Orientation Information

Guide to a Successful Beginning

Fall 2016
The Cobleskill Creed

The State University of New York College of Agriculture and Technology at Cobleskill is committed to being an educationally purposeful community where all members—the faculty, staff and students—are dedicated to maintaining an enriching and just environment.

- **Pursue and support academic integrity and excellence.** Commitment to this principle calls for individuals to pursue their academics with integrity and try to achieve excellence. One should be responsible, devoted, and honest; one should not cheat, plagiarize or copy from others. One should utilize campus services and resources, and strive to be a role model in and out of class. Education should be seen as experiential. The challenge is to get involved and learn by participating in a variety of experiences.

- **Practice and promote personal integrity.** Commitment to this principle calls for one to value relationships and to be honest with oneself and others. One should stand up for what is just and right.

- **Embrace and respect diversity and equality.** Commitment to this principle calls for one to value equality and strive to learn from others who are different. One should not accept intolerant behaviors and should avail oneself of multicultural experiences and teachings.

- **Respect myself, respect others and take responsibility for my actions.** Commitment to this principle calls for one to behave in a manner that is respectful of oneself and others, and to value personal achievements and the achievement of others. One should not deliberately harm others by actions, language or poor behavior. One should accept that respect for oneself includes respecting one’s body and behaving in a manner that includes eating well, resting, not abusing substances and seeking medical attention as necessary.

- **Respect and take pride in the campus environment.** Commitment to this principle asks that one be cognizant of the environment and respect college facilities, belongings of others, and conserve energy and resources. Respect for the environment includes choosing to recycle, disposing of trash such as beverage containers, cigarette butts and smokeless tobacco products appropriately.

- **Demonstrate genuine concern and compassion towards others.** Commitment to this principle asks that one supports and welcomes others by being sensitive, caring, helpful and considerate of all the members of the community.

(Approved by the College Faculty on May 23, 2001)
(Approved by President’s Staff on June 25, 2001)
(Approved by Student Government Association May, 2001)
INTRODUCTION

This *Orientation Information Guide to a Successful Beginning* is a critical need to know resource for your pre-arrival and arrival to college requirements. This information will assist you in your success as a student at SUNY Cobleskill. The Table of Contents below highlights specific subject information that you are required to become familiar with and in some cases need to follow-up on. Please take time to read this guide in its entirety.

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Upon your arrival, you will receive a very important tool called **On the Hill, Student Handbook and Planner 2016-17**. This planner contains information about important academic and university requirements and College wide activities. It is imperative that students know what is expected of them as well as the resources available to help them be successful. This is also an academic planner which can serve as a scheduler for you. We ask that you carefully review the entire planner and pay close attention to the **Student Conduct Codes** and the principles of the Cobleskill Creed. Abiding by the **Student Conduct Codes** and aspiring to live by the principles of the Cobleskill Creed will help make a difference in all that you do.

**FERPA-Directory Information**

**FERPA** - The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)

The Family Educational Rights and Privacy Act (FERPA) affords students who are 18 years of age or older ("eligible students") certain rights as a student with respect to education records. Please visit our Important Policies at cobleskill.edu/campus-life/importantpolicies.asp and click on FERPA.

**SUNY Cobleskill** has designated directory information, according to FERPA as Amended, to the student's:

- Full name
- Date of birth
- Email address
- Telephone number
- Full-time/Part-time status
- Major
- Campus, local and home address
- Dates of attendance
- Dates of graduation
- Degrees awarded
- Awards
- Photo/Video
- Department

This information can be released without written prior consent from the student. All other education records will be released only under compliance with FERPA.

Students currently enrolled at SUNY Cobleskill may direct the Office of the Registrar, in Knapp Hall 101, to exclude their directory information from being shared. Students should complete the FERPA Confidentiality/Directory Exclusion Request Form (available on the Registrar’s Office page of the website) within 14 days following the first day of classes. There are limitations of directory information exclusions and students should inform themselves of these limitations. A Confidentiality/Directory Exclusion will remain in effect until revoked using the FERPA Revocation of Confidentiality/Directory Exclusion Form.

**How do I register my vehicle?**

Go to cobleskill.edu and click on Campus Life, select University Police on side menu and click on vehicle registration. Click on the orange link “Register your vehicle online”. Select the “Enter Secure Area” and insert your Student ID number and PIN. Select the Student Menu. Click on “Online Parking Permit Request” and insert your information in the fields provided. You will need to know your vehicle make, year, color, style and license plate number. If you do not know your housing assignment, you can still register your vehicle. **We strongly advise you to register your vehicle and submit payment through the online process by August 15, 2016.**

You can choose to register your vehicle now and pay for your reservation at the Student Accounts Office (CASH ONLY) at the time of your arrival.

Finally, please note that there is a **One Business Day Wait Period After Payment** before you can pick up your decal.

In order to receive your decal on arrival day, you must submit payment by Monday, August 22nd, 2016.

**Safety Awareness Information**

**SUNY Cobleskill’s Annual Campus Security and Fire Safety Report** includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SUNY Cobleskill; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety and security, such as alcohol and drug use, crime prevention, reporting of crimes, sexual assault fire safety tips and related information and other matters.

You can obtain a copy of this report at the University Police Department in Johnson Hall during normal business hours or by calling University Police at 518-255-5317. You can email your request to unipol@cobleskill.edu, or go to http://www.cobleskill.edu/campus-life/university-police/pdfs/annual-report.pdf to view it online.

To contact University Police (518) 255-5555 or 911

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**Vehicle Registration**

**Prepay online with your credit card**

Students bringing a vehicle to college with the intention of parking on campus are required to register their vehicle and pay appropriate parking fees on line prior to receiving their parking decal.
Title IX: Sexual Harassment, Sexual Violence, and Gender Discrimination

Title IX of the Education Amendments of 1972 prohibits all forms of sex discrimination in any educational program or activity receiving federal financial assistance. Title IX protects you from sex discrimination in academics, activities, admissions, athletics, financial assistance, housing, recruitment and employment. It protects you both on and off campus.

SU Ny Cobleskill has zero tolerance for illegal discrimination or harassment, sexual assault, dating violence, domestic violence or stalking. Retaliation against anyone reporting a Title IX violation is prohibited. Anyone who experiences, observes or hears about an incident of sexual violence, harassment or sex discrimination must report it to the Title IX Coordinator or another campus official as soon as possible.

Title IX Bill of Rights
The State University of New York and SUNY Cobleskill are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

Victims/survivors have the rights to:
- Have disclosures of sexual violence treated seriously.
- Make a decision about whether or not to disclose a crime or incident and participate in the conduct or criminal justice process free from outside pressures from college officials.
- Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
- Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the College, the accused, and/or their friends, family and acquaintances.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
- Receive resources, such as counseling and medical attention.
- Confidently or anonymously disclose a crime or violation.
  - Confidential resources include licensed counselors on and off campus, medical professionals on and off campus, and the clergy.
  - Individuals who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible.
  - If in doubt about confidentiality, ask.

Anyone can make a report to the following entities:
- For emergency assistance or to report a crime:
  SUNY Cobleskill University Police, 518-255-5317 or 911
- For medical attention or to discuss your situation with a counselor:
  Beard Wellness Center, 518-255-5225, wellnesscenter@cobleskill.edu
- For questions or concerns regarding Title IX or to file a sexual harassment or discrimination complaint against a student, staff/faculty member, or vendor:
  Lynn Berger, Director of Employee Relations and Affirmative Action/Title IX Coordinator, 518-255-5465, bergerla@cobleskill.edu, Knapp Hall 123
- To report student code of conduct violations including sexual harassment or discrimination:
  Matthew LaLonde, Director of Judicial and Veteran’s Affairs, 518-255-5215, lalondmm@cobleskill.edu, Knapp Hall 240
- To contact local law enforcement:
  Cobleskill Police Department, 518-234-2111 or 911, 378 Mineral Springs Rd, Cobleskill, New York 12043

For additional Title IX resources, please go to:
http://www.cobleskill.edu/titleix
Information Technology Services

Information Technology Services (ITS) publishes the online pamphlet, Information Technology Student Handbook, to orient you to the network and computing environment at SUNY Cobleskill. This guide can be found on the ITS campus website at: cobleskill.edu/information-technology. Be sure to read the handbook carefully as it explains how to get started using the campus network, which is the way you access your email, the Internet, and many of the information services available to you on campus.

Campus E-mail:

Please be informed that CAMPUS e-mail is the official form of campus communication and all students are required to check their campus e-mail daily for official campus communication and announcements.

Here are some things to know in advance:

Getting set up:

Our ITS Helpdesk will have staff on hand opening weekend to help get your computer set up for network access and to assist with installation of the campus standard software. Look for posted information when you arrive.

Student Helpdesk:

You can visit the ITS Helpdesk located in Warner Hall 023 anytime you need assistance. It’s available during scheduled hours for walk-in visits, by telephone (518-255-5800) and e-mail (helpdesk@cobleskill.edu).

Internet Services for Residential Students:

In order to use SUNY Cobleskill’s network, Internet and e-mail services, you must activate your network and e-mail. This can be accomplished on or off campus using our online services from any Internet capable device at https://secure2.cobleskill.edu/mylogon.

Before connecting your computer to the SUNY Cobleskill Network, your computer must have an up-to-date antivirus program and the latest Windows updates.

Network Accounts:

Every student at SUNY Cobleskill has a network account as soon as they arrive on campus. This entitles you to:

- A SUNY Cobleskill Office 365 e-mail account
- Access to cloud storage
- Connection to the Internet
- Network web printing services
- Use of computers and printers in open access labs
- Campus – Standard Software

As part of our Microsoft Campus Agreement (MSCA), all registered students can purchase, online, a copy of Microsoft Windows 7 Ultimate and Microsoft Office 2010 online from our authorized Microsoft reseller. More information on this will be available when you arrive on campus.

The ITS Helpdesk staff can assist you with installing a FREE antivirus application if your PC or Mac does not already have one installed.

In order to prepare your computer ahead of time, we would like to recommend that you install and update an antivirus application on your computer (PC and Mac). If you do not currently have a valid antivirus program, we would like to recommend Windows PCs, Microsoft Security Essentials ((http:windows.microsoft.com/en-us/windows/products/security-essentials) and for Mac OS x, ClamX (http://www.clamxav.com/)

Network Account and E-mail Activation

Prior to arrival you must activate your SUNY Cobleskill network account and email.

You can do this by visiting https://secure2.cobleskill.edu/mylogon and logging in with your Banner Web User ID (800 number) and PIN.

This same page may be used at any time throughout your stay at Cobleskill to check your account status or reset a lost password.

If you require assistance with your Banner Web User ID and/or PIN, please contact the Registrar’s Office, registrar@cobleskill.edu or 518-255-5522.

To access your email account, open a web browser and go to: http://webmail.cobleskill.edu/
Enter your College provided email address (in the format: username@cobleskill.edu)
Keep Safe: Sign Up to Receive Alerts

How Do I Sign Up for the Campus Emergency Alert System?

The Campus Emergency Alert System is part of SUNY NY Alert service provided and maintained by the NYS Emergency Management Office. This system provides SUNY Cobleskill a mechanism to send timely emergency and safety information and protective action messages to the campus community. The system is capable of sending text messages, recorded voice messages, and e-mail messages to multiple addresses and phone numbers imputed into the system. This system is only used in true campus emergencies where members of the community are in danger of being in harm’s way.

ALL NEW STUDENTS: PLEASE SIGN UP TODAY FOR THE EMERGENCY ALERT SYSTEM!

Log onto Banner Web using your Student ID (800 number) and PIN. Click the link to Emergency Alert Contact Information to set up to receive e-mail, voice and text message alerts.

CAMPUS EMERGENCY – STUDENT SAFETY COMMUNICATIONS

In the event the campus has a crisis or emergency situation students will receive a specific message based on the emergency that has occurred with directions regarding what students are expected to do. The campus will communicate to students using three specific means:

1. A live announcement will be communicated over the Campuses Emergency Broadcast System. Students will be required to follow official directions as they are announced.

2. Campus e-mail message. Students who have signed up and are connected to the campus computer system will receive a message on the campus e-mail system.

3. Campus emergency alert system. ALL Students are asked to register for the Emergency Alert System (SUNY NY ALERT). This will permit students and family members to receive messages to their mobile phone, home phone and fax machines.

Safety Tips

No matter where one is today, safety is of utmost importance. Here are some safety tips for you to review:

- Lock your room whenever you leave
- Don’t walk alone at night
- Always lock your vehicle
- Don’t prop residence hall doors open.
- Store valuables out of sight
- Never leave personal property unattended.
- Inventory and mark your belongings by participating in Operation ID
- Be aware of your surroundings
- Avoid unlit and secluded areas
- Learn first and last names of fellow students in your hall
- Report suspicious persons or activity to University Police
- Don’t have open flames or candles in residence halls
- Don’t let strangers into your residence hall through locked doors
- Hang up on prank or obscene phone calls

Student Property Insurance Information

National Student Services, Inc. (not affiliated with SUNY Cobleskill) has a full service, low cost program to specifically protect the personal property of students living in residence halls or off-campus apartments or houses. To obtain coverage, you must contact the company directly. You may:

- Visit their Web site at www.nssi.com
- Call 1-800-256-6774
- Fax 1-405-372-9584
- E-mail ContactUs@nssi.com

CSI’s personal property insurance (not affiliated with SUNY Cobleskill) plan protects students against theft, damage and many other causes of loss to personal property that may occur while at school, home, or when studying abroad. You can have peace of mind knowing your personal property investments will be protected. To obtain coverage, you must contact the company directly. You may:

- Visit their Website at http://www.collegestudentinsurance.com/
- Call 1-888-411-4911
- Fax 1-678-832-4910
- E-mail info@collegestudentinsurance.com
**Refrigerator Rental and Purchase Information**

For information on your rental options, please visit [www.collegerefrigerators.com](http://www.collegerefrigerators.com) and discuss the topic with your roommate(s).

Students are allowed to have a refrigerator (one per room) in their residence halls. You are welcome to bring your own (not more than 1.75 amps). You also have the option of renting or buying a refrigerator or MicroFridge®.

**Purchase/Rental Information**

The Refrigerator Leasing Company of Oneonta, NY has been selected as the authorized on-campus vendor for refrigerator rentals at SUNY Cobleskill. Cube models and MicroFridge® units are available for purchase or rent. The company will deliver the units to campus for students to pick up at a central location. You can contact the company at:
- 1.800-637-7567
- 607-431-9525
- Visit their website at [www.microfridge.com](http://www.microfridge.com)

**CobyCash**

Your CobyCard is much more than your ID; your card is your key to residential buildings, dining, laundry, bookstore, vending machines and much more. Your card is also linked with the CobyCash and Downtown Dollar programs. CobyCash can be used anywhere on campus and Downtown Dollars can be used at any of our Downtown Vendors and anywhere CobyCash is accepted on campus.

All students are asked to register their CobyCard at [www.cobycard.com](http://www.cobycard.com). Registering will allow students to view balances, check usage, add value 24/7, set up guest account for parents to add funds, and for security declare a card lost or stolen 24/7.

Any extra funds from your tuition account may be used for the purchase of books and supplies at our Barnes & Noble bookstore. You must have your CobyCard to complete a purchase.

To receive a CobyCard, you must have a government-issued ID. Examples of this would be: Driver’s license with photo, non-driver’s license with photo, Passport, Permanent Resident Card or Alien Registration Card, Photo ID card issued by a Federal, State or local government agency, or a birth certificate accompanied by a photo ID.

**Meal Plan**

All residential students are required to have an on-campus meal plan. All new students will be assigned to the Unlimited Plan for their first academic year as outlined below.

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<tr>
<th>Option</th>
<th>Description</th>
<th>Cost</th>
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<td>Unlimited Meal Plan</td>
<td>Unlimited meals at Champlin Dining Hall and 10 meals/week at any campus dining location. $150 CobyCash, $150 Downtown Dollars and 32 laundry swipes/month.</td>
<td>$2,609</td>
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To select a different meal plan, please visit our website at: [http://blog.cobleskill.edu/cas](http://blog.cobleskill.edu/cas)

**CASE – Center for Academic Support and Excellence**

Start off on a positive note! Visit CASE in the lower level of Van Wagenen Library. The staff, as well as peer and professional tutors, offer services that range from study skills to academic tutoring in most subject areas.

Take advantage of FREE, valuable services!

518-255-5872  •  case@cobleskill.edu

**New International Student Orientation**

Thursday, August 25, 2016
1 pm, 120 Warner Hall

At this time, you will meet with Dr. Susan Jagendorf, Executive Director of International Education.

**Important Dates for the Fall Semester**

**Fall 2016 Calendar**

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<td>Thursday, August 25</td>
<td>New, Readmit &amp; Transfer Students Arrive</td>
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<td>Sunday, August 28</td>
<td>Continuing Students Arrive</td>
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<td>Monday, August 29</td>
<td>First Day of Classes</td>
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<td>Mon-Tue, October 10-11</td>
<td>Fall Break</td>
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<tr>
<td>Wed-Fri, November 23-25</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Friday, December 16</td>
<td>Last Day of Classes</td>
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Commuter Student Information

The Student Life Center provides student commuters with various support services including career, personal and academic advisement. Commuters study, relax and socialize in the Tiger’s Den lounge located in Bouck Hall. The lounge features include wireless computer access, television, refrigerator, microwave, telephone and bulletin board. Lockers are available in Bouck Hall through the Student Life Center.

For commuters with children, child care services may be contracted through the Cobleskill Child Care Center on campus. Commuter students are strongly encouraged to become actively involved in the day-to-day life of the campus community.

All questions regarding these services should be directed to the Student Life Center in Bouck Hall. You may also check out the Commuter Student page on our website at www.cobleskill.edu/campus-life/student-life/commuter-student-services.asp

Council for Student Activities

New Student Leaders Wanted

The Council for Student Activities, also called CSA, is a student group that coordinates campus-wide student activities such as comedians and other stage shows, pre-release movies, game shows, dances, off campus trips, Homecoming Weekend, Spring Fling Weekend and much more. The success of the team depends on student involvement. There is always a need for new student leaders to help plan events for the campus as the group uses its budget of approximately $100,000 of student money. Get involved and make things happen! Sign up for this outstanding leadership opportunity at the Club Expo (see Student Sharepoint for details) or stop by the Student Life Center in Bouck Hall.

Reminder from the Registrar’s Office

Are you full-time?

Check your credit hour total, full-time students need to be enrolled in 12 credits or more.

Being less than full-time can affect your financial aid, billing, athletic eligibility and eligibility to reside in the dorms.

Have you satisfied your financial obligations?

Watch your Cobleskill email for notification of your Fall 2016 bill. Electronic Bills are the exclusive billing method and are created based on course registration and room and meal assignments.

Bills are viewable and payable through BANNER WEB (log in with your student ID and PIN, choose the Student Services tab and then choose QuikPay. You may pay online and sign up your parents or any other third party to receive notifications and access to view your bill and make payments on your account). Avoid late fees: Fall 2016 bills are due by August 5, 2016. Any changes to your schedule may result in a change to your bill. Room and meal plan changes will affect the amount of your bill. Contact Student Accounts, Knapp Hall, Room 118, Ph# 518-255-5539, to adjust voluntary fees, pay or if you have billing or payment plan questions.

Have you applied for Financial Aid?

If you have not yet completed this year’s FAFSA (Free Application for Federal Student Aid) for Fall 2016-Spring 2017, you may still complete one at www.fafsa.gov. Financial Aid, Knapp Hall, Room 118, 518-255-5623.

Attendance in and/or withdrawing

Financial Aid is based on student registration and attendance of all classes throughout the semester. If at any time a student stops attending classes or school, either officially or unofficially, their financial aid could be reduced or terminated.

A student must be in attendance at least until the 60% date of the semester in order to be fully eligible for federal aid. You are advised to consult with a financial aid advisor to discuss your individual case.

Have you completed web check-in?

After you have completed your semester obligations, be sure to complete the Fall 2016 semester web check-in found at cobleskill.edu, to confirm your attendance and obtain your official academic schedule.

Notes:

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Academic Success at SUNY Cobleskill

Students studying at SUNY Cobleskill learn that their success is a collaborative process among themselves and their advisor, faculty and the many individuals in the offices that support academic programs. The tips listed below provide you with the basic information that you need to be successful during your academic career.

Tip 1: Meet Your Academic Advisor

Academic advisement is an essential and critical part of SUNY Cobleskill’s commitment to the education of each student. Advising is a student-centered process, which assists students in exploring and clarifying their educational and career goals and in developing academic plans to achieve these goals.

Your academic advisor is a faculty member from your chosen academic field or area of concentration. This advisor is the coordinator of your educational experience and can provide invaluable assistance in helping you attain your goals.

To establish and maintain a meaningful and appropriate relationship with your faculty advisor you should:

1. Know the name, office location, and office hours of your advisor.
2. Become familiar with program and graduation requirements. It is ultimately the student’s responsibility to know these requirements and monitor his or her own progress towards fulfilling them. Graduation requirements for all academic programs are listed in the online catalog located on the College’s website. Program requirements are based on the semester you enroll in your degree program. You should keep a copy of these program requirements from the catalog year when you first enroll as a matriculated student with your important college papers.
3. Take advantage of the assistance that your advisor can provide. Contact your advisor before your problem “gets out of hand.” If your advisor is not able to help or answer your question, he/she will refer you to the appropriate person or office on campus.
4. Contact your advisor:
   - At the beginning of each semester to review your academic schedule and to make necessary changes during the Add/Drop period; this is generally during the first week of classes.
   - As required for the freshman FFCS 101 course if you are enrolled in this class.
   - When you are having academic difficulty or have questions about your academic, educational or career plans
   - At least two weeks prior to the advanced scheduling period to plan your schedule for the following semester
   - Before dropping a course (after the Add/Drop period at the beginning of the semester)
   - Before changing majors/programs or withdrawing from college
   - Before taking a course in summer school, winter session, or study abroad
5. You must successfully earn at least 15-18 credit hours each semester to meet graduation requirements in a timely manner.
6. You must be enrolled in at least 12 credit hours in any one semester to retain full-time student status. If you fall below 12 credit hours, you will be considered a part-time student and this will affect your financial aid; you will also be subject to removal from residence halls. Please take the time to get all of the information you need before dropping courses.

Tip 2: Make Learning Your Top Priority

To become a successful student, most new students have reported that managing their time well and attending class regularly have made them more successful. Here are some other tips from previous students:

- Arrive to your class on time
- Sit near the front of the room and be a good listener
- Ask questions in class
- Take notes
- Buy the course textbook and use it
- Study the course material regularly
- Work on assignments early and get them in on time
- Get to know another person in class for a study partner
- Let your instructor know immediately if you need to miss a class
- Check your campus email frequently

The course syllabus (course outline), which is provided to each student on the first day of class, is a “contract” between you and the faculty for that course. It is the student’s responsibility to be aware of and compliant with the course information and requirements in the course syllabus. Read it carefully since it contains valuable information you need to be successful in that course.

You should also be aware that New York State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of his/her religious beliefs is to be excused from any examination, study or work requirements. State law also stipulates that we have the responsibility to make available
equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed work.

**Tip 3: Meet the People Who Can Assist You with Your Academics**

- The Chair of your department, Dean and Secretary of your School Office can help answer your questions and direct you to the right resource:
  - Business and Liberal Arts and Sciences – Wheeler Hall 216
  - Agriculture and Natural Resources – Center for Agriculture and Natural Resources 005
- The Librarians can help with research and information literacy (Van Wagenen Library)
- The Center for Academic Support and Excellence (CASE) staff provide tutoring services, writing assistance and manage adult student, veterans and disability support services. CASE also provides workshops in test taking, studying skills and stress management. (Van Wagenen Library)
- Student Success Center staff offer resources for resume writing, career planning, transfer, internships, and finding summer, part time and full time employment while you are in college and after you graduate. (Van Wagenen Library)
- Master Faculty Advisors can guide you if you want to change your major or have a general advisement question (Contact your School Office to get their locations.)
- The Registrar’s Office staff can help you by providing transcripts of your academic progress (Knapp Hall)
- The Wellness Center staff can help you if you are not feeling well. Your physical and mental health play an important role in your academic success

**Tip 4: Use Campus Technology**

The Instructional Support Service Help Center is located in the basement of Warner Hall. There is a computer lab in the Help Center. Technicians in the Help Center can assist you in establishing your email and with any questions regarding the software used on campus.

Campus Email is the College’s official communication tool for notices and for contacting you. You should also use it to contact your course faculty and advisor. Check it often for important messages.

MOODLE is the online teaching system used on campus. Often professors post information regarding their class here. Information about logging into MOODLE for any of your courses is found on the College Website.

Banner Web Banner Web contains information about courses, grades, registration, financial aid, student accounts and your unofficial transcript. You log into Banner from the College’s Website.

SharePoint is the campus community electronic bulletin board. Meetings and important announcements as well as the Athletic and Activity calendar are posted on SharePoint. You may access SharePoint from the College Website.

**Tip 5: Make Connections to the Campus, the Community and the World**

SUNY Cobleskill and the surrounding community offer a variety of clubs and activities that can enhance your academic and personal experiences while attending the College. Check with the Student Life Center in Bouck Hall room 132, to learn more. Also, there are many opportunities for you to travel to another country and participate in a program related to your academic interests. Contact the Office of International Education for more information. This office is located in Bouck Hall room 116.
## SUNY Cobleskill Office Phone Listing

<table>
<thead>
<tr>
<th>Office</th>
<th>Area code 518</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>255-5523</td>
<td>Knapp 205</td>
</tr>
<tr>
<td>Admissions</td>
<td>255-5525</td>
<td>Knapp Lobby</td>
</tr>
<tr>
<td>Barnes &amp; Noble College Bookstore</td>
<td>255-5227</td>
<td>Bouck</td>
</tr>
<tr>
<td>Center for Academic Support &amp; Excellence</td>
<td>255-5271</td>
<td>Library</td>
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<tr>
<td>Center for Community Engagement</td>
<td>255-5303</td>
<td>Bouck 132</td>
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<tr>
<td>Cobleskill Auxiliary Services</td>
<td>255-5540</td>
<td>Prentice</td>
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<tr>
<td>CobyCard Office</td>
<td>255-5886</td>
<td>Knapp 112</td>
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<tr>
<td>College Advancement</td>
<td>255-5524</td>
<td>Knapp 228</td>
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<tr>
<td>Commuter Students Office</td>
<td>255-5313</td>
<td>Bouck</td>
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<tr>
<td>Culinary Arts, Hospitality &amp; Tourism Dept.</td>
<td>255-5425</td>
<td>Champlin</td>
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<td>Dining Services</td>
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<td>Early Childhood Department</td>
<td>255-5421</td>
<td>Holmes</td>
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<td>Educational Opportunity Program</td>
<td>255-5836</td>
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<td>255-5558</td>
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<td>Warner 023</td>
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<td>255-5510</td>
<td>Bouck 029</td>
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<td>MERITS Office</td>
<td>255-5872</td>
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<td>Paramedic Program</td>
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<td>Wheeler 103</td>
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<td>255-5522</td>
<td>Knapp 101</td>
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<td>University Police Emergency</td>
<td>255-5555 or 911</td>
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<td>Wellness Center</td>
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<td>Beard Health Center</td>
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## Abbreviations for Academic Buildings

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>AH</td>
<td>Animal Husbandry</td>
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<td>AL</td>
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<td>BH</td>
<td>Bouck Hall</td>
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<tr>
<td>CANR</td>
<td>Center for Agriculture &amp; Natural Resources</td>
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<tr>
<td>CC</td>
<td>Child Care Center</td>
</tr>
<tr>
<td>CEST</td>
<td>Center for Environ. Science &amp; Technology</td>
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<td>CM</td>
<td>Curtis-Mott Hall</td>
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<td>DB</td>
<td>Dairy Barn</td>
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<td>Field House</td>
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<td>FR</td>
<td>Frisbie Hall</td>
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<td>HE</td>
<td>Home Economics</td>
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<td>WH</td>
<td>Wheeler Hall</td>
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<td>HO</td>
<td>Holmes Hall</td>
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<td>KN</td>
<td>Kniskern House</td>
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<tr>
<td>LRC</td>
<td>Library</td>
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<td>Off Campus</td>
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<td>Old Gym</td>
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<td>Online Course</td>
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<td>PH</td>
<td>Prentice Hall</td>
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<tr>
<td>PRIMY</td>
<td>Off Campus- Primary</td>
</tr>
<tr>
<td>SP</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>WA</td>
<td>Warner Hall</td>
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