The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Department of Student Services includes the following offices: admissions, registrar, counseling and career services, accommodative services, financial aid, health services, student activities, residential life and athletics. They are coordinated and directed by the dean of Student Services and Enrollment Management.

**Academic Advisement and Orientation**

**Academic Advisement**

Each full time student is assigned an advisor who assists in the selection of courses and meeting curriculum requirements. Advisement for part-time students is provided day and evening at the Academic Advising Center adjacent to the Registrar. All students may utilize the advisement center. Students are urged to take the initiative in meeting early and regularly with their advisors and to take full advantage of the advisement services that are available. It is the student's responsibility to make certain that graduation requirements are met.

**Orientation For New Students**

To acquaint new full-time and part-time students with its educational philosophy, and standards, the College requires them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students in the week prior to the start of classes. A club fair is held early in the semester to encourage involvement in extracurricular activities. The goals of orientation are:

- To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies, and organizations.
- To assist them in taking full advantage of the opportunities offered by the College.
- To provide students with important information about issues and problems frequently encountered by college students as well as the resources and approaches for effective decision making.

A Fall Parents Night is an additional component of the Freshman Orientation Program. Parents have the opportunity to find out what programs, services and academic options are available to their sons and daughters.

**Counseling and Career Services**

The Office of Counseling and Career Services (C&CS) provides campus-wide programs and services for students to enhance wellness, support personal and career development, and aid students in transferring after graduation. Counseling services are available to students by appointment, or during walk-in hours. For additional information or to schedule an appointment with a professional in C&CS, call (845) 431-8040 or come to the Student Services Center, Room 301. Services are also available at DCC South.

**Career Planning**

Career planning helps students identify and implement educational and career goals. Meeting with a career professional at C&CS can help you to:

- Learn About Yourself – this includes learning about your values, interests and abilities in order to determine a career path that you will find most satisfying.
- Identify Potential Careers – research and explore potential careers to find the right fit for you.
- Pursue Education and Experience – find the right educational path and gain valuable experience in order to reach your career goals.
- Pursue Employment – learn about job search skills, networking, resume critiques, mock interviews, and view job postings in myDCC under Counseling and Career Services in the Student Life Tab.

At C&CS you also can explore Focus2, which is a computer-based career planning program. C&CS also organizes on-campus job fairs and other career-related events. To speak with a career professional, call (845) 431-8040 or stop by Student Services Center, Room 301.
Personal or Psychological Counseling

College is a time of great personal development and growth. There are many challenges that people confront during their college years. Successfully navigating these conflicts are an integral part of growth and development at college. To help students succeed, C&CS offers confidential counseling provided by licensed professionals in the fields of psychology, social work, and mental health counseling. Services provided include individual counseling, group counseling, crisis counseling, alcohol/drug abuse education workshops and psychiatric counseling. Students utilize these services to address a range of concerns including (but not limited to): college adjustment, stress/anxiety, depression, relationship problems, family concerns, alcohol/drug issues, eating/body image problems, grief/loss, sexual orientation, gender identity or trauma. To speak with a counselor, call (845) 431-8040 or stop by Student Services, Room 301.

In addition to offering counseling, C&CS provides other wellness-oriented services including a yearly campus-wide wellness fair, workshops on a range of mental health issues, and a Mentors in Violence Prevention Program.

Transfer to Four-Year Colleges and Universities

Dutchess Community College graduates transfer to a variety of colleges and universities across the country, both public and private. Students planning to transfer should matriculate, in general, in an associate in arts (A.A.) or an associate in science (A.S.) degree program. These programs are designed as university-parallel programs and offer the student the greatest opportunity to transfer with junior status, with the expectation of completing the baccalaureate degree and an additional two years of full-time study.

The College has a number of articulation or transfer agreements, which facilitate the transfer of A.A. and A.S. graduates to four-year institutions. In addition, an opportunity to continue full-time study at a four-year state university or college is guaranteed to all New York residents who transfer directly from a SUNY two-year college with an A.A. or A.S. degree and who meet the SUNY application requirements. It should be noted, however, that this policy does not guarantee a student admission to the campus or program of his/her choice.

Students planning to seek immediate employment upon graduation usually matriculate in an associate in applied science (A.A.S.) degree program. Many A.A.S. graduates, however, transfer to senior institutions. Dutchess Community College has transfer agreements with some senior institutions that facilitate the transfer of students from career programs. In general, however, graduates of career programs should anticipate needing more than two years of full-time study to complete the baccalaureate degree. Students considering transfer are advised to attend a Transfer 101 Workshop and then to consult with a transfer advisor in Counseling and Career Services (Orcutt Student Services Center, Room 301 (845) 431-8040. Students are encouraged to attend transfer fairs and transfer events held throughout the year.

DCC graduates have transferred to all SUNY colleges and universities, as well as to other fine institutions such as Bard College, Columbia University, Cornell University, Fordham University, Marist College, Mount Saint Mary College, New York University, Pace University, Rensselaer Polytechnic Institute, University of North Carolina at Chapel Hill, Vassar College, Yale University, Tulane University, Smith College and many others.

Accommodative Services

The Office of Accommodative Services provides support services for students with learning, emotional, mobility, sensory and health-related disabilities. The Office authorizes appropriate accommodations services based on the student’s self-identified impact of the disability in the academic setting. Supports range from classroom and testing accommodations to tutoring, assistive technology training to general academic advising.

Students who have a disability or condition that they believe will impact their experience are encouraged to disclose with the Office of Accommodative Services; documentation is required. Once documentation is received, the student will follow up with a formal intake appointment at which accommodations and services are arranged.

The campus buildings are all physically accessible with walkways clearly marked. There are medical and disabled parking spaces available throughout the campus. A state-issued disabled parking hangtag is required to park in the designated spaces.

For further information concerning services for students with disabilities, contact the Office of Accommodative Services located in Orcutt Student Services Center, Room 303, (845) 431-8055.
**Student Rights and Responsibilities**

Students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion. However, they also are responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

**Student Conduct**

Students are required to give prompt and courteous attention to all College obligations, to use the property of the College with care and economy, to observe appropriate standards of conduct and morality, to obey local, state, and federal laws, and to comply with the policies of the institution. This applies to behavior both on and off campus. The College has prepared detailed policy statements defining its position on acceptable campus conduct and the rights and responsibilities of students as members of an academic community. The Code of Conduct covers issues pertaining to campus behavior, classroom conduct, academic dishonesty, health-related problems, and internet usage. Both statements appear in the Student Rights and Responsibilities Handbook. All students are advised to become thoroughly familiar with them and to observe the regulations described therein. The handbook is available online by accessing myDCC at http://mydcc.suny dutchess.edu or http://www.suny dutchess.edu/student services.

Upon admission to the College, each student accepts an unqualified commitment to uphold the highest ethical standards in pursuing academic and personal achievement both in and out of the classroom. Failure to comply with these rules for student conduct may be cause for disciplinary sanctions as specified in the Student Rights and Responsibilities Handbook.

**Campus Emergencies/Security**

Security is available on campus 24 hours a day, seven days a week. Emergency phones are located throughout all buildings and blue emergency phones are in all parking lots. Students encountering emergency difficulty while on campus are encouraged to report concerns or incidents to (845) 431-8070. Escort services can be provided to and from parking lots. The campus security office is located in the Orcutt Student Services Center, Room 114.

The federal “Crime Awareness and Campus Security Act” requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education. This information can be found on the College’s website and is posted outside the Security office.

**Health Services**

The College Health Office, located in the Orcutt Student Services Center, Room 110, is open Monday through Friday, 8:30 a.m. to 4:30 p.m. Staffed by a registered nurse, the Health Office provides a multitude of services including: first aid for illness and injuries, immunizations, medical emergency care, diagnostic testing, laboratory testing (limited), health counseling and education, and referrals to appropriate agencies and resources. Over-the-counter medications are available. The office operates on a walk-in basis. There is no fee for services. Medical emergencies after hours are referred to Campus Safety and Security (ext. 8070).

A physician is available for clinical appointments and consultation weekly during the fall and spring semesters. There is no fee for services with the exception of physicals. Appointments are necessary. For more information, contact the Health Office.

The Health Office is not an emergency room. All serious injuries and/or medical conditions beyond nursing care are referred to specialized areas, such as the emergency room. The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport.

In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.
Student Records
An educational record is maintained for each student in the Office of the Registrar, and the information contained therein is used in counseling and advisement. The Family Educational Rights and Privacy Act of 1974 provides former and current students with certain rights regarding the review of their educational record. The act also protects the confidentiality of a student’s record and generally requires that the student’s written consent be obtained before information is released unless the information requested is considered directory information. Access to a student’s record without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of the Dean of Student Services.

Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the student code of conduct.

Parent Access
Information about the student is released to the parent/guardian by the appropriate office if there is a signed FERPA Waiver form on file at the college. In the absence of a waiver form, the parent may show proof of identity and present documentation proving the student is a legal dependent. A non-dependent student who is interested in giving parents/guardians access to their DCC information must complete a FERPA Waiver form which is available in the Registration, Financial Aid, Student Accounts and Dean of Student Services offices, as well as at DCC South. A parent/guardian listed on the waiver form without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of the Dean of Student Services. Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the student code of conduct.

In lieu of a waiver form, parents/guardians of financially dependent students must demonstrate such by submitting a copy of their tax return or government-issued financial statement to the Dean of Student Services.

Directory Information
Personally identifiable information generally is not released without the student’s written authorization unless it is directory information. Directory information may consist of name, city or town, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a FERPA Waiver form which is available in the Registration, Financial Aid, Student Accounts and Dean of Student Services offices, as well as at DCC South. Personally identifiable information is released to federal and state agencies with a legitimate right to know, in response to legal subpoena, for health and safety issues, and to the military in compliance with the Solomon Act.

Student Activities
The Office of Student Activities is primarily concerned with enhancing students’ college experiences through involvement in extracurricular activities and development of leadership and interpersonal skills. The staff seeks to involve students in campus governance and service, and to stimulate interest and interpersonal communication through a variety of educational, cultural, and social programs. These programs are designed to help students achieve their highest level of academic and personal success.

Student Government Association
The Student Government Association is comprised of full- and part-time students. The Association serves to encourage students to become active citizens and leaders on the campus and in the community. The representative governing body of the Association is the Student Senate, which is a group of students elected by the student body. Each active chartered club and organization also has a representative on the Senate. Each fall semester, the Student Government Association provides a leadership training retreat for club officers and Student Government Association leaders.

The Student Government Association is responsible for the allocation and reallocation of funds to the clubs and organizations that have duly registered charters.

Clubs and Activities
The College firmly believes that chartered clubs and cultural, recreational and social activities play an important role in the educational process. Students are encouraged to participate in the extensive and varied activities available to them. Clubs and organizations meet on Tuesdays, from 12:30 to 1:45 p.m., Thursdays, from 12:30 to 1:45 p.m., and Fridays, from 12:00 to 1:00 p.m. Collegewide activity hour on Thursday, from 12:30 to 1:45 p.m., is available for programming and lecture series’. The Office of Student Activities also offers a
The following is a list of active clubs and organizations presently on campus: Alpha Beta Gamma; Anime and Gaming Society; Anthropology Club; Architecture Club Association for Health & Research Professions; BIOS; Business Club; Campus Activity Board; Chess Club; Christian Fellowship; Communication Society; Criminal Justice; Cultures United; Dutchess Radio; Early Education Club; Engineering Club; Fire Science Club; Hudson Valley Aviation Club; Human Services Club; Improv Club; Jazz Music and Education Club; Professional Scuba Club; Phi Theta Kappa; Political Science; Psychology Club; RPM (Rap, Poetry & Music); Society of Hispanic Professional Engineers (SHPE); Stonewall Club; and Ultimate Frisbee.

**Programming Board**
The Programming Board is a committee of students responsible for the social programming and special activities and events for the entire student body. Each semester a schedule of planned activities is mailed to each of our students. The Programming Board is responsible for developing new programs that meet the needs of our diversified student population. All DCC students are encouraged to join.

**Lyceum, The Film Series, Family Festival**
The formal education offerings of the College are enriched and supplemented by a variety of programs sponsored each year by the Student Government Association.

The Lyceum Series has hosted distinguished speakers such as Maya Angelou, Linda Chavez, Robert Kennedy, Jr., Barbara Walters, Julian Bond, Samuel “Sandy” Berger, and Ralph Nader, and performing artists in the areas of dance, music and theater. This series has received wide acclaim and was cited by the Association of College Unions-International as one of the most outstanding cultural series in the country. The majority of the programs are offered on Thursdays from 12:30 to 1:45 p.m., with several programs offered on various evenings throughout the academic year. Each semester a brochure is available with a description and details of each program.

The Family Festival series provides films and performing artists for children. All programs are held on selected Saturday mornings and are open, free of charge, to the community. A detailed program is available upon request from the Office of Student Activities, (845) 431-8050.

**Student Publications**
The Student Handbook is published every year by the Student Association and contains information and regulations with which all students should be familiar. The handbook contains a calendar of important College dates. The Student Literary Magazine, “Exposed,” is published every spring by the Student Literary Magazine Club featuring short stories, poetry, and artwork produced by our DCC students.

The Falcon Free Press is the student e-newspaper, published throughout the school year. The newspaper is a student club and invites participation from all students.

**Alumni Association**
The Dutchess Community College Alumni Association was founded by members of the Class of 1960 and is part of the Dutchess Community College Foundation. Students who are graduates or have completed at least 48 credit hours at Dutchess Community College are lifetime members of the Alumni Association. For more information, please contact the Office of Institutional Advancement at (845) 431-8400.

The Alumni Association provides scholarships for the continuing study of a Dutchess graduate.

**College Colors**
The Dutchess Community College colors are buff and blue, and the athletic teams are known as the Falcons.

The College colors have a significance in the history of Dutchess County. During the American Revolution, the Continental Army stationed at Fishkill wore buff and blue.

**Intercollegiate Athletics**
The College has developed a well-balanced program of varsity athletics for both men and women; and schedules intercollegiate contests in soccer, cross country, women’s volleyball, men’s and women’s basketball, baseball, and women’s softball.

The College is a member of the National Junior College Athletic Association of the Mid-Hudson Athletic Conference.
Additional Student Services

Bookstore
The DCC Bookstore is located in Dutchess Hall, room 211 (845) 431-8080. In addition to all the textbooks required for your classes, it has a wide variety of school supplies, reference materials, novelties, greeting cards, gift cards and Dutchess imprinted gifts and clothing. Special orders for textbooks are welcome.

An ATM adjacent to the Bookstore is available to students when Dutchess Hall is open. The ATM will accept most bank cards, credit cards and debit cards.

During the week of final exams at the end of the fall and spring semesters, the Bookstore has “Buy Back Days” during which students may sell their used textbooks back to the Bookstore. Students should be aware that current supply, condition, publication date and whether or not faculty will use the book in the future are all factors that affect the buyback price.

Refund policies and bookstore hours are posted in the store and online at www.dccbookstore.com.

Day Care Center
The Louis Greenspan Day Care Center offers quality, affordable child care to students, staff and faculty of DCC. The Center accepts children from 18 months to 5 years of age. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday, following the College academic calendar. The classrooms are staffed with teachers trained in early childhood education, as well as student teachers from DCC and Marist College. The center also serves as a research, observation, and internship facility for a variety of academic departments on campus.

Opened in 1975, the day care center strives to demonstrate standards of excellence in early childhood education and child development practices. Our center provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children. The center maintains an open-door policy in which parents are encouraged to visit and participate in all aspects of their child’s educational experience. The Louis Greenspan Day Care Center has been accredited by the National Association for the Education of Young Children.

Enrollment is on a first-come, first-served basis. Early registration is strongly suggested. Registration materials can be obtained from the center director, or by calling (845) 431-8085.

Laboratory Nursery School
Dutchess operates a registered laboratory nursery school. Children who have reached the age of three years, two months through the age of 4 years, 10 months are admitted each September. The children are selected at random from the applicant pool in order to meet the educational needs of the College and its students. Classrooms are directed by fully-certified early childhood teachers and are staffed by DCC students matriculated in the early childhood curriculum. Information about fees ($2,300 per year) and registration can be secured from the director of the Dutchess Community College Laboratory Nursery School.

Residence Hall
On-campus housing is now available for full-time students interested in combining the quality, affordability and other benefits of a DCC education with the experience of living away at school. Conklin Hall features fully furnished two-, four-, five- and six-person suites that include two bathrooms, a living room and kitchenette (with sink, microwave and full refrigerator).

The building is designed for comfort, safety and convenience and the residence-life staff, amenities and programs combine to create a welcoming environment that enriches the student experience.

The four-story residence hall features:
• Convenient location near academic buildings, campus activities and student services, and adjacent to parking.
• 465 beds
• Lounge on each floor; multi-purpose atrium
• Wireless Internet and cable television service
• Laundry and mail rooms; vending area
• Noncombustible construction; sprinklers throughout
• 24-hour security
• Geothermal heating and cooling

Students from counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be eligible to live in the residence hall, and those who have stronger academic records may have an advantage in the housing award process. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college with a GPA of below 2.0 will be individually considered for housing.

For more information visit sunydutchess.edu/dorm, email studenthousing@sunydutchess.edu or call (845) 790-3676.