

# STUDENT HANDBOOK

# 2023-2024

Nassau Community College  
1 Education Drive  
Garden City, NY 11530  
516-572-7501  
<http://www.ncc.edu/>

Published by the  
Office of the Dean of Students  
Nassau Community College  
College Center Building -312  
1 Education Drive  
Garden City, NY 11530



*Dear Student:*

*Welcome to Nassau Community College, an institution full of opportunities for your future and a place that transforms lives – including yours.*

*By selecting Nassau, you have become part of a community that has graduated over 160,000 individuals who are now part of the economic workforce engine that drives not only Nassau County but New York State. Their careers are shining examples of what a degree from Nassau holds for you upon graduation.*

*Here at NCC, you will find an experienced and knowledgeable faculty and staff who will guide you on your path to achieving your academic and personal goals. The College has much to offer through its many clubs and organizations, student events, sports teams, tutoring centers, etc. Involvement in student life and immersion in the vibrancy of the campus will serve you well as you become part of the college community and enjoy college life.*

*As a community, we are committed to ensuring your success as you reach your full potential. Use this time at NCC to challenge yourself by taking advantage of a learning environment that encourages you to explore and grow.*

*This Student Handbook/Planner contains information on a variety of student support services, activities, programs, and resources. This handbook will provide you with a foundation for what you can expect and what is expected of you as a college student both in and out of the classroom.*

*As a proud graduate, I hope that your experiences at NCC provide you with the same exciting opportunities as they presented to me.*

*Sincerely,*

A handwritten signature in blue ink, appearing to read 'M. Conzatti'.

*Maria P. Conzatti, Ed.D.  
Chief Administrative Officer*

## How to use this HANDBOOK...

The Student Handbook is a valuable tool for students. In addition to providing helpful information about college policies and procedures, the Handbook contains a glossary of scholastic terms that all students should know.

You'll have important phone numbers, campus service locations, and a place to write notes at your fingertips! Can't find something you're looking for in the Handbook? Visit us online at [ncc.edu](http://ncc.edu) where the most up-to-date information can be found easily.



NOTE: We may have listed an abridged version of a particular policy in this Handbook. Visit our website at <http://www.ncc.edu> for the most current and full versions of all of our policies.

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## ACADEMIC ADVISEMENT

<https://www.ncc.edu/advisement>

**Student Services Center (Tower Building LL)**

**516-572-7436**

The Office of Academic Advisement is staffed by professional and faculty advisors who help liberal arts students understand their degree requirements and select appropriate courses. Students are also shown how to develop strategies for academic success and assist in long range-academic planning.

## ACADEMIC CALENDAR

<https://calendar.ncc.edu/MasterCalendar.aspx>

The Nassau Community College (NCC) academic year consists of fall and spring semesters as well as a summer and winter term.



## ACADEMIC DEPARTMENTS

[Accounting and Business](#)

[Africana Studies](#)

[Allied Health Sciences](#)

[Art](#)

[Biology](#)

[Chemistry](#)

[Communications](#)

[Criminal Justice](#)

[Economics Finance](#)

[Engineering, Physics, & Technology](#)

[English](#)

[Healthcare Administration, Health Information, Medical Coding, Medical Assistant, &](#)

[Administrative Business Technology](#)

[Health and Physical Education](#)

[History, Political Science, Geography, & Latin American Studies](#)

[Hospitality Business](#)

[Library](#)

[Legal Studies](#)

[Marketing, Retailing, Fashion Buying & Merchandising, Fashion Design, & Interior Design](#)

[Mathematics, Computer Science, & Information Technology](#)

[Mortuary Science](#)

[Music](#)

[Nursing](#)

[Philosophy](#)

[Physical Sciences](#)

[Psychology](#)

[Sociology, Anthropology, & Social Work](#)

[Student Personnel Services](#)

[Theatre & Dance](#)

[World Languages and Cultures](#)

## ACADEMIC DISHONESTY & PLAGIARISM POLICY

Academic dishonesty, which includes plagiarism and cheating, will result in some form of disciplinary action that may lead to suspension or expulsion under the rules of the Student Code of Conduct. Cheating can take many forms including but not limited to copying from another student on an examination, using improper forms of assistance, or receiving unauthorized aid when preparing an independent item of work to be submitted for a grade, be it in written, verbal or electronic form. Anyone who assists or conspires to assist another in an act of plagiarism or any other form of academic dishonesty may also be subject to disciplinary action.

Plagiarism is a particular type of academic dishonesty that involves taking the words, phrases or ideas of another person and presenting them as one's own. This can include using whole papers and paragraphs or even sentences or phrases. Plagiarized work may also involve statistics, lab assignments, art work, graphics, photographs, computer programs and other materials. The sources of plagiarized materials include but are not limited to books, magazines, encyclopedias or journals; electronic retrieval sources such as materials on the Internet; other individuals; or paper-writing services.

A student may be judged guilty of plagiarism if the student:

- (a) Submits as one's own an assignment produced by another, in whole or in part.
- (b) Submits the exact words of another, paraphrases the words of another or presents statistics, lab assignments, art work, graphics, photographs, computer programs and other materials without attributing the work to the source, suggesting that this work is the student's own.

Allegations of student plagiarism and academic dishonesty will be dealt with by the appropriate academic department personnel. It is the policy of Nassau Community College that, at the discretion of the faculty member, serious acts will be reported in writing to the Office of the Dean of Students, where such records will be kept for a period of five years beyond the student's last semester of attendance at the College. These records will remain internal to the College and will not be used in any evaluation made for an outside individual or agency unless there is a disciplinary action determined by a formal ruling under the Student Code of Conduct, in which case only those records pertaining to the disciplinary action may apply. A student whose alleged action is reported to the Office of the Dean of Students will be notified by that office and will have the right to submit a letter of denial or explanation.

The Dean will use his/her discretion in determining whether the alleged violation(s) could warrant disciplinary action under the Student Code of Conduct. In that case the procedures governing the Student Code of Conduct will be initiated.

NOTE: We may have listed an abridged version of a particular policy in this Handbook. Visit our website at <http://www.ncc.edu/> for the most current and full versions of all of our policies.



## ACADEMIC DISMISSAL POLICY

[www.ncc.edu/academicstanding](http://www.ncc.edu/academicstanding)

The cumulative Grade Point Average (GPA) of students on probation will be reviewed at the end of each spring semester. Students whose cumulative average remains below the required minimum will be academically dismissed. The Office of the Dean of Students implements, interprets, and ensures compliance with this policy.

A previously dismissed student who is readmitted will not be dismissed under this policy if a GPA of 2.00 or higher is maintained in courses taken since readmission, and if satisfactory progress is demonstrated in remedial courses taken since readmission.

Students have the right to appeal their dismissal. Appeals must be submitted in writing to the Academic Standing Committee through the Office of the Dean of Students no later than six weeks prior to the beginning of the semester for which they wish to be readmitted. Students who fail to appeal their dismissal within the required time limit may submit an appeal in a timely fashion for readmission to a future semester.

All appeal decisions rendered by the Academic Standing Committee shall be final.

## ACADEMIC STANDINGS

[www.ncc.edu/academicstanding](http://www.ncc.edu/academicstanding)

Academic standing is determined according to the regulations of the Academic Standing Committee and are made at the conclusion of each semester. Academic standing will be printed at the top of each semester on your online unofficial transcript.

Decisions made at the conclusion of the spring semester will remain in effect for a minimum of one full semester during the regular school year; that is, until the conclusion of the following fall semester. Grades attained during the intervening summer sessions will be considered only in conjunction with the following fall semester grades for purposes of releasing students from academic standing decisions or limitations.

### **Minimum Grade Point Average Required To Maintain Good Academic Standing**

The following cumulative grade point averages (GPA) are the minimums which must be attained for a student to be considered in good academic standing:

- 1.7 with 1-14 credits attempted (usually one semester)
- 1.8 with 15-29 credits attempted (usually two semesters)
- 1.9 with 30-47 credits attempted
- 2.0 with 48 or more credits attempted

A student whose cumulative average falls below these minima for the first time will remain in good academic standing but shall be limited to 14 credits (or equivalent where preparatory courses are concerned) for the next semester. If, at the end of the next semester, the student's cumulative average still falls below these minima, then the student concerned shall be placed on academic probation and shall be restricted to part-time (fewer than 12 credits) attendance.

## *Interact with us online...*

*The college's website is the place to go for information on just about everything college related. Visit <http://www.ncc.edu> to access: the college's calendar of events, academic calendars, course availability, counselor contact information, student services, information on weather closing and more.*

## ALUMNI ASSOCIATION

[www.ncc.edu/alumni/](http://www.ncc.edu/alumni/)

The Alumni Association of Nassau Community College, Ltd., a not-for-profit corporation, was founded in 1985 to create and maintain, among the College's graduates, an abiding sense of personal commitment to the life and growth of Nassau Community College. Membership is open to all degree and certificate recipients of Nassau Community College.

## ATHLETICS

<https://nassaulions.com/>

**Physical Education Complex**

**516-572-7522**

Expert coaching in the finest indoor and outdoor athletic facilities has made the men's and women's varsity teams at Nassau a dominant force in the National Junior College Athletic Association. Individual athletes have gone on to prominence at senior colleges and universities, as well as in professional sports and as coaches and physical education teachers.

## ATM

ATMs are located in the following places:

- Tower Lower Level (near the elevators)
- Bookstore (outer vestibule)
- Library (1<sup>st</sup> Floor)
- Student Services Center (near the Information Desk)

*Remember to bring your NCC ID with you  
every time you come to campus.*

## ATTENDANCE POLICY

[https://collegecatalog.ncc.edu/current/policiesandprocedures/records\\_registration/attendance.htm](https://collegecatalog.ncc.edu/current/policiesandprocedures/records_registration/attendance.htm)

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### **Class Attendance**

Students are expected to attend all classes. Absences due to illness or for other serious reasons may be excused at the discretion of the instructor. Students are advised that excessive absences may have a negative impact on their academic performance and/or outcome. Some departments may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed. Students receiving Veterans Administration educational benefits are reminded of their legal obligation to withdraw officially and to notify the VA Certifying Officials in the Office of the Registrar if there are any changes in enrollment.

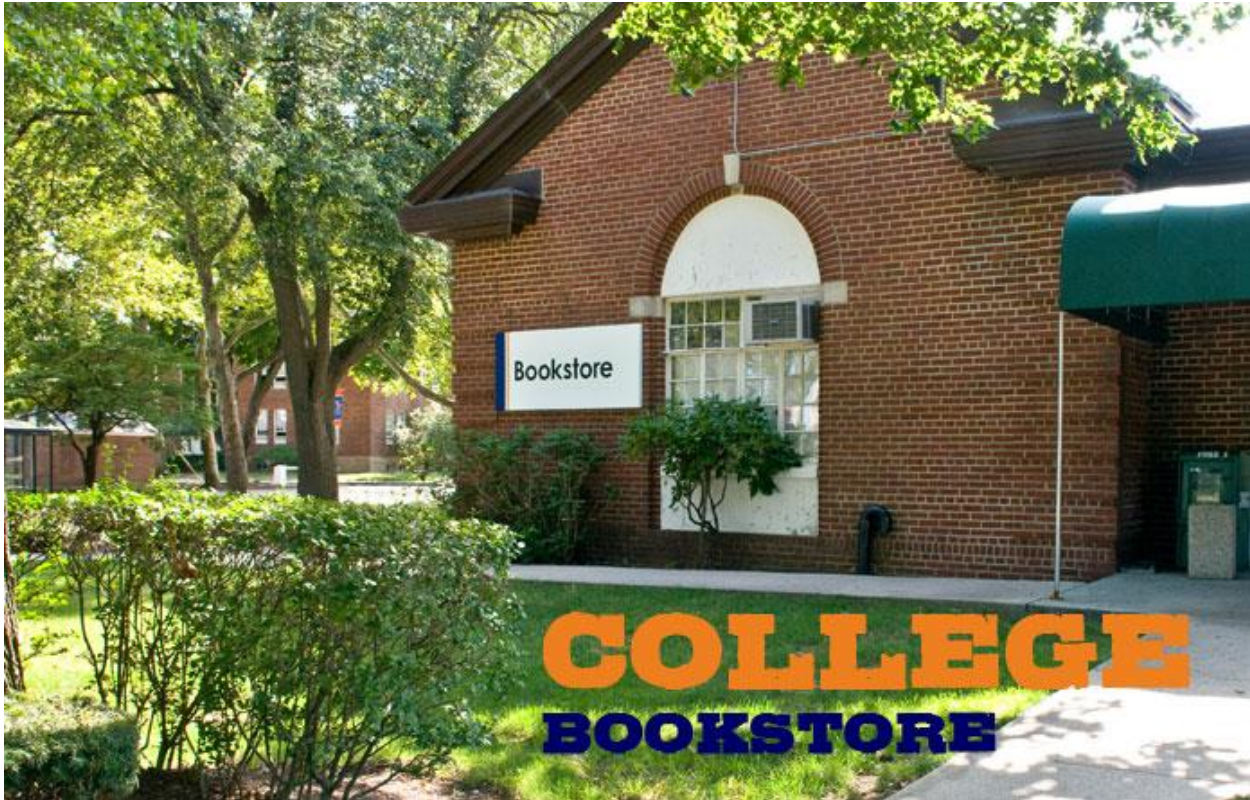
### **Online and Hybrid Class Attendance**

To demonstrate attendance in a distance education class, students must meet one or more of the following criteria including but not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the institution; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

## AUDITING CLASSES

Auditors may be permitted in classes under the following conditions:

- Regular course fees are paid;
- Section enrollment limits are not exceeded;
- Auditors are clearly identified to the instructor;
- Auditors do not preempt seats desired by credit students (i.e. auditors are not admitted until after the drop/add period is completed);
- No more than five auditors may be permitted in any one section;
- A grade cannot be subsequently or retroactively awarded.



## BOOKSTORE

<https://www.bkstr.com/nassaustore/home>

## BUS SERVICE (Nassau Inter-County Express)

**516-228-4000**

Public transportation to the College is available. Route and schedule information may be obtained from the Bus Information Center at 516-228-4000.

## CAREER & TRANSFER COUNSELING CENTER

[www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling)

[www.ncc.edu/transfercounseling](http://www.ncc.edu/transfercounseling)

[www.ncc.edu/spd\\_employerservices](http://www.ncc.edu/spd_employerservices)

**Nassau Hall (Building M) – Room 19**

**516-572-7696**

The Career and Transfer Counseling Center provides counseling and vocational testing for students seeking to make career decisions. The Center contains resource materials on a variety of career fields, information regarding transfer opportunities to four-year colleges and universities, and information about scholarships. Students can receive help with finding employment and internships, resume and cover letter writing, and interview preparation. Group events as well as individual appointments are available to all students.



## CAMPUS CRISIS INTERVENTION (Psychological Counseling)

[https://www.ncc.edu/campuservices/psychological\\_counseling](https://www.ncc.edu/campuservices/psychological_counseling)

**Nassau Hall (Building M) – Room 14**

**516-572-7698**

Members of the Campus Community should contact Psychological Counseling to request services for a student who seems to be experiencing a psychological crisis situation. Psychological Counseling will respond to these calls and assess the student's need as indicated below:

- a. If deemed an emergency, a psychological counselor will meet with the student in the office (Room 14, Nassau Hall), respond to the scene if needed or make other suitable arrangements based on the circumstances.
- b. If a non-emergency, an appointment will be made for counseling at the earliest available opportunity. In the event that none of the Psychological Counselors are immediately available, the secretary will call NCC Public Safety to request assistance. If the responding professional determines that a student requires immediate psychiatric care, he/she will arrange for the student to be seen at an appropriate facility in the community.

If a possible crisis occurs at a time when the Psychological Counseling Office is closed, please call Public Safety 516-572-7111 for assistance.

## CENTER FOR SERVICE LEARNING (CSL)

**Student Services Center (Tower Building)**

**516-572-9775**

The Center for Applied Learning seeks to reinvigorate the civic mission of higher education and instill in students a sense of social responsibility and civic awareness. It is a pedagogical tool which encourages students to learn and explore issues vital to society, inside and outside the classroom. Students learn from engaging with communities by active participation.

**NCC Tip: Check your NCC student email frequently to find out about important college information**

## CENTER FOR EDUCATIONAL & RETENTION COUNSELING (CERC)

[https://www.ncc.edu/campuservices/educational\\_counseling/](https://www.ncc.edu/campuservices/educational_counseling/)

**Nassau Hall (Building M) – Room 4**

**516-572-7141**

Educational counselors assist students with a wide range of concerns from educational decision-making to personal, social or family problem solving. Counselors offer help in the following areas:

- Counseling students with low grade point averages
- Educational planning
- Study skills enhancement
- Changing area of concentration (major)
- Reviewing academic standing
- Test anxiety and relaxation techniques
- Life skills - balancing life, work and home
- Clarifying goals and decision-making

## CENTER FOR STUDENTS WITH DISABILITIES (CSD)

[https://www.ncc.edu/campuservices/disabilities\\_services/](https://www.ncc.edu/campuservices/disabilities_services/)

**Building U**

**516-572-7241**

**TTY: 516-572-7617**

CSD provides support services including, counseling, registration and tutoring for students with documented physical, hearing, visual, psychiatric, and learning disabilities. Students needing accommodations are encouraged to contact CSD.

## CENTER FOR VETERANS AFFAIRS

<https://www.ncc.edu/campuservices/veterans/centerforveteransaffairs.shtml>

**Student Services Center (Tower Building)**

**516-572-7376**

The Center for Veterans Affairs assists students in obtaining the education benefits to which they are entitled to from the Department of Veterans Affairs. In addition, the Center provides information and referrals to various services designed to help veterans make a smooth and productive transition from military to college life. Services include: how to apply to the College, utilizing financial resources including the Post 9/11 GI Bill, counseling referral, and assistance with scheduling.

## CHANGE OF GRADE

[www.ncc.edu/change\\_of\\_grade](http://www.ncc.edu/change_of_grade)

Ordinarily, all letter grades are considered permanent (“INC” is not considered a letter grade). Changes of these grades will be made only upon the instructor’s submission of clearly defined reason(s) or documentation which supports the justification for such an extraordinary change. “W” grades earned via the official withdrawal procedure will not be changed under any circumstances.

Changes of Incomplete (“INC”) grades must be processed by the end of the next regular semester. All changes of grades (other than INC) must be processed within one year of the end of the semester involved unless demonstrated to be a result of clerical or computational error.

Changes of grade are initiated by the instructor issuing the appropriate Change of Grade form under the following conditions:

1. Documented computational or clerical error in recording the grade.
2. Removal of an Incomplete (“INC”) upon satisfactory completion of course requirement(s), (an Incomplete must be completed by the end of the next regular semester or it will change to an “F”).
3. Reassessment of student performance (subjective evaluation) subsequent to grade issuance.

Grade changes must be approved by the department chairperson before any official record adjustments can be made by the Office of the Registrar.

## CHANGE OF PROGRAM (MAJOR)

A student wishing to change his/her program should submit a Change of Program on the MyNCC Portal. See "Grade Point Average" section in this catalog for possible effect on grades. Students not meeting the initial admission requirement to the new area of study will not be given approval for such a change until they have satisfactorily completed at least 15 credits at the College. The College, reserves the right to refuse matriculation or change of program into specific departments because the number of qualified students often exceeds the number of spaces available.



## CHILD CARE SERVICES

[www.ncc.edu/greenhouse](http://www.ncc.edu/greenhouse)

**516-572-7614**

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 enrolls children between the ages of 8 weeks and 5 years of age in six age-related groups. The Children's Greenhouse is licensed by the New York State Office of Children and Family Services and 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.

## CLASSROOM DISRUPTION POLICY

(Formerly the Classroom Management Policy)

[www.ncc.edu/classroom\\_disruption](http://www.ncc.edu/classroom_disruption)

Faculty has a right and responsibility to maintain a proper learning environment in the classroom. As integral members of this partnership, students are expected to participate actively in the learning experience and must do so in an appropriate manner.

Disruptive conduct in the classroom that interferes with the instructor's performance of his/her professional functions or that undermines the integrity of student learning will not be tolerated. Disruptive conduct includes, but is not limited to:

- Students who routinely enter class late or depart early,
- Students who repeatedly talk in class without being called upon;
- Students who continually interrupt lectures;
- Students whose cell phones repeatedly ring and/or emit an audible sound during class or students who repeatedly text during class;
- Students who intimidate or harass a professor/classmate;
- Students who threaten a professor/classmate, participate in a physical display of anger, or verbally abuse a faculty member/classmate;
- Students whose classroom behavior otherwise violates the College's Student Code of Conduct and (or) Sexual Harassment and Sexual Violence Policy.

This negative behavior will incur faculty intervention and may result in disciplinary action. The procedures designed to ensure the right of due process for both instructor and student, as well as the College's right to impose penalties for infractions, are as follows:

1. The instructor will apprise the student of the inappropriateness of the behavior and ask that the negative behavior cease.
2. If negative behavior persists, the instructor may:
  - a. Refer the student to campus support services, and /or
  - b. Remove the student from class for one class meeting and inform the student to contact the instructor prior to the next scheduled class meeting.
  - c. In case of severe negative behavior, Public Safety will be called and the student will be immediately removed from class.
3. If the behavior persists and the faculty member wants to remove the student from class, the instructor will inform the chair immediately and submit a signed and dated written statement of the incident to the Department Chair within two (2) academic calendar days. Within two (2) academic calendar days, the Department Chair will call a meeting(s) with the faculty member and the student to review the matter. If a unanimous resolution is not reached, the student will have the opportunity to appeal his removal from the classroom to the Dean of Students, by Chair using the [Classroom Disruption Student Appeal Form](#).

NOTE: We may have listed an abridged version of a particular policy in this Handbook. Visit our website at <http://www.ncc.edu/> for the most current and full versions of all of our policies.

## CLASS SCHEDULE

How to read your class schedule:

M = Monday  
 T = Tuesday  
 W = Wednesday  
 R = Thursday  
 F = Friday  
 S = Saturday  
 U = Sunday

Some classes meet on more than one day and will be listed as such.

For example: TR=Tuesdays AND Thursdays  
 SU=Saturday AND Sunday

## CLUB HOUR

To facilitate student and faculty participation in extracurricular and co-curricular events there are typically no classes held on Tuesdays and Thursdays from 11:30am -12:45 pm.

## COLLEGE CENTER BUILDING (CCB)

**516-572-7148**

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 club and organization offices, information areas, and the Office of Student Activities are located in the CCB.

## COMPUTER LABS

**Library 1st Floor – Information Common**

**516-572-7620**

Computers with Internet access and Microsoft Office applications (Word, Excel, Power Point, and Access) are available for students to use.

## DEAN'S HONOR LIST

[www.ncc.edu/dean\\_list](http://www.ncc.edu/dean_list)

After the completion of each fall and spring semester, outstanding scholastic achievement is recognized through the compilation of the Dean's Honor List. This honor is noted on the student's permanent transcript.

## DEAN OF STUDENTS

[https://www.ncc.edu/campuservices/dean\\_of\\_students/](https://www.ncc.edu/campuservices/dean_of_students/)

College Center Building (CCB) room 312

516-572-7376

The mission of the Dean of Students Office is to enhance the quality, character, and perspectives of our students. We promote an environment that encourages intellectual exchange and individual expression through orientation, mentoring and counseling programs. The role of the Dean of Students is to represent student concerns and provide programs and services that facilitate both student personal and academic growth. The Office also oversees implementation of College rules and policies that have been established for the well-being of all.

## DEGREES AND CERTIFICATES

The following descriptions of the three types of degree and certificate programs offered by the College:

### **Associate In Arts (AA)**

This degree is primarily for transfer programs which lead to the Bachelor of Arts degree. The curriculum is composed largely of courses in the liberal arts and sciences.

### **Associate In Science (AS)**

This degree may be used for certain occupationally-oriented curricula, but is primarily for transfer programs which lead to the Bachelor of Science degree. The curricula are composed largely of courses in their respective disciplines.

### **Associate In Applied Science (AAS)**

### **Associate In Occupational Studies (AOS)**

The AAS and AOS degrees are primarily for occupationally oriented curricula, but may at times be appropriate as a transfer degree to certain types of specialized Baccalaureate programs.

### **Certificates**

A Certificate is a credential registered by the State Education Department and issued by the College in recognition of the completion of a curriculum other than one leading to a degree. A Certificate program can be completed in a shorter time than the Associate degree program. Designed for those eager to enter the work force, certificate programs offer career preparation in several different areas.



## DRUG FREE CAMPUS POLICY

Nassau Community College is committed to a proactive preventative approach in assuring the campus is free of alcohol and substance abuse. The College expressly prohibits the unlawful use, possession, manufacture, distribution, or dispensation of controlled substances, which includes alcohol, in all Nassau Community College facilities or while attending or conducting college business off campus.

## EMAIL

NCC email is the official means of communication with students. The College can convey relevant registration, academic and administrative information to our student populations using their [NCC Student email account](#). Students are responsible for checking their email account regularly so they do not miss important, time-sensitive, College communications.



## ENGLISH AS A SECOND LANGUAGE

The College offers a number of special courses and programs in English as a Second Language (ESL) for students interested in academic, personal, or professional growth.

For new matriculated ESL students, the College ESL Program provides separate course work in the areas of writing, reading, and speaking/ listening at the advanced (030) level of instruction. Courses are given at convenient times during the daytime, in the evenings, and on weekends. For descriptions of ESL courses, consult the listings in the College catalog under English (ENG), Reading (RDG) and Communications (COM).

Placement into this program is determined by the ESL Placement Test. The test has three components: an essay exam, a reading test, and a listening exam. Students will be given an appointment to take the test. In order to fulfill the College's ESL requirements, ESL students must pass or be placed out of English ENG 030, Reading RDG 030, and Communications COM 030. Successful completion of this course work will demonstrate that students have the skills necessary to continue with academic course work in a wide range of disciplines, and work toward a degree or certificate in a selected major, career or vocation.

## EQUITY, INCLUSION & AFFIRMATIVE ACTION, ADA/504 OFFICE

[https://www.ncc.edu/aboutncc/ourpeople/administration/affirmative\\_action/](https://www.ncc.edu/aboutncc/ourpeople/administration/affirmative_action/)

**Tower Building - 818**

**516-572-7121**

The Office of Equity, Inclusion and Affirmative Action is dedicated to recognizing diversity and pluralism of values and beliefs on campus and is committed to fostering a fair, non-discriminatory, diverse educational and employment environment for the entire College Community.

## FACULTY STUDENT ASSOCIATION

**College Center Building, Room 200**

**516-572-7143**

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.

## FEDERAL WORK STUDY PROGRAM

[https://www.ncc.edu/financialaid/work\\_study/](https://www.ncc.edu/financialaid/work_study/)

**Student Services Center (Tower Building LL)**

**516-572-7396**

The Federal Work-Study program is a federally funded, financial aid employment program. To be eligible a student must be matriculated and enrolled in a minimum of 6 credits. Eligibility is based on need as determined by the FAFSA and the availability of funds.

## FERPA (The Family Educational Right and Privacy Act)

<https://www.ncc.edu/registrar/ferpa/>

The Family Educational Rights and Privacy Act (FERPA) affords students attending post-secondary institutions certain rights with respect to their education records. An "Education Record" is defined as a record that is directly related to a student and is maintained by Nassau Community College. Click above link for full version of the Family Educational Right and Privacy Act.

## FINANCIAL AID OFFICE

<https://www.ncc.edu/financialaid/>

**Student Services Center (Tower Building LL)**

**516-572-7396**

The College offers federal, state and college financial aid in the form of scholarships, grants, loans, and work eligible students. Information about financial aid is available at the Financial Aid Office.

## FIRST YEAR EXPERIENCE (FYE)

[http://www.ncc.edu/studentlife/first\\_year\\_experience/](http://www.ncc.edu/studentlife/first_year_experience/)

Easing your transition to college, helping you feel at home on campus, promoting academic success—all are goals of Nassau Community College's First Year Experience (FYE) program. This Program features a series of events and services aimed at helping you learn about the College and connect to the campus, your professors, and your classmates.

## FOOD SERVICES

[www.ncc.edu/dining](http://www.ncc.edu/dining)



### **Center Court Café**

**College Center Building (CCB) – Lower Level**

### **Starbucks**

**College Center Building (CCB) – First Floor**

### **The Market Place**

**B Cluster**



## FRESH START

[https://www.ncc.edu/advisement/fresh\\_start.shtml](https://www.ncc.edu/advisement/fresh_start.shtml)

This program allows a student who has not been in attendance at Nassau Community College (NCC) for a three year period (consisting of 6 semesters during the spring and fall) to cancel grades lower than C earned during previous attendance. Canceled grades will not be calculated into the student's Grade Point Average (GPA) nor credited towards a degree.

A student may apply for this program during the semester he/she expects to complete 12 credits after re-entry. A candidate must complete the twelve (12) credit hours within two academic years from the time of re-entry. Grades in all credit courses taken after re-entry must be C or higher.

A student will be permitted withdrawal (W) grades only if he/she has medical or personal exceptions authorized and accepted by the Dean of Students.

All previously taken courses and the resulting grades will still be displayed on the student's transcript. Fresh Start does not apply to NCC graduates returning to the College for further study. Applications may be obtained at the Student Services Center.



## GAME ROOM

[www.ncc.edu/gameroom](http://www.ncc.edu/gameroom)

**College Union (Building U)**

**516-572-7148**

The Game Room, located in the College Union (Building “U”) is a spot where students can visit between classes and relax or play chess, checkers, scrabble, table tennis, billiards or foosball, as well as other games.

## GRADE GRIEVANCE POLICY

Students who believe that there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grieved instructor's course syllabus that adversely affected their grade in a particular course may appeal their grade, if they do so before the appropriate deadline.

At each step of the process described below, a student must submit a detailed written argument explaining why his/her grade grievance should be upheld.

Grievances must be pursued in the following manner until satisfaction is obtained, a grievance is dismissed, or a decision is reached. The grieved instructor may initiate a grade change at any point in the procedure.

- Step 1: With the grieved instructor who issued the grade.
- Step 2: With the grieved instructor's department chairperson (and with any members of Department Personnel and Budget [P&B] Committee that the chair wishes to include).
- Step 3: With the grieved instructor's department chairperson and Academic Standing Committee Chair.

If the grieved instructor's department chair (or his/her designee in the case of recusal) and the Academic Standing Committee Chair (or the next ranking member of the Committee in the case of recusal), unanimously conclude that there is no evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus that adversely affected the student's grade in a particular course, then the grievance will be dismissed without a further hearing. The student will be informed of the final decision to dismiss the grade grievance. In all other cases, the department chair and the Academic Standing Committee Chair will form an Ad Hoc Committee to hear the student's grievance.

The Ad Hoc Committee will be a joint committee consisting of three (3) members from the concerned department's P&B Committee, three (3) faculty members from the Academic Standing Committee, and one (1) student representative from the Student Government Association. There will be co-chairs of the Ad Hoc Committee, one (1) member of the P&B Committee and one (1) member of the Academic Standing Committee. After a hearing, the Ad Hoc Committee will deliberate and vote on the student's grade grievance. A student's grade grievance will be upheld if two-thirds (2/3) of the P&B Committee members and two-thirds (2/3) faculty members from the Academic Standing Committee find in favor of the student. The Ad Hoc Committee will not re-evaluate a student's work in deciding a grade grievance. The student's grade can be adjusted only if there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grieved instructor's own course syllabus that adversely affected a student's grade. In cases where the student's grade grievance has been upheld, then the P&B members of the Ad Hoc Committee (in consultation with the other members of the Ad Hoc Committee) will decide what grade to award the student, using the grieved faculty member's grading policy for that specific class, if at all possible.

The Ad Hoc Committee's decision will be binding.

NOTE: We may have listed an abridged version of a particular policy in this Handbook. Visit our website at <http://www.ncc.edu/> for the most current and full versions of all of our policies.

## GRADING SYSTEM

[www.ncc.edu/grading\\_system](http://www.ncc.edu/grading_system)

Percentage Equivalent	Grade	Quality of Achievement	Quality Points
90-100%	A	Excellent	4.0
85-89	B+		3.5
80-84	B	Very Good	3.0
75-79	C+		2.5
70-74	C	Average	2.0
65-69	D+		1.5
60-64	D	Minimum Passing	1.0
	F	Failure	0
	UW	Unofficial Withdrawal for Credit Courses*	0
	WU	Unofficial Withdrawal	-
	INC	Incomplete	-
	NA	Never Attended	-
	NG	No-Grade Audit	-
	S	Satisfactory	-
	U	Unsatisfactory	-
	UU	Unofficial Withdrawal For Non-Credit Courses**	-
	W	Withdrawal	-

*\*The grade of UW is no longer issued as of Fall 2022.*

*\*\*The grade of UU is no longer issued as of Fall 2022.*

## GRADE POINT AVERAGE

The grade point average is the index of academic performance used to determine whether the student will be permitted to continue at the College and/or graduate. In compiling a student's grade point average, the following factors must also be taken into consideration:

1. When transfer credit is awarded, the transfer grade is not computed in the grade point average.
2. If a student officially changes his/her program of study, an evaluation will be made by the new department chairperson to determine whether grades and credits in courses formerly required, but not required in the new curriculum, will be computed in the grade point average. If a student has attempted fewer than 40 credits at Nassau Community College, certain courses required in the former area and not required in the new area will not be calculated in the student's average or included as credit toward the student's degree.
3. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark (A-F, but not including "W", "WU", "INC", "S", "U", "UU" or "NA") will be included in the grade point average.

## #stayintheKNOW

Like NCC on Facebook

<https://www.facebook.com/nassaucommunitycollege>

Text "Nassau" to 313131

For information about upcoming events

Follow us on Instagram

<https://www.instagram.com/nassaucommunitycollege>





# Grade Point Average

## Calculating Your Grade-Point Average

Your Grade-Point Average (or GPA) is an important part of your academic record. It reflects grades that you have received in credit courses at Nassau, beginning in your first semester and continuing through your final semester of attendance.

Your GPA is computed by (a) multiplying the Quality Point value of each grade you receive by the credits designated for that course; (b) adding the total quality points you have earned; and (c) dividing this figure by the number of credits you have attempted.

### Quality Point Scale

A	=	4	B+	=	3.5	B	=	3.0
C+	=	2.5	C	=	2	D+	=	1.5
D	=	1	F	=	0	UW	=	0

### Example:

Course	Grade	Credits	Quality Points	Credits x Quality Points
BIO 101	B+	4	3.5	14
ENG 101	A	3	4	12
MAT 100	C+	4	2.5	10
RDG 002	S	-	0	-
NCC 101	B	1	3	3
		12		39

(Total Quality Points) Divided By (Total Credits Attempted) = Your GPA

**For this example: 39 Divided By 12 = 3.25**

### Notes

\*Grades of *W*, *INC*, *S*, *U*, or *UU* carry no Quality Points and have no effect on your GPA.

\*If you receive a grade of *UW* or *F* in a course, you must count that course in your total attempted credits when computing your GPA.

\*If you repeat a credit course, you must use the most recent grade earned when computing your GPA. However, you should count the credits for the course only once.

*For more information about computing your grade-point average, consult the current college catalog ([www.ncc.edu](http://www.ncc.edu)).*

## GRADUATION

A minimum cumulative grade point average of 2.0 is required for graduation from both degree and certificate programs. Students are required to complete at least 33 credit hours in residence (i.e. completed at NCC) within the degree programs and 15 credit hours in residence within the certificate programs. If a student believes that all requirements for a degree or certificate will be completed by the end of the fall, spring, or summer semester, he or she must apply for graduation via their MyNCC portal. The Application for Graduation will be available online until the following deadline dates:

Fall Semester Graduates -	Last Monday in October
Spring Semester Graduates -	Last Monday in February
Spring Semester Graduates -	Last Monday in June



## GRADUATION WITH HONORS

Honors graduates will be awarded degrees:

Summa cum Laude (with the greatest praise) if the cumulative average is 3.9 or higher;  
 Magna cum Laude (with great praise) if the cumulative average is 3.7 to 3.89; or  
 Cum Laude (with praise) if the cumulative average is 3.5 to 3.69.

These honors will be inscribed on the diploma and noted on the official transcript of record.

## HEALTH AND WELLNESS OFFICE

[https://www.ncc.edu/campuservices/health\\_services/](https://www.ncc.edu/campuservices/health_services/)

Southwest side of campus near the College Union and Theatre

516-572-7123

Submit your Immunization records and/or request an immunization transcript. Here, you can submit physicals for the nursing, allied health and mortuary science programs. Physical education waivers are processed here. Nurses are also on staff to provide First Aid, information and updates on COVID-19, and literature on health-related issues.

## HONORS PROGRAM

<http://www.ncc.edu/programsandcourses/honorsprogram/>

North Hall (Building N) - Room 106

516-572-7194

The Honors Program at Nassau Community College is a highly selective program made up of students who graduated at the top of their high school classes.

## IMMUNIZATIONS

[www.ncc.edu/immunization](http://www.ncc.edu/immunization)

New York State Public Health Law requires that students born on or after January 1, 1957 and enrolled in 6 or more credits must file proof of immunizations against measles, mumps and rubella and complete a meningitis survey. Failure to comply with this law within 30 days from the start of the semester will result in a student's disenrollment from classes without a refund of tuition and fees.

The College has established a clear set of standards and responsibilities for all community members and visitors in response to COVID. The College's safety plan and COVID immunization requirements can be found here: <https://www.ncc.edu/nccnext/>

## INCOMPLETE GRADES

Grades of Incomplete (“INC”) may be assigned to those students who, for some valid reason, have not satisfied all academic requirements for the course but have a reasonable expectation of completing the required work. While a request for an incomplete grade should be initiated by the student, it is assigned at the discretion of the instructor. It is the student’s responsibility to contact the instructor of the course to determine the nature of the work required to complete the course and thus remove the grade of Incomplete. A grade of Incomplete shall carry no immediate penalty, but grades of Incomplete not removed by the end of the following 15-week semester will automatically be changed to an “F.” In extenuating circumstances, the instructor may petition the Vice President for Academic Affairs to extend the time for making up the Incomplete “INC” grade.



## INFORMATION SERVICES CENTER

<http://www.ncc.edu/campuservices/informationervices.shtml>

**Student Services Center (Tower Building LL)**

**516-572-7501**

**Fax: 516-572-3557**

The Information Services Center team is available to answer questions about the College and to direct visitors and students.

## INTERNATIONAL STUDENT AFFAIRS (ISA)

<https://www.ncc.edu/admissions/internationalstudents/>

**Student Services Center (Tower LL)**

**516-572-7053**

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. 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 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. The ISA Office can also be reached via e-mail at isaoff@ncc.edu.



## LEARNING/HELP CENTERS

Nassau Community College provides a variety of designated Learning or Help Centers to assist students in all curricula when extra or supplementary course work is needed or required. The activities in these Learning/Help Centers include services for students in virtually all credit and non-credit programs.

### **Accounting and Business**

516-572-7014

Building A309

Provides tutoring for accounting and business courses and computers with Internet access and accounting and business-related software.

### **Administrative Business Technology**

516-572-6291

Building A115

Provides reinforcement for Administrative Business Technology students in Microsoft Office applications Word, Excel, Access, Power Point, keyboarding, speedwriting, transcription, and desktop publishing.

### **Anatomy and Physiology**

516-572-9640

Building L102

Offers extra help by faculty and use of Anatomy and Physiology labs for students in anatomy and physiology courses.

### **Biology**

516-572-7575

Building F107

Provides tutoring and supplemental assistance for students in biology courses.

### **Ceramics**

516-572-7162

Building G178

Offers hours for students in ceramic and sculpture courses to work on their projects.

### **Chemistry**

516-572-7580

Life Sciences Building 124

Offers tutorial services, text answer books, self-help worksheets, videotapes on specific chemistry topics, computerized tutorials (ADA-enhanced computer available) for students currently enrolled in chemistry courses.

### **Communications**

516-572-9671

Building F117

Offers computer-assisted instruction for students in advanced ESL communications courses, tutoring for students in American Sign Language courses and audio/video supplementary materials and software programs for communications classes.

## LEARNING/HELP CENTERS

### **Computer Graphics**

516-572-7162

Building G C50

Offers hours for students in computer graphics and other art courses to work on their projects.

### **Computer Learning Centers**

516-572-7379

Building B225 and B227

For students enrolled in computer courses. Provides walk-in help with assignments, tutoring by appointment only, help classes in fall and spring semesters, computers with program specific applications and review sessions for students enrolled in Math Department computer courses.

### **CSD Computer Access Lab**

516-572-7241

Building U109

Provides adaptive computer systems for students registered with the Center for Students with Disabilities. Contact this Center for Students with Disabilities 516-572-7241 for information.

### **Engineering**

516-572-7035

Building D114

Offers tutoring to students enrolled in courses in the department. Day and evening hours are available.

### **Hospitality Business**

516-572-7344

Building K5

Offers hours for students to work on their projects.

### **Legal Studies**

516-572-7774

Building A3029

Offers tutoring as well as other learning aids for students enrolled in Law courses. Access to Westlaw.

### **Marketing/Retailing/Fashion/Interior Design**

516-572-7587

Building A207/217/213

Offers tutoring in Marketing 101 and Retailing 111. Offers hours for students to work on their projects.

### **Math Center**

516-572-7394

Building B130

### **Music**

516-572-7446

Building V

Offer tutorial help for students in music classes. Provides pianos for practice for students enrolled in piano courses.



## LEARNING/HELP CENTERS

### **Nursing Learning Center**

516-572-9630

Life Sciences Building 323

Provides students with opportunity to enhance skills.

### **Photography**

516-572-7162

Building G C20/23

Offers hours for students in photography courses to work on their projects.

### **Physics**

516-572-7272

Building D218

Offers tutoring to students enrolled in courses in the department. Day and evening hours are available.

### **Physical Therapist Assistant**

516-572-7556

Building E211A

Offers tutoring and program specific computer learning software for physical therapist assistant students.

### **Printmaking**

516-572-7559

Building G170

Offers hours for students in printmaking, and students developing art portfolios to work on their projects

### **Radiologic Technology**

516-572-7559

Building E210

Provides tutoring and program specific computer learning software for radiologic technology students.

### **Respiratory Care**

516-572-7560

Building E218

Provides tutoring and program specific computer learning software for respiratory care students.

### **Sound Recording Lab**

516-572-7446

Building V112

Provides tutorial help for students in Studio Recording Technology courses.

### **World Languages and Cultures**

516-572-7414

Building M15

Offers tutoring, audio, video, computer-assisted foreign language learning materials, and Internet access for students enrolled in foreign language courses.

## LOST AND FOUND

<https://www.ncc.edu/campuservices/parkingandsafety>

Public Safety - East end of Parking Lot West 4B

516-572-7100

To inquire about any property lost or found on campus, please contact Public Safety.

## LIBRARY (A. Holly Patterson Library)

<https://library.ncc.edu/library>

516-572-7401

The Library continues to evolve as an information center for the 21<sup>st</sup> century. NASCAT, Nassau's networked library catalog, provides access to the College's full range of materials from the World Wide Web. Through this graphical interface, it is possible to simultaneously search the catalogs of most of the SUNY colleges from computers in the Library or anywhere else. It is also possible to search the catalogs of public libraries throughout the region from the same Internet stations.



## MEDICAL/PERSONAL WITHDRAWALS

[https://www.ncc.edu/campuservices/dean\\_of\\_students/excused\\_withdrawal.shtml](https://www.ncc.edu/campuservices/dean_of_students/excused_withdrawal.shtml)

### **If you are requesting a medical/personal withdrawal the following is required:**

1. You must withdraw from all registered classes for the semester. If you are not physically able to do this, a designee of your choice with proper identification may do so.
2. Please visit, complete and sign the Medical/Personal Withdrawal Form found at the link above.

Medical reasons will require an original note from your doctor stating you were under his/her care during the time of your absence, the nature of your illness, and the fact that this prevented you from completing the semester. Personal reasons will require documentation that will support your request, i.e. court papers, death certificates, etc. Supply any additional documentation that you feel will support your case.

You have one year from the end of the semester in question to file a medical/personal withdrawal request.

## MISSION

Nassau Community College, a constituent member of the State University of New York system, is a comprehensive, full-opportunity institution of higher education. All who can benefit from its resources have the opportunity to expand their knowledge and skills and to pursue the goal of lifelong learning. The College is dedicated to high quality, low-cost education and career preparation to meet the needs and interests of the community it serves. It is committed to academic excellence and the dignity and worth of the individual. To this end, Nassau Community College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificate and continuing education programs. Its curricula span the liberal arts and sciences, as well as pre-professional and professional areas, for the benefit of a diverse population. The College places a high priority on small classes, taught by qualified, experienced faculty, to provide an optimal educational environment.

## MYNCC ONLINE SYSTEM

<https://www.ncc.edu/mybcc/>

MyNCC is the online Nassau Community College information and registration system. All students can view available information and perform some functions. Self-service registration is available to many students but may be limited for new students attending NCC or students in certain remediation.

## NCC 101 – FRESHMAN SEMINAR

516-572-

7506

All students are encouraged to take the one-credit NCC 101 course. Aptly named The College Experience, NCC 101 eases students' transition to college by providing information about Nassau, as well as assistance in understanding the goals and expectations of higher education. Sessions tend to be interactive, with students encouraged to work in small groups and to write weekly letters. Through NCC 101, first-year students are exposed to the College's many resources — through presentations by guest speakers, visits to campus services and information about extracurricular activities. In addition, the course covers such topics as learning styles, time management, degree requirements and the ins and outs of advisement and academic planning.

## NEWSPAPER (VIGNETTE)

College Center Building Room 347

516-222-7071

Do you like to write? Are you interested in a career in journalism, public relations, advertising, photography, or publishing? Would you like to be involved in an organization that advocates for students' rights and interests? If you answered yes to even one of these questions, the *Vignette* staff would like to meet you! The *Vignette*, NCC's official campus newspaper, is a publication that's written, edited, and produced by students. It offers members opportunities to learn layout and design, acquire photography skills, gain experience in advertising and business, and—of course—become better writers. The newspaper also gives students the chance to express their views on important campus issues. If having your voice heard is important to you, the *Vignette* is the place to be.

## NON-DEGREE SEEKING STUDENTS

<https://www.ncc.edu/admissions/enrichment.shtml>

Students who do not intend to pursue a degree or certificate at Nassau, but plan to take courses for personal enrichment or professional growth, should apply as non-degree students. Non-degree students are not required to take the College's skills placement test unless the course(s) they wish to take require minimum scores on these tests. In particular, they will be prohibited from enrolling in any credit-bearing English, reading or mathematics courses until placement test results are available. Certain exemptions are granted, as noted in the following section on Placement Tests.

Non-degree students are not eligible for state and federal financial aid programs. Additionally, non-degree students may be restricted from taking certain courses due to pre-requisites. Students in attendance who wish to change from non-degree to degree-seeking (i.e. matriculated status) must contact the Office of the Registrar. Additional requirements may have to be completed before matriculation can occur.

## PUBLIC SAFETY DEPARTMENT

East end of Parking Lot West 4B

516-572-7100

Emergency: 516-572-7111

Public Safety provides campus foot and motor patrols, responds to emergency situations, and issues College identification cards. The Public Safety Department is staffed 24-hours a day, 7 days a week.

## PSYCHOLOGICAL COUNSELING CENTER

Nassau Hall (Building M) – Room 14

516-572-7698

The Psychological Counseling Center offers students psychological assessment, counseling, crisis intervention and referrals to off-campus resources.

## RADIO STATION WHPC

<https://www.ncc.edu/studentlife/whpcradiostation>

516-572-7438

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.



## RELIGIOUS ABSENCES

[https://collegecatalog.ncc.edu/current/policiesandprocedures/records\\_registration/attendance.html](https://collegecatalog.ncc.edu/current/policiesandprocedures/records_registration/attendance.html)

The laws of the State of New York, Section 224 A of the Education Law, provide that:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/ she is unable, because of his/her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes on a particular day or days, shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.
  - o **6a.** It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his/ her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

## SCHOLARSHIPS

[www.ncc.edu/scholarships](http://www.ncc.edu/scholarships)

Explore the many opportunities for NCC students to qualify and earn free money for school.

## SECOND DEGREE OR CERTIFICATE

[https://collegecatalog.ncc.edu/current/policiesandprocedures/academic\\_info/grad\\_policies.html](https://collegecatalog.ncc.edu/current/policiesandprocedures/academic_info/grad_policies.html)

A second degree (or certificate) may be undertaken either concurrently or consecutively at Nassau Community College only when a significant amount of additional course work in a very different field is completed.

Each second degree candidate must complete at least 24 additional credits in the different field (of the 24, 15 must be taken at NCC). Additionally, each second degree must also contain the minimum of 33 credits in residence.

Finally, each candidate seeking a second degree must obtain the prior written recommendation of the second degree chair- person (or program director) and prior approval of the Office of Academic Affairs on the appropriate form provided.

Ordinarily, students who pursue a degree shall not subsequently be granted a certificate in the same field. However, nothing shall prevent a student from subsequently pursuing a degree in the same field as the one in which he has undertaken studies for a certificate.

In cases where students have already completed a degree or certificate program and wish to pursue a new certificate, 12 credits must be taken in the new program (9 of the 12 must be taken at Nassau Community College). All candidates must comply with the College's "in residence" graduation requirement.

## SEXUAL HARASSMENT POLICY

[www.ncc.edu/SexualHarassmentpolicy](http://www.ncc.edu/SexualHarassmentpolicy)

Nassau Community College is dedicated to ensuring that all forms of Sex Discrimination, Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence and Stalking are corrected early and firmly in the interest of maintaining a safe and barrier-free working and learning environment. The College is committed to full compliance with Title IX of the Educational Amendments of 1972, as well as to the requirements of Article 129-B of the New York State Education Law.

To learn how to bring a complaint of sexual harassment or sexual violence, dating violence, domestic violence or stalking with intent to sexually harass against another student, an employee or against a third party (i.e., College contractor or vendor), please review the [College's Sexual Harassment and Sexual Violence Policy](#). All reports are to be made to the [Title IX Coordinator](#) Office Equity, Inclusion, Affirmative Action, ADA/504 Office, Tower Building, Room 818 516-572-7121.

If you are a student, and need to file a complaint of stalking of a non-sexual nature against another student please review the Student Code of Conduct [http://collegecatalog.ncc.edu/current/policiesandprocedures/additional\\_information/student\\_conduct.html](http://collegecatalog.ncc.edu/current/policiesandprocedures/additional_information/student_conduct.html) and contact Office of the Dean of Students, College Center Building, Room 312 516-572-7376.

For a detailed explanation of where sexual harassment and sexual violence offenses may be reported, who at the College can provide you with full and complete confidentiality, and for a list of On-Campus and Off-Campus State and County Resources and agencies that can offer services and assistance, please review the [College's Sexual Violence Response Protocol](#) as well as the following additional documents:

- [Students Bill of Rights](#)
- [Options for Confidentially Disclosing Sexual Violence](#)
- [Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases](#)
- [Definition of Affirmative Consent for Sexual Violence](#)
- [Student Onboarding and Ongoing Education Guide](#)

The following offices/individuals on Campus are confidential resources and are not required by law to disclose your discussions with them concerning acts of sexual assault or sexual violence to law enforcement authorities, nor to the College's Title IX Coordinator without your consent, unless there is a health and/or safety emergency:

College's Psychological Counseling Center, Nassau Hall, Room 14, 516-572-7698  
 Licensed Healthcare Provider(s) Health Service, southwest side of campus near the College Union and Theater Building, 516-572-7123



## SMOKING POLICY

Nassau Community College has been designated a smoke-free facility by the Nassau County Commissioner of Health. The College asks that no one smoke in any campus building, to protect the health of smokers and non-smokers alike.

## STUDENT ACTIVITIES OFFICE

[https://www.ncc.edu/studentlife/student\\_activities/](https://www.ncc.edu/studentlife/student_activities/)

College Center Building Room 150

516-572-7148

Students may join a club or create one, run a newspaper or run for office, book a band or play in it, deejay or dance, act or interact, work or play. Nassau campus life offers over 100 clubs to join and numerous recreational and social events to attend. Spring, summer, winter or fall, Nassau Community College offers students an outstanding array of activities for relaxation and personal growth.



## STUDENT CODE OF CONDUCT

[www.ncc.edu/student\\_conduct](http://www.ncc.edu/student_conduct)

The College is committed to providing an atmosphere in which students have freedom to learn and engage in the search for truth, knowledge, and reason in accordance with the standards set forth by the academic community. Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action.

### **Statement of Policy**

As an educational institution of higher education, Nassau Community College seeks to provide the best educational environment for its students, faculty, and staff. It is mindful that academic freedom is an essential element of college life. To carry out its goal the College requires each student to obey the rules and regulations established by the College set forth herein, and all local, state, and federal laws. The College will not tolerate deliberate disruptive words, actions, violence or physical interference with the rights of any member of our College community or with any of the facilities of the College, or with any authorized functions being carried out on the College campus or at any college sponsored event. Therefore, in furthering the educational aims of the College and in compliance with the provisions of Article 129-A and 129-B of the Education Law of the State of New York, the following rules and regulations concerning conduct on the College campus or at any college sponsored event, the use of College property, the means of enforcement, and penalties for any violations thereof are hereby established:

[http://collegecatalog.ncc.edu/current/policiesandprocedures/additional\\_information/student\\_conduct.html](http://collegecatalog.ncc.edu/current/policiesandprocedures/additional_information/student_conduct.html)

## STUDENT RIGHTS AND RESPONSIBILITIES

Students at Nassau Community College assume an obligation to conduct themselves in a manner compatible with the function of the College as an educational institution. Each student should be familiar with the College Catalog, which contains all rules and regulations of the College and is a binding contract with the student. By enrolling at the College, students agree to abide by the Rules and Regulations of the Student Code of Conduct developed in part by the students of the institution and endorsed by the Academic Senate, the College administration, and the Board of Trustees.

### Fundamental Fairness Rights of Students Accused of Violating the Code of Conduct

1. To be afforded a fair and timely hearing, including the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing.
2. To have notice of the accusations.
3. To have the opportunity to present evidence, introduce witnesses, and to question witnesses and evidence presented.
4. To have adequate time to prepare and present a defense.
5. To receive in writing the disposition of the case and sanctions.
6. To appeal the findings and sanctions based upon procedures in this Code.
7. To be afforded confidentiality to the extent permitted by law.
8. To remain silent with no inference of guilt.
9. To submit a written impact statement to the Dean of Students or designee and/or Hearing Committee at the point when sanctions are being deliberated.
10. To waive any of these rights.

### Fundamental Fairness Rights of Alleged Victims

1. To be afforded the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing.
2. To have adequate time to prepare for hearings and interviews.
3. To have the opportunity present evidence, introduce witnesses, and to question witnesses and evidence presented.
4. To receive in writing specific information on the disposition of the case and sanctions.
5. To appeal the findings based upon procedures in this Code.
6. To be afforded confidentiality to the extent permitted by law.
7. To submit a written impact statement to the Dean of Students or designee, and/or to Hearing Committee at the point when sanctions are being deliberated.
8. To waive any of these rights.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

[http://www.ncc.edu/studentlife/clubs\\_and\\_organizations.shtml#s](http://www.ncc.edu/studentlife/clubs_and_organizations.shtml#s)

**College Center Building – Room 341**

Each entering student automatically become members of the Nassau Community College Student Government Association (SGA). This Association, through the Student Senate, provides 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

## STUDY ABROAD

<https://www.ncc.edu/programsandcourses/studyabroad/>

NCC students are eligible for SUNY Study Abroad programs – over 1,000 options – so you can choose the travel study experience that is right for you. There are 2-3 week faculty led programs, as well as semester-long programs with other international students. In addition to traditional courses, there are internship, service learning and research possibilities. Nassau students who participate in an approved study abroad program may be eligible for federal financial aid. The criteria for a student to be considered for federal aid include, but not limited to:

- The student must be enrolled as a matriculated student in a degree-granting program at NCC
- The student must be taking courses at the Host school which are transferable to the student's degree at NCC
- The student must have a fully processed FAFSA on file with the Financial Aid Office
- The student must submit a completed and signed Financial Aid Consortium Agreement

**Note:** Only under certain circumstances may a student be eligible for a New York State award when studying in another country.

## SUMMER SESSIONS

Students currently enrolled do not have to submit an application for summer attendance. A student is considered continuing if they have enrolled anytime during the past 4 semesters. Others must complete an application with the application fee for new or visiting students or the re-admit fee for returning students.

Summer course offerings are available online. The vast range of general courses available during the fall and spring semesters is usually available in the summer. Since Nassau's continuing students can register for summer sessions during the spring, some courses will be filled before returning, new or visiting students have the opportunity to register. For this reason, visiting summer students should prepare several course alternatives.

## TRANSCRIPTS

<https://www.ncc.edu/registrar/requestatranscript.shtml>

Students may view an unofficial transcript or end of the semester grades by using the MyRecords menu in their MYNCC Portal. Official transcripts can be ordered via the Portal. Nassau Community College reserves the right to deny copies of official transcripts if the student has unpaid financial obligations to the college.

## TRANSFER CREDITS

Only equivalent courses with a grade of “C” or higher relevant to a student's degree requirements at Nassau will be accepted from other regionally accredited postsecondary institutions to apply toward a degree. Although a minimum of 33 residential credits must be completed at NCC within the degree (15 credits within a certificate), the College may transfer additional courses in case students change their program of study while in attendance. Courses above the 33 credits will be initially excluded. Students must submit a Change of Program request to change their major—at which time all transferred in courses will be reviewed once again. Courses completed on a trimester or quarterly basis will be converted to semester hour credits. Questions regarding evaluation of transfer credits should be referred to the Office of Admissions.

## TUITION, FEES AND EXPENSES

Students who register for 12 or more credits or their equivalent during the fall and spring semesters are considered full-time students and pay full-time tuition and fees. During the summer semester the full-time rate does not apply; charges are based on credits or their equivalent. The tuition and fee schedule, effective with the fall 2015 semester, is subject to change at the discretion of the College. Registration is complete only upon full payment of tuition and fees.

## VEHICLE REGISTRATION

<http://www.ncc.edu/campusservices/parkingandsafety/studentvehicleregistration.shtml>

Nassau Community College requires that all cars parked on the campus display a NCC parking vehicle registration permit. Visit the above link to obtain your permit.

## VETERANS AFFAIRS

<https://www.ncc.edu/campusservices/veterans/centerforveteransaffairs.shtml>

**Student Services Center – Tower Building**

**516-572-9775**

The Center for Veterans Affairs assists students in obtaining the education benefits to which they are entitled to from the Department of Veterans Affairs. In addition, the Center provides information and referrals to various services designed to help veterans make a smooth and productive transition from military to college life. Services include: how to apply to the College, utilizing financial resources including the Post 9/11 GI Bill, counseling referral, and assistance with scheduling.

## VISITING STUDENTS

<http://www.ncc.edu/admissions/>

Students who are matriculated at another institution may, with the permission of their home institution, study at Nassau Community College for up to two consecutive semesters, while still maintaining matriculated status at their home college. For information and a Visiting Student Application, visit us online or contact the Office of the Registrar.



## WEEKEND COLLEGE

[https://www.ncc.edu/programsandcourses/weekend\\_college.shtml](https://www.ncc.edu/programsandcourses/weekend_college.shtml)

**1355 East Road, 1st floor**

**516-572-3554**

How's this for an unforgettable weekend? Take a class on a Friday night—or a couple classes on Saturday and Sunday—and before you know it, you'll have earned an AA or AS degree.

## WITHDRAWAL - CLASS

<https://www.ncc.edu/advisement/dropadd.shtml>

A student who intends to withdraw from a course must officially withdraw using MyNCC. During the fall and spring semesters, the need for faculty approval is governed by the following regulations.

Before the end of the third week of classes, during the refund period, the request to withdraw can be submitted electronically through MyNCC to the Registrar. Instructor approval is not required. No grade will appear on the transcript.

From the beginning of the fourth week and up to the end of the ninth week of classes, the instructor's approval is required. The approval indicates that the student has met with the instructor and discussed the withdrawal. A grade of W will appear on the transcript. The instructor may not refuse the request to withdraw. If the instructor is unavailable, the department chairperson may approve the withdrawal. After the end of the ninth week of classes, the instructor's approval is required and the faculty member will assign a grade of W. During this period, the approval is given only at the discretion of the instructor.

During the Summer Sessions and Mini-Sessions, the need for faculty approval is governed by the following regulations.

During the refund period, the form can be submitted electronically through MyNCC to the Registrar. No instructor approval is required. No grade will appear on the transcript. (See the Student Tuition Liability/ Refund Policy Section of the catalog.)

From the end of the refund period to a point representing approximately 60% of that semester, the instructor's approval is required and indicates that the student has met with the instructor and discussed the withdrawal. A grade of W will appear on the transcript. The instructor may not refuse the request to withdraw. If the instructor is unavailable, the department chairperson may approve the withdrawal.

Beyond that point, the instructor's approval is required for a withdrawal. During this period, the approval is only given at the discretion of the instructor.

Students should file requests to withdraw using MyNCC. The official withdrawal date is the date that the withdrawal is processed and certified by the Office of the Registrar, not the date the request is submitted. A W grade can be assigned only at the discretion of the instructor. Instructors can also assign a grade of F if the student does not successfully complete the course. An incomplete grade I is governed by the regulations specified in the above section.



## WITHDRAWAL - CLASS CONTINUED

W grades are not calculated in the grade point average, but can impact academic standing as described in the Academic Standing section of the catalog. In case of extenuating circumstance, such as a medical or personal emergency, a student should apply to the Office of the Dean of Students to request that the W grade not affect academic standing. That application should be made at the time of the withdrawal from the course(s).

Before withdrawing from courses, students should consult with an advisor or a Student Personnel Services counselor and consider the impact of the W grades on their financial aid and health insurance eligibility. Students who wish to withdraw from nine or more credits is required to obtain the approval of a Student Personnel Services counselor.

## WOMEN'S RESOURCE CENTER

<https://www.ncc.edu/campuservices/womenscenter/>

**Nassau Hall (Building M) – Room 39**

**516-572-5517**

The Women's Resource Center provides a forum for discussing women's concerns. Our goal is to promote respect for the dignity of all people with a particular emphasis on gender equality. Educational programs that support this goal are brought to campus to serve the NCC community.

## WRITING CENTER

[www.ncc.edu/writingcenter](http://www.ncc.edu/writingcenter)

Bradley Hall (Building Y)  
Library Room L233

**516-572-7195**  
**516-572-3595**

The English Department's Writing Center offers individualized and group instruction to all students at basic to advanced levels in expository and creative writing, research and documentation, as well as grammar and usage. Drop-in sessions, appointments, and online e-mail tutoring are available.



## Glossary

### Important College Vocabulary

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Starting college is a little like visiting another country for the first time. There are new customs to learn, rules to observe, and vocabulary to acquire. Here are some college terms you should know.

**Academic Advisor** — A member of the faculty who will help a student plan his or her program of study each semester.

**Academic Calendar** — A list of various dates of academic importance, including the opening and closing of classes, holidays, and vacations.

**Academic Standing** — A student's academic status. To be considered in "good" academic standing, a student must maintain a minimum grade-point average that increases with the number of credits completed. A student whose average falls below the minimum will be required to reduce his or her schedule (i.e. take fewer courses each semester) until that minimum is reached.

**Associate's Degree** — A degree offered by Nassau Community College. Nassau offers the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, and the Associate in Applied Science (A.A.S.) degree. Each requires students to successfully complete a prescribed course of study of approximately 64 credits.

**Asynchronous Courses** — Classes in which the course content and instruction are delivered through the web using the learning management system, Brightspace.

**Attribute** — A MyNCC system term referring to the specific requirement (e.g. Communication Arts, Fine and Performing Arts, Western Heritage) that a course fulfills.

**Catalog (or Bulletin)** — The official publication of the College. It lists the faculty, programs, course descriptions, college regulations, and requirements for graduation. The catalog can be viewed on the College's homepage ([www.ncc.edu](http://www.ncc.edu)).

**Certificate** — A course of study intended to educate students in a specific career area. Certificate programs are approximately thirty credits.

**Common Reading** — A book that is read in many classes at NCC and that serves as the basis for campus programs and discussions.

**Corequisite** — A course that must be taken at the same time as another course.

**Credit** — A unit of study that is the equivalent of fifteen hours of classroom attendance. To earn an associate's degree at Nassau Community College, students must successfully complete approximately 62-68 credits.

**CRN** — A five-digit number that identifies a specific section of a course in the MyNCC Registration system. Every course has a specific CRN.

**Curriculum** — An approved program of study leading to an associate's degree.

**Dean's Honor List** — An honor conferred upon students in recognition of outstanding scholastic achievement. To qualify a student must have completed a minimum of twelve credits per semester and attained a 3.5 or higher semester average with no grades of withdrawal (W), failure (F), unsatisfactory (U), or incomplete (INC). Part-time students are also eligible for the Dean's Honor List.

**Degree Evaluation** — A MyNCC system tool that evaluates a student's progress toward his or her degree. The Degree Evaluation tool can be found in the "Student Information" menu of the MyNCC system.

**Degree Requirements** — The courses and grade-point average required for graduation from the College.

**Developmental Courses** — Non-credit classes designed to help students improve specific academic skills (e.g. reading, writing, and mathematics) and be better prepared for credit courses. Students required to take a developmental course (or courses) must do so during their first semester at the College.

**Drop/Add Period** — A time (usually the first week of the semester) when students may make changes in their schedules.

## Glossary

### Important College Vocabulary

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**Elective** — A course that a student chooses to take in fulfillment of his or her degree requirements. Almost every curriculum has some electives.

**Full-Time Student** — A student who is enrolled for at least twelve credits (or the equivalent number of noncredit courses) a semester.

**Grade Grievance Procedure** — The process by which a student may appeal a final grade that he or she has received in a course.

**Grade-Point Average (GPA)** — A student's academic average.

**Hold** — A “freeze” imposed on the records of students who are in arrears to the College or who have failed to comply with a College policy or regulation.

**Honors** — A program of enriched classes in humanities, social sciences, natural sciences, and other subjects. Honors classes are open to incoming freshmen who ranked in the top 20 percent of their high school class as well as currently enrolled students who have excelled academically at the College.

**Humanities** — A term that refers to courses offered by the following academic departments: Art, Communications, English, Foreign Languages, Library, Music, Philosophy, Reading/Basic Education, and Theatre/Dance.

**Hybrid Course** — A Distance Education course that requires a combination of attendance in the classroom as well as online sessions.

**Immunization Requirement** — A New York State law requiring students born after 1956 to furnish proof of immunization against measles, mumps, and rubella. Students who fail to provide such proof will be disenrolled from their classes.

**Incomplete (INC)** — A grade assigned to a student when, at semester's end, certain course requirements have yet to be fulfilled. The Incomplete grade is assigned at the discretion of the instructor. To earn credit for the course and receive a final grade, students must complete and submit the missing work by the end of the following semester. An Incomplete changes to an F (failure) if the work is not completed by this deadline.

**International Study Programs** — Opportunities for students to earn college credit through courses and internships in other countries. International study opportunities are available through a number of academic departments, including Accounting/Business Administration, Criminal Justice, Foreign Languages, Hospitality Business, and Marketing/Retailing.

**Internships** — A credit-bearing work experience available to students. The Psychology, English, Accounting/Business Administration, Hospitality Business, Communications, and Marketing/Retailing Departments, among others, offer internship opportunities.

**Intersession** — A period (approximately four weeks) between the end of the fall semester and the beginning of the spring semester.

**Learning Community** — A cluster of thematically linked courses from different academic departments. Students who participate in a learning community enroll in an entire cluster, where they work together on projects and assignments that stress the relationships among the academic disciplines.

**Learning Skills Workshops** — A series of workshops intended to help students improve their listening, note-taking, and test-taking skills.

**Liberal Arts** — A curriculum that consists of courses from a variety of academic departments and disciplines, including English, Mathematics, Natural Sciences, Social Sciences, and Humanities.

**Luna** — The NCC student literary magazine. Luna contains a variety of student work, including poetry, short fiction, and photography.

**Matriculated Student** — A student who has been formally accepted into a degree or certificate program.

## Glossary

### Important College Vocabulary

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**Multidisciplinary Courses** — Courses that explore the influence and relationship of ideas from different academic disciplines. Examples of multidisciplinary courses are MDC 101: The Making of the Modern Mind and MDS 101: Connecting the Sciences.

**MyNCC** — The College's student information and registration system. MyNCC allows students to view their academic and financial records, register for classes, and make changes in their schedule.

**MyNCC Portal** — A link to a variety of web-based applications and services (student email, registration, and so on) used by NCC students.

**NCC-ID** — an eight-digit number (preceded by the letter N) assigned to each student at Nassau Community College. Students can use this number to enter the MyNCC system and conduct college business.

**NCC 101 (College Success Seminar)** — A course designed to help new students be successful in college. The seminar, which carries one general elective credit, is offered in the fall and spring semesters as well as during the summer.

**Noncredit Courses** — Courses that are designed to help students improve specific academic skills (e.g. speaking, reading, writing, mathematics), increase their general knowledge of certain academic subjects (e.g. music and physics), and be better prepared for credit classes in these areas. While these courses do not carry college credit, they do count toward the number of class hours required to be a full-time student.

**Non-matriculated Student** — A student who has not been accepted as a degree candidate but who is permitted to take classes at the College. Non-matriculated students may take no more than eleven credits each semester.

**Office Hours** — Times that faculty are available in their offices to meet with students. Full-time faculty hold office hours each week.

**Part-time student** — A student who is registered for 1-11 credits (or the equivalent number of hours) a semester.

**PIN Code**—A six-digit number that students create to gain access to the MyNCC system (the College's student information and registration system).

**Placement Tests** — Exams administered to all matriculated students prior to their first semester at the College. Placement Tests indicate students' proficiency in English, Reading, and Mathematics.

**Prerequisite** — A course that must be successfully completed in preparation for another, usually more advanced class.

**Probation** — An academic limitation placed upon students with unsatisfactory grades.

**Schedule (or Program)** — The courses that a student is taking during a given semester. A schedule includes the days and times that courses meet.

**Semester** — A term of the school year, approximately fifteen weeks. At Nassau Community College, the fall semester begins in early September and ends in December; the spring semester begins in January and ends in May. In the MyNCC system, a semester is referred to as a *term*.

**Social Sciences** — A term that refers to classes offered by the following departments: Economics/Finance, History/Political Science/Geography, Psychology, and Sociology/Anthropology/Social Work.

**Student Activity Fee** — A fee that funds a variety of campus activities: athletics, clubs, new student orientation, intramurals, and others.

**Student Code of Conduct** — Guidelines for student behavior on and off the campus. The code can be found in the online catalog.

**Summer Sessions** — A term of study during which students may earn college credits. There are three summer sessions at Nassau Community College.

## Glossary

### Important College Vocabulary

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**Suspension** — A disciplinary action taken by the College against a student for violations of the Code of Conduct.

**Syllabus** — A document that lists a course's requirements (readings, exams, due dates for papers, projects, etc.) as well as the professor's name, telephone number, email address, and office hours. Most faculty distribute their syllabus (also known as a course outline) at the first or second class meeting.

**Synchronous Courses** — Classes in which the course instruction is delivered through Zoom and course content is accessed through the learning management system, Brightspace.

**Transcript** — A list of the courses a student has taken at the College and the grades he or she has received in them. Students can view their transcripts and other academic records on the Banner system.

**Vignette** — The weekly student newspaper, written and edited by NCC students.

**Web-Enhanced Classes** — On-campus classes that use the online learning management system, Brightspace, to supplement coursework.

**Winterim** — A three-week term of study scheduled during the intersession.

**Withdrawal (W)** — A grade assigned to a student when he or she elects not to complete a course. To withdraw officially, a student must file a Drop/Add form, signed by the instructor, with the Registrar's Office. For more information about the College's Withdrawal policy, see the Catalog, located on the College's homepage.

