

# Finding Your Way



**FingerLakes**  
COMMUNITY COLLEGE

## **Part-Time Student Survival Guide** **Practical Advice for any New Adventure...**

“If during your ordinary wanderings you suddenly discover you are not sure of your whereabouts, keep your shirt on and don’t get excited. There is nothing unusual about going astray. If such a situation is new to you, the best thing to do is sit down, let your muscles go as comfortably slack as possible, and begin thinking things over calmly.”  
(p. 169, On Your Own In the Wilderness, 1958)

## **“Finding Your Way”**

is for the Finger Lakes Community College Part-Time Student (current student enrolled in less than 12 credit hours).

## **“Finding Your Way”**

is designed as a quick reference, understanding that your time is valuable and limited.

## **“Finding Your Way”**

contains useful information to support your studies at FLCC.

**Welcome! We are pleased that you are here!**

*FLCC does not discriminate on the basis of race, color, creed, religion, national origin, gender, age, marital status, sexual orientation, disability or veteran status in its educational programs, admissions, activities or employment policies, and also does not discriminate on the basis of arrest or conviction record in its employment policies.*



# Starting Points

## Explore/Experience

College is a uniquely special experience at any time in your life. It creates an environment of opportunities, in one location, where you can explore different subjects, meet the experts, and experience unlimited self growth.

You may have already decided upon a major or career; but if you haven't, that's okay. Finger Lakes Community College (FLCC) counselors are available to help. Together, you can discover a world of possibilities as you explore your interests and design an educational plan.

At FLCC there are a variety of courses you can take to develop your intellectual, career, and personal interests. You may want a credit-bearing course specifically covering College Study Skills, Career Exploration, or even, Chaos: The Self-Organizing Universe!

## Undecided?

If you have not selected a major you may want to utilize the Undecided Student Discovery Lab and/or take an assessment to identify a major and career path. We encourage students to choose a major by the time they have accumulated 12 credit hours. For help in doing so, visit the Career Services office located in The Center for Advisement and Personal Development (Canandaigua campus, 2nd floor)

# Academic Advisement

**585.394.3500, ext. 1267**

**The Center for Advisement and Personal Development, 2nd floor, Canandaigua Campus; Geneva Campus Center, Wayne County Campus Center**

Academic advisement is much more than selecting your courses and signing a registration form. It is about developing a professional relationship with your advisor that will help you define and focus your educational, as well as, career goals.

Advisors for part-time students are located in The Center for Advisement and Personal Development on the Canandaigua campus from 8:30 a.m. to 7:00 p.m., Monday through Thursday, (during the academic semesters) and 8:30 a.m. to 4:00 p.m. Friday. At the Geneva Campus Center, see John Cromartie, and at the Wayne County Campus Center, see Laila Paliotti. You can also request a faculty advisor from your degree program.

The Part-time Student Hotline 585.394.3500, ext. 1468 was created by The Center for Advisement and Personal Development to serve the advisement needs and diverse schedules of all part-time students currently enrolled at FLCC. Call and leave a message stating your question(s) and providing a phone number where you can be reached. We will return your message by the next business day. If you have questions about your academic program, courses you are taking or need to take, changing majors, or other issues, connect with us in The Center for Advisement and Personal Development.

Our Part-time Student email address [ptadvise@flcc.edu](mailto:ptadvise@flcc.edu) can also help you connect with an advisor.

# Log on to WebAdvisor

## Online Access for Students to...

**Register for Classes • View your Schedule • View your Transcript • View the Class Schedule**

### How to Access WebAdvisor:

Visit [webadvisor.flcc.edu](http://webadvisor.flcc.edu) or, click on “WebAdvisor” on the FLCC homepage, [www.flcc.edu](http://www.flcc.edu).

### How to Login to WebAdvisor:

On the WebAdvisor homepage click on the Login tab near the top of the screen. Your login is a combination of first name, last name, and a number to make it unique. For example, John Doe’s login might be jdoe14.

### How to obtain your WebAdvisor Login and Password:

From the Main Menu click on “Guest Access,” then click on “What’s my Password.” Follow the instructions from there to obtain your login and send your temporary password to an email account on file with the College. Once you obtain your temporary password, login to WebAdvisor and go through the change password routine. If you do not have an email address on file with the College, or you have an incorrect email address on file, you will not be able to obtain you login in password in the above fashion. Read the instruction below for instructions on how to submit your new or corrected email to the College.

### How to submit your email address to the College:

From WebAdvisor’s Main menu click on “Guest Access,” then click on “Update my email Address.” On the right side of the window that pops-up, click on the “Sign up for WebAdvisor Now” button. Once you submit the form, you will be notified within 24 hrs that your email address is now on file with College.

### I forgot my login and Password!

From the Main Menu click on “Guest Access” then click on “What’s my Password”.

### How to Register for Classes using WebAdvisor:

From the Main Menu click on the Login tab. Enter your WebAdvisor login and password. Select the “Students” menu and then click “Register for Sections.” Make use of the on-line help feature within WebAdvisor if you have a question or become confused while registering for classes.

### How to View Semester Class Schedules:

You do not need to login to WebAdvisor to use this feature! Click on “Guest Access” and then click on “Search for Classes”. Use the drop down boxes to view class schedules for specific terms, locations, subjects, days, times, instructors, etc.



# Log on to WebAdvisor

## Online Access for Students to...

**Register for Classes • View your Schedule • View your Transcript • View the Class Schedule**

### How to View your Class Schedule:

From the Main Menu click on the Login tab and login to WebAdvisor. Click on the “Students” menu and then click on “My Class Schedule” in the bottom right hand corner. Select the term you wish to view your schedule for and click submit. Use the print icon on your browser to print the schedule.

### How to View your Grades:

From the Main Menu click on the Login tab and login to WebAdvisor. Click on the “Students” menu and then click on “Grades”. Click the box next to the term you wish to view grades for and click Submit.

### What else is available in WebAdvisor?

You can submit an official transcript request, view a record of all the courses and grades taken at FLCC, view your Financial Aid Awards for a term, view your account balance, change your address, and more.

### Need Help?

Please call the Registrar’s Office at 585.394.3500, ext. 1622.



# Academic Support

**585.394.3500, ext. 1392**

**Developmental Studies Department, The Academic Support Center**

**Library, Canandaigua Campus - Mon.-Thurs.: 8 a.m. to 8 p.m., Fri.: 8 a.m. to 4 p.m.**

## The Academic Commons

Located on the third floor of the Canandaigua Campus Library, it provides academic support to all students. The Academic Commons houses the Academic Support Center, The Write Place, and The Math Center. Professional and peer tutoring services are available for all courses offered at FLCC. Tutoring services are also available in the Academic Support Centers at the Geneva, Victor and Wayne Campus Centers. Please check each location for hours. For assistance you can contact:

Geneva Campus Center	Stephanie Olsen, 315.789.6701, ext. 6014, <a href="mailto:olsens@ficc.edu">olsens@ficc.edu</a>
Wayne Campus Center	Joel O'Toole, 315.331.9098, ext. 304, <a href="mailto:otoolejp@ficc.edu">otoolejp@ficc.edu</a>
Victor Campus Center	Don Emirbayer, 585.742.6337, ext. 1114, <a href="mailto:emirbadd@ficc.edu">emirbadd@ficc.edu</a>

**As a part-time student, don't get caught without the academic skills you need to do well in your courses. Each Academic Support Center provides a range of services to address your individual needs, including:**

- courses to teach you how to write a research paper, as well as improve note-taking, test-taking, textbook reading and other college survival skills.
- coursework assistance
- tutoring services at no charge, either professional or peer

## The Write Place

**585.394.3500, ext. 1601**

**Hours: Monday through Thursday, a weekly schedule is posted**

**Need help with a writing assignment? Visit the writing center, for guidance with:**

- grammar and punctuation
- style and usage
- research techniques
- proofreading a term paper
- completing a scholarship application, and more!

## The Math Center

**Hours: Please check with them about their semester hours.**

# Scholarships for Part-Time Students

Prepare Now! Don't miss this opportunity!

## Returning Student Scholarships

You are a **returning part-time student** if:

- You are currently enrolled at FLCC, and are matriculated in a degree program
- You have completed 32 credit hours, and
- You will be enrolled at FLCC for the 2011-2012 academic year

**FLCC Alumni Association Scholarship** - Amount: \$250; Minimum GPA: 3.4

**Association for Women at FLCC (AWFLCC)** - Amount: \$250; Minimum GPA: 2.5

**Dr. Ina Sue Brown Memorial Scholarship** - Amount: Cost of 3 credit hours; Minimum GPA: 2.5

**Donald & Jean Burgan Community Service Scholarship** - Amount: \$1000; Minimum GPA: 2.7

**Dr. Rebecca Burgess Memorial Scholarship** - Amount: \$1,000

**CCFL Storefront Pioneers Scholarship** - Amount: Varies; Minimum GPA: 3.0

**Charlotte Munson Memorial Scholarship** - Amount: Varies; Minimum GPA: 2.0

**Frances F. MacLeod Memorial Scholarship** - Amount: varies; Minimum GPA: 3.0; enrolled for at least 8 credit hours

**Canandaigua Rotary/Martin Schneider Scholarship** - Amount: \$1,000; Minimum GPA: 3.0

**Carol Scharett Memorial Scholarship** - Amount: \$500; Minimum GPA: 3.0

**Broccolo Tree & Lawncare Horticulture Scholarship** - Amount: \$500

**S and S Memorial Scholarship** - Amount: \$500

**Seneca Nursery Landscape Scholarship** - Amount: \$500

**Becker/Strong Memorial Scholarship (sponsored by Ontario County Deputy Sheriff's Benevolent Assoc.)**

Amount: \$500; Minimum GPA: 3.0

**Anthony L. Cecere Memorial Scholarship** - Amount varies; Minimum GPA: 3.0

**Dr. Charles J. Meder Scholarship for the Arts** - Amount: Varies; Minimum GPA: 2.75

**John M. Meuser Memorial Scholarship** - Amount: \$1,000

**Elizabeth Bay Memorial Scholarship** - Amount: \$500

**Alice C. Southgate Home Bureau Scholarship** - Amount: varies; Minimum GPA: 2.5

**Mr. & Mrs. Elwood A. (Emma) Garner Memorial Scholarship** - Amount: \$500; Minimum GPA: 3.0

**Jane Milne Mills Memorial Scholarship** - Amount: \$900

**Nursing Alumni Legacy Scholarship** - Amount: \$500; Minimum GPA: 3.0

**The Arianne van Tienhoven Tepper Award** - Amount: varies

**Murray F. Gardner Memorial Scholarship\*** - Amount: \$1,000; Minimum GPA: 2.5

**Massage Therapy Scholarship** - Amount: \$500

**Therapeutic Massage Scholarship** - Amount: \$500; Minimum GPA: 3.0

**A Finger Lakes Visitors Connection, Ontario County, NY, Scholarship** - Amount: \$500

**Catherine J. Kamm Memorial Scholarship for Vocal Studies** - Amount: \$500; Minimum GPA: 3.0

**Geneva Center Scholarship** - Amount: \$500; Minimum GPA: 2.0; completed 12 credit hrs. at Geneva Campus Center

**Brooke Makowiec Memorial Scholarship** - Amount: \$400; female, Communications major

**Ed and Gerry Cuony Scholarship** - Amount \$1,000; Geneva resident, completed 9 credit hrs. at Geneva Campus Center

**Ann Hamilton Reading & Writing Scholarships** - Amount: varies

**John & Peggy Champaigne Scholarship** - Amount: \$250; Minimum GPA: 2.8

**Bill Parham Memorial Scholarship\*** - Amount: varies

**Science & Technology Faculty Scholarship** - Amount: \$500

**Ed Morrell Biology/Biotechnology Scholarship** - Amount: \$500

**IPM & Plant Health Scholarship** - Amount: \$500

**Ontario County Master Gardeners Scholarship** - Amount: \$500 (2)

**Jack Bricker Memorial Scholarship**- Amount: \$500; Minimum GPA: 2.5

**POW/MIA Award**- Amount: \$1000; Minimum GPA: 2.5

**AVI Fresh, Ink Hospitality Scholarship**- Amount: \$1000; Minimum GPA: 3.0

**Canandaigua Lions Memorial Scholarship**- Amount: \$500

**Sharon Nedrow Adult Basic Education Scholarship**- Amount: Varies; Earned GED at FLCC

\*must have completed one full-time semester at time of application

*For specific requirements and qualifications, please refer to the FLCC Scholarship Application or visit [flcc.edu/scholarships/returning.cfm](http://flcc.edu/scholarships/returning.cfm)*

*Most scholarships require essays. Please prepare by writing essays in advance of deadline dates*

# Scholarships for Graduating Part-Time Students

Prepare Now! Don't miss this opportunity!

## Graduating Student Scholarships

You are a **graduating student** if:

- You are currently enrolled at FLCC,
- You are in your final semester, and
- You plan to graduate in May or August 2011 and attend a four-year institution the following semester.

**Delta Kappa Gamma Society International Scholarship** - Amount: up to \$1,000

**Nursing Alumni Legacy Scholarship** - Amount: \$500; Minimum GPA: 3.0

**Mary Capozzi Integrated Healthcare Scholarship** - Amount: \$1000; Graduating from Nursing or Massage Therapy and returning to FLCC to earn an other degree

**Patricia Nettnin Memorial Scholarship** - Amount: \$500; Math or Computer Science field

**FLCC Alumni Association Memorial** - Amount: \$1,000

**Scholarship Opportunities with an Alternate Application Process** - Please refer to contact name or department listed by each scholarship

**Bruce Bridgman Memorial (Alpha Beta Gamma) Scholarship** - Amount: \$500; Contact Prof. Gloria Bembem

**Dr. Henry Buxbaum Fine Arts Prize** - Amount: \$500; Contact Visual & Performing Arts Department

**FLCC Conservation Faculty Scholarship** - Amount: \$500; Contact Conservation Department

**FLCC Horticulture Faculty Scholarship** - Amount: \$500; Contact Horticulture faculty

**Dr. A. John Walker Chorale Music Awards** - Amount: varies; Contact Music faculty

**Francis Finnick Memorial Conservation Award** - Amount: \$500; Contact Conservation Department

**Frale Family Scholarship** - Amount: \$500; Contact Conservation Department

**Garden Pro Scapes** - Amount: \$600 - \$1,000; Contact Assistant Prof. Jana Lamboy, Ph.D.

**Mark J. Prockton Memorial Scholarship\*** - Amount: \$600; Minimum GPA: 3.25 Contact Prof. Mike Prockton

**New York State Nursery & Landscape Association** - Amount: \$500; Contact Assistant Prof. Jana Lamboy, Ph.D.

**New York State Arborist Association Scholarship** - Amount: \$500 - \$1,000; Contact Assistant Prof. Jana Lamboy, Ph.D.

**Robert L. (Rodge) Case Conservation Scholarship** - Amount: \$500; Contact Conservation Department

**Math Department Faculty Scholarship** - Amount \$500

**Dennis Morgan Memorial Scholarship** - Business student; Amount varies

**Wayne Williams Fine Art Award in Honor of his parents Ashely and Paul Williams** - Amount: \$400

**Salvation Army Advisory Board Scholarship** - Amount: Varies

**laura McNamara Tyler '96 Memorial Award** - Amount: \$1000; Female on Woodsman's Team

\*must have completed one full-time semester at time of application

**FLCC Scholarship Applications are due by 5 p.m. on March 11, 2011, in the Office of Resource Development (B-136).**

# Basic Campus Information\*

## Office service hours

Mon.-Thurs.: 8:30am-5pm and Fri.: 8:30am-4pm

## Admissions Office (ext. 1278)

Wed. 5-6 p.m. by appointment when classes are in session.

## Bursar's Office (ext. 1229)

Evening hours by appointment.

## Campus Book Store (ext. 1382)

Mon. & Tues. 8 a.m.-6:30 p.m.; Extended hours for the first two weeks of classes are posted outside of the Book Store.

## Career Services (ext. 1270)

Evening hours by appointment.

## Center for Advisement and Personal Development (ext. 1267)

Mon.-Thurs. until 7 p.m. when classes are in session.

## Computer Labs (ext. 1419)

**Main Campus:** Mon.-Thurs. 7:30 a.m.-11 p.m.; Fri. 7:30 a.m.-5 p.m.; Sat. 9 a.m.-5 p.m.; Sun 11 a.m.-5 p.m.

**Geneva Campus Center:** Mon.-Thurs. 7:45 a.m.-9:30 p.m.; Fri. 7:45 a.m.- 4:30 p.m.

**Wayne County Campus Center:** Mon. & Wed. 9:30 a.m.-6:30 p.m.; Tues. & Thurs. 12:30-9:30 p.m.; Fri. 9:30 a.m.-4:30 p.m.

## Registrar's Office (ext. 1622)

Evening hours by appointment.

## Student Health Center (ext. 1297)

Evening hours by appointment.

## The Charles J. Meder Library (ext. 1371)

Fall and Spring semesters: Mon-Thurs. 7:45 a.m.-10 p.m.; Fri. 7:45 a.m.-4 p.m.; Sat. 9 a.m.-4 p.m.; Sun. 12 p.m.-4 p.m.

## Athletic facilities

Fitness center, intramurals, gym: 4th floor, Canandaigua campus.

## ATM

Machine available, 2nd floor, Canandaigua campus, near vending machines.

## Book Charges

Students who have excess financial aid monies may apply at the Campus Book Store beginning the first day of each semester. SUNY ID is required.

# Basic Campus Information\*

## Campus Safety

1st Floor, Canandaigua campus; blue phones available in parking lots.

## Child Care

Flexible scheduling available. Call 585.394.6666 for information.

## Bursar's Office (ext. 1229)

Evening hours by appointment.

## College Building Hours (585.394.3500)

Mon. - Sat. 7a.m.-11p.m.; Sun. 7a.m.-5p.m.

## Computers

Lab is available on 3rd floor, Canandaigua campus and campus centers.

## Disabilities

Learning, contact Amy Nichols, ext. 7390; Physical, contact Norah Nolan-Cramer, ext. 1441

## Email

Microcomputer Lab, 3rd floor, Canandaigua campus; need to apply for address.

## Emergencies (ext. 1900)

Contact Office of Campus Safety, ext. 1900.

## Escort (ext. 1900)

Campus Safety Officers are available to escort you to your vehicle on campus; ext. 1900

## Food

Cafeteria is open Mon.-Thurs. 7:30 a.m.-8:30 p.m., Fri. 7:30 a.m.-2:00 p.m.

## Food Cupboard (ext. 1267)

For food emergencies, contact The Center for Advisement at ext. 1267.

## ID card, SUNY

Required to access services offered by the Library, Book Store, Registrar, and Bursar Offices; available from the Office of Student Life, Geneva Campus Center and Wayne County Campus Centers.

## Lost & Found

Office of Campus Safety, 1st floor, main campus.

## News

visit the FLCC events calendar at [www.flcc.edu/calendar](http://www.flcc.edu/calendar).

# Basic College Terms\*

**Add/Drop course period:** check the Registrar's Office for dates.

**Advisor:** assists students with course selections and completion of program requirements. You can request an advisor if one is not assigned to you.

**Appeal, academic:** process for student to challenge a questionable grade.

**Book buyback:** FLCC Book Store purchases books from students after each semester.

**Certificate of Residence:** verifies county of residence; check with Bursar's Office.

**Conduct, Student Code of:** College policy which defines a student's rights and responsibilities, outlines violations, and identifies procedures for resolving problems.

**Course Outline:** summary of course requirements, testing, attendance and grading distributed by instructor.

**Degree Evaluation:** outline of courses required to receive a specific degree.

**GPA:** Grade Point Average; see College Catalog.

**Matriculation:** officially accepted into program of study by FLCC Admissions Office.

**Organizations, student:** check Office of Student Life, many possibilities.

**Pre-registration:** students register for the next semester during current semester.

**Refunds:** see Bursar's Office for refund schedule.

**Scholarships:** for part-time students are available, contact the Office of Resource Development; also a computerized search is available for small fee in the Financial Aid Office.

**Transcript:** semester summary of course grades; both official and unofficial; check with Registrar's Office.

**Tutors:** available in the Academic Support Center, Canandaigua Campus, FLCC Geneva Campus Center and Wayne County Campus Center; a free service.

**Withdrawal, course/semester:** required official process for leaving the College.

*\*Additional information is available in The Center for Advisement and Personal Development.*

# Documents You Need and Should Have for Reference (and where you can pick one up)

## Degree Evaluation

The Center for Advisement and Personal Development, 2nd floor, Canandaigua campus

## College Catalog

[www.flcc.edu/catalog](http://www.flcc.edu/catalog)

## Student Code of Conduct Policy and Grievance Procedures

Director, Judicial Affairs, D-356 ext. 1554 Canandaigua Campus; as well as at the Geneva Campus Center and Wayne County Campus Center

[www.flcc.edu/pdf/studentservices/codeofconduct.pdf](http://www.flcc.edu/pdf/studentservices/codeofconduct.pdf)

## Student Handbook and Academic Planner

Available in September and January from the Office of Student Life (2nd floor, Canandaigua Campus) and at the Geneva and Wayne County Campus Centers.

# Helpful Resources

### Part-time Student Hotline:

585.394.3500 ext. 1468

### Part-time Student Email Address:

[ptadvise@flcc.edu](mailto:ptadvise@flcc.edu)

FLCC Web Site: [www.flcc.edu](http://www.flcc.edu)

### Walk-in and by appointment:

The Center for Advisement and Personal Development

Canandaigua Campus, 2nd floor

585.394.3500, ext. 1267 Fax: 585.394.5005

**Contact:** Barbara Schreiber, Student Services Counselor

Schedule: Mon.-Thurs. 11 a.m.-7 p.m.; Fri. 8:30 a.m.-4 p.m

### Geneva Campus Center

63 Pulteney Street, Geneva

315.789.6701 Fax: 315.789.4289

Contact: John Cromartie, Administrator

### Wayne County Campus Center

1100 Technology Parkway, Newark

315.331.9098 Fax: 315.331.9097

Contact: Laila Paliotti, Administrator

### Victor Campus Center

2000 Victor Heights Parkway, Victor

585.742.6337 Fax 585.742.6353

Contact: Nancy Kressman, Administrator

# Opportunities to Get Involved with Student Life at FLCC

The Office of Student Life offers a multitude of programs to help you connect with other students and the community as well as providing you with personal development experiences.

## Activities include:

- Membership in the Student Corporation (government)
- Leadership development programs
- Volunteer Center
- Orientation programs
- Clubs; Honor Societies; Media Organization
- Campus Activity Board (C.A.B. formulates & coordinates campus events)
- Student Senate - the voice of the students.

For more information, stop by the **Student Life Office** at any campus, from 8:30 a.m. to 9 p.m. Monday through Thursday and until 4 p.m. on Friday.

## The SUNY Learning Network

Take **SUNY** classes online

### How do I get started in a course on the SUNY Learning Network (SLN)?

- visit the main SLN website at <http://SLN.suny.edu>
- select the link for “Registered Students.”

### This takes you to the SLN’s Welcome Page

- Choose the correct option for you

### From there you will enter the “Gateway to the SUNY Learning Network”

- Questions can be directed to 1.800.875.6269 or [helpdesk@SLN.suny.edu](mailto:helpdesk@SLN.suny.edu)

# FLCC and Beyond

## The Transfer Process

At times, it may feel like you will never complete your FLCC degree. However, part-time students DO complete the Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree and transfer to four-year institutions to complete a Baccalaureate degree. A number of four-year institutions visit FLCC each semester and meet with students to discuss the transfer process.

If you are interested in continuing your education after FLCC, there is some planning and preparation involved. To discuss your plan, please contact Barbara Schreiber, Student Services Counselor, in the Center for Advisement and Personal Development at 585.394.3500, ext. 1457.