

# THE NORWICH CAMPUS

607-334-5144

Roger W. Follett Hall

20 Conkey Avenue, Norwich, New York 13815-1752

[www.morrisville.edu/norwich](http://www.morrisville.edu/norwich)

## General Information

In June 2005, the Norwich Campus relocated its Campus operations to new, state-of-the-art facilities in Roger W. Follett Hall adjacent to the Eaton Center in downtown Norwich. Easy access to shopping, services, and cultural and recreational activities makes the Norwich Campus an attractive option for students seeking a distinctive, challenging, and uniquely supportive academic and social environment. Students from the area can reduce the cost of College by commuting to the Norwich Campus while living at home, while those wishing to “live away” can find apartments available for rent locally.

## Norwich Campus Mission

As a “community based” campus, the Norwich Campus serves to complement, extend, and bring extra focus to the College-wide mission in Chenango County and south-central New York.

The Campus offers quality, personalized education and related services with an emphasis on associate degree career and transfer programs, employee training, professional development, and life-long learning.

The Campus contributes to the quality of life and economic vitality of the region by offering educational programs and services designed to:

1. Inspire interest and encourage broad participation in continuing higher education;
2. Meet residents’ needs for access, convenience, and value in continuing higher education;
3. Engage students actively in the learning process, especially as it relates to local needs and issues;
4. Equip students with the technical, scientific, and cultural knowledge and skills required for successful employment and civic engagement in the new global economy;
5. Communicate the need for high standards of personal and professional conduct;
6. Apply creative leadership to address the region’s unique opportunities and challenges.

## Programs and Services

The Norwich Campus offers associate degree programs, continuing/community education, and customized courses to meet the education and training needs of south-central New York. Courses are available for both full- and part-time study during the College’s regularly scheduled terms (fall, winter, spring, and summer). Some special programs or customized courses may vary from the regularly scheduled College terms.

Students enrolled at the Norwich Campus are subject to the rules and regulations of the college as outlined in this Catalog and in the Student Handbook. Procedures specific to the Norwich Campus may be found in this section or in specially published materials distributed at Orientation.

Students wishing to study at the Norwich Campus may earn an associate degree in majors offered entirely at the Campus (see below). Students may also choose to begin their studies at Norwich and transfer to the Morrisville Campus for one of the bachelor or associate degree programs offered in the school of Agriculture and Natural Resources, Business, Liberal Arts, or Science and Technology.

The following Associate degree programs are available in their entirety at the Norwich Campus (for full program descriptions, please refer to the relevant sections of the catalog).

- Accounting
- Business Administration
- Computer Information Systems
- Computer Systems Technology
- Criminal Justice
- Early Childhood
- Human Services
- Individual Studies
- Liberal Arts and Sciences (Humanities and Social Sciences)
- Nursing (first year only)
- Office Administration

As a commuter campus, approximately one-half of all Norwich Campus students are enrolled part-time. Students considering a reduced load (less than 15-18 credits per semester) should be aware that they will not be able to complete their Associate degree in two years unless they earn 30-32 credits per year. Students taking a reduced load still may be able to graduate in two years through a combination of careful advisement/course selection, and by taking advantage of the College’s summer and winter terms.

Students who register for 12 credits or less per semester can expect to take as much as 3 years or more to complete the requirements for an associate degree. Additionally, students taking courses toward Main Campus programs should be aware that doing so may place them “out of sequence” thereby making it difficult or impossible to complete their program in the usual two years for an Associate degree or four years for a Bachelor degree.

## Course Registration

All students, whether full-time or part-time, must schedule (select courses) and register (arrange payment) EACH SEMESTER for the course(s) they wish to take during the upcoming term.

## Admission Requirements

The Admission Office processes all admission applications for both the Morrisville and the Norwich Campuses. When applying, Norwich applicants are asked to fill out the special campus code “NORWT” to indicate attendance at the Norwich Campus. Please refer to the relevant section of this catalog for information on Admission or call 800-258-0111 (Admissions) to check on the status of your application. All those seeking to matriculate (earn a degree) and those applying for financial aid must apply for College admission.

## Academic Advising

Morrisville State College and the Norwich Campus seek to provide a challenging and supportive educational environment that encourages student success. Toward that end, each Norwich Campus student is assigned a professional Academic Advisor or Faculty Program Coordinator. This Academic Advisor - along with other staff and faculty - is available to students to discuss educational and career goals, answer questions, assist in schedule and degree planning, and otherwise provide support and helpful information throughout students’ academic careers.

All Norwich Campus students are asked to meet with their Academic Advisor at least once each term. Students who are in academic jeopardy may be required to meet with their Academic Advisor or other staff members more frequently to assist them in improving their academic standing. Although faculty and staff are readily available and eager to assist, appointments are recommended.

## Peer Advisement/Peer Tutoring

Peer advisors and peer tutors work with students, staff and faculty in many areas. Peer advisors provide general information about the campus and its programs and services, give campus tours, and help students with campus technology. A student may become a peer advisor through an application and interview process and can use this program as a way to earn special project or internship credits. A prospective peer advisor must be matriculated, have completed a minimum of 12 credit hours and have a grade point average of 2.75 or higher.

Peer tutors are also selected through an application process. To be considered for a position as a peer tutor the student must be matriculated, have completed at least 12 credit hours, have a grade point average of 2.75 or higher and have a grade of "B" or better in the subject they will be tutoring. Anyone interested in becoming a peer tutor should contact an academic counselor at the Norwich Campus, 607-334-5144.

## Academic and Student Services

Norwich Campus students are encouraged to take full advantage of all Norwich and Morrisville campus services including the Libraries, the Academic Center, Health and Counseling Services, Student Activities, Athletics, and more. Further information about these services is available during Orientation, in the weekly newsletter (MOCHA), on flyers/bulletin boards; and from Campus staff and faculty.

## Faculty

Norwich Campus faculty members consist of the college's regular full-time academic staff and qualified adjunct (part-time) faculty.

## Identification Cards

Norwich Campus students, faculty, and staff will be issued ID cards. ID cards provide access to Library, Laptop, and other services. ID cards must be carried whenever a student is on campus. Refusal or inability to show College ID when requested may result in Campus disciplinary action.

## Internships

Participation in a quality, career-related or exploratory field experience can greatly enrich classroom learning and better prepare students for success in the workplace. Accordingly, Norwich Campus students are strongly encouraged to participate in an internship. An Academic Advisor is available to talk with students about possible internship experiences and can help develop internship opportunities with area businesses and community service agencies. Various internship options are available to meet student interests and scheduling needs. To be considered for an internship, a student must have a 2.75 cumulative GPA or higher and have completed 12 credits at Morrisville State College.

## Satellite Locations

In an effort to make Morrisville State College courses and programs available throughout Central New York, the College works with area school districts, employers, and municipalities to offer quality educational opportunities at satellite locations based on a careful assessment of needs. To ensure academic quality, all classes follow Morrisville State College and relevant School/Department policies.

Tuition and fees are due and payable prior to the first class meeting. In addition, if students are participating in a satellite program in cooperation with their high school and they have not yet graduated from high school, NO FINANCIAL AID IS AVAILABLE. For more information regarding specific course offerings and schedules, contact your high school guidance office or the Admission Office.

## Student Government/Student Activities

The Norwich Campus offers a wide range of student activities. The Norwich Campus Student Government Organization (SGO) works with faculty/staff advisors and the general student population to plan social, educational,

cultural, and recreational events that benefit the Campus and the wider community. Events sponsored by SGO are supported by the Student Activity Fee charged to all students.

All students are encouraged to participate in SGO and to assume a Campus leadership role by becoming involved in the student governance and planning process. Students and faculty are likewise encouraged to propose new ideas for clubs, organizations, and activities that might further enhance the Campus experience for everyone.

## Co-curricular Transcript

Students participating in worthwhile campus or off-campus activities may complete a Co-curricular Transcript (CCT) that can serve as a valuable supplement to the College transcript during the job search process. The Co-curricular Transcript is intended to provide each student with an official record of honors, awards and recognitions, leadership development, professional and educational development, student organizations and activities participation, service learning, intercollegiate athletics, peer advising and peer tutoring.

## Transfer Credit

Transfer of credit from another college or university will be determined through a course-by-course evaluation. Students are responsible for 1.) requesting official transcripts (and course descriptions/syllabi as necessary) to be sent to the Norwich Campus from their prior schools and 2.) Requesting an official transfer credit evaluation at the Norwich Campus. Transfer credits shall not be computed in the Morrisville grade point average.

## Withdrawal from College

A student who wishes to withdraw must notify the Norwich Campus in writing, clearly stating the reason. The effective date of withdrawal for determination of tuition refund (if any) will be the date such notice is received. Students who drop or withdraw from all or some of their courses, and who have paid in full, are given refunds for tuition only (does not include State University fee or activity fee), in accordance with the schedule established by the College and printed below:

Withdrawal during	Refund
First week .....	100%
Second week .....	70%
Third week .....	50%
Fourth week .....	30%
Fifth week .....	0%

Formal withdrawal remains important even after the tuition refund period has ended (5th week and later), so that the student's transcript can reflect withdrawal (W) rather than a failing grade (F). Refunds given according to the above schedule will be sent to the student directly from Albany, in approximately 6-8 weeks. Students with a balance due are expected to pay the remainder upon withdrawal. Students who stop attending classes and do not notify the Norwich Office will receive a FAILING GRADE AND WILL BE LIABLE FOR ANY TUITION BALANCE.

## Refunds for Dropped Courses/Withdrawal from College

Refunds are only given during official drop and withdrawal period. If you must drop a class, **contact the Norwich Campus office as soon as you make the decision.**

## Matriculation

Full-time students, veterans, and those seeking financial aid, (TAP/PELL/APTS/LOANS) MUST be matriculated students. Specifically, they must file a State University of New York application for admission to the college and be formally accepted by Admissions as a degree candidate in a program of study. Also, part-time students who intend to earn a degree or who have completed the equivalent of one semester of full-time study (12 credits) should matriculate.

SUNY applications are available at the college Admission Office, high school guidance offices, at the Norwich Office, and online at [www.morrisville.edu](http://www.morrisville.edu).

**Those who expect financial aid in any form and have not matriculated will be liable for the total tuition cost. Financial assistance is not processed for non-matriculated students.** For more information on matriculation, or to determine your matriculation status, call the Norwich Campus Office, 607-334-5144.

### Payment of Tuition/Fees

Tuition for each semester is due and payable upon receipt of bill. All State University and activity fees must be paid before the term begins. An EXTENSION FOR PAYMENT may be granted for extenuating circumstances.

### Financial Aid

Refer to the financial aid sections of this catalog.

### Employee Benefits

Ask your employer if there is a tuition payment plan available where you work. Many companies pay full or partial tuition for college credit.

### Veterans' Benefits

For information on Veterans' Benefits, please contact the Registrar's Office at 315-684-6066 on the Morrisville Campus.

### Scholarships

Norwich Campus students may be eligible for general Morrisville College scholarships or scholarships restricted to those attending the Norwich Campus. For more information, see the scholarship section of this catalog or contact the Norwich Campus Office.

### Registration

Please refer to the Academic Calendar and semester course fliers for specific information.

### Textbooks

Please refer to the Norwich Campus Bookstore and semester course fliers for further information on dates and hours books are sold.

### Used Books

The Norwich Campus Store has a limited supply of used books that are sold on a first come/first served basis. For details, call the Norwich Campus Store at 607-334-5144 ext. 5073.

### Laptop Curricula

Morrisville State College is widely recognized for its integration of technology into the lives of its students both in and out of the classroom to prepare graduates for the demands of the 21st Century workplace. Toward that end, Norwich Campus students who enroll in Accounting, Business Administration, Computer Information Systems/Computer Systems Technology, Individual Studies and Office Administration programs are required to participate in these laptop curricula. Those not enrolled in the above-listed programs have the option to purchase a laptop. Technical support is available at the Norwich Campus and through The Technology Center.

### Liberty Partnerships Program (LPP)

Headquartered at the Norwich Campus and serving Chenango County Schools, The Liberty Partnerships Program is a cooperative 12-month program designed to inspire and empower middle and high school students to complete high school and seek college admission or advanced workforce training opportunities.

Current partnership schools include Unadilla Valley Central School, Otselic Valley Central School, Bainbridge-Guilford Central School, and Norwich City Schools.

The program also helps develop support systems and provides tools young people can use to become capable, contributing members of society.

Additionally, LPP offers support and guidance to parents whose children are LPP participants. In partnership with the schools and outside agencies, LPP provides tutoring, college and career exploration, in/out of classroom workshops, community service opportunities, leadership development, education and recreational field trips, and personal and academic advisement.

Programs include job shadowing, college exploration, and special workshops in drug and alcohol prevention, problem-solving, communication, and leadership.

LPP is a grant-funded program sponsored by the New York State Education Department, Pre-Collegiate Preparation Programs Unit.