

- Performing an act that will interfere with the normal operations of computers or networks on campus;
- Creating and/or distributing chain letters;
- Impersonation (misrepresenting yourself as another individual);
- Violating policies and applicable laws;
- Classified, commercial, or political advertisements;
- Distributing unsolicited and/or unauthorized mass mailings (spamming) unrelated to College business, events, or announcements.

C. Guidelines for the use of Distribution

Lists for e-mail Messages

Distribution lists (such as allncc) provide a means for e-mail messages to reach a specific audience. Lists should be selected with the appropriate audience in mind. When sending an e-mail to a distribution list, the "Subject" heading area should be a descriptive phrase that offers the recipients an overview of the e-mail. The distribution list is available at: lionnet.ncc.edu/default.aspx.

Once the page is accessed, it can be placed in Favorites for future reference.

D. LionNet.ncc.edu

The College Intranet is intended to provide the faculty and staff access to services that support the operational needs of the College community and information disseminated by means of a role specific criteria. Access to the content is role based and is determined by one's logon profile-which may include one or more of the following designations: f/t faculty, adjunct faculty, administrator, or staff.

VI. Departmental Networks

Departments with their own local area networks will appoint a contact person and identify this person to the appropriate network administrator. The departmental contact person should be knowledgeable about the department's computing environment. This person will serve as a liaison to administrative personnel seeking problem resolution, information, and other assistance regarding computing and networking. In addition, this person will facilitate interaction between the Department and the administration on security matters or alleged abuses or related issues.

VII. Reporting, Investigations, and Sanctions

Personnel designated by the Administration and in consultation, when necessary, with the Office of Public Safety will investigate

alleged violations of the policies articulated herein. While an alleged violation is under investigation, computing privileges may be suspended. Where a confirmed violation is serious or persists, a restriction of computing privileges may be imposed temporarily or permanently by the College. Cases involving violations of statutory law will be turned over to the Office of Public Safety or to the appropriate authorities and may be subject to civil and/or criminal penalties.

STUDENT SUPPORT SERVICES

The Dean of Students is located in the College Center Building Room 312 and is responsible for most student support services. Students requiring assistance with general student advocacy or special problems, should contact this office.

In addition, services are provided to students by the Office of Health Services, the Department of Student Personnel Services and the Academic Advisement Center. A detailed description of the support services available to students follows.



ACADEMIC ADVISEMENT AND THE ACADEMIC ADVISEMENT CENTER

Mission

The mission of the academic advising program at Nassau Community College is to assist students in the development of meaningful educational plans that are compatible with their goals. Further, it is to fully inform students regarding requirements in their areas of concentration and expose students to the variety of course and degree options offered by the College. This should take the form of an ongoing discussion between advisor and student, beyond merely a consideration of courses for registration, which continues throughout the student's college experience.

Design

The Office of Academic Advisement, located at the Academic Advisement Center (Building U), is responsible for the overall direction of the academic advising program at the College. It coordinates services offered by a variety of departments and offices. These services are outlined in the following table.

Program or Service	Location of Advisement
Liberal arts or interest areas within liberal arts	Academic Advisement Center and Liberal Arts Departments*
Undecided students	Academic Advisement Center
Liberal Arts students interested in teacher education	Prof. Diane Martin, Psychology Dept., Buliding G, Rm. 355
Liberal Arts or undecided Adults (25+) day students	Academic Advisement Center Adult Resource Center, Tower, Plaza Level
Career-oriented degrees and certificates	Supervising academic departments
Evening students	Academic Advisement Center and specific academic departments as announced
Honors Program	Bradley Hall, Rm. 1
English as a Second Language (ESL)	Academic Advisement Center (Inquire for hours)
Students with Disabilities	Center for Students with Disabilities, Building U
Basic Education Program	North Hall, RM. 106
Two and three remedial students (except Basic Education or ESL)	Student Personnel Services, Nassau Hall, Rm. 11

* The Liberal Arts Departments include Biology, Chemistry, English, Economics/Finance, Foreign languages, History/Political Science/Geography, Mathematics/Computer Science, Philosophy, Physical Science, Psychology, Reading/Basic Education, Sociology.

Advisement for Students on Academic Probation ("D" Standing) resulting from Low Grade Point Average

A student currently in "D" academic standing is required to obtain advisement and will be blocked from registering until he/she has obtained advisement from an Educational Counselor in the Student Personnel Services Department, Nassau Hall, Rm. 19. Call **(516) 572-7137**.

The Shared Responsibility of Advisor and Student for Effective Advisement

The advisor should provide accurate and timely information regarding degree requirements and recommend appropriate course work for completion of the degree.

The student should take an active approach to the advisement conversation by reviewing his/her requirements prior to meeting the advisor. This enables the advisor to review the student's planning and address any differences in calculations of credits or courses required. Questions or concerns can then be checked and resolved expeditiously.

Academic Advisement Center

The Academic Advisement Center is the College's resource center for academic advisement. In conjunction with the Liberal Arts Departments, it is the primary academic advisement provider for both liberal arts and undecided students, either currently attending or returning to the College. The Center will also meet with students from most other majors when advisement in those major areas is not available. Students in the following specialized programs: Music, Commercial Art-Digital Technologies, Allied Health Sciences, Nursing, Office Technology, Mortuary Science, Computer Sciences and Engineering Sciences will be assisted in making contact with advisors in their majors. In addition, the Center is the main advisement resource for evening students.

The Academic Advisement Center consists of a Director, Assistant Director, four full-time and several part-time professional advisors, classroom faculty in an advisement capacity, a secretary and student aides.

It is located in Building U behind the old brick College Union Building, between G and Public Safety (Security) in the South Parking Lot.

The Academic Advisement Center's hours are: Peak periods: Mon – Thrs: 9:00 a.m. – 6:30 p.m. Fri: 9:00 a.m. – 4:00 p.m. Non-peak periods: Mon and Thrs: 9:00 a.m. – 6:30 p.m. Tues, Wed, Fri: 9:00 a.m. – 4:00 p.m. Check ncc.edu for peak and non-peak period dates.

The phone numbers are:

(516) 572-7118 or (516) 572-7436.

The Center is a walk-in service.

ADULT RESOURCE CENTER

An Adult Resource Center meets the special needs of adult students (defined as those 25 years of age or older). The objective of these services is to assist adult students to evaluate their own potential and special needs through counseling, testing and advisement. Students will also be assisted in scheduling their courses to meet their individual needs. Courses are available, day, evening, weekends, online, on the air, and through independent study.

Support services are also available for financial aid, career and transfer counseling, job placement and child care. For further information, call the Adult Resource Center Coordinator, Professor Robert Rubin, Tower, Plaza Level: **(516) 572-7103**.

CENTER FOR STUDENT WITH DISABILITIES

The College provides the following support services for students with documented physical, hearing, visual, psychiatric, and learning disabilities:

- academic, career and personal counseling
- removal of architectural and attitudinal barriers
- priority registration
- group and individual tutoring in math, organizational and study skills
- appropriate classroom and testing accommodations
- on-campus shuttle bus
- sign language interpreters
- adapted computer access
- cultural program
- referrals to other campus services
- clarifying goals and decision-making

The Center is located in Building U, or call **(516) 572-7241**. Call for office hours.

It is the responsibility of the student to identify himself or herself as disabled upon entrance to the College, by notifying the Center for Students with Disabilities. Since each type of disability varies, the documentation needed by the CSD office will also vary. Individuals needing accommodations are strongly encouraged to contact the Center for Students with Disabilities, which is located in Building U. The Center can be reached by voice telephone at **(516) 572-7241** or TTY at **(516) 572-7617**. The Center is partially funded by a TRIO Grant through the U.S. Department of Education. Call for office hours.

CAREER COUNSELING CENTER

The Career Counseling Center, located in Building M, Room 14, is staffed by professional career counselors who provide counseling and vocational testing for students seeking to make career decisions. The center houses a career information center which contains resource materials including videos, books, magazines and an extensive pamphlet file on a variety of career fields. Also available is "Discover," an interactive career decision-making computer program. The center sponsors career planning workshops and special career programs throughout the year. For a detailed description of services, special events and office hours, individuals are encouraged to visit the Center on-line at the College website (www.ncc.edu; click on "student services"), or to call us at **(516) 572-7697**.

EDUCATIONAL COUNSELING CENTER

Earning a college degree requires the student to make a commitment to academic achievement and to make the necessary educational decisions. Educational counselors assist all students with a wide range of concerns from educational decision-making to personal, social or family problem solving.

Educational counselors offer help in the following areas:

- educational planning
- study skills enhancement
- changing area of concentration (major)
- review of academic standing
- test anxiety and relaxation techniques
- life skills - balancing life, work and home
- clarifying goals and decision-making

The Center is located in Building M, Room 19, or call **(516) 572-7141**. Call for office hours.

FINANCIAL AID OFFICE

The College offers federal, state and college financial aid in the form of scholarships, grants, loans, and work to eligible students. A description of these programs and how to apply may be found in the section, "Expenses and Financial Aid". Information regarding financial aid is available at the Financial Aid Office, which is located on the 3rd floor of the Administrative Tower, or by telephone at **(516) 572-7396**.

HEALTH SERVICES

Student Health Services is located on the lower level of the Administrative Tower and is staffed by registered nurses and a physician. Hours are Monday through Thursday 8:00 a.m. to 7:30 p.m. and on Friday from 8:00 a.m. to 4:45 p.m. When there are no classes/no evening classes hours are from 8:00 a.m. to 4:45 p.m. (please arrive 15 minutes prior to closing).

Student Health Services provides emergency care, medical care, consultation, and referrals to appropriate health facilities. A current and extensive array of health-related literature is available. Other services provided are physical education waivers, screening of immunization forms, and free MMR immunization clinics at the beginning of the fall and spring semesters.

The college physician holds two day-clinic sessions per week on Monday and Wednesday mornings. Evening clinic sessions are also available (call for specific times). Students participating in intercollegiate sports, second-year Nursing and Allied Health students requiring physicals, as well as students who have specific medical complaints are seen for consultation.

Insurance information is available at Student Health Services. All students are covered by an accident insurance plan (excluding motor vehicle accidents). Full-time students are covered by a 24-hour a day, seven-day a week policy, while part-time students are covered only while on campus. The accident insurance is included in the student activity fee. Brochures containing information and fee schedules for purchase of optional medical insurance plans for full-time and part-time students may be obtained at Student Health Services.

For a detailed description of services, visit the college website <http://www.ncc.edu/StudentLife/StudentSupportServices/OfficeOfHealthServices/> or call us at **(516)572-7123**.

INTERNATIONAL STUDENT SERVICES

The College offers special services to international students who may have been educated abroad, who hold temporary visas, or who are legal permanent residents of the U.S.

The Office of International Student Affairs provides services to all non-immigrant students attending Nassau Community College, including those enrolled in the LINCC (Language Immersion at NCC) program. The purpose of the ISA Office is to assist students with regulations related to their status in the United States.

Services include visa/status advisement for students in their home countries, advisement of international transfer students, change of status and reinstatement applications, and on travel/consular issues. Advisement on work authorization and Social Security issues is also provided. In addition, the ISA Office administers the College international health program.

Applicants who will require a student (F-1) visa in order to attend Nassau Community College or our LINCC program should contact the ISA office at **(516) 572-7053** in order to obtain an Admissions Guide & Application, and the application forms necessary to secure an I-20 (the document that is required before an F-1 visa can be issued). An I-20 will not be issued until a student has been accepted into a program of study at the College.

Students (attending or planning to attend NCC) needing assistance with visa or status concerns should contact Admissions or the Office of International Student Affairs at **(516) 572-7053** (Building F, Room 2281). The ISA Office can also be reached via email at isaoff@ncc.edu.

For more information on the LINCC program or the college placement test, please contact the LINCC office directly at **(516) 572-7236**.

JOB PLACEMENT

The Job Placement Office, located in Nassau Hall, Room 39, is available to assist students seeking employment and internship opportunities. The staff of trained professionals provides a comprehensive service designed to ensure placement in an employment environment consistent with individual academic interest. Workshops are scheduled each semester to assist students in developing appropriate pre-job training skills. Call **(516) 572-7132** for further information.

PSYCHOLOGICAL COUNSELING CENTER

The Psychological Counseling Center furnishes free, confidential counseling to students and other members of the College community. The professional staff helps resolve personal, emotional and situational difficulties. Short-term psychotherapy for individuals and groups is offered. The Center provides immediate referral to hospitals, clinics, social welfare agencies and educational clinics. Contact the Center in Building M, Room 9. Call **(516) 572-7698** for office hours.

TRANSFER COUNSELING

The Transfer Counseling Office is located on the first floor of Building M, Nassau Hall, Room 4A. Students can obtain information regarding transfer opportunities to four-year colleges and universities. Information regarding scholarships can also be obtained at the Transfer Counseling Office.

The Transfer Counseling Office schedules group meetings as well as individual appointments to discuss any transfer concerns students may have.

An annual Transfer Day program (College Fair) and annual Evening Transfer Program are coordinated by the Transfer Counseling Office. Representatives from four-year colleges and universities schedule visits to our campus through the Transfer Counseling Office. A Transfer Newsletter is mailed each semester to the entire College community, and transfer information is published weekly in the student newspaper, the Vignette.

The library in the Transfer Counseling Office has a large collection of catalogs from four-year colleges and universities. Reference materials, financial aid forms for transfer students, State University (SUNY) applications, City University (CUNY) applications, and applications for most local colleges and universities are also available. Call the Transfer Counseling Office at **(516) 572-7127/8** for further information.

STUDENT ACTIVITIES

The student activity program has grown from a conviction that education is not restricted to scheduled classes, that the hours outside the classroom are of major importance, and that the student activities program can give a new dimension to education. These activities expand the means through which the College educates.

The activities program is planned and implemented, in large part, by students involved in clubs and organizations. These social, cultural, and recreational activities enrich the lives of those participating and give student leaders the opportunity to plan and implement programs. This responsibility helps students build character, develop greater understanding of others, learn leadership skills, and have a greater sense of their own abilities.

To be eligible to serve as a campus-wide student leader, students must comply with the College policy on "Eligibility for Student Leadership Positions."

Call the Student Activities Office at **(516) 572-7148** for further information.

CHILD CARE SERVICES

The Children's Greenhouse is a not-for-profit child care center providing quality child care to NCC students and other members of the College community since 1979. The Center is open Monday through Friday, from 7:15 a.m. to 5:30 p.m., and enrolls children between the ages of 8 weeks and 5 years of age.

The Center is staffed by professionals who provide a safe, nurturing and educational experience for the children who attend.

Fees are charged on a sliding scale based on family income and subsidies are available for eligible student parents. Families are accepted from the waiting list based on date of application, scheduling needs and the age of the child. Call **(516)222-7085** for information and an application packet.

VOLUNTEER SERVICE CENTER

The Volunteer Service Center places interested students in volunteer positions with community agencies and organizations. It helps provide our students with pre-professional experience, as well as providing agencies and organizations with qualified, motivated students eager to learn and apply their skills. Interested students may contact the Center in the Job Placement Office, located in Building M. Call **(516) 572-7132** for office hours.

WOMEN'S CENTER

The Women's Center was founded by the Department of Student Personnel Services in the early 1970s to provide a forum for discussion of concerns to women, and to bring educational programs to the campus and community.

The Women Students Association holds frequent meetings in the Center. Membership is open to students of all viewpoints.

The Women's Center faculty coordinators can be contacted at **(516) 572-7698** in Building M, Room 14. Call for office hours.

STUDENT ACTIVITIES

Faculty-Student Association

The Faculty-Student Association, through its board of directors, sets and administers policies for the purpose of creating and implementing programs of cultural, social, educational, and recreational value to the College community. It also allocates and disburses the student fees collected by the College in support of these programs.

The Association was organized under New York State laws in accordance with State University policy. It is a non-profit, educational membership corporation. Its board of directors is comprised of five students, five faculty members and three administrative officers. The student and faculty directors are elected, while the three administrative directors serve by virtue of their positions at the College.

College Center

The College Center Building is the hub of student activities. Social and cultural programs, and a variety of recreational activities take place here. Activities include lectures, concerts and social programs. Meeting rooms, student organization offices, information areas, and counselors' offices are also located in the CCB. Call **(516) 572-7148** for program information.

Social Programming

The Programming Board and Nassau Concerts are responsible for the major social programs on campus. The Programming Board offers a variety of social activities including dances, film festivals, comedy programs, and holiday parties. Nassau Concerts provides a concert series with both day and evening performances. They also sponsor a three-day Folk Festival each spring.

Student Government Association

Each entering student automatically becomes a member of the Nassau Community College Student Government Association (SGA). This Association, through the Student Senate, provides for student participation in the college governance process. SGA apportions the income from student activity fees among the other student organizations, makes recommendations concerning the conduct of the student body, recommends policies affecting student life, and, in all ways, represents student interests.

Student Publications

There are two campus publications: Vignette, the weekly newspaper, and the annual literary magazine produced by the Creative Writing Club.

MEDIA, ARTS AND CULTURAL ORGANIZATIONS

Theatre

The Department of Theatre and Dance presents an extensive, open-to-the-public production program which includes a children's musical, a dance concert, a joint production with the Africana Studies Department, and numerous other plays and musicals. Auditions for these productions are open to students enrolled for a minimum of 6 credits at the College, and all interested students are encouraged to audition. Audition notices are posted on the Call Board in the Theatre (Building W).

Music

The Music Department invites students to participate in various performance groups. The following are open to all students without audition: Orchestra, Concert Band, Chorus, Jazz Ensemble and Jazz Big Band. Other music ensembles are open to students by audition: Vocal Ensemble (Chamber Choir), Chamber Ensemble and Jazz Improv Ensemble. Two additional groups are limited to students in the music degree program: Percussion Ensemble and Classical Guitar Ensemble. Community members and interested high school students may join some of our performing groups. For more information, call the Department at **(516)572-7446**.

In addition to performances by the above ensembles, the Music Department presents several student recitals each semester, as well as faculty concerts and recitals by renowned guest artists.

English

The Creative Writing Project of the English Department sponsors a wide range of activities for student writers. These include the projects of the Creative Writing Club, which produces the annual student literary magazine and holds regular meetings, public readings by students and distinguished visiting writers, group or individual use of a student publication center and resource room housing computer facilities and materials, such as recordings and magazines, and publication of an annual newsletter highlighting campus literary events and creative work by students. In addition, the Writing Workshop of the English Department hosts ESL group meetings in which topics of current interest are informally discussed by native and non-native speakers of English. (These groups are sponsored jointly by the Reading, Communications, and English Departments.)

College Radio Station, WHPC, 90.3 FM

The College radio station, WHPC (90.3 FM), operating 24-hours a day, maintains three studios (recording, news, and “on the air”) for the broadcasting of information of importance and interest to the community including College courses for credit, news, interviews, music, and educational informational programming. The studios are equipped with state-of-the-art recording equipment. This includes the latest digital audio and recording equipment. The station receives the Associated Press News service via satellite. It uses both wire and audio reports throughout its broadcast day. These resources are comparable to those found in many commercial radio stations.

Student volunteer applicants are tested for their voice quality. Auditions are held weekly during the semester on Thursday, between the hours of 11:30 a.m. to 12:45 p.m., for students interested in pursuing a career in broadcasting. Student volunteers operate in all areas of the station, which provides a quality radio broadcast to all of Nassau and parts of Suffolk, Queens, Brooklyn, and New York City.

Art

The Art Department provides a number of cultural activities to students, the College community and the public. The Art Club invites guest artists to speak on campus and takes field trips to galleries and museums. Other Department activities include monthly Firehouse Gallery exhibitions by prominent artists and craftsmen from Long Island, New York, and national areas. Each year, faculty and student shows are held. In addition, demonstrations and lectures are scheduled on various art topics.



STUDENT ATHLETIC PROGRAMS

The Faculty-Student Association sponsors programs in women’s and men’s intercollegiate athletics. The College is a member of the National Junior College Athletic Association and participates in Region XV competition.

The women’s intercollegiate program has gained national prominence, fielding regional championship teams in bowling, volleyball, basketball, soccer, cross country, lacrosse, softball, tennis, and track. The women’s program has won two national championships, one in soccer and one in tennis.

The men’s intercollegiate program takes pride in its dominance over other junior colleges in Region XV. The men’s teams have captured national titles in bowling, baseball, soccer, golf and lacrosse, along with numerous regional titles in cross country, football, wrestling, basketball, tennis, and track.

In addition, the intercollegiate Athletic Department offers the women’s dance team, cheerleading, and coed equestrian teams.

Eligibility

All student athletes must be registered as full-time students (12 credits or more) to maintain athletic eligibility. Student-athletes should visit the Athletic Department office for further clarification on transfer status, Grade Point Average, and other matters.

CLUBS AND ORGANIZATIONS

A highly diversified selection of special interest clubs and organizations is available for students at the College. These include more than 60 academic, athletic, cultural, religious, political and social clubs. Some are described under "Media, Arts and Cultural Organizations" and "Student Publications" in previous paragraphs. Others include:

- Access Club
- Afrikan peoples Club
- Aiki Jujutsu Club
- Alpha Beta Gamma
- American Sign Language
- Art Club
- Associated General Contractors Student Chapter
- Association for Computing Machinery(ACM)
- Botanical Club
- Career Explorer Club
- Caribbean Students Organization
- Chamber Choir Club
- Chess Club
- Communications Club
- Computer Graphics Club
- Concrete Canoe Club
- Creative Writing Club
- Criminal Justice Society
- Design Innovators
- Earth Science Field and Research Club
- Economics Club
- El Club de Espanol
- Engineering Society
- Engineering Society Blood Drive
- Environmental Technology & Awareness
- Evening Music Students Club
- Entrepreneur's Club
- Epicurean Club
- Future Teachers Club
- Francophone Club
- Gaelic Society
- Gamma Tauma
- Gospel Choir
- Haitian Students Association
- HARAYA
- Heath & Physical Education Majors Club
- Honors Club
- Hotel-Restaurant Club
- Human Relations Society
- INTERACT
- International Youth Fellowship
- Interior Design Club
- Intervarsity Christian Fellowship
- Intramural Sports
- Istanbul Club
- Italian Culture Club
- Japanese Association
- Jazz Club
- Jewish Student Organization
- Korean Students Association
- Lambda Epsilon Chi
- Make a Difference
- Marketing Club
- Mathematics & Computer Club
- Medical Laboratory Technology Club
- Meteorology Club
- Model United Nations
- Monster Squad
- Mortuary Science Club
- Multicultural Club
- Museum Club
- Music Majors Club
- Muslim Students Association
- Nassau Concerts
- NCC Breakers
- NCC Idol
- NCC Speech
- NCC Soccer
- Newman Club
- Nursing Club
- NYPIRG
- Orientation Service Group
- Outing Club
- Paralegal Society
- Peacework
- Phi Theta Kappa - Day
- Phi Theta Kappa - Evening
- Philosophy Club
- Photography Club
- Physical Therapist Assistant Club
- Political Science Club
- PRIDE
- Programming Board
- Psi Beta
- Psychology Club
- Radiation Therapy Club
- Respiratory Care Club
- SCI-FI Club
- Ski Club
- Society Of Civil Engineers
- Society of Women Engineers
- Sound Recording Technology Club
- South Asian Student Association
- Student Government Association
- Student Organization of Latinos
- Super Highway Club
- Surgical Technology Club
- TISA (Total Immersion Student Association)
- Transfer Club
- Vignette
- Wall Street Club
- Wiccan/Pagan Society
- Women's Criminal Justice Association
- Women Student Association