

# Student Development

The student development faculty and staff provide programs and services which encourage the growth of personal responsibility and self-direction. These programs and services are an integral part of the total educational experience.

## Academic Advisement

The basic purpose of academic advisement is to provide sound and accurate academic information that will further a student's academic plans each semester. This is accomplished by assigning all full-time students an advisor in their academic area who will assist them with career planning, course selection, transfer college decision-making, and life goal setting.

To accomplish this mission, full- and part-time students meet periodically with advisors to review life and career goals, to assess movement toward these goals, and to discuss alternatives that will support goal acquisition. It is fundamental to the advisor-advisee relationship that students take responsibility for their own decision-making while faculty take responsibility for the necessary education to prepare for the role of advisor.

*It is ultimately the student's responsibility to learn and know the graduation and program requirements for the degree being sought and to monitor progress toward fulfilling those requirements.*

## Campus Health Centers

The campus health centers provide the college community with services ranging from clinical evaluation and treatment to wellness information. Confidential services are provided by registered professional nurses. The health centers are located in the Hamilton Collegiate Center on the Jamestown Campus and in College Center on the Cattaraugus County Campus.

Clinical services include first aid, physical examinations, blood pressure screening, tuberculosis skin testing, and physician ordered blood tests. Wellness services include flu vaccination clinics, smoking cessation, cholesterol, weight, and stress management plans, body composition analysis, and nutritional assessments.

Both health centers also offer pamphlets and videos covering various health topics that can be viewed on campus or borrowed overnight. A complete lecture series is available to instructors who wish to have a health-related topic discussed in class.

Health counseling, immunization requirement information, medical referrals, and medication information are also provided.

### Immunization Requirements

Two New York state public health laws currently affect college students. The first requires students to demonstrate proof of immunity against measles, mumps, and rubella. This law applies to all on-campus students born on or after January 1, 1957 who are enrolled for six or more credits.

The second law requires JCC to provide students with information about meningococcal meningitis and also requires the student to acknowledge receipt of this information and indicate his or her choice regarding vaccination. (Meningitis vaccination is *not mandatory*). This law affects *all* students taking six or more credits.

*A student's high school does not automatically forward these records to JCC. Failure to comply will result in a \$25 fine and disenrollment from classes.*

## Counseling and Career Planning Services

The counseling centers on the Cattaraugus County and Jamestown campuses provide JCC students with a variety of confidential counseling services.

Counselors are available to respond to student problems and concerns. Particular emphasis is placed on issues related to student growth and development and educational, transfer, and career decision-making and planning. Students who are experiencing stress, coping, or adjustment problems may find it helpful to meet with a counselor to deal more effectively with these issues.

The centers have extensive information available to those who seek a greater awareness of career and educational opportunities. "Discover," a computer-assisted career guidance system, is also available for student use. Those interested in learning more about themselves may also take a variety of tests, including personality and vocational interest inventories.

The centers are responsible for administering the College Level Examination Program and the Life Experience Credit Assessment Program. Students interested in these alternative ways of accumulating credit may get details at the centers.

Services are available to both day and evening students. Community residents are encouraged to use the centers' career and educational counseling and information services.

Those interested in counseling services on the Jamestown Campus should contact the Counseling and Career Development Center, located in the Hamilton Collegiate Center. Those on the Cattaraugus County Campus can visit the Counseling and Career Planning Center, located in College Center. The centers are open during regular business hours and on certain evenings. Counseling services are also available on a limited basis at the North County and Warren centers.

## Disability Support Services

JCC is dedicated to assisting qualified students with disabilities in earning grades that reflect their abilities and not their disabilities. The disability support services offices are located in the college's tutoring centers: Main Street on the Jamestown Campus and the Learning Assistance Center on the Cattaraugus County Campus. Students from all college sites should contact the disability support services coordinator at the Jamestown Campus office to inquire about and/or arrange for services.

### Policy Statement for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 state that qualified students with disabilities have the right to reasonable modifications in all on and off-campus academic programs and services, as well as in student services in order to make a college education truly accessible. The philosophy of Jamestown Community College is to do its utmost to maximize the educational opportunities of all its students. Thus, our policy regarding students with disabilities is a manifestation of our general approach to all students. We believe in treating students as individuals and in doing our best to meet individual needs.

To plan for necessary modifications and support services, students *must* contact the Disability Support Services Office coordinator and provide documentation that verifies the existence of a disability and supports the need for accommodation.

We can best meet the needs of students if accommodations requests are made as soon as possible after the master schedule is published each semester. For those students who have a disability requiring services and/or equipment from outside JCC, such as taped texts or sign language interpreters, we strongly urge 3 months' advance notice. All disability-related information is treated confidentially.

When a student requests a modification which is beyond the scope of authority of the disability support services coordinator to decide, the request will be decided upon by a committee appointed by the dean of academic affairs. The procedure for filing such requests and the criteria considered in deciding on them is available in the disability support services office and in the office of the dean of academic affairs.

### Employment and Job Search Services

Students are encouraged to use the various resources available in the counseling centers when looking for a job. Part-time, full-time, and seasonal positions are posted at each campus and on JCC's website.

Employment development specialists are available on the Cattaraugus County and Jamestown campuses to help students develop a job search strategy, write resumes and cover letters, prepare for interviews, and obtain information about internships.

Students seeking full- or part-time work can take advantage of the Resume Referral Service. By registering for this service, students submit their resumes to be filed and sent to potential employers in response to their hiring needs. Students can register to receive information about job opportunities via e-mail.

On-campus student employment opportunities and applications are available at the counseling centers. Students also have the opportunity to meet employers and develop professional networks during career fairs and on-campus recruiting.

Graduate placement statistics are available from the office of institutional research.

### Financial Aid

A comprehensive financial assistance program is available for all matriculated students attending JCC. Based on need, the program offers scholarships, loans, grants, and work study opportunities which are administered by the financial aid director and awarded singly or in combination to help students meet college expenses. Applications should be filed in accordance with procedures described in the "Financial Planning" section of this catalog. Further details are available in the financial aid office or online at [www.sunyjcc.edu](http://www.sunyjcc.edu).

### Learning Skills Centers

JCC offers academic assistance to students at its two learning skills centers, Main Street on the Jamestown Campus and the Learning Assistance Center on the Cattaraugus County Campus. In addition to help with most academic subjects, students can receive personalized assistance with reading, writing, and study skills. Students seeking help can receive one-to-one tutoring from trained peer tutors and experienced faculty members. The centers maintain libraries of study skills videos, textbooks, study guides, and other resource materials. Computers are available for microcomputer applications, including word processing and Internet research. Students with special learning needs can also receive individualized assistance at both centers.

Open, informal, and work-oriented atmospheres make the centers pleasant places to visit. Main Street is located on the second floor of the Hultquist Library on the Jamestown Campus,

and the Learning Assistance Center is located in the Technology Center on the Cattaraugus County Campus. Limited tutorial services are available at the North County and Warren centers.

### Student Success Seminar/Freshman Orientation

To enhance the success of its students, JCC requires all first time, full-time students attending classes on campus participate in the Student Success Seminar, a one-credit course taken during the first semester. The seminar helps students establish connections with other students and faculty, orients students to the college, and helps students develop the key academic and personal skills required of successful students. Part-time students are also welcome to enroll in the Student Success Seminar.

### Transfer Advisement

Students intending to transfer to four-year colleges and universities following graduation from JCC should make their intentions known as *early as possible*. A transfer counselor will assist students in obtaining information about the many colleges and universities which actively recruit JCC graduates. Faculty advisors will assist students in planning academic programs at JCC which conform to the requirements of transfer institutions. Upon written request, the registrar's office sends transcripts to colleges or universities selected by students. When necessary, faculty write letters of recommendation for qualified students.

Counseling center staff on the Cattaraugus County and Jamestown campuses and at extension centers are available to discuss transfer alternatives.

### Veterans' Affairs

The veteran affairs coordinator assists veterans in processing applications necessary to receive educational benefits. Assistance is also given to the children, spouses, and survivors of veterans whose death or permanent disabilities were service connected.

The veterans affairs coordinator is the liaison between the regional veterans affairs office and the veteran when various situations or policies need clarification. The coordinator's office is located in the financial aid office on the Cattaraugus County Campus and in the registrar's office on the Jamestown Campus.

### Web Access for Student Records and Registration

Credit students at JCC can access their individual student records on the web (self-service information) from a personal computer at home or a student lab on campus. Any computer that provides Internet access with the required browser specifications will link you to your JCC student records. Details on browser specifications, the web address, and personal access and PIN information are available from the registrar's office.

Currently, the items accessible by students includes:

- General student information (view address and phone number, e-mail address, directory profile, change PIN, etc.)
- Holds (library, immunization, academic, financial, FSA, accounts receivable)
- Mid-semester (six-week grades) and final grades
- Unofficial academic transcript
- Registration status and add/drop courses
- Online registration
- Degree evaluation and "what if" analysis ("What if I changed my major?")
- Student tuition and fees account
- Enrollment certifications via a link to the National Student Clearinghouse
- Placement test scores

## Campus Life

### Campus Life Planner

A campus life planner, published each semester, contains information on JCC's campus life program and important events which affect students. Copies are available from the community relations office and the campus life office on the Jamestown Campus and from the campus life office and Counseling and Career Planning Center on the Cattaraugus County Campus.

### Civility Statement

JCC is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### Expectations of Students in the Classroom

Your academic attitude is a major factor in your success at JCC. You share responsibility, along with your professor and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning. To create a productive college experience for you and all students, you should:

- **Attend class and pay attention.** Do not ask the instructor to go over material you missed by skipping class or not concentrating. If you have difficulty understanding the presented material, ask the instructor to assist you.
- **Not come to class late or leave early.** If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance you will need to leave class early, sit near an exit and inform the instructor prior to class.
- **Not talk with other classmates while the instructor or another student is speaking.** If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- **Show respect and concern for others by not monopolizing class discussion.** Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- **Turn off all electronic devices, including but not limited to: cell phones, pagers, beeping watches.** If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as unobtrusive as possible.
- **Avoid audible and visible signs of restlessness.** These are both rude and disruptive to the rest of the class.
- **Focus on class material during class time.** Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet etc., are unacceptable and can be disruptive.
- **Not pack bookbags or backpacks to leave until the instructor has dismissed the class.**
- **Clear any visitors you would like to bring to class with your instructor ahead of time.**

### Your Rights as a Student

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the classroom environment and determining the action that should be taken.

### Consequences of Inappropriate Classroom Behavior

The instructor has the right and the responsibility to take appropriate action when he or she observes an instance of inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed. The *Constitution of the Student Body* outlines the process to be followed and sanctions that may be placed on students who engage in various forms of misconduct.

### A Final Note

JCC is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.

### Residential Life

JCC's residential community is a place for students to live and learn together. As students pursue academic challenges they can also avail themselves of many support services, social activities, physical education facilities, and performances in close proximity to the residential suites. These experiences will be rewarding and provide a great transitional time in a student's life.

### Student Constitution

Students who enroll at JCC do so with the understanding that they have accepted the responsibilities for proper conduct both in and out of the classroom. The student constitution addresses two key areas in which students have important responsibilities:

**Academic Integrity** - Providing an atmosphere that promotes honesty and free exchange of ideas is the essence of academic integrity. As members of the college community, students have an obligation to uphold high intellectual and ethical standards. Academic integrity includes adherence to codes of ethical behavior associated with all areas of study including specialized environments such as internships, fieldwork, and cooperative and clinical experiences. Students who violate the college's policies on academic integrity will be subject to discipline by members of the college community.

**Student Conduct** - When the actions of students hinder the academic life of students or the ability of the college to achieve its educational purposes, students will be subject to discipline by members of the college community.

It is every student's responsibility to be familiar with the list of rights and responsibilities outlined in the *Constitution of the Student Body*. Copies are available in the Student Senate, campus life, and dean of student development and marketing offices at the Jamestown Campus, and in the Student Senate and campus life offices at the Cattaraugus County Campus.

In addition, students are responsible for compliance with all college policies and with meeting the requirements which may be imposed by local, state, or federal laws.

## Faculty Student Association

The Faculty Student Association (FSA), an independent non-profit organization, is the prime sponsor of cocurricular activities at JCC. It is financed entirely by FSA fees paid by all students and faculty. The corporation is managed by a board of directors consisting of representatives of JCC's administration, faculty, staff, and student body, and makes possible many enriching and enjoyable experiences which add to the total college experience. Funds are allocated annually to the Student Senate, the student governing organization on the Jamestown and Cattaraugus County campuses and at the North County Center. FSA also funds other social, cultural, athletic, and recreational programs and services throughout the following committees and boards:

### Campus Activity Board

The Campus Activity Board on the Jamestown and Cattaraugus County campuses and North County Center provides a majority of the social and cultural activities at JCC. A series of live performances, films, speakers, dances, concerts, excursions, noontime programs, and other special programs is sponsored throughout the academic year. Students interested in the experience of planning and implementing programs which fulfill the social, cultural, and educational needs of the student body, faculty, staff, and administration should contact the campus life office on the Jamestown and Cattaraugus County campuses.

### Clubs

Student clubs provide opportunities for learning and interpersonal skills development outside the classroom. Since the clubs are organized and run by students, they allow for self-direction based on the needs and interests of their members. Groups of students with common interests are encouraged to organize and submit a charter to the Student Senate on the campus which they are attending.

Each group must present a signed list of members, as well as evidence of a commitment from a faculty or staff member to serve as the group's advisor. Many such groups continue from year to year, but new ones are organized annually to serve special interests. Among the most active at the Jamestown Campus have been the Adult Student Network, InterVarsity Christian Fellowship, Nursing Club, Criminal Justice Club, Psychology Club, Earth Awareness Environmental Club, Computer Club, and Student Occupational Therapy Association Club. At the Cattaraugus County Campus, active clubs have included the Art Club, Criminal Justice Club, Environmental Club, Multicultural Club, Nursing Club, and Ski Club.

Those wishing to obtain more information regarding clubs should contact the campus life office on the Jamestown and Cattaraugus County campuses and at the North County Center.

### College Program Committee

To enrich the quality of the college experience for students, the College Program Committee plans and directs events that will be attractive to the college community in as many areas of academic and curricular interests as possible. Speakers, performers, events, touring exhibitions, demonstrations, and films are brought to JCC annually. Membership on the committee is open to students and faculty with designated representatives coming from each group.

All events are offered free or at a reduced charge to FSA members, and at a nominal fee to the general public. Those wishing to obtain more information about the College Program

Committee should contact the campus life office on the Jamestown Campus and Cattaraugus County campuses.

### Arts at JCC

JCC's Jamestown Campus presents theatre, performance, and visual art programs in the Community Cultural Center. The venue includes the Robert Lee Scharmann Theatre, Sarita Hopkins Weeks Reception Hall, and Weeks Gallery. The spaces are connected by a common lobby used for artist receptions and events.

The Scharmann Theatre presents theatre programs by the JCC Uncommoners, a group of college and community performers. Recent productions of *Aida* and *One Flew Over the Cuckoo's Nest* drew record audiences. The Weeks Gallery presents significant artists from across the nation and around the world. The art openings are multi-faceted and include artist lectures and receptions complemented by music performances and/or poetry readings.

The Weeks Gallery Art Collection is distributed across the Jamestown and Cattaraugus County campuses and includes over 1,800 running feet of hallway space. The music department presents numerous concerts each year that include performances by JCC students and/or regional artists.

The Cutco Theater and the Louis A. and Patricia Magnano Reception Hall on the Cattaraugus County Campus are the focal points for cultural programs, lectures, community meetings, and social events. "Rising Stars," a popular music series, uses Cutco Theater to present local and regional musicians. The Weeks Gallery, through its permanent collection, presents the visual arts to the Cattaraugus County Campus in hallway exhibition spaces and by collaborating with the Cattaraugus County Arts Council.

### Intercollegiate Athletics

JCC believes that education involves body and spirit as well as the mind. Students at JCC participate in athletics for a variety of reasons which gives each student athlete an opportunity to take a real measure of himself/herself and to pursue a goal of excellence through personal discipline, striving, and hard work.

The Jamestown Campus Jayhawk program participates in intercollegiate competition in men's and women's basketball, soccer, golf, and swimming, women's volleyball and softball, and men's baseball and wrestling. Jayhawk teams have gained regional and national recognition and a reputation for fielding well-coached squads.

The Cattaraugus County Campus Jaguar program provides opportunities for students to participate in intercollegiate competition in men's and women's basketball, soccer, and golf. JCC is a member of the Western New York Athletic Conference and Region III of the National Junior College Athletic Association.

Further details are available from the director of athletics on each campus.

### Intramural Sports, Recreation, and Fitness

The purpose of intramural sports at JCC is to provide a comprehensive and varied program of both competitive and recreational experiences designed to meet the needs and interests of enrolled students and faculty/staff members. These programs also help to develop lifelong interests and recreational habits. Competition is offered in men's, women's, and coed sports and is provided in the form of leagues, tournaments, and/or special events each semester.

Team and individual sports activities are designed to accommodate all individuals, regardless of skill level and experience. Programs are based on student interest and availa-

bility of resources and facilities. Some popular activities include flag football, basketball, volleyball, and floor hockey. Many activities are structured so students, faculty, and staff members can participate together. Awards are presented to winning teams or individuals. Details on eligibility requirements and intramural and recreational activities are available at the Physical Education Complex on the Jamestown Campus and the campus life office on the Cattaraugus County Campus.

The JCC Total Fitness program on the Jamestown Campus provides an outstanding opportunity to participate in a multitude of activities within one of the finest recreational facilities in New York state. The complex houses 40,000 square feet of playing space with 11,950 square feet of multipurpose flooring to accommodate basketball, volleyball, and other activities. Other facilities include a free weight room; cardiovascular machines; complete Life Fitness center; batting cage and golf area; tumbling mats; racquetball court; 1/10 mile indoor running track; diving pool and swimming pools; two whirlpools; and a sauna. Recreation schedules are available at the box office, Physical Education Complex front desk, or the Hamilton Collegiate Center main office.

Cattaraugus County Campus students are entitled to use the fitness and recreational facilities at the Olean Family YMCA/JCC Physical Education Center. Located on Wayne Street, the center include weight rooms, aerobic equipment, gymnasium, pool, and men's and women's locker rooms.

North County Center students are eligible to use fitness equipment in the gymnasium located in the main building and also have access to Darwin's Fitness Center in Fredonia.

## Music and Theatre

Various instrumental and vocal groups are available for credit each semester on the Jamestown Campus. These non-audition ensembles are directed by music faculty members. Music groups include jazz ensemble, concert band, college chorus, and rock ensemble. The Uncommoners present stage musicals with auditions open to all JCC FSA members.

Students interested in dramatics or in any of the crafts associated with the theatre will find an opportunity to explore those avenues at the Jamestown Campus. The theatre program encourages those who show a curiosity about the world of theatre to become involved in its activities. The Uncommoners present a minimum of two major productions a year.

Professional actors and theatrical groups are often brought to JCC to work with students interested in theatre. Students wishing to mount their own theatre pieces are supported and encouraged to reach their objectives. Students involved in the theatre program may be eligible for the Robert Lee Scharmann Award.

## Residence Hall Suites

JCC has 52 well-designed residential suites, accommodating 220 students, on the Jamestown Campus. Forty suites have four private single bedrooms, and 12 suites have three private single bedrooms and one double bedroom.

The suites are also equipped with full bathrooms, kitchens, and dining and living rooms. All suites are wired with cable TV and wireless Internet services. Each building has secure access and is staffed 24/7 with highly trained professional staff. Each building also has adequate space for people with special needs, laundry and vending services, and a full service elevator.

## Student Government

The Student Senate is the officially recognized student governing body on the Jamestown and Cattaraugus County campuses and at the North County Center. These governing bodies meet regularly. Students have a direct voice in all student affairs and many college activities through active participation in student government.

Student Senate operates on budgets allocated by the FSA and may, in turn, allocate funds to student clubs which present appropriate budget requests. They also serve as an advisory board to the president of the college, bringing matters of student concern to his/her attention and making recommendations which they believe will aid JCC in meeting its commitment to students.

Representation is through a general student election on the Jamestown Campus and by petition on the Cattaraugus County Campus. Student government also serves as a vehicle to select students for service on various college-wide committees.

## Student Information Policies

### Access to Student Information

The Family Educational Rights and Privacy Act is a federal law which states that a written institutional policy must be established covering the privacy rights of students. The law provides that an institution will maintain the confidentiality of student educational records.

JCC accords all the rights under the law to students who are 18 years or older. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's educational record without the consent of the student.

Within JCC, only those members, individually and collectively, acting in the student's educational interest, are allowed access to student educational records. These members include administrative personnel and faculty, within the limits of their need to know.

Currently enrolled students and those students who have been enrolled within the past two years should understand that all full-time faculty and selected others have access to their academic records. Former students should understand that releasing their social security number provides others with access to their records.

Additionally, the Family Education Rights and Privacy Act does permit the release of directory type information without the written consent of the student, provided the student has been given the opportunity to withhold such disclosure. JCC reserves the right to disclose, at its discretion, the following information: names, permanent address, e-mail address, enrollment status, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), and past and present participation in college activities. Students who wish the college to withhold such information must notify the registrar, in writing, prior to the start of each semester.

### Institutional Policy

Official records are kept by JCC as long as there is a reasonable need for them. After that time, they are destroyed. The registrar's record of a student's academic performance is retained permanently.

JCC considers the student's name and whether he/she is enrolled at the college as being public information, essential to its operation. This, therefore, may be disclosed without restriction.

A copy of the Educational Rights and Privacy Act is on file in the registrar's office and is available for review by students.

Students who believe their privacy rights have been violated may file a complaint concerning alleged failure of the college to comply with the requirements of the Family Educational Rights and Privacy Act by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

### Review of Student Records

The law provides students with the right to inspect and review information contained in their educational records; to challenge the contents of their educational records; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files. The vice president and dean of student development coordinates the inspection of and reviews procedures for the following student records: admissions, financial, and placement records. The vice president and dean of academic affairs coordinates inspection of and reviews procedures for student academic records. The vice president and dean of the Cattaraugus County Campus coordinates inspection of and reviews procedures for all records at the Cattaraugus County Campus. Students wishing to review their educational records must make a written request to the appropriate dean listing the item or items of interest.

Students who believe that their educational records contain information that is inaccurate or misleading can discuss the problem informally with the appropriate dean. If the dean's decision is in agreement with the student's request, the appropriate records will be amended and the student will be notified in writing. If there is no agreement, the student will be notified within a reasonable period of time that the records will not be amended and the student will be informed of his/her right to a formal hearing. A request for a formal hearing must be made in writing to the dean. Within a reasonable period of time after receiving a request, the dean will inform the student of the date, time, and place of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by persons of his/her choice. Decisions of the hearing panel will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and delivered to all parties. Students who believe adjudication of their challenges was unfair may appeal for assistance to the president of the college.

Students may not inspect and review the following as outlined by law: financial information submitted by their parents; confidential letters and recommendations associated with admissions; records of instructional and administrative personnel which are in sole possession of the maker; records of someone employed by the institution; and records of a person after he/she no longer attends JCC, i.e., alumni records.

## Crime Awareness and Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. JCC complies with these regulations by providing information relating to crime statistics automatically to all current students and employees. Prospective students and employees are notified of its existence

and afforded an opportunity to request a copy. JCC's crime statistics can also be accessed at [www.sunyjcc.edu](http://www.sunyjcc.edu).

During the 2006-2007 academic year, approximately 2,451 full-time and 1,270 part-time students were enrolled at JCC's Jamestown and Cattaraugus County campuses and North County and Warren extension centers. JCC employs approximately 500 people across all locations. JCC does not currently request information from employees concerning involvement in criminal offenses. JCC's college-wide safety director will provide, upon request, all campus crime statistics as reported to the U.S. Department of Education. Further information about campus safety and security can be obtained from JCC's college-wide safety director in the human resources office.

### Security Policies and Procedures

During open hours, students, faculty and employees at JCC have access to academic, recreational, and administrative facilities at each campus and extension center. The buildings are closed from approximately 10 p.m. to 7 a.m. The general public can attend cultural and recreational events on campus, as well as access the libraries. Many events are advertised for the public at large and athletic facilities are periodically open to the general public. JCC offers a truly open campus experience within its facilities at all locations.

JCC does not employ a security force. Security services are provided through a joint effort between staff and faculty and coordinated by the college-wide safety director. The building and grounds department maintains college buildings and grounds with a concern for safety and security. They inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security problems.

Minor crime incidents are investigated by the college-wide safety director and followed up with local law enforcement as appropriate. Serious crime incidents and felonies are reported to the appropriate police department depending on campus or extension center location.

Alcoholic beverages are not permitted on campus without the express approval of the JCC board of trustees. The college has adopted a drug and alcohol abuse prevention program. Intentional use, possession or sale of firearms or other dangerous weapons on campus or college property by students and employees is strictly forbidden and is a violation of the college's code of conduct. Potential criminal actions and other campus emergencies can be reported by any student, faculty member, or employee to the college-wide safety director. During evenings and weekends, incidents should be reported to the buildings and grounds department (Jamestown Campus, 490-0415, and Cattaraugus County Campus, 490-0416).

JCC encourages accurate and prompt reporting of all crimes or suspected criminal activity. Reports may be made anonymously via the web by accessing the Silent Witness link at [www.sunyjcc.edu](http://www.sunyjcc.edu), or to the college-wide safety director. Members of the campus community can also report criminal incidents to: vice president/dean of administration, ext. 1055; vice president/dean, student development, ext. 1025; health services - Jamestown Campus, ext. 1013, and Cattaraugus County Campus, ext. 7569; buildings and grounds - Jamestown Campus, ext. 1002, and Cattaraugus County Campus, ext. 7593; and North County Center, ext. 8821.

Victims are encouraged to report crime on a voluntary basis. Reports of this nature are to be filed with the college-wide safety director for information purposes for inclusion in JCC's annual crime statistics report. The college-wide safety director also

maintains a daily log of campus crimes and incidents that is available for the public to view in the human resources office. Entries or updates are generally made within two business days after the event occurs. While most events are logged, the college-wide safety director may determine that an incident be classified “confidential” to prevent jeopardizing a criminal investigation or the identity of the victim.

## Students' And Employees' Responsibilities

The cooperation and involvement of students and employees in a campus safety program is absolutely necessary. Students and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lighted, any student or employee, male or female, may feel more comfortable walking with a friend or contacting a member of the buildings and grounds department for an escort to their cars at night. Valuables should not be left where they can be seen in the vehicle, but should be locked in the trunk. Bicycles should be left in designated areas and locked. Students and employees should report any suspicious activity or unusual incident or individuals whom they feel do not belong on campus to the college-wide safety director as soon as possible.

## Sexual Offense Policy Statement

JCC's administration fully supports all local, state, and federal laws governing harassment, rape, and sexual assault and will prosecute violators to the fullest extent possible. Students violating this policy are subject to judicial procedures and sanctions, up to and including expulsion, which are outlined in the student constitution. Employees violating this policy shall be subject to disciplinary actions as defined in their respective labor contracts or human resource policies.

JCC is committed to providing prompt and compassionate support services to any victims of such assaults. If you or anyone you know has been a victim of a sexual offense on a JCC campus, you are urged to report the incident to JCC authorities as well as the police. If you are a victim of a sexual assault, you have the right to:

- report the incident to the college-wide safety director for internal reporting and/or to pursue criminal charges;
- access support services, including free and confidential counseling, provided by JCC and/or the community.
- For additional information and a list of campus and other community support resources concerning sexual offenses, contact the director of college-wide safety.

## Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act

This law sets the requirements for sexual offender registration and community notification. The Campus Sex Crimes Prevention Act of 2000 provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. It requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which that person is employed, carries on a vocation, or is a student.

The Act amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This registration is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are

located. Law enforcement agency information provided by the state concerning registered sex offenders can be obtained at [www.officeofthesherriff.com](http://www.officeofthesherriff.com). Click on the “additional information” link and choose “Chautauqua County sex offenders.” You may link directly to the New York Department of Criminal Justice Services’ Sex Offender Registry at [www.criminaljustice.state.ny.us/nsor](http://www.criminaljustice.state.ny.us/nsor), or you may also contact the New York Division of Criminal Justice Services’ DCJS Sex Offender Registry at 518/457-6236 or 1-900/288-3838.

## NY-ALERT

JCC is a member of NY-ALERT, the New York State All-Hazards Alert and Notification web-based portal created and maintained by the State Emergency Management Office. NY-ALERT is designed to send notifications through e-mail, phone (traditional, voice over Internet protocol, or cell), text messaging (cell or pager), or fax in situations where your personal safety may be at risk.

To keep you informed during a campus emergency, it is critical that you enter your preferred e-mail, text messaging, and phone numbers into the NY-ALERT system. You also may provide contact information for other interested parties such as your family.

Visit [www.sunyjcc.edu](http://www.sunyjcc.edu), click on MyJCC Online Services, and click the Banner link. Sign in to the secure area of Banner (web) self-service. The *Emergency Alert Contact Information* screen will display. Carefully review the message and options that display.

Subscription to NY-ALERT is free and, *while highly encouraged*, completely voluntary. This information will not be shared with any outside parties, nor will JCC use the system for any purpose other than a true emergency.

## Privacy and Security of Personal Information

JCC complies with all privacy and security provisions of the Gramm-Leach-Bliley Act of 1999 (GLB) and the New York State Information Security Breach Notification Act of 2005 (NYSISBNA). JCC has taken appropriate measures to ensure the security and confidentiality of our customers’ personal/private information.

JCC complies with the Family Educational Rights and Privacy Act (FERPA). By doing so, JCC is in compliance with the privacy requirements of the GLB. Measures have been taken to protect against any anticipated threats to the security or integrity of such information.

JCC has put into place an information security program (ISP) that guards against the unauthorized access to or use of such information that could result in substantial harm or significant inconvenience to any customer. The ISP covers administrative, technical, or physical safeguards used to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. For further information, contact JCC’s human resources director.

## Student Complaint Process

JCC has an internal complaint system available to students who believe they have a grievance with the institution. For more information on the process, consult with the vice president and dean of student development on the Jamestown Campus, the vice president and dean's office on the Cattaraugus County Campus, or the director at JCC's Warren and North County centers.