



2022-2023 HANDBOOK

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Vision, Mission, and Values

Vision

Learning today, transforming tomorrow.

Mission

SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement.

We realize our mission by fostering an environment that exemplifies the college's institutional goals to the highest quality.

Values

All members of the campus community will demonstrate:

- Inquiry: We embody an environment that promotes critical and creative thinking.
- Respect: We demonstrate courtesy and tact.
- Integrity: We act with honesty and fairness.
- Trust: Our relationships and interactions are based on mutual understanding and good faith.
- Equity: We embrace diverse and inclusive practices.

Academic Information

Class Attendance

You are expected to attend all classes, labs, field trips, and other activities as assigned by your instructor. Attendance at, and participation in, class activities may be factored into your final course grade. Poor attendance also prevents you from participating in varsity sports. Your attendance record in class may affect your eligibility for Financial Aid. Do yourself a favor -- go to class.

Grades

If you would like to view your grades, go to [MyCollege](#). Final grades are posted at the end of each semester. Midterm grades may also be viewed online. Please note that only "D" or "F" grades are required to be reported.

Graduation

Such a tremendous achievement calls for pomp, circumstance, ceremony, and an arena full of family and friends. But before you hear any exciting commencement speeches, you'll need to file an Intent to Graduate form with the Registrar's Office and purchase academic regalia to wear on your big night. All potential graduates must have a final high school transcript or a GED / TASC on file.

Applications for graduation are available in the Registrar's Office. You may also apply online by visiting www2.sunybroome.edu/registrar/. Your record will be reviewed to determine if you will become an official graduate. Diplomas will be mailed in February for fall graduates, July for spring graduates, and October for summer graduates. Attendance at the Spring Graduation ceremony is optional; however, it is a once-in-a-lifetime ceremony, and you are invited to attend because of your success in college.

For more information, go to: Student Services Building, Room 105; Telephone: 607-778-5527

Planning Your Schedule

Try SUNY Broome's new Student Schedule Planner!

This simple interface revolutionizes student schedule planning by assisting in the selection of preferred classes, blocking off breaks or conflicts, and generating the best possible schedules for registration. Optimization of schedules increases credit hours as you progress towards degree completion.

How to Access Schedule Planner:

1. Log into [MyCollege](#)
2. Click on the "Registration" button in Quicklaunch on the left under "Students."
3. Acknowledge the Financial Responsibility Agreement on the screen that comes up, and click "Return to Registration."
4. Select "Schedule Planner" from the menu to enter Scheduler Planner.

For more info, please visit www.sunybroome.edu/schedule-planner.

Transcripts

Do you need to prove to an employer or another college/university that you were a student here? Or do you need an official record of the courses you took here, and the grades you received in those courses? To get your transcript, go to www2.sunybroome.edu/registrar/transcripts/. There is a charge of \$2.50 for an electronic transcript, and \$5.00 for a hard copy transcript. If you need to have your transcript faxed (as opposed to mailed), there is an additional \$5.00 fee. You may also request transcripts in person at the Registrar's Office.

Location: Student Services Building, Room 105; Telephone: 607-778-5527

Withdrawal from College

If unforeseen circumstances occur and you need to withdraw from your classes, contact the Registrar's Office or the Advising Office immediately. You will need to complete the appropriate paperwork to make your withdrawal official. Don't forget to call the Student Accounts and Financial Aid Offices as well. Let these folks know as soon as possible that you will be leaving, since your finances and refunds may be at stake. You will be held responsible for all unpaid bills after leaving SUNY Broome. A visit to your academic advisor can make a difference for your future academic plans at the College. And don't worry! When you're ready to return to college, we're here to help.

Academic Support

Starfish

Academic Advising

Academic Advising provides clarification of degree and SUNY General Education requirements, assists students with academic planning, and may initiate referrals to campus resources. Academic Advisors help students understand their role and responsibilities in the advising process, and aid students in selecting courses appropriate for their degree and transfer goals. Academic Advisors assist students link their studies to academic and career goals and by aiding students when they are having difficulties in the classroom. Other academic issues, such as course and school withdrawal and curriculum change, can also be discussed with an Academic Advisor.

Academic Advising Contact Information:

Location: Student Services Building, Room 210

Phone: +1 (607) 778-5421

Email: advising@sunybroome.edu

Academic Grievance Procedure

Broome Community College's Student Academic Grievance Procedure has its origins in the Joint Statement on Rights and Freedoms of Students 1, and subscribes to the spirit of that Statement. To protect the rights and freedoms of students and faculty members consonant with that document and to signal the College's commitment to the mutual obligation of respect and civility fundamental to an academic community, the College establishes the following procedures to provide for the orderly, fair, and prompt resolution of student academic grievances. These procedures are intended to ensure due process and the equitable treatment and protection of all parties involved in academic grievances.

[View the Academic Grievance Procedure Here.](#)

Academic Honesty Policy

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers.

Students share the responsibility for maintaining academic honesty. Students are expected to:

- Refrain from acts of academic dishonesty
- Refuse to aid or abet any form of academic dishonesty
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- Encourage other students to adhere to the standards of academic honesty

Degree Works

Degree Works is a web-based tool that allows students and advisors to review and monitor student progress toward degree completion. Degree Works organizes academic coursework into blocks of requirements to easily identify which degree requirements are complete and which degree requirements are remaining.

Students are strongly encouraged to view their degree audits every semester to keep track of their academic progress towards degree completion. Students must meet with their academic advisor for guidance and to register for the next semester. An academic advisor can provide essential information regarding: graduation requirements, degree and program requirements, SUNY General Education requirements, Grade Point Average (GPA) requirements and residency requirements. Students must meet with an academic advisor for proper guidance throughout their academic journey.

Degree Works Features:

- Detailed view of a Degree/Program progress
- What If – displays academic progress towards degree completion if the student changes their major
- Look Ahead – displays how degree progress is affected by future registered courses
- Class History – displays the term and earned grade of all courses taken

Log into [Degree Works](#) today!

Course Registration

The Registrar Office serves a diverse student population. The process for registering for classes differs depending on your student status. Please read carefully the information below on how to register for a course.

Matriculated Students

Matriculated students are students who are enrolled in a program of study. To register for courses, students are required to meet with their academic advisor in their designated academic divisions: Business & Professional Studies, Health Sciences, STEM (Science, Technology, Engineering & Mathematics) or Liberal Arts. Students can view their Degree Works audit by logging into their [MyCollege](#) account to view program requirements, discuss their academic/curriculum plans with an academic advisor, and register for courses for the following semester.

Departments: [Advising & Registration](#):

Business: +1 (607) 778-5008

Health: +1 (607) 778-5210

STEM: +1 (607) 778-5625

Liberal Arts: +1 (607) 778-5219

Non-Matriculated Students

Non-matriculated students are students who wish to take a class without enrolling in a program of study. Students who are non-matriculate are not eligible for any Financial Aid and must pay for tuition and fees out of pocket.

To register for courses as a non-matriculated student, please visit [Non-Matriculate Registration](#), scroll down the page, complete the form and submit. By submitting the form you are agreeing to the financial obligation for your registered course(s). You will be contacted by the Registrar's Office via email notifying you that you have been officially registered for your designated course.

If you are a continuing non-matriculated student, you may register through your MyCollege account.

For additional information regarding tuition, fee and residency requirements, please contact the Student Accounts Office:

Phone: +1 (607) 778-5230

Email: stuaccounts@sunybroome.edu

Cross Registration

If you are in a program of study at another SUNY college/university and wish to take classes at SUNY Broome, you must complete the [Cross Registration Form](#). Students who do not complete the Cross Registration Form will not be considered for Financial Aid.

For additional information and guidelines regarding Cross Registration, see [Cross Registration Guidelines \(pdf\)](#).

SUNY Application

SUNY Application is a common admission application for any SUNY colleges and universities. There is a \$50 non-refundable fee charged with this application.

For additional information on the SUNY Application, please contact:

Phone: +1 (518) 320-1888

Phone: (Toll-Free): +1 (800) 342-3811

Email: askSUNY@suny.edu

[Request Information](#)

Students who wish to attend SUNY Broome are encouraged to apply directly on the [SUNY Broome Webpage](#). The application is FREE of cost!

For additional information regarding SUNY Broome admission:

Phone: +1 (607) 778-5001

Email: admissions@sunybroome.edu

Early College

The Early College Program is for current high school students who benefit from taking college courses on the SUNY Broome campus before graduating from high school. This program is typically for juniors and seniors who are at least 16 years of age, and have maintained a high school course average of 80 or higher related to the college course in which they seek instruction at SUNY Broome.

[Visit the Early College website for the latest application & registration form](#)

For additional information contact the Admissions office:

Phone: +1 (607) 778-5001

Email: admissions@sunybroome.edu

Continuing Education

SUNY Broome offers non-credit courses to serve as a conduit to the community by providing innovative educational experiences for all ages and all people. Continuing Education provides programs that meet workforce and professional development needs, health and wellness interests, youth programs and personal enrichment needs.

For more information on Continuing Education:

Website: Continuing Education

Phone: +1 (607) 778-5012

Email: aikensk@sunybroome.edu

Senior Audits

Any citizen of New York State who is 60 years of age or older may “audit” courses at SUNY Broome without charge, as long as there is space available in the class. In this context, the word “audit” means these students take the course by attending classes and being exposed to all the work given in class and assigned in the text. They do not have to do the homework or take the examinations. Students auditing courses do not receive a letter grade or college credit.

To register as a “Senior Audit,” you must bring an ID to the Registrar’s Office, in the Student Services Building, Room 105, and complete the [Registration Form \(pdf\)](#).

For additional information regarding Senior Audit, please contact the Registrar’s Office:

Phone: +1 (607) 778-5027.

Accessibility Resources Office

The Accessibility Resources Office (ARO) provides services and strategies to students with disabilities to create pathways of access to course objectives and academic activities, as well as campus student life activities. The ARO also provides consultative services to faculty/staff, tutors, and community organizations involved in the education of students with disabilities

To be determined eligible for reasonable accommodative services, students must provide the college with disability documentation records. Documentation records include copies of psychological test reports, IEP's, and/or physician's reports. Eligible students work with an Accessibility Specialist to determine reasonable academic accommodations, receive instruction in specific academic skills, identify

learning and study strategies, review academic advisement/planning, and develop self-advocacy skills. Eligible students may arrange for testing accommodations, readers, note-takers, tutors and assistive technology through the ARO.

The Deaf/Hard-of-Hearing Program works to ensure that students who are deaf or hard-of-hearing have full access to every aspect of campus. Qualified interpreters and note-takers are provided for classes and conferences, as well as student club activities, athletics, and cultural events.

Students who suspect they have a learning disability or attention deficit disorder can meet with an Accessibility Specialist to discuss individual situations. Based upon an initial interview and screening, students who are in need of evaluation may be eligible for an on-campus diagnostic assessment. If a disability is discovered, the student may be eligible to access reasonable accommodations.

Contact Information:

ARO is located on the lower level of the Library, L017. For appointments and information, call +1 (607) 778-5150, VP +1 (607) 238-2714 or email aro@sunybroome.edu

Alumni Affairs

Stay in touch with SUNY Broome and your fellow classmates. The Office of Alumni Affairs will keep you connected through the [Broome Alumni website](#), via emails, and with the alumni magazine BROOME. Having your updated contact information helps us greatly in communicating all our Alumni events, as well as keeping you informed of all activities that take place on campus. Don't forget to keep us posted as your information changes over the years (address, email, name, further education, career, marriage, kids, etc.). We can be contacted via email at alumni@sunybroome.edu.

Location: Wales Building, Room 213; Telephone: 607-778-5477

Athletics

The following is a list of SUNY Broome athletic teams which regularly compete against other NJCAA teams. Please contact the Athletics Office to obtain further information on eligibility requirements and sport tryouts. Visit our website at www.broomehornets.com.

Women's Athletic Teams: Basketball, Cross Country, Soccer, Softball, Tennis, Volleyball

Men's Athletic Teams: Baseball, Basketball, Cross Country, Soccer, Tennis

Co-Ed Team: Cheerleading, E-sports

Location: Student Center, Room 101; Telephone: 607-778-5003

Fitness Center

As a SUNY Broome student with a valid student ID card, you enjoy the privilege of using the exercise equipment in our Fitness Lab and Weight Room.

Location: Fitness Center – Student Center, Room 104;

Weight Room – Student Center, Room 105

Telephone: 607-778-5003

Intramurals

Many of our students at SUNY Broome Community College enjoy trying out sports and physical activities of all kinds, some maybe for the first time. Our intramural program is meant to offer an inviting and safe environment that encourages students to meet new people and have some fun. With this in mind, Athletics coordinates intramural activities including open gyms that are open available to all students enrolled at SUNY Broome Community College. Visit SUNY Broome Community College's online social engagement network, [The Swarm](#) for alerts and signups.

Buses

B.C. Transit buses run from locations all over Broome County to campus. Up-to-date information on bus passes, schedules, and rates can be found at www.ridebctransit.com. You can also find your bus with DoubleMap! Download the app to your phone and view bus activity by choosing a specific route. To download the app and for more information, go to www.gobroomecounty.com/transit/bus-tracker-app. Make sure you get your student ID early in the semester to take advantage of student rates, and keep the number of a friend or taxi service on hand in case you miss your bus.

Telephone: 607-763-4464

Career, Transfer, and Bachelor Partnership Department

The Career, Transfer, and Bachelor Partnership Department team is available to assist students in their Career Development process, which includes: Career Exploration & Planning, Transfer Planning, and Career Readiness. Team members work with students at any point in their SUNY Broome Community College experience, offering assistance with: exploring academic majors and how they align with various career paths, assistance with transfer to four-year colleges, resume development, interview coaching, job search strategies, and information on Applied Learning opportunities. The Department has many free career resources for students, including: Focus2 and hireHornets. The Department also has numerous college and university catalogs, college guidebooks, and computerized college information, as well as SUNY applications and transfer guides to guide you in your transfer process. Workshops and individual appointments are also available. For more information please visit our [website](#) or email careercenter@sunybroome.edu.

Location: Applied Technology, Room 101; Telephone: +1 (607) 778-5717

The Cecil C. Tyrrell Library

The Cecil C. Tyrrell Library provides a comfortable and welcoming space for students to work collaboratively or individually in a wireless environment. Librarians provide research assistance via email, chat, and in-person consultations, and will speak to entire classes at the instructor's request. The Library's primary functions are to support and supplement the academic programs of the College, increase information literacy, and to provide a center for serious study, research, and learning. The Library staff is committed to continually improving its services, resources, and facilities, and purchasing new resources in response to user requests.

Library facilities include a student computer lab, Library instruction classroom, computers for public access, individual study carrels, and small group study rooms. Networked black & white printing is available in addition to a self-service scanning station and copy machines.

In consultation with faculty and students, librarians develop a collection of materials in print, audio, video, film, and electronic formats, selected to meet the teaching and research needs of students and faculty, which are accessible through the Library's online research portal. Library collections are searchable through the discovery interface on the Library website. Most materials may be borrowed for use outside the Library, although restrictions are placed on reference and reserve works. The basic loan period is 16 weeks for books and one week for audiovisual materials. The SUNY Broome Community College ID card, issued by Public Safety, serves as a Library card. While the Library does not charge overdue fines, a fee may be assessed for material that is not returned and declared lost. The borrower is responsible for all materials charged out on his/her card.

As a member of the SUNY Library consortium, the SUNY Broome Library is affiliated with all 64 SUNY libraries, allowing students and faculty to seamlessly search for and borrow materials from other SUNY campuses. In addition, the Library is a member of a worldwide consortium that enables student and faculty access to national and international libraries. A web-based interlibrary loan service provides access to materials not owned by the Library.

The Library includes the Gallery@SUNY Broome that provides an exhibit space for faculty and students to exhibit a broad range of artwork, research poster sessions, and more discipline specific exhibits. The College Archives are located in the Library, providing historical documentation of the evolution of the college and the campus. The Broome Community College Art collection is also a part of the Library collections and showcases many local artists from the Tri-Cities area. Included in the collection is the Ed Aswad Carriage House Photography collection from a notable local photographer.

The Library is open 7 days/week during the semester. Summer hours are reduced, and the Library is closed when the campus is officially closed. Hours are posted on the [Library website](#).

Child Care

The B.C. Center is a licensed child care program located on the SUNY Broome Community College campus that strives to provide accessible, high quality child care for the children of SUNY Broome Community College students and staff, as well as children from the surrounding community. As part of an institution of higher education that seeks to achieve excellence in both teaching and learning, The

B.C. Center serves as a host school by offering field experience opportunities for students in the SUNY Broome Community College Early Childhood/Teacher Education Department.

Child care can be a burdensome expense for college student parents. The SUNY Child Care Block Grant Subsidy is a federal program administered by the Department of Social Services that pays up to 95% of child care tuition for income-eligible students. In order to meet income eligibility guidelines, a student's income must fall below the 200% income standard. Students who are eligible for the subsidy can use The B.C. Center during class meeting times. There are also limited openings for students who take online classes.

Spots at The B.C. Center are limited and openings are filled on a first-come, first-served basis. SUNY Broome Community College students are given priority, followed by faculty/staff and community members. To inquire about a spot or to put your name on one of our waiting lists, please call the program at +1 (607) 778-5437 or email the director, Pamela Holland, at hollandpe@sunybroome.edu.

Closings

To ensure that SUNY Broome students and employees receive critical communications in the most timely manner possible, SUNY Broome uses an emergency alert system called Rave Alert. Rave Alert has a proven track record of quickly and reliably delivering emergency communications, which has led to its adoption by more than 1,000 colleges and universities.

Need to update your contact information for alerts?

Students, faculty and staff can update their contact information by logging into the [Rave Alert Portal](#).

Information is also available through local radio and television stations. In addition, closings and cancellations can be accessed through the Press & Sun-Bulletin website at www.pressconnects.com. Whenever the College decides to close or delay opening due to weather problems, that message is given to all area radio and television stations as early as possible. Notices will also appear on the [college homepage](#) and the login page of [MyCollege](#).

Counseling Services

Counseling Services assists students with personal concerns, mental health needs and overall mental wellness. College students often encounter new experiences, pressures, anxieties, and challenges. Students can meet with Counselors in a confidential, helpful, and informal atmosphere, as they seek to develop their potential, form realistic goals, and understand themselves emotionally and intellectually. Call +1 (607) 778-5210 for an appointment, or walk-in for assistance in Room 102 in the Science Building. Students may also email counselingservices@sunybroome.edu or [request an appointment online](#).

Dean of Students

Student Conduct

The student conduct process is designed to enforce college policy and residence hall regulations while reinforcing the College's educational mission. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. We are committed to facilitating individual student success and accountability through a fair and engaging process centered around developmental exercises and conversations which may lead to behavioral consequences, and when necessary, separation for the college. The student conduct process functions cooperatively with Academic Affairs, Athletics, the Office of Housing, Counseling Services, the SUNY Broome Department of Public Safety, and local police and emergency response agencies. A student may be referred to a Student Conduct Administrator for an alleged policy violation.

[SUNY Broome Conduct Standards are Available Online.](#)

Classroom Conduct

While a student at SUNY Broome, you are expected to accord yourself in a manner that enhances the opportunity for you and your classmates to get the most out of your classes. While in class, students are expected to fulfill the following expectations:

- Attend class regularly and on time
- Be active and engaged in all courses, which includes participating in classroom conversations and being respectful and attentive to those instructing
- Offer original thoughts and responses to others in class discussions and writing
- Maintain academic integrity
- Appropriately challenge one another, encouraging respectful and constructive dialogue
- Have an open mind to new ways of thinking, working, studying, teaching, reading, and writing
- Contribute to your own educational experience

Student Village Conduct

In addition to the Standards and Expectations required of all students attending SUNY Broome, residents of the Student Village have additional expectations that they must follow to best ensure the safety and success of all students in residence. Those expectations are shared by the staff in residence, and are also located in the [Residence Life Handbook](#).

Should a student be reported to have violated the Code of Conduct, that incident will be investigated and adjudicated as described in the [Conduct Process](#).

In addition to any consequences faced due to the exhibited behavior, if a student is found responsible for violating the Code of Conduct they may find themselves being removed and/or banned from the Student Village.

Good Samaritan Policy

On July 20, 2011, Governor Cuomo signed a "Good Samaritan" law, designed to encourage individuals to call 911 for help in an alcohol or other drug emergency.

The primary reason people do not call 911 in the event of an overdose is fear of getting arrested. The law protects people who witness an overdose, suffer one, and those who call 911 from being arrested, charged, or prosecuted for possession of drugs/paraphernalia or under-age alcohol possession.

In believing that there is great value in this law and in making sure students know that we hold student safety and well-being as the highest priority, SUNY Broome will NOT bring conduct charges against those seeking assistance for someone in need of medical attention if they are in possession of drugs or alcohol.

This law does not protect against arrest, charge, or prosecution for other offenses, such as drug trafficking. For more information visit [New York State's Opioid Overdose Prevention Program website.](#)

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

-Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

SUNY Broome Community College prides itself on creating an environment where all students, faculty, staff, and visitors can feel safe from being a victim of sexual, or any other violence. However, if there is an instance of sexual or interpersonal violence where a member of the SUNY Broome community is involved, we will take direct action in addressing such behavior. To the left are links to important information that can help those affected by sexual or interpersonal violence.

Should you have any questions that you cannot find the answers to, or if you just want to talk to someone, please contact:

Title IX Coordinator

Marquis L. Bennett

Associate Vice President and Dean of Students

Phone: +1 (607) 778-5681

Email: dos@sunybroome.edu

How to Report an Incident

If you experience, or become aware of an instance or, sex or gender based discrimination, you may report it to the Dean of Students/Title IX Coordinator by [clicking here](#). All incidents are reviewed in a timely manner, but should this be an emergency please dial 911 for immediate assistance.

Student of Concern

SUNY Broome has a dedicated group of staff and faculty that are available to assist students in distress. This multi-disciplinary team reviews the information about the student in distress and takes appropriate action to best ensure the student's well-being, the community's safety, and the student's success here at SUNY Broome. If you, or someone you know, is in crisis please notify the Student of Concern committee by contacting the Dean of Students or by completing the form below. The SOC meets weekly for general meetings.

The purpose of the committee is to respond to reports about students whose behavior is raising concerns within the SUNY Broome community. Its responsibilities include

- Gathering and sharing information within the committee to assess the needs of the referred student
- Discerning whether there are multiple concerns about a student within a setting or across multiple settings
- Developing and facilitating a coordinated plan for assessment, intervention and management of the concerns for the student's well-being and that of the SUNY Broome community based on current institutional policy

Students who are deemed a threat to themselves or others are immediately referred to the CARE team for further review.

Any member of the SUNY Broome community may contact the Dean of Students, any SOC committee member, or complete the online form below to express a concern. The Chairs of the Student of Concern committee will bring all reported concerns before the committee.

[The Student of Concern Reporting Form](#)

Dental Hygiene Clinic

Could you use a dental cleaning or X-rays? Are you running low on cash or afraid dental work is too painful? Not to worry! Services at our Dental Hygiene Clinic are free to SUNY Broome students with SUNY Broome ID, and friendly as well. Call or stop for an appointment.

Location: Decker Building, Room 101; Telephone: 607-778-5015

Educational Opportunity Program

SUNY Broome Community College's Educational Opportunity Program (EOP) provides access, academic support and financial aid to first-time, full-time students who show promise for succeeding in college but who may need additional support throughout their time at SUNY Broome Community College. To be eligible for admission to the Educational Opportunity Program you must:

- Be a New York State resident for 12 months prior to enrollment;
- Qualify as academically disadvantaged according to the guidelines;
- Qualify as economically disadvantaged according to the EOP Income Guidelines

In selecting students for the program, priority is given to applicants from historically disadvantaged backgrounds. Admission is subject to program capacity. The program fills quickly so potential students should apply promptly for full consideration either through the SUNY App or through our [website](#). For questions, please call our office at +1 (607) 778-5220.

Health Information

Being healthy can make physical and even mental tasks easier, all of which can improve your performance in the classroom and your quality of life. So, if you need assistance related to health matters, stop by or call the professional staff at Student Health Services, where a friendly staff member is ready to help you.

For further information about clinical services and other health-related information, go to the SUNY Broome Web Page at <http://www2.sunybroome.edu/safety/health-services/>.

Location: Old Science Building, Room 102; Telephone: 607-778-5181

MMR and Meningitis Record Requirements

- If you are taking six (6) or more credits on campus (including Blended and/or Hyflex courses), SUNY Broome requires proof of the following:
- Two (2) Measles, Mumps & Rubella vaccines given at least 28 days apart and after your first birthday OR lab results showing immunity to Measles, Mumps & Rubella
- One (1) Meningitis vaccine within the last five (5) years OR a Meningitis Waiver form on file.
- New York State Public Health Law 2167 – Meningococcal Meningitis
- New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to do the following:
- Obtain the vaccine at your own expense

OR

Decide not to obtain the vaccination and sign a required waiver stating such meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Symptoms can include high fever, severe headache, stiff neck and rash. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column, as well as severe and permanent disabilities such as hearing loss, brain damage, seizures, limb amputations and even death.

Meningitis is spread through the air via respiratory secretions, such as coughing, sneezing, kissing or sharing personal items such as utensils, cigarettes and drinking glasses. Certain college students, particularly first-year students living in residence halls, have been found to have an increased risk for meningitis.

Two meningococcal vaccines are available in the US:

- 1.) Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s.
- 2.) Meningococcal conjugate vaccine (MCV4) was licensed in 2005.

Both vaccines can prevent four (4) types of meningococcal diseases, including two (2) of the three (3) types most common in the US and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease, but they do protect many people who might become sick if they didn't get the vaccine. Both vaccines work well, and protect about 90% of those who get it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

To learn more about Meningitis and the vaccine and other immunizations for college students, please feel free to contact Student Health Services, SB102, (607) 778-5181, and/or consult your physician.

You can also find information about the disease at the New York State Department of Health Website: www.health.state.ny.us; the Center for Disease Control and Prevention (CDC) Website: <https://www.cdc.gov/>

or the American College Association (ACHA) Website:

www.acha.org.

New York State Public Health Law 2165-Measles, Mumps, Rubella

If you were born after December 31, 1956, you are required by state law to prove you are immune to measles, mumps and rubella in order to attend college.

Acceptable proof of immunity includes: immunization cards from childhood, immunization records from high school or other schools you attended or records from your doctor or clinic. If you do not have proof of immunizations, you must be immunized again or have a blood test (MMR titer) to show you are immune to all three diseases.

Any student with a medical condition that prohibits vaccination may submit a doctor's statement on letterhead for exemption. (Temporary medical conditions, such as pregnancy, require blood titer clearance.)

Consequences of Being Non-Compliant

Non compliance will result in holds being placed on your student account and might lead to deregistration from classes. Students are responsible for any fine incurred by the college for non-compliance.

International Student Services

International Student Services assists international students with addressing a variety of needs while they attend SUNY Broome Community College, including personal, academic, immigration and cultural concerns. New international students are required to attend a New International Student Orientation program that addresses immigration responsibilities, campus life, local housing needs, and much more. Interested students can locate the International Student Counselor in the Admissions Office in the Wales Building room 102, or call +1 (607) 778-5001.

Learning Assistance Department

The Learning Assistance Department provides a comprehensive range of programs and services designed to foster development of critical thinking, problem-solving, and educational opportunities to enhance teaching and learning. These programs and services include:

- Writing Center
- Math Lab
- Tutoring Program
- Supplemental Instruction

Writing Center

Writing plays a big role in college and professional life, and the Writing Center is here to help you develop your writing. We work with writers on papers, essays, resumes, applications, and creative pieces--writers at any stage of their process, from initial brainstorming and prewriting through revising and polishing that final version. We offer one-on-one or small group sessions, workshops, online consultations, and a wealth of informative handouts about writing clearly and effectively. We're located in LI-012, on the ground floor of the Library; you are welcome to stop by to meet us and find out more about the services we offer.

You can make an appointment with the Writing Center in person in the Writing Center (LI-012) or by calling +1 (607) 778-5632. You can access more information about our hours and find helpful online resources by checking our website <https://www2.sunybroome.edu/writingcenter/>

Math Lab

The Math Lab provides a safe space on campus for current SUNY Broome students to study and complete their homework. Although students are welcome to bring their own laptops and tablets, the Math Lab has fully updated computers for student use. Students can work individually or in small groups, and can ask for help whenever they need to.

There are usually between two and four tutors at a time in the Math Lab. In addition to our tutoring staff, many full-time Math Department classroom faculty members volunteer an hour per week in the Math Lab. Although appointments are not required, students can schedule a maximum of 2 half hour one-on-one appointments per week with a professional tutor. Math Lab staff work with the Accessibility Resources Office (ARO) to provide additional support to students with disabilities.

Attendance in the Math Lab does not replace classroom time. Students who have missed a class should first meet with their instructor. Math Lab tutors may review material covered in class but cannot teach new topics.

The Math Lab has textbooks, calculators, and other supplies available for student use, as well as scratch paper, graph paper, practice worksheets, and formula sheets for students to keep.

The Math Lab is located in the basement of the Library (LI-010). You can also e-mail us at mathlab@sunybroome.edu or call us at +1 (607) 778-5581. [More information is on our website.](#)

Tutoring Program

The Peer Tutoring Program provides any SUNY Broome Community College student with free tutorial support across the disciplines via three modes:

- Long-term individual tutoring
- Short-term "drop in" group tutoring
- Online tutoring

Peer and professional tutors are trained to lead individual or group sessions, guiding students in becoming active learners while providing strategies and skills important for course success. All students are welcome to take advantage of this support.

Supplemental Instruction

An internationally recognized program, Supplemental Instruction facilitates guided study sessions for stepping stone and challenging courses. In each of these sessions, the SI leader helps students learn and apply study strategies to course concepts.

Public Safety

SUNY Broome Community College is a safe campus which does its best to provide a secure environment where students can feel comfortable about learning without distraction.

Each year, Colleges and universities which receive state aid file campus crime statistics with the United States Department of Education. [These statistics are available online.](#) In addition, The Advisory Committee on Public Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is available through the Chief of Public Safety.

Emergency Calls*

In an emergency contact Broome County Communications directly. SUNY Broome Officers and other emergency resources will be dispatched to your location.

From any Phone Dial 911

From a Blue Light Phone Press the call button for direct access to the 911 emergency dispatchers ([view blue light phone locations.](#))

* It is a crime to use the emergency number for any other purpose.

Car Problems

Has your engine lost the will to live? Call Public Safety to notify them if your vehicle needs to remain on campus overnight, or Public Safety will assist with jumpstarting your car. Unfortunately Public Safety cannot unlock vehicles, but they can provide you with the phone number of a car service that can assist you.

Lost and Found

Whether you find or lose something, contact the main office of the building where you found or misplaced the item. If you are missing an item that cannot be located in the building, try the Public Safety Office. The Public Safety Office organizes those items being dropped off and picked up, so put yourself and the umbrella you found in their capable hands.

Parking

In order to park your vehicle on campus, you must register it online at mycollege.sunybroome.edu. Then visit the Office of Public Safety to pick up your decal and a map of campus parking lots in which you may park. Failure to observe parking regulations may result in a ticket, fines, and/or a tow. You may appeal tickets online

at the same website you registered the vehicle. Appeals must be filed within seven (7) class days after the ticket is issued. Motorcycle parking is located next to Lot 16, near the Student Services Building in the loading dock area.

Scholarships

It's easy to apply for a number of scholarships through the BCC Foundation. Students can apply seamlessly to hundreds of scholarships through one online application, accessible through PC, mobile, or tablet devices. The system automatically applies the student to scholarships they qualify for through set criteria. Visit www.sunybroome.edu/scholarshipsonline for information.

Student Activities

Campus activities, such as Open Mic nights, Spring Fling, and the Giving of the Toys, are all here to keep you engaged and successful at SUNY Broome. Make sure to jot them in your planner, so you can make the most of your time. You can check out all SUNY Broome events on [The Swarm](#).

Clubs and Organizations

Would you like to share your interests in a curriculum, hobby, or sport? Would you like to focus your energies on some new, exciting activity? Would you like to meet new, interesting people? Join a club!

[Go to our online home for clubs and organizations](#) Browse through the list of clubs and advisors. You're sure to find an activity of interest to you. You can also stop by the Student Activities Office in the Old Science Building, Room 107A.

Student Assembly

Want to impact the campus and take charge of your SUNY Broome experience? Join Student Assembly! You will benefit from lots of experience in leadership and teamwork. Student leadership provides opportunities to travel and meet new friends, as well as campus and community leaders. If you have a concern or idea, stop in and see your Student Assembly! That's what we're here for.

Location: Old Science Building, Room 107; Telephone: 607-778-5152

Student Health Services

Student Health Services is located in the (old) Science Building, Room 102, and is open 8:30 a.m. to 4:30 p.m., Monday through Friday. A provider is available to see students on a walk-in basis. Provider hours are subject to change. You can also contact Student Health Services to confirm that a provider is available at +1 (607) 778-5181. All services are confidential. Requests for information will be released only with the written authorization of the student.

The professional staff includes a part-time physician assistant.

- Services Offered Include:
- Limited treatment for illnesses and injuries
- Limited medical emergency care
- Blood pressure screening
- Pregnancy tests
- TB screening (\$10 charge)
- Contraceptive information
- Healthy lifestyle information
- Strep throat testing
- Flu vaccines

More information about services offered and Health information required can be found here: www.sunybroome.edu/healthservices

Student IDs

Your SUNY Broome Student ID Card serves as your SUNY Broome Library Card, and also allows you access to the Fitness Center and Weight Room; so get it early in the semester to avoid delays in taking out material you need for your classes. The card is also good for discounts all over the area – from movie tickets to fast food discounts. The sooner you get it, the sooner you can use it! You can complete the [ID process online here](#).

Replacement IDs cost \$50.

Student Jobs

Are you interested in working on-campus, gaining work experience in a professional environment, and increasing your career readiness for after graduation? Make the most of your time at SUNY Broome through transformative work experiences without leaving campus!

Search [hireHornets](#), powered by CCN, for on-campus opportunities.

We have resources for students seeking positions on campus as well as supervisors looking to maximize their student employee's experience. If you have questions regarding Student Employment at SUNY Broome, please email careercenter@sunybroome.edu.

For resources, check the [On-Campus Student Employment webpage](#).

SUNY Broome Community College Campus Shop/Bookstore

The SUNY Broome Campus Shop is located in the Student Center. The team is dedicated to the success of each student by providing a one-stop-shop for all required textbooks and materials. Students can take advantage of the in-house rental programs, price match guarantee, eBook book options, and year-round textbook buybacks. The shop promotes access to educational materials using various tenders such as credit card, check, financial aid, and vouchers through various organizations.

In addition, the shop also serves as a convenient stop for the entire academic community, offering snacks, drinks, health and beauty supplies, apparel, gifts, technology and much more.

Contact the SUNY Broome Campus Shop:

Phone: +1 (607) 724-0696, Email: sunybroome@bkstr.com or visit the online shop at <http://www.SUNYBroomeshop.com>.

Veterans & Military Affairs

The Veterans & Military Affairs Office assists qualified veterans and other eligible students in acquiring and using educational benefits from the Department of Veterans Affairs. Benefit programs include Active Duty and Guard/Reserve GI Bills®, Dependents Educational Assistance\ Program (DEA), Vocational Rehabilitation and Post 9/11 GI Bill®.

Eligible Students should contact the Veterans & Military Affairs Office at +1 (607) 778-5148. The office is currently located on the first floor of the Student Services Building, Room 102.

[Visit our Veteran and Military Affairs page.](#)