ONONDAGA COMMUNITY COLLEGE
CENTRAL NEW YORK POLICE ACADEMY

SECURITY GUARD TRAINING

8 Hour Pre-Assignment Training Course for Security Guards (Tuition is $75) – This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. All students must attend 100% of the 8hr course, and pass an examination for successful completion of this course.

√	Term	Section Name	Day	Date of Class	Time	Location	Reg Deadline
	CE21SU	POL.ce-016-002	Tues & Wed	**August 3 & 4, 2021**	5:00-9:00pm	OCC Liverpool Campus	8/3//21
	CE21FA	POL.ce-016-001	Wed & Thurs	**September 8 & 9, 2021**	5:00-9:00pm	OCC Liverpool Campus	9/8/21
	CE21FA	POL.ce-016-002	Mon & Tues	**October 4 & 5, 2021**	5:00-9:00pm	OCC Liverpool Campus	10/4/21
	CE21FA	POL.ce-016-003	Wed & Thurs	**November 3 & 4, 2021**	5:00-9:00pm	OCC Liverpool Campus	11/3/21

Course Fee: $75

PAYMENT OPTIONS INCLUDE: ONLINE (www.sunyocc.edu)*, VIA CHECK* (Payable to OCC; Mailed w/form)*, OR YOU WILL BE BILLED BY THE OCC STUDENT ACCOUNTS OFFICE*

Methods of Registration:
- Register online: visit our website @ www.sunyocc.edu; click on *Security Guard Training*.
- Or complete the registration form and email to vavonese@sunyocc.edu or mail it to:
  > Security Guard Program @ OCC
  > Mawhinney Hall, M280
  > 4585 West Seneca Turnpike
  > Syracuse, NY 13215

Please note the following:
- **You are registered upon our receipt of your application;** *we do not send registration confirmation*.
- **You must be pre-registered for a class,** *we do not accept walk-ins*.
- **No certificates will be issued if payment has not been received prior to class date. Instructor will NOT accept payment**
- **To avoid financial responsibility, you must drop the class prior to the start of class. Failure to attend class does not negate financial responsibility. Payment options include: Check / Money Order (payable to OCC), paying online (www.pay.sunyocc.edu), or paying in person at Student Accounts Office.**
- **Security Guard Course Refund Policy: Students will receive 100% refund if course is dropped prior to start. If course is divided into two (2) days, the student will receive a 50% refund is requested prior to start of second day.**

SECURITY GUARD @ ONONDAGA COMMUNITY COLLEGE

4585 West Seneca Turnpike, M280, Syracuse, NY 13215
Phone: 315-498-6042

Security Guard Training – FAX/MAIL IN FORM

8 Hour Pre-Assignment Training Course for Security Guards - $75

Check (√) the section you are registering for:

√	Term	Section Name	Day	Date of Class	Time	Location	Reg Deadline
	CE21SP	POL.ce-016-002	Tues & Wed	**August 3 & 4, 2021**	5:00-9:00pm	OCC Liverpool Campus	8/3/21
	CE21FA	POL.ce-016-001	Wed & Thurs	**September 8 & 9, 2021**	5:00-9:00pm	OCC Liverpool Campus	9/8/21
	CE21FA	POL.ce-001-002	Mon & Tues	**October 4 & 5, 2021**	5:00-9:00pm	OCC Liverpool Campus	10/4/21
	CE21FA	POL.ce-001-003	Wed & Thurs	**November 3 & 4, 2021**	5:00-9:00pm	OCC Liverpool Campus	11/3/21

COMPLETE THIS FORM AND EMAIL TO VAVONESE@SUNYOCC.EDU OR MAIL TO ADDRESS ABOVE
PAYMENT OPTIONS INCLUDE: ONLINE, CHECK/MONEY ORDER (Payable to OCC; Mailed w/form), OR YOU WILL BE BILLED BY THE OCC STUDENT ACCOUNTS OFFICE

PLEASE PRINT:

Last Name: _____**First Name:** _____ **MI:** _____

Address:_____
                          Street   City   State   Zip

County of Residence:_____   **Gender:** _____ **Male**   _____ **Female**

New York State Resident: _____YES _____NO   **U.S. Citizen**: _____YES _____NO

Home Telephone (   )_____   **Cell/Work Phone** (   )_____

Social Security #: _____/_____/_____ **OCC ID#**_____ **Date of Birth**:_____
                                    OPTIONAL   IF KNOWN   REQUIRED

Email address: _____

Have you registered at O.C.C before? __YES __NO **If YES, name previously registered under** _____

Ethnicity: (circle one---optional)

Black/African American   Euro-Ethnic/White   North Amer. Indian/AK
Asian/Pacific Island   Latino/ Puerto Rican   Other _____

ALL STUDENTS: Please read and sign the following Financial Responsibility Agreement:

By registering for classes at Onondaga Community College, I acknowledge and agree that I am at least 18 years of age or the parent/legal guardian of a student under the age of 18. I am financially responsible for all charges related to my registration.
I understand that if I decide not to attend the courses, which I am registering for, that it is my responsibility to drop the course(s) prior to the scheduled start time to avoid any financial liability.
I understand that I will be registered when Onondaga Community College receives my registration form and that I will not receive a registration confirmation.
I understand that I will not receive a certificate of completion until OCC receives my payment for this class.
I understand the NYS mandated Security Guard Course Refund Policy requires that I notify Onondaga Community College of my desire to drop the course or I will still be held financially responsible for the tuition cost.

I hereby apply for registration and certify that all information I have given to be true and correct. I agree to obey all rules and regulations of Onondaga Community College.

For Office Use Only:
____Initials   _____Date
Employee Signature:
_____

Signature of Student:_____ Date:_____