookstore, and identification at college functions. It may also be used to check out library books.

Campus Library: The Sidney G. Coulter Library is a major learning resource of the College and the community. The library has acquired a large collection of materials in all curricula to support the teaching and learning of faculty and students. Coulter Library has a collection of more than 100,000 items, including books, periodicals and periodical indexes, multimedia materials, pamphlet files, and special collections of local and state history. This entire collection of print and non-print materials is accessible through the library's Online Public Access Catalog. A myriad of electronic resources are also available through the library's web page.

Through the Interlibrary Loan department members of the college community can obtain from participating local, state and national libraries needed materials [books, journal, magazine and newspaper articles] that Coulter Library does not own. Onondaga Community College is part of the State University of New York, the largest public university system in the United States. OCC students have borrowing privileges at all SUNY libraries. We have forms available [online](#) and at the main desk on the first floor of the library.

Library Loan Policies:

- Coulter Library is open to the public. OCC students & college employees need an OCC ID Card. Community users may register for an OCC Library Card at the main desk. Current valid identification required.
- Loan period for books, audiobooks, and periodicals is 21 days. Loan period for CDs, cassettes and records is 14 days. Loan period for DVLs and selected music DVDs is 7 days.
- Students can check out up to 15 items at a time. Only 5 CDs and Audiobooks, and only 2 DVLs and music DVDs can be checked out at a time.
- Reference works, current and selected periodicals, videocassettes, films and special collections restricted to library use only.
- Interlibrary loan service is offered for materials not available at OCC. Email: occill@sunyocc.edu.

Library Hours

Monday - Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 4:30 pm
Sunday	Noon - 6:00 pm

During vacations, semester and summer breaks, hours may be different. Call ahead at 498-2334 to be sure the library is open.

Parking: When visiting campus, all visitors should obtain a temporary parking permit from the Campus Security Office, located in the Service and Maintenance building. If you do not obtain a parking permit you may be ticketed, and be liable for fines.

Parking Tickets: All parking tickets will be paid at Bursar located in Room G114, Gordon Student Center. *Please note* – Unpaid tickets may prohibit a student from registering for courses.

Student E-mail: Email accounts are available to all students enrolled at Onondaga CC including CCN students. Students must have a current student ID number and must be enrolled in at least one credit-bearing class. You may obtain email by contacting the Helpdesk at 498-2999.

WebAccess: All CCN students may create accounts in Onondaga CC WebAccess and use this application to view their student records. Please read the instructions on login procedures carefully. They are listed below.

HOW TO LOG IN TO WEBACCESS

Begin by going to the Onondaga CC website at www.sunyocc.edu. At the bottom of the home page click on Current Students; on the next page click on *WebAccess*.

User ID -Your WebAccess User ID is the same as the ID you use to sign into the College Network. Be sure to use all lower case letters.

If you've forgotten your User ID, help is available.

1. From the Student Menu, click on *What's my User ID?*
2. Enter your:
Last Name **AND**
either your Social Security Number (no spaces) *or* your Colleague ID number (your Student ID number).
3. Click *Submit*.
4. Your User ID will then be displayed.
5. Click *OK* to return to the Student Menu.

If unsuccessful in using this option, call the Helpdesk at (315) 498-2999.

Password:

When accessing WebAccess for the first time, the password will be your date of birth (mmddyy format). For example, if your birthday is April 5, 1987, your initial password will be 040587. You will be prompted to change it during the initial logon. (See [password tips](#) below.) Be sure to enter a hint to help you remember your password. We recommend that you use the same password for WebAccess that you use to log in to the College Network. Passwords may be changed at any time via the *What's my Password* option on the Student Menu.

Forgotten your password? To retrieve it:

1. Click on *What's my Password* from the Student Menu.
2. Select either *Show my password hint* or *Reset my password* and click *OK*.
Show my password - If you created a hint, your hint will be displayed.
Reset my password - You'll be prompted to enter your Last Name **AND** either your Social Security Number (no spaces) *or* your Colleague ID number (your Student ID number)
3. Click *Submit*

Your password will be automatically reset. A temporary password will be created and emailed to you at your student email address. This temporary password will expire after you log in, and you'll be prompted to create a new password. Be sure to

record a hint! If you are still unable to log in, call the helpdesk at (315) 498-2999 to have your password reset.

Tips:

- Both your User ID and password are case sensitive.
- Always remember to create a hint to help you remember your password.
- Passwords must be 6-9 characters in length and include at least one number.
- Passwords should not contain any portion of your name and should be unique.
- Passwords are currently valid for 365 days.
- You'll be prompted to create a new password after that time.

ACADEMIC INTEGRITY

Students at Onondaga Community College are expected to adhere to the values of intellectual and academic honesty and integrity. Violations of academic honesty will not be tolerated. Policies and penalties for violations of academic honesty are established by each academic department.

Academic dishonesty includes but is not limited to cheating and plagiarism. Examples are listed below.

Cheating:

- Possessing unauthorized sources of information during an exam.
- Copying work of another student or permitting copying by another student during an exam.
- Completing an assignment such as an exam, paper, lab report, or computer program for another student.
- Submitting material produced by someone else without noting the reference source (i.e. footnote).
- Altering graded work after instructor evaluation and resubmitting the same paper in two different classes without approval of both instructors.
- Inventing data or falsifying an account of data collection.
- Receiving questions or answers from someone who has already taken the same exam.

Plagiarism:

- Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source through footnotes, quotation marks, and reference citations.

Additional examples of Academic Dishonesty:

- Providing material to another person with the knowledge it will be used improperly.
- Possessing another student’s work without permission.
- Selling or purchasing materials for class assignments.
- Altering another student’s assignments.
- Knowingly furnishing false or incomplete academic records.
- Alerting documents affecting student records.
- Forging a signature or falsifying information on an official academic document.

WHO, WHAT, and WHERE?

For questions regarding the COLLEGE CREDIT NOW program, contact your high school guidance counselor or classroom teacher. You may also contact the Office of Concurrent Enrollment and Secondary School Outreach at 498-6080.

Listed below are some additional locations and numbers that may be helpful.

<i>WHAT:</i>	<i>WHO:</i>	<i>WHERE:</i>	<i>Phone:</i>
Bursar	Bursar’s Office	Gordon Student Center	498-2367
Course Registration	Office of CCN	Onondaga North Site	498-6080
Transcripts	Student Central	Gordon Student Center	498-2000
Books	Bookstore	Gordon Center	498-2246

Program Contact Information

Office of Concurrent Enrollment and Secondary School Outreach
Director-Marcia Drumm
Onondaga North Site
8015 Oswego Road
Liverpool, New York 13090
(Telephone) 315-498-6080 or 315-498-2502