Classes Begin Monday, August 27th

If you are a returning branch campus student, welcome back! If you are a new student, we are glad that you have chosen to pursue your studies with us. Welcome!

The following is a summary of some branch campus news and some important information you may need to make sure you get your semester off on the right (correct) foot!

More detailed information on add/drop, tuition and fee payments, tuition refunds, etc. is available on our branch campus website, www.plattsburgh.edu/branchcampus and in the Official Registration Guidebook, found at http://www.plattsburgh.edu/register/guidebooks/.

On behalf of the faculty and staff at the branch campus, I wish you well in your studies and remind you that we are here to help you! If you have questions, need help, or if we can assist you in any way in achieving your goals, please come see us. Best of luck in the fall semester!

Tom Corigliano, Associate Dean

NEWS and EVENTS

Danna Selected as Dean of the Branch Campus

Dr. Stephen Danna, of Warrensburg, joined the staff of SUNY Plattsburgh’s Branch Campus on July 1, 2012. Dr. Danna will serve as the branch campus dean, as well as teach several graduate courses in the teacher education program.

Dr. Danna’s career has been a varied and diverse one. He started out as an oceanographer with the National Oceanic and Atmospheric Administration and the U.S. Naval Oceanographic Office. He had the good fortune of working in Africa, the Middle East, and the West Indies on various scientific and hydrographic surveys. However, he found his true passion six years into his work, when guest speaking about oceanography at a Bay St. Louis, Mississippi Middle School.

“Teaching children had never been an interest of mine, and so when my supervisor asked me to do the speech, I marked it down as just one of those assignments you do when working for the government. Once in the auditorium, I was introduced to hearty, boisterous applause. Unfortunately, not two minutes into my ‘speech’, two boys in the front right row started to heckle. The teacher got up and reprimanded the boys, and that’s when it hit me, this is not going to be easy! I immediately ditched the speech and spoke from the heart. In that hot and steamy auditorium, I found my true calling as a teacher. One year later, I was teaching Chemistry and Physics at St. Mary’s Academy in Glens Falls, New York. There are pivotal moments in a person’s career, and for me, that moment was speaking in the Bay St. Louis Middle School auditorium.”

Steve spent the following 23 years in K-12 education as an educator and administrator. Along the way, Dr. Danna received the 1997 National Science Teachers Association’s Exemplary High School Science Teaching Award, and earned teaching fellowships from Princeton University, University of Wisconsin-Madison, and Drew University. Dr. Danna recently completed his doctoral dissertation in Education Leadership at Sage Graduate School Ed. D. Program, and for the past year was the WSWHE BOCES Race to the Top Network Team Senior Facilitator. As Branch Campus Dean, Dr. Danna hopes to contribute his experiences as an oceanographer and K-12 school practitioner to best serve the SUNY Plattsburgh community.

“Working for SUNY Plattsburgh at the Branch Campus is a dream come true, and I hope to continue the growth and contributions the Branch Campus has made to the region.”

Besides his passion for education, Steve is an avid swimmer and biker. He enjoys gardening and recreating in the Adirondack Park with his wife Laura and daughter Maggie. Dr. Danna has lived in beautiful Warrensburg with his lovely wife for over 20 years, and though he misses the ocean, finds great joy in the region’s lakes, mountains and streams.

Branch Campus Office Hours

Beginning Monday, August 20, the branch campus office will return to regular office hours of 9am to 5pm, Monday through Thursday, and 9am to 4:30pm on Friday. During the first week of the semester the office will also be open until 6pm, Monday through Thursday, and we are always available by appointment.

Branch Campus Administrative Staff – We’re Here to Help!

The branch campus administrative office staff are here to help each of our students achieve their goal of earning a bachelor’s degree. We will do what we can to help you, so come here first if you have a question or need help. If we cannot help resolve your issue, we will direct you to the person or office which can.

Pictured below (from left to right) are Bonni Garvey, Secretary/Receptionist, Tom Corigliano, Associate Dean, Steve Danna, Dean, Michelle Howland, Assistant to the Dean, and Lynn Hughes, Secretary.
Third Annual Academic Achievement Reception Held

On May 11, the branch campus held its third annual Academic Achievement Reception. The reception had a great turn-out with 17 students being honored for the quality of their academic work. In all, approximately 65 faculty, students, and family members attended.

The reception, held in the student commons area of the RHEC, recognized undergraduate students completing their degree programs in the spring with a cumulative GPA of 3.40 or higher. Certificates of Achievement were presented in the Forum to those students attending.

Pictured above, alphabetically, are: Nicole Lee Arnold, Christine Marie Daigault, Laura M. Hagadorn, Tamera M. Lapointe, Jennifer M. Laskey, Shawn M. Lescault, Wendy S. Loftus, Gillian A. Manaker, Kylie Marie McKeighan, Samantha J. Morehouse, Jenna Leigh Pellino, Breeann Pittman, Amanda Lee Ryan, Rochelle Elizabeth Ryerson, Crystal L. Sanders, Emmi Krista Tuomela, Carrie A. Vanderwarker

Work-Study Help Needed in Branch Campus Office

Are you eligible for work study through your financial aid award and interested in working in the branch campus office? Clerical assistance is needed for up to 10 hours per week (at $7.25 per hour).

Contact Lynn Hughes at 792-5425 or lhugh004@plattsburgh.edu for more information. To verify eligibility, contact SUNY Plattsburgh’s Financial Aid Office at 564-2072.

The Annual Graduate and Professional School Fair

Scheduled for September 12

SUNY Plattsburgh’s Annual Graduate and Professional School Fair, has been scheduled for Wednesday, September 12, 2012, on the main campus in Plattsburgh. The fair runs from 11am to 1:30pm.

The Graduate Fair has gained a national reputation with almost 40 colleges and universities already planning to attend this year’s event. Every graduate program will be represented from social work to law to medicine. Students interested in attending should contact Tom Corigliano at 792-5425 or tom.corigliano@plattsburgh.edu by Friday, September 7, about travel arrangements to Plattsburgh.

Student Advisory Board Elections Scheduled

This newsletter will serve as a call for nominations for the election of student representatives for 2012-13 and 2013-14 to the Branch Campus Student Advisory Board. This advisory committee was formed two years ago, to discuss courses, programs, student services, activities, etc. at the branch campus.

This fall we will elect two student representatives from each academic program. One of these representatives will be a first semester student who will serve for two years. The other representative will be a returning student who will serve for one year.

Students may self-nominate or be nominated by a fellow student or by a faculty member in their program. To be eligible for election, students must be matriculated full or part-time in one of the branch campus graduate or undergraduate degree programs (including the program at HVCC). Students who accept nomination may submit a statement of approximately 50 words stating why they are interested in serving on this committee. Student statements will be posted on the branch campus website with a program-specific electronic ballot, and the elections will be conducted online, with students voting only for a representative from their specific program.

A nomination form, instructions, and a timeline for elections are included in this mailing and are posted on our Branch campus website. If you have any questions regarding this call for nominations, please contact Tom Corigliano at tom.corigliano@plattsburgh.edu.

FALL ANNOUNCEMENTS

Check Out Our Website for Information and Resources:

First, please check out our branch campus website (www.plattsburgh.edu/branchcampus) and bookmark it or make it your home page. We will use our website to notify you of important dates or information (dates for spring advising and registration, class cancellations, etc.). You will also find useful information and various resources on our website. For example, under “Student Resources/Computer Information Resources” you will find information about how you can download free anti-virus software for your home computer.

Our Host Campuses

The Plattsburgh Branch Campus is located on the campus of SUNY Adirondack, with an extension site at Hudson Valley Community College. In the interest of space references to SUNY Adirondack will be noted as “ACC,” and references to Hudson Valley Community College will be noted as “HVCC.”

Bill Payment Available On-Line

Students who have not yet adjusted their bills, accepted their charges, and/or paid their balances, are encouraged to do so on-line on http://my.plattsburgh.edu. For instructions on how to process and pay a current-term bill, go to the Student Accounts website at http://web.plattsburgh.edu/studentlife/studentaccounts/.

The Student Accounts Office (on the main campus) will be open Saturday and Sunday, August 25 and 26, from 8am to 2:30pm.

The Student Accounts Office phone number is 564-3120. Their fax number is 564-3116, and their email address is student_accounts@plattsburgh.edu.

Admissions Office Open Sunday, August 26:

The Undergraduate Admissions Office (on the main campus) will be open Sunday, August 26, from 8:30am to 1:00pm. For general transfer admissions information, check their website at http://www.plattsburgh.edu/admissions/transfers/process.php.

The Admissions Office phone number is 564-2040 or toll-free (888) 673-0012. Their fax number is 564-2045, and the email address is admissions@plattsburgh.edu.

Financial Aid Office Open August 25 and 26:

The Financial Aid Office (on the main campus) will be open Saturday and Sunday, August 25 & 26, from 8am to 2:30pm. For general information check the Financial Aid website at http://www.plattsburgh.edu/offices/admin/financialaid/.

The Financial Aid Office phone number is 564-2072 or toll-free (877) 768-5976. Their fax number is 564-4079, and their email address is finaid@plattsburgh.edu.

Banner/E-mail Assistance

If you are having trouble accessing your Banner account, contact the Branch campus at 792-5425 or email us at branchcampus@plattsburgh.edu.

If you are having trouble with your Plattsburgh email, contact the Helpdesk at 564-4433 or toll-free (800) 787-8773, or via email at http://www.plattsburgh.edu/technology/helpdesk/.

The Help Desk will be open and available by phone on Saturday, August 25 and Sunday, August 26 from 12 pm to 5pm. The Help Desk can re-set your password so that you can get into your email.
account or explain why you may be unable to log-on. They will also be able to help you with other e-mail problems (you may simply have exceeded your space quota).

**DROP/ADD via BANWEB**

Matriculated students can add or drop courses from Sunday, August 26 through Sunday, September 2. A $20 per course late adjustment fee will apply beginning Monday, September 3, in addition to tuition liability. For more information, see: http://www.plattsburgh.edu/studentlife/studentaccounts/policies.php.

**Library Proficiency Test Scheduled for October 25**

The LIB 105 proficiency test will be offered at the Branch campus, on Thursday, October 25, at 1:00pm and again at 3:00pm in room RHEC 147.

Students may take the library proficiency test once. If you have received a grade for LIB101, 102 or 105, including a “W” you are not eligible to take the exam. Students not passing the exam will need to sign up for LIB105 in the winter or spring semester.

You can prepare for the test by reading the library text Information Literacy & Technology by Carla J. List. The text is available at the ACC Library.

You may register for the test via our website at http://www.plattsburgh.edu/branchcampus/acc/testing.php. The registration deadline is Tuesday, October 23. Please remember to bring your Plattsburgh at ACC picture ID. Also, please be sure that you know how to log into ACC campus computers, as well as your Plattsburgh NetID and password.

**Student ID Cards**

Undergraduate students studying in Queensbury on the ACC campus, who do not have a “SUNY Plattsburgh at Queensbury” student ID card, should contact the ACC Student Activities Office in the Student Center at the beginning of the semester, to get their student photo ID cards made. Students will need a photo ID, their Plattsburgh class schedule, and their Banner ID Number.

Undergraduate students who are studying in Troy, at HVCC, and all graduate students can request a non-photo ID card at: http://web.plattsburgh.edu/branchcampus/acc/requestid.php.

**Textbook Information**

Information about textbooks for fall courses can be found on banner in the fall course schedule. Clicking on the course CRN or the textbook icon next to the course number in the master schedule will bring you to the Plattsburgh College Store website and a list of required textbooks for each course. Students may order their books from the Plattsburgh College Store for a nominal shipping charge, or they may purchase them from their favorite book vender (i.e. Amazon, Barnes and Noble, etc).

**Services to Students with Disabilities**

Students who have a disabling condition (i.e., physically challenged or learning disabled), or who need special accommodations and help in order to be successful in their academic programs, need to register with the Director of Special Programs, Michele Carpentier, so that their need can be evaluated and appropriate services provided. Michele can be contacted by phone at 564-2810 or by email at michele.carpentier@plattsburgh.edu.

**December 2012 and January 2013 Graduates Take Note**

If you expect to complete your degree program this December or January, please pay particular attention to the following:

- **Diploma Applications Due Friday, September 21:** Students who expect to graduate in December or January should call for an appointment with their advisor to review their file, do a graduation check, and complete the diploma application. The Diploma Application can be found at http://www.plattsburgh.edu/branchforms/files/diploma-application.pdf. Please return Diploma Applications to the Branch Campus Office either in person, by mail, or by fax (792-3868).

- **Commencement, December 15:** Winter commencement ceremonies will be held ONLY on the main campus in Plattsburgh, on Saturday, December 15 at 10am. There will be no commencement ceremony in Queensbury in December. Information about winter commencement can be found at http://www.plattsburgh.edu/studentlife/commencement/winter/.

**Teacher Education Candidates**

Candidates who expect to complete teacher education degree programs in December please pay particular attention to the following:

- **NYS Teacher Education Certification Tests:** If you will be seeking teacher certification as of February 1, 2013, and still need the CST, LAST or ATS-W, you should register for the November test date. You cannot be certified without completing these tests. For more information see the following NYSTCE websites: http://www.nystce.nesinc.com.

- **Application for Certification and Waiver Consent Form:** The State Education Department (SED) no longer accepts paper applications for certification. All applications for teacher certification MUST be made via “TEACH On-Line Services.” Go to Bethanne Delgaudio’s faculty website http://faculty.plattsburgh.edu/bethanne.delgaudio for the “TEACH” tutorial (you MUST use Microsoft Explorer as your browser to access this site and information). Also at this website, you will find a link to the instructions for completing the “TEACH Waiver Consent Form,” (completing this form will allow Plattsburgh to communicate with SED on your behalf), and the TEACH on-line application. If you have any questions regarding teacher certification, please contact Bethanne at delgaubg@plattsburgh.edu.

**Branch Campus Class Information Line - 792-5425, Ext. 114**

For information on weather-related cancellation of classes at ACC or HVCC, please call our office at 792-5425, Ext. 114. Information on class cancellations will also be posted on our website www.plattsburgh.edu/branchcampus as quickly as possible.

The Plattsburgh Branch Campus will follow ACC and HVCC for weather-related class cancellations or delays. If ACC or HVCC announce a delay or class cancellation in the media, those announcements will also apply to Plattsburgh Branch Campus courses held on those respective campuses. The branch campus will not cancel classes at either location if the host campus is open. With the exception of Plattsburgh classes originating from the main campus in Plattsburgh via the telecommunications system, cancellation of main campus classes will not result in the cancellation of branch campus classes if ACC or HVCC is open.

**ACC Emergency Information**

In case of emergency at ACC between 8am and 4pm weekdays, contact the Director of Facilities at 743-2246 or Campus Security at 796-1344. Between 4pm and 10pm weekdays contact campus security at 796-1344, or call 911.

**HVCC Emergency Information**

HVCC Public Safety is located in the Siek Campus Center, Rm. 170, and is open 24 hours a day. To contact Public Safety call 911 from any campus or emergency phone, or call 629-7210 from any cell phone or public phone.

**Use of E-Mail for Official Communication**

By College policy, e-mail is an official means of communicating with students on important matters. During the semester, we may try to contact you via e-mail with important or emergency
announcements. If you are not using your plattsburgh.edu e-mail, please start using it now so that you will receive any information and messages that we send to you. If you choose not to use your plattsburgh.edu e-mail as your primary e-mail account, you should forward your e-mail to the account that you check regularly. Check our website (click “Student Resources/Computer Information Resources”) for instructions on how to forward your plattsburgh.edu e-mail to your personal account.

**Pick Up Student Work at the End of the Semester**

Students who want final class reports/projects returned to them at the end of the semester should note, “Please Return” on the cover of the report/project. Reports/projects so noted will be kept at the Branch campus office for two weeks after final grades are submitted.

After two weeks all remaining student material will be discarded, unless a student calls and makes other arrangements to pick up their work.

**Parking**

Plattsburgh students studying at ACC or HVCC will be billed for the respective host campus parking fee by Plattsburgh, but must register their vehicles with ACC or HVCC. Vehicle registration cards for ACC are available in our office or on-line.

**Annual Safety Report**

The Plattsburgh Branch Campus operates under contract and lease arrangements with ACC and HVCC. SUNY Plattsburgh offers its degree programs in facilities owned and operated by these colleges and also operates under, and complies with, all of ACC’s and HVCC’s campus safety rules and regulations, including the reporting of possession and use of alcohol and controlled substances and the reporting of any criminal acts or behavior, as well as sexual violence and/or discrimination. Campus crime, arrests and referral statistics, along with any incidents and/or violations of ACC’s or HVCC’s campus safety rules and regulations, are reported to the respective colleges, the designated SUNY Plattsburgh officials, and to local law enforcement agencies. The full safety report can be found at: http://www.plattsburgh.edu/branchcampus/acc/security.php. Printed copies are also available in the Branch campus Office.

**Academic Honesty Policy**

Faculty and students should be familiar with the Academic Honesty Policy which states, “Academic honesty is essential to the intellectual health of the university and the ideals of education. SUNY Plattsburgh expects students to be honest and to conduct themselves with integrity in all aspects of their relationship with the college (e.g., application, transfer evaluation, academic progress review, and credit and non-credit bearing experiences, including regular course work, independent studies, internships, practica, student teaching, and interactions with faculty, staff, and students). Academic dishonesty adversely affects the educational function of the college and undermines the integrity of its programs.

Dishonest conduct includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, forgery, and alteration of records, along with any lying, deceit, bribery, coercion, or intimidation for the purpose of influencing a grade or for any other academic gain. Action against a student determined to have violated the academic honesty policy can range from a reduction of the grade on an assignment, through failure of a course, to suspension or even dismissal from the academic program, the department, or the college.

A student who is charged with academic dishonesty will be afforded due process through the College Judicial System. (See Procedures for Addressing Suspected Academic Dishonesty).”

The Academic Honesty Policy and procedures are available for download from the Provost's web site. See:

- http://www.plattsburgh.edu/offices/academic/provost/academichonesty.php
- http://www.plattsburgh.edu/offices/academic/provost/dishonestyprocedure.php

**Fall 2012 Academic Calendar**

There is always some confusion over the academic calendar (do we follow SUNY Plattsburgh’s calendar, ACC’s, HVCC’s, etc.?), and this fall is no exception. **Please Note: SUNY Plattsburgh classes start on Monday, August 27.**

The following are some important fall 2012 dates. Please refer to our website (www.plattsburgh.edu/branchcampus) for the complete academic calendar, if the calendar or class schedule is ever in question.

- Sunday, August 26: Fall 2012 course add/drop reopens for continuing students (5:15pm).
- Monday, August 27: SUNY PLATTSBURGH FALL CLASSES BEGIN at all locations: Branch Campus in Queensbury, at HVCC, at the Saratoga BOCES, and at the Main Campus.
- Monday, August 27: HVCC day classes begin. **
- Sunday, September 2: Course add/drop ends (11:30 pm)
- Monday, September 3: Labor Day. SUNY Plattsburgh classes at ALL locations are in session – the Branch Campus Office is open. No HVCC classes. **
- Tuesday, September 4: HVCC night classes begin. **
- Wednesday, September 5: ACC classes begin. **
- Friday, September 21: Diploma Applications for December 2012 or January 2013 graduation due in Branch Campus Office.
- Friday, September 28 - Deadline for withdrawing from LIB courses
- Monday, October 8 – Tuesday, October 9: Columbus Day observed. No Plattsburgh classes.
- Wednesday, October 17: Midterm grades due (11:30pm).
- Monday, October 22: Course advisement for Winter 2013 and Spring 2013 begins. Please plan to meet with your advisor early.
- Tuesday, October 23: Deadline to register for the Library Proficiency Exam, to be given on Thursday, October 25. Register on-line via our website.
- Thursday, October 25: Library Proficiency Exam, 1:00 pm and 3:00pm in RHEC 147.
- Sunday, October 28: Registration for Winter and Spring 2013 begins (10am). Register EARLY. On-line classes close quickly!
- Friday, November 2: Course advisement ends; last day for unrestricted course withdrawal
- Wednesday – Friday, November 21 – 23: Thanksgiving break. No classes.
- Saturday, December 8: Finals Week Begin.
- Friday, December 14: Last day of classes at Plattsburgh, ACC, and HVCC.
- Saturday, December 15: Commencement (10am). Commencement will be held on the Main Campus ONLY.
- Wednesday, December 19: Final grades due (noon).

**These dates apply to ACC or HVCC classes only, NOT Plattsburgh classes, and apply only to students taking classes through cross-registration on those campuses.**

**SCHEDULING NOTE FOR SPRING 2013:**

SUNY Plattsburgh’s spring break for all Branch Campus undergraduate students and for graduate students in the M.S. Leadership program will be from March 18-22. For the convenience of graduate teacher education students and their faculty, the spring break in those programs will coincide with the K-12 public school break, Monday, April 1 through Friday, April 5.