

STUDENT SUCCESS GUIDE



MOHAWK VALLEY COMMUNITY COLLEGE

WELCOME!

Welcome to MVCC!

All of us in the Holistic Student Support Office are committed to supporting you as you embark upon your educational journey.

Starting college is a big step involving lots of questions, paperwork, and details. We have designed this Student Success Guide to answer those questions, help you organize the paperwork, and manage the details. We're excited that you have decided to join us here and anticipate that this Guide will aid in your smooth transition to life at MVCC.

We hope that you will use this Guide, along with the staff and several other resources available for you, to make the most of your first semester. Being an MVCC Hawk can be a great way to learn more about yourself, your fellow students and community, and your future career!

Please stop in if we can help in any way as you adjust to your new role as a college student. You can find us in Payne Hall room 104B on the Utica Campus and in Plumley Complex room 102 on the Rome Campus.

Congratulations and welcome,

The Holistic Student Support Team

Holistic Student Support Team Members

Patti Antanavige

Samantha Barnes

Monica Brown-Hodkinson

Grace Costello

Dan Eddy

Rachel Golden

Patrick Gosier

Justin Johnson

Jenny Lewis

Justin Rahn

Robin Saxe

Rachel Simonds

AREAS OF STUDY

TYPES OF ASSOCIATE DEGREES

AS: Associate in Science, for students who plan to continue at a four-year college.

AA: Associate in Arts, generally for programs intended to transfer to a four-year college.

AAS: Associate in Applied Science, for those seeking to enter the workforce or a four-year college.

AOS: Associate in Occupational Studies, for students who intend to enter the workforce.

DEGREE AND CERTIFICATE PROGRAMS

ARTS

Dean Todd Behrendt

SSA: Rachel Golden

315-792-5514 | rgolden@mvcc.edu

- Digital Animation AAS
- Digital Media and Marketing AS
- Fine Arts AS
- Graphic Design AAS
- Illustration AAS
- Photography AAS
- Video Production AS

BUSINESS AND HOSPITALITY

Dean Vincent Petronio

SSA: Patti Antanavige (A-K)

315-792-5583

pantanavige@mvcc.edu

SSA: Grace Costello (L-Z)

315-792-5325 | gcostello@mvcc.edu

BUSINESS

- Accounting AAS
- Administrative Assistant AAS and Certificate
- Business Administration AAS and AS
- Business Analytics AS
- Entrepreneurship Certificate
- Finance Certificate
- Small Business Management Certificate
- Sports Management AS

HOSPITALITY

- Chef Training Certificate
- Culinary Arts Management AOS
- Food Service Administration: Restaurant Management AAS

HEALTH SCIENCES

Dean Melissa Copperwheat

SSA: Samantha Johnston

315-792-5667 | sjohnston@mvcc.edu

- Nutrition and Dietetics AS
- Health Sciences AS (K-Z)

SSA: Justin Rahn

315-731-5810 | jrahn@mvcc.edu

- Health Information Technology AAS
- Nursing AAS
- Radiologic Technology AAS
- Respiratory Care AAS
- Surgical Technology AAS

SSA: Jenny Lewis

315-792-5590 | jlewis@mvcc.edu

- Health Sciences AS (A-J)
- Liberal Arts & Sciences: Mathematics & Science AS (Sports Medicine Transfer Advising Guide)

HUMANITIES

Dean Jessica Wilkie

SSA: Rachel Simonds (A-Q)

315-792-5539 | rsimonds@mvcc.edu

SSA: Rachel Golden (R-Z)

315-792-5514 | rgolden@mvcc.edu

- Liberal Arts & Sciences: General Studies AS
- Liberal Arts & Sciences: Humanities & Social Sciences AA
- Liberal Arts & Sciences: International Studies AA
- Liberal Arts & Sciences: Theater AA

PUBLIC AND HUMAN SERVICES

Dean Dr. Sheila Flihan

SSA: Robin Saxe (A-G)

315-731-5813 | rsaxe@mvcc.edu

SSA: Monica Brown-Hodkinson (H-P)

315-731-5751

mbrown-hodkinson@mvcc.edu

SSA: Dan Eddy (Q-Z)

315-792-5380 | deddy@mvcc.edu

- Chemical Dependency Practitioner AAS
- Coaching Certificate
- Criminal Justice AAS and AS
- Criminal Justice: Law Enforcement AAS and Certificate
- EMS/Paramedic AAS
- Fire Protection Technology AAS
- Human Services AAS
- Recreation & Leisure Services AAS
- Liberal Arts & Sciences: Psychology AS
- Liberal Arts & Sciences: Public Policy AS

- Liberal Arts & Sciences AS (Adolescence Education Transfer Advising Guide: Biology, Chemistry, Earth Science, English, History/Social Studies, MATHematics, Physics)
- Liberal Arts & Sciences: Childhood Education AS (Transfer Advising Guide: English, General Science, History)
- Liberal Arts & Sciences: General Studies: Childhood Education AS (Utica University Transfer)
- Liberal Arts & Sciences: General Studies Childhood Education AS (Jointly registered with SUNY Oneonta)
- Liberal Arts & Sciences: Mathematics & Science AS (Physical Education Transfer Advising Guide)

(STEM) SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

CAREER

Dean Dr. Joe Woodrow

SSA: Justin Johnson

315-792-5464 | jjohnson@mvcc.edu

- Air Conditioning Technology: Refrigeration AOS
- Airframe and Powerplant Technician Certificate
- Carpentry and Masonry Certificate
- Civil Engineering Technology AAS
- Computer Aided Drafting AAS and Certificate
- Computer Numerical Control (CNC) Machinist Technology Certificate
- Electrical Engineering Technology AAS
- Electrical Service Technician AOS
- Geospatial Technology AAS
- Heating and Air Conditioning Certificate
- Mechanical Engineering Technology AAS
- Mechanical Technology: Aircraft Maintenance AAS
- Mechatronics Certificate
- Metal Fabrication AOS
- Remotely Piloted Aircraft Systems AAS
- School Facilities Management AAS and Certificate
- Semiconductor Manufacturing Technology AAS
- Welding Certificate

TRANSFER

Dean Jake Mihevc

SSA: Patrick Gosier

315-792-5556 | pgosier@mvcc.edu

- Computer Applications Programming AAS
- Computer Information Systems AAS
- Computer Science AS
- Cybersecurity AS
- Cybersecurity Certificate
- Engineering Science AS
- Liberal Arts & Sciences: Mathematics & Science AS (Biology, Chemistry, Environmental Science, General Science, Geology, Math, Physics Transfer Advising Guides)

GOALS AND TIPS

What are your goals?

Knowing career goals first can help you select the right major and classes, plan extracurricular activities (joining a student club or job shadowing), and stay motivated throughout your time in school.

Think about these questions:

- What do you know about this career? What education and skills will you need? Are there jobs available?
- What salary can you expect to earn?
- Is it a good fit for you? Does it match your interests, skills, personality, and values?
- What major will help you get to this career?

Finding the right major will follow finding the right career. If you wanted to remodel your house yourself, you would first look at the projects you would need to complete and then learn the necessary skills. If you select the skill you want to learn first, you may end up learning how to build a porch when you actually need to update some plumbing. Choosing a major and career can be similar in that having a career goal first can help you make sure the major you choose helps you get there.

Tips for success

How to make a successful transition to college:

- Take control of your own education. Think of yourself as an independent learner.
- Understand the level of commitment you show in your work and behavior in class matters.
- Get to know your professors, faculty advisor, and your Student Support Advisor (SSA). They can all assist you in your journey here.
- Be assertive. Ask for help when you need it.
- Take control of your time. Plan ahead to satisfy academic obligations and be realistic about your other responsibilities (family, work, student activities).
- Have a system to record important deadlines and test dates from your syllabi. This could be on your



phone or in a planner.

- Make thoughtful decisions; discuss course choices with your SSA or faculty advisor. Don't drop any course too quickly as it could impact your ability to move forward.
- Think beyond the moment. Set goals for the semester, the year, your college experience as a whole, and work career.
- Ensure that you have a group of individuals/family/friends who support you in your educational goals.
- Get involved on campus. Participate in clubs and campus activities. Meet new people and experience new things!
- Stay connected to campus. Check your student email regularly and update your contact information when necessary.

Treat college like it's your job!




- Professors are like your supervisors.
- Group work and collaboration with others is expected.
- Your grades are like performance reviews or feedback from your supervisor. It's important to know where you stand.
- There are policies and procedures you are expected to know and follow. You can find them in the Student Handbook online: mvcc.edu/student-handbook.
- Although absences may be excused, you are required to communicate them to your professors and you are still expected to complete your work.

Student Support Advisors (SSAs):

- Are professional staff members available by appointment in the advisement centers on both campuses.
- Work with all new incoming students in explaining placement scores, scheduling initial classes, and discussing goals.
- Help students change their major, work with students in academic difficulty, assist with registration problems (like prerequisite errors), help with decisions about schedule changes, and provide general information about college policies and procedures.
- Provide assistance with the transfer process, including school exploration, appropriate timelines, and application completion.

Faculty Advisors:

- Are faculty members in a particular major with specialized knowledge about that program and career path.
- Help students select classes, electives, and internships, and provide guidance about academic success, transfer opportunities, and employment options.
- Are assigned to each student based on their major. Students are notified of their advisor with an email at the start of their first semester (or when they change their major).

 01	<h2>Career Coach</h2> <p>Take a career assessment, gauge your interest, and decide your major.</p> <p>mvcc.edu/careercoach</p>
 02	<h2>Optimal Resume</h2> <p>Create an attractive online presentation of your skills and abilities.</p> <p>mvcc.edu/optimalresume</p>
 03	<h2>Handshake</h2> <p>Explore career options, find jobs and internships, and connect with employers.</p> <p>mvcc.edu/handshake</p>

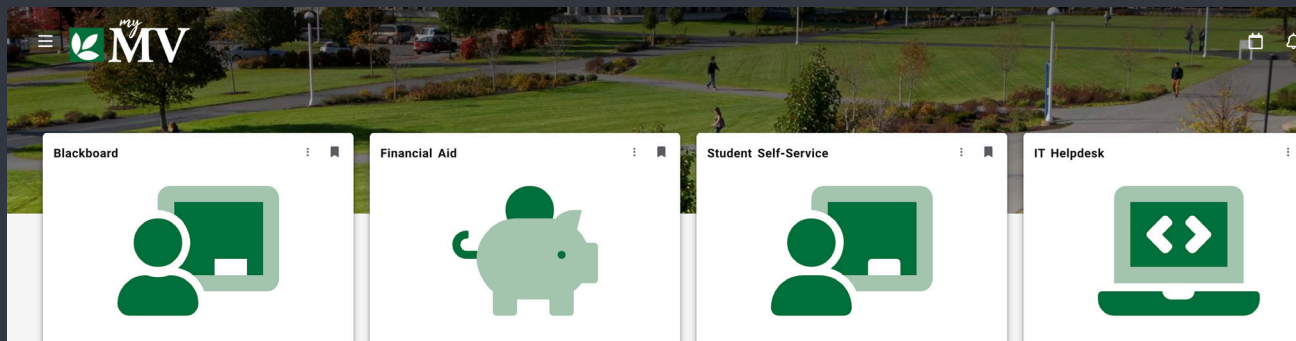


Career Coach offers a free career assessment and the most current data on wages, employment, job postings, and associated education and training to help you make informed decisions about careers and majors.
mvcc.edu/careercoach

Questions?

Contact the Career Development Center located in Alumni College Center room 102, Utica, by calling 315-731-5847 or emailing careerdevelopment@mvcc.edu.

STUDENT ACCOUNTS



Last fall, MVCC launched a new portal-like experience called MyMV, which will provide shortcut cards that are customizable for each user. MyMV is a part of MVCC's single sign-on environment, providing quick access to many frequently used services, including DegreeWorks, Brightspace, Dining Services' menu, and making appointments for tutoring sessions.

GAINING ACCESS TO YOUR MVCC ACCOUNTS

You can access your student email account, Brightspace, MyMV, and more by clicking on the "Current Students" link along the top of MVCC's website. There, you will see icons for Brightspace, Student Email, MyMV, Class Cancellations, Course Search, and Student Handbook. To access your MVCC student email, Brightspace, campus computer labs, campus wireless, and off-campus library databases, you will log in to each with your username and password.

USERNAME: Your student email address (first initial, last name, two-digit day of birth (e.g. jdoe07), and followed by @student.mvcc.edu.

PASSWORD: Your password *

*During your first time logging in, you will use the last four digits of your SSN or M Number. You will then be prompted to change the password. It must be at least eight characters and include a number and a special character. Please note, you will be prompted to add a contact phone number that will be used for authentication purposes each time you login. We suggest using your cell phone, if possible.



ADD YOUR MVCC EMAIL TO YOUR PHONE

DOWNLOAD: Use Google's Android Play Store or Apple's App Store to search for the Microsoft 365 Outlook app. Once downloaded, follow the set-up instructions.

EMAIL: Your student email address (first initial, last name, two-digit day of birth (e.g. jdoe07) followed by @student.mvcc.edu.

USERNAME: Your student email address

PASSWORD: The password you use to check your email and log on to the computers.

For questions about Brightspace, please address emails to online@mvcc.edu, call 315-792-5398, or visit PH379.



WeAreMVCC



MVCC_UticaRome



WeAreMVCC



MVCC_UticaRome

Need help?

Contact the Information Technology Help Desk:

Office: Academic Building room 155
Phone: 315-731-5711

DOWNLOAD MVCC'S HAWK LIFE APP



LIVE CHAT WITH TECH SUPPORT

mvcc.edu/academics/online/tech-support.php

Educational Technologies

Utica: 315-792-5501

Rome: 315-334-7715



MVCC Hawk Life

Ready Education Education

Everyone

This app is compatible with all of your devices.

TRANSFER CREDIT AND ADVANCED STANDING

Transfer Credit

MVCC accepts credit from a variety of sources, including regionally and nationally accredited institutions. Only official transcripts sent to us from the host institution or organization will be accepted for evaluation of credit. In order to be eligible to receive transfer credit from other colleges and universities, courses must be completed with a minimum of a C or better (or a 2.0 on a 4.0 scale) as a final grade. Transcripts can be submitted to the Admissions Office. It will take two to three weeks for the credit to be evaluated and appear on your account.

Credit By Exam and Credit for Experiential Learning

It is best to discuss your options with your faculty advisor and/or with the Academic School from which you wish to receive the credits. There is a cost associated with both Credit By Exam and Credit For Experiential Learning.

Exemption from College Foundations Seminar

Students who transfer 30 or more credits into MVCC from regionally accredited institutions will be exempt from College Foundations Seminar (CF100). The SSA who helps a student with their initial schedule can make this note.

Advanced Placement

Students who earn a minimum of a 3 or better on AP tests may receive credit that counts toward their chosen program. Additional information about how each score translates to particular MVCC courses can be found in the College Catalog.

Military Credit

Veterans may be able to receive academic credit for their military training and/or service experience. Students must submit an official copy of their DD214, CCAF, or JST transcript to be evaluated by their Academic School.

Most commonly, veterans are given transfer credit for physical education due to their basic training. Other credits may be awarded toward a degree/certificate based on the transcripts supplied.

Military Transcript Request Websites:

- Joint Services Transcript (JST): <https://jst.doded.mil/>
- Community College of the Air Force (CCAF): www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247
- DD214: www.va.gov/records/get-military-service-records

Dual Credit

College courses taken while in high school or dual credit courses can be counted toward your degree. If the courses were offered through MVCC, they appear on your account. If the courses were offered through another institution, for example, College Now or SUPA, you will need to submit an official transcript just as you would with any other transfer credit.

STUDENT SUPPORT

Academic Support

Bookstore

Provides tools for education, including new and used textbooks, art supplies, health science uniforms, pens, backpacks, and more.

mvcc.edu/bookstore

Utica: ACC112 | 315-735-2945

Rome: PC122 | 315-339-1437

Career Development Center

Assists students and alumni with educational and career-related goals. Services include college and career exploration, resume and cover letter development, job search, networking, and interview skills.

mvcc.edu/career

Utica: ACC102 | 315-731-5847

Rome: PC102 | 315-731-5847

Educational Opportunity Program

Provides access, academic support, and supplemental financial assistance to students through academic advising, collaborative learning workshops, and mentoring and networking opportunities.

mvcc.edu/eop

Utica: WH129 | 315-792-5438

Holistic Student Support Center

Student Support Advisors (SSAs) provide expert planning, accurate guidance, and stable support for you as you create, work toward, modify, and attain your

educational goals. You and your SSA work together as a team to best understand the direction and purpose of a college education for you.

mvcc.edu/advisement

Utica: PH104B | 315-731-5710

Rome: PC102 | 315-334-7709

Learning Commons

Offers academic tutoring services where professional and peer tutors help students in many subject areas, including reading, writing, math, chemistry, and biology.

mvcc.edu/learning-commons

Utica: WH129 | 315-792-5517

Rome: PC102 | 315-334-7733

Library

Provides students, faculty, and staff with access to information resources and services supportive of all programs of study; also supports individuals' personal growth, learning, and leisure time needs.

mvcc.edu/library

Utica: PH200 | 315-792-5561

Rome: PC101 | 315-334-7728

Office of Accessibility Resources

Provides assistance campus-wide for students with physical, emotional, and/or learning disabilities.

mvcc.edu/accessibility-resources

Utica: WH129E | 315-792-5644

Rome: PC102F | 315-334-7744

Financial Support

Auxiliary Services

Students can purchase local bus passes, cash checks, get vending machine refunds, purchase commuter meal plans, and make Dormitory and Bookstore payments. Oversees the accounting for the Bookstore, Residence Halls, Student Congress, Athletics, Cultural Events, and other activities that use the Student Activity Fee.

Utica: ACC206 | 315-792-5457

Business Office

Generates bills, collects payments including deferrals, Certificate of Residence forms, and issues financial aid refund checks.

mvcc.edu/business-office

Utica: PH108 | 315-792-5475

Rome: PC102 | 315-334-7709

Financial Aid

Assists students in securing adequate funding to meet educational expenses by processing FAFSA applications and offering grants and loans.

mvcc.edu/financial-aid

Utica: PH120 | 315-792-5415

Rome: PC102 | 315-334-7709

Scholarships

Provides more than 250 scholarships for current and prospective students from the Institutional Advancement Office.

mvcc.edu/scholarships

Utica: PH220 | 315-792-5555

Rome: PC102 | 315-792-5555

Student Employment

The Career Development Center provides assistance with finding on-campus work study and student assistant positions, as well as off-campus part-time positions.

mvcc.edu/studentjobs
Utica: ACC102
Rome: PC102

Veterans Education Services

Assists students in obtaining entitled educational benefits, achieving their goals, and making a smooth transition to academic life.

mvcc.edu/veterans-education-services
Utica: PH104D | 315-731-5710
Utica: 315-731-5719
Rome: PC102 | 315-731-5710

Student Wellness

College-Community-Connection (C3)

Connects students to community resources for wraparound services such as healthcare, child and elder care, transportation, family counseling, employment counseling, fiscal support through tax prep, FAFSA prep, and financial counseling, and other support services through an array of public and not-for-profit partners.

mvcc.edu/c3
Utica: WH141 | 315-792-5342

Counseling

Helps all students adjust to college life and address any personal challenges or barriers.

mvcc.edu/counseling
Utica: ACC104 | 315-792-5326
Rome: PC102 | 315-334-7709

Dining Services

Offers several dining experiences that are comfortable and convenient with outstanding food on the Utica Campus.

mvcc.edu/dining
Utica: ACC105 | 315-792-5419

Health and Wellness Center

Provides basic first aid, health assessments (RN on staff and weekly physician visits), and referrals for additional treatment, wellness programming, and counseling.

mvcc.edu/health-center
Utica: ACC104 | 315-792-5452

LGBTQ+ Resources

(Lesbian, Gay, Bisexual, Transgendered, Queer) Encourages understanding and interaction among all types of students, faculty, and staff.

mvcc.edu/lgbtq

Public Safety

Responsible for the welfare of the college community through crime prevention and control, parking control, and hazard prevention. Also provides students with IDs and parking passes.

mvcc.edu/public-safety
Non-Emergency:
Utica: AB106 | 315-792-5566
Rome: PC118 | 315-334-7718

Emergency:

Utica: 315-731-5777
Rome: 315-334-3559

Residence Life and Housing

Offers a traditional on-campus living program for 500 students on the Utica Campus.

mvcc.edu/housing
Utica: ACC208 | 315-792-5657

Student Activities

Offers student-directed clubs, organizations, activities, and special events as valuable additions to a student's classroom education.

mvcc.edu/activities
Utica: ACC208 | 315-792-5391
Rome: PC102 | 315-334-7709

Intramurals

Provides purposeful programs, opportunities, and resources to help the college community make healthy lifestyle choices.

gomvhawks.com/information/intramurals
Utica: JC221 | 315-792-5352
Rome: PCL05

Technology Support

Educational Technologies

Provides support to Brightspace and online learners.

mvcc.edu/academics/online/tech-support.php
Utica: PH379 | 315-792-5398
Rome: PC128G | 315-334-7715

IT Help Desk

Responsible for all college-owned computer hardware, software, printers, toner, servers, and network connections. Provides students with academic lab, Wi-Fi, and email support.

mvcc.edu/information-technology
Utica: AB155 | 315-731-5711
Rome: PC128G | 315-334-7715

Academic Building

- Public Safety

Alumni College Center

- Bookstore
- Career Development Center
- Health and Wellness Center
- Residence Life
- Resident Dining

Francis A. Wilcox Hall

- Accessibility Resources
- C3
- Learning Commons
- Theater

Payne Hall

- Administrative Offices
- Admissions
- Financial Aid
- Holistic Student Support
- Library

Jorgensen Athletic and Events Center

- Fieldhouse
- Fitness Center
- Pool

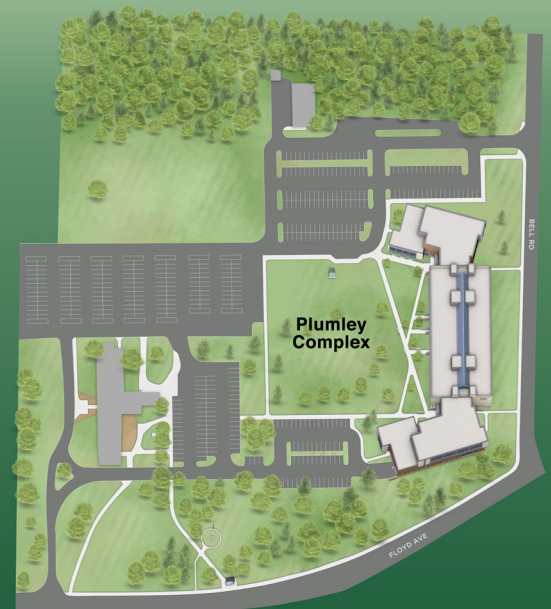
Residence Halls

- Bellamy
- Butterfield
- Daugherty
- Huntington
- Penfield

Science and Technology Building

- FABLab

Parking Lots



mvcc.edu/map

STRENGTHS

TAKING THE CLIFTONSTRENGTHS ONLINE SURVEY

Welcome to MVCC, a strengths-based college! This means we believe that every student comes to us with the ability to succeed academically. By understanding the combination of unique talents that inform the natural ways that they think and feel, our students can unlock their potential. This online survey will help identify your natural talents.

You'll be using CliftonStrengths in your College Foundations Seminar class this semester and throughout your career here.

How to Take It:

1. Visit **mvcc.gallup.com** and select NEW ACCOUNT.
2. Enter the requested information. Please remember your school email address is your first initial, last name, and day of birth (ex: mhawk10@student.mvcc.edu).
3. An activation email will be sent to your email address. Click the link in the email to complete your registration.
4. Once completed, you can log in to the CliftonStrengths site using your username and password. Now you can complete the online assessment; it will take 30 to 45 minutes.
 - a. When asked, choose "Take the CliftonStrengths assessment."
 - b. If you have a reading disability, follow the directions to have the response timer removed.
5. Answer all the questions and track your progress with the bar on top.
6. Review your results and the available resources.

Creating an Account:

- We encourage you to use your MVCC email address as your username.
- We encourage you to use MVCC1 as your password.
- Whatever you use, it is important to remember as you will need to log back into your account once classes start. You can record it here:

Username (Email Address): _____

Password: _____

NOTES



ACADEMIC CALENDAR

For the most current Academic Calendar, scan this QR code.

