

OFF-CAMPUS STUDENT INFORMATION

This document contains important information for students taking classes at one of our off-campus sites, including the following locations:

Extension Centers

TEC-SMART (Malta)
Albany Center for Education (ACE)

High Schools

Bethlehem High School
Colonie High School
Lansingburgh High School
Shenendehowa High School

Client-Specific

Albany Medical Center
NYS Department of Taxation & Finance
NYS Information Technology Services

NOTE: Your off-campus instructors are required to establish a communication systems with all of their students the first night of class. This enables them to notify you of any class cancellations, personal emergencies or off-campus building-related emergencies.

1. Student Conduct

Students taking classes at our off-campus locations are HVCC students and are still bound by all of the same rules and regulations as students taking classes on the main campus. For complete information about these policies, please go to the following link.
http://www.hvcc.edu/studentactivities/student_handbook.pdf

2. HVCC Email Accounts

It is important to check your HVCC email account on a regular basis as it is the official method the college uses to contact you. See the full policy here:
http://www.hvcc.edu/its/policies_view.html?p=345&cat=12,3

3. Weather-Related, or Other Emergency Closing

Information regarding the policy for off-campus closings and cancellations, may be found at <http://www.hvcc.edu/coned/offcampus/snow.html>.

Notifications are sent out to the media and HVCC email accounts at least 1 ½ hours before the time of the college closure or cancellation of classes. In extreme and unexpected situations that are not weather related, the closure or cancellation may be effective immediately.

Please pay attention to the message sent to you, since there may be a special circumstance which arises, but not affect you, depending on where your class is held. Examples of special circumstances include such things as a building-related problem (no electricity or heat), as well as other issues outside of the building, but still affecting it, such as a water main break.

Here is a summary of the general types of situations you may encounter:

Local problem: HVCC's main campus is closed, off-campus locations are open, including the Albany Extension Center and TEC-SMART.

Local problem: One or more off-campus locations are closed, HVCC's main campus and all other off-campus locations, including the one where your class is held, remain open.

System-wide problem: HVCC closes the college or cancels **ALL classes**. In this case, all off-campus classes are **also** cancelled, regardless of location.

Closure and cancellation information will also be provided to your off-campus instructors, so they may contact you through the notification system they established the first night of class.

4. Site-Specific Closures – High Schools and Community Locations

If you see or hear something in the media that indicates your specific high school, high school district or a community off-campus location is closed and **“all evening activities are cancelled”**, that includes the cancellation of our evening classes at that location.

Your instructors will also be informed of the closure, so they may contact you via the communication system set up on the first night of class.

5. TEC-SMART (Malta)

This facility has HVCC staff available during normal business hours in the administrative offices, located to the right, as you enter the building. At TEC-SMART, students have access to vending machines, a microwave, an area to recharge their phones/laptops, computer kiosks to access HVCC information and a small volume printer.

6. Albany Center for Education (ACE)

This is an Extension Center of Hudson Valley Community College. HVCC is collocated with the Capital District EOC in this building. The ACE has ample parking surrounding the building for student use. Please **do not park** in the Market 32/Price Chopper parking lot.

7. Smoking and Tobacco Use

All off-campus locations are non-smoking and tobacco free. Smoking, or the use of any tobacco products, is prohibited on all off-campus location property, whether owned or rented by HVCC, and includes your car. See the full policy here:

<http://www.hvcc.edu/tobaccofree/index.html>.

For additional information about individual off-campus locations, please go to www.hvcc.edu and click on “Maps and Locations” at the top of the homepage.

8. HVCC Learning Assistance Centers – Main Campus

To support the successful academic completion of all your courses, HVCC offers a variety of academic assistance, both in-person and online. To find further information about all of the services available, please go to:

<http://www.hvcc.edu/learningcenters/lac/index.html> or call (518) 629-7230.

9. Student Activities

HVCC offers a variety of activities, events, trips and other benefits that students can access. Many activities are free, or at a reduced cost upon presentation of your HVCC student ID card. Some activities are held during the evening, or on a weekend. Please visit the following link for more information

<http://www.hvcc.edu/studentactivities/index.html>, or call (518) 629-7348.

Should you have any questions about off-campus related issues, please do not hesitate to contact the Off-Campus Coordinator, Deb Kowalski, at (518) 629-7338, or via email d.kowalski@hvcc.edu.

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