The Norwich Campus

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General Information
In June 2005, the Norwich Campus relocated its campus operations to the state-of-the-art facility, 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 Statement:
The Norwich Campus works to offer diverse learning experiences so that graduates may pursue rewarding lives and careers, become engaged citizens, and contribute to our collective future.

Morrisville Works to:
Inspire Learning through Experience
Goal: To offer career-focused, experiential learning
The Norwich Staff will support ongoing internships opportunities, service learning, and community service through events and partnerships.
The Norwich Staff will support student opportunities in CSTEP programs.
Goal: To promote inquiry and scholarship at all levels
The Norwich Executive Director will support faculty and staff workshops or professional development events.
Goal: To enhance campus-wide opportunities for awareness of global cultural practice
The Norwich Campus community will provide workshops and presentations that support College values and civility.

Build Community
Goal: To create a vibrant campus community for personal interaction and growth
The Norwich staff will develop multiple events to showcase students, faculty, and community achievements and celebrate progress.
Goal: To engage the local community in civic and cultural affairs
Norwich Liaison committee will partner with the College Senate to invite a speaker to present to faculty, staff, and community members on selected topics in leadership and applied learning in fall 2015.
Goal: To promote regional, state-wide and international partnerships
The Norwich Campus faculty and staff will partner with local high schools, DCMO BOCES, and local employers to obtain early college experiences at the Norwich Campus with concurrent enrollment.
The Norwich Executive Director will partner with Liberty Partnership Program, and Admissions to conduct outreach to local high school administrators to discuss opportunities for enrollment growth, career/college readiness, and additional joint activities in fall 2015/spring 2016.
The Norwich Campus will promote Follett hall as a community space for training, workshops, events, and videoconferencing needs.

Achieve a Sustainable Future
Goal: To develop campus resources and operations with minimum resource footprint
The Norwich Campus will use upgraded video conferencing to improve course delivery and enhance industry/business usage.
Goal: To achieve effective and sustainable levels of required resources
The Norwich Campus will continue to improve the safety and security of the facility.
Goal: To assess and document effectiveness in achieving the College’s mission
The Norwich Executive Director is using student focus groups and student surveys to gather information related to space utilization, food service, facilities, and the satisfaction of student support services.
The Norwich Executive Director will gather feedback from the appropriate committees, shared governance/advisory councils on strengths, weaknesses, opportunities, and threats through periodic meetings in fall 2015/spring 2016.
The Norwich Executive Director will report back to the Provost and Academic Deans new opportunities for outreach for course offerings based on student demand and agency/business need.

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 scheduled Accepted Student Days.

Students wishing to study at this Norwich Campus may earn an associate degree in majors offered entirely at the campus. 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, Sustainability, Business, and Entrepreneurship, General Studies, Liberal Arts, or Science, Technology and Health.

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 three 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.

Food service is available in the evening at the Campus Quick Pick.

**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, located at the Morrisville campus, 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 “NORWI” to indicate attendance at the Norwich Campus. Please refer to the relevant section of this catalog for information on Admission or call the admissions office at 315-684-6046 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**

Morrисville 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.

**Academic Support**

Academic support is provided to all Norwich Campus students free of charge. Most tutoring occurs at the Academic Enrichment Center located in Room 134 of Roger W. Follett Hall. Tutoring is available in most subject areas, and occurs one-on-one or in small groups. Both peer and professional tutors are available to assist students by appointment and on a walk-in basis. In addition to tutoring, Academic Support staff also offer handouts and conduct workshops on topics such as study skills, taking notes, time management, and test-taking strategies.

Computers are available in the Resource Room off the Library, the Computer Lab-Room 225 and room 134. These computers are made available for student use to send/retrieve e-mails and Internet research, as well as for word processing, and for completing out-of-class assignments.

Norwich Campus students are encouraged to take full advantage of all Norwich and Morrisville campus services including the libraries, Academic Center, health and counseling services, student activities, athletics, and more. Further information about these services is available during Accepted Student Days, on flyers/bulletin boards; and from campus staff and faculty.

**Services for Students with Disabilities**

The philosophy of the institution is to provide students with the opportunity to obtain an education, which will aid them in living a full and independent life. Accordingly, assistance is available for those students with physical, psychological, and learning impairments. Available services include individual assistance for academic, personal, and career concerns; liaison with the student and the Office of Vocational Educational Service for Individuals with Disabilities (VESID) and other services agencies; assistance in obtaining tutors, interpreters, note takers, audio-visual and library materials designed for specific assistance, as well as specific classroom needs or special parking accommodations. Class scheduling and restroom facilities are designed to facilitate access. These support services are intended to encourage students to participate in all phases of college life. While Section 504 of the Rehabilitation Act of 1973 designates responsibilities of the institution, we recognize that the student is responsible for notifying the college of any disability so that appropriate attention may be given. Disability services for students who attend the Norwich Campus are arranged through Pat Davis, located in Room 211 of Roger W. Follett Hall, 607-334-5055.

**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 if applicable within their major. 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.

**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, students should contact their high school guidance office or the Admission’s Office.

**Student Government/Student Activities**

The Norwich Campus offers a wide range of student activities such as movie nights, area activities, and student trips each semester. 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 can also take part in groups organized by major and interest (including criminal justice, early childhood, human services, and student veterans.) 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.

Matriculation
Students seeking financial aid (TAP/PELL/APTS/LOANS) and students seeking veteran’s benefits must be matriculated. 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.

Application details and additional required information are available on the Morrisville website and can be located with the following link: http://www.morrisville.edu/admissions/apply.aspx

Those students who expect financial aid in any form and have not matriculated will be liable for the total tuition cost. Non-matriculated students are not eligible for financial assistance. For more information on matriculation, or to determine your matriculation status, call the Admissions Office at 1-800-258-0111.

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. 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.

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 to 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.