New Student Orientation Session: PS101
Goals for PS101:
Student Code of Conduct, Campus Safety, Title IX

• In this session, you will hear from me regarding the student code of conduct, and campus civility

• You will hear from our Director of Public Safety, Mark Pierce, who will share the role of public safety on your campus.

• Jean Karutis, who will speak on a very important topic, Title IX
Student Code of Conduct

FM has established standards of conduct for students both on and off campus and procedures that insure fairness to all segments of the campus community.

We want everyone to have a great college experience; but with any community, there are rules that need to be followed. Below is an example of situations that could occur which would require disciplinary action:

- Academic dishonesty, cheating, plagiarism
- Forgery or misuse of college documents, records or identification cards
- Abuse of another person on the college campus
- Willful disruption of campus activities
- Willful defamation of a member of the academic community
Student Code of Conduct, continued

- Disorderly conduct, either in the college community, on campus property, or at a college sponsored event.
- Malicious destruction, damage, or misuse of college property
- Any violation of criminal statutes or laws that occur on or off campus
- Possession of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on the college campus
- Any conduct deemed unbecoming of a student
- Illegal possession of drugs, as defined by the NYS Penal Law
- The consumption of alcohol in the college community.
NEW ADDITION TO STANDARDS OF CONDUCT

16. Smoking inside any college or campus housing building is strictly prohibited and will result in dismissal from the College.

Why, you ask?
Smoking is permitted in designated areas on campus and at Campus View Student Housing, but please don’t jeopardize your college education by breaking this rule.
Civility Statement

FM is committed to fostering an environment of civility.

All members of the FM community (this includes each of you), and visitors have the right to experience and the responsibility to create and maintain an environment of mutual respect and support that is civil in all aspects of human relations. Civility facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.

What does this mean?
Public Safety (DPS)
Mark Pierce, Director of Public Safety

• Mission Statement:

As members of the Department of Public Safety at Fulton-Montgomery Community College our mission is to contribute toward the quality of College life by fostering a safe environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs.

The success of this mission depends upon a true partnership between Public Safety personnel, and the diverse population of students, staff, faculty, and visitors that constitute the College Community - a partnership built on mutual respect and responsibility.
To achieve our Mission the Department of Public Safety is responsible for:

- **Issuing College ID cards**
  - All ID photos are taken and cards are issued at the DPS Office Monday through Friday 7.3a to 11p

- **Issuing College Parking Permits**
  - Commuter Students, Residential Student, Staff or Faculty can come to DPS Monday through Friday 7.3a to 4p at the DPS Office in the PE Building, P-144

- **Safe Walks**
  - Student, staff can request a safe walk to or from a specified location by contacting DPS and requesting an officer to your location.

- **Fire Safety**
  - DPS Officers conduct routine fire drill throughout the entire campus and at Res Halls to ensure students understand how to effectively escape or evacuate from a fire or fire drill.
  - DPS Police Officers train Res-Life personnel in fire detection and prevention methods annually.

- **Bias Crime**
  - A bias incident is also an offense against a person or property motivated in whole or in part by the offender's bias against a race, religion, disability, ethnic origin, sexual orientation or gender identity BUT may not rise to the level of a crime. All Bias related or hate crimes will be investigated and reported to the Vice President of Student Affairs.
• **What should you do if you have a true emergency?**
  - In any emergency always Call 911
  - Remain calm
  - Speak clearly to the 911 dispatcher and answer their questions.
  - Be sure to request the services needed and relay important information like; Fire, Police or Medical
  - DPS Police Officers will be dispatched to your location and immediately respond

• **What should you do if you witness suspicious activity or suspicious person(s) on campus or at CVSH?**
  - Contact DPS by calling or contacting an on-duty Officer(s)
  - Relay what you observed or witness
  - Speak with a Res-Life Assistant Director or an RA

• **Responding to emergencies or incidents**
  - DPS Officers are Police Officers and will respond to every incident or emergency on campus
  - DPS Police investigate all incidents on campus and work closely with members of Res-Life.
  - DPS Police Officers are highly trained in a variety of skills and tactic’s to manage every incident
  - DPS Police patrol the college and the local highways
  - This is achieved by conducting vehicle and foot patrols.
Title IX…
What every student should know

Jean Karutis
Title IX Coordinator
Office: C115A
First Floor, Classroom Building
518-736-3622 ext. 8904
What is Title IX?....

- Just 37 little, but important words…”No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
- Passed by Congress in 1972 most notable for equity in sports but also prohibits sex discrimination in education programs and activities.
- Not just for women! Title IX protects all individuals from discrimination, harassment, assault, misconduct or violence related to sex.
- Guy on girl, girl on guy, girl on girl, guy on guy…you get the picture…EVERYBODY! Title IX doesn’t “discriminate” 😊
So, what is “harassment”?...

- “Unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from a program or activity.”
- Whoa…lots of words…basically, it creates a hostile and uncomfortable environment for the victim.
- Examples?...
- [http://youtu.be/C_8QgL3kAMQ](http://youtu.be/C_8QgL3kAMQ)
Okay, so what is “sexual violence”?...

- “An extreme form of sexual harassment where physical sexual acts are perpetrated without consent.”
- Okay…less words…but what constitutes “consent”?...
- “Consent is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity”
- In other words…NO means NO.
What do I do if I think I might have a Title IX complaint?....

- Come see me!
- First floor of the classroom building in C115A
- 518-736-3622 ext 8904
- Don’t wait to report and incident…we know it can be difficult but we are here to support you and need to keep the campus safe for ALL our students, staff and visitors.
- Retaliation against anyone who reports in good faith or participates in an investigation is PROHIBITED and may be subject to sanctions and disciplinary action.
What happens after a complaint is filed?...

- Title IX Coordinator (me) will work with you to gather information on your complaint, provide you with resources and discuss possible resolutions.
- You can choose informal or formal resolution and can stop the process at anytime. Certain interim remedies can be put into place immediately to make you feel safer.
- Will it be confidential?...
- While we will do our best to keep all Title IX investigations private, confidentiality cannot be guaranteed. People accused of misconduct have to the right to know the allegations against them. Our campus disciplinary process is fair and unbiased and will work to protect the rights of all parties and come to a mutually agreeable solution.
Why do I need to report?...can’t I just handle it myself or with my friends?...

- It may not stop.
- Reporting helps FM to maintain a safe, secure environment for ALL our students, staff and visitors. If we don’t know it is happening we can’t repair it.
- Reporting allows the Title IX Coordinator to spot patterns.
- Worst case scenario when you don’t report?...
Jenn thinks she can handle it…

Kelsey just ignores it…

Dan jacks him and gets suspended…
95% of attacks are unreported making sexual assault the “silent epidemic.”

American Association of University Women
Questions

?
#GeekSquad

Intro to FM Campus Electronic Resources

Presenter: Denise L. Passero, IT Department
What Will You Learn?

- Self Service
- MyAid
- MyAppointment
- New York Alert
- ANGEL
- Student Email
What is Self Service?

- View your schedule
- View grades
- Review degree requirements
- View your unofficial transcript
  ... and more
From the FM Home page click My FM.
Click the Student Resources Link
Student Services Portal Home Page

The dark gray area contains the links you need to navigate. The white area has descriptions of the various web services.

Find the link for the item you want. Self Service (PowerCAMPUS)
Find Self Service

Click the link to Self Service (PowerCAMPUS) in the gray area. Read the description in the white area.

Self Service

Self Service will assist students in keeping up with mid term and final grades. In addition, students may view their class schedule, manage their profiles, and find other helpful services. Students may also access the link to reset their passwords if necessary.
Click the button labeled LOG IN.

Logging into Self Service

- Find Courses
- Register
- Computer Use Policy
- MyAid
- MyAppointment
- ANGEL
- Student Email
- Return to FM Home
Single sign on (SSO) allows you to use the same username and password for many different sites.

Student: “Here is my username and password.”

Self Service: “Welcome! What would you like to do today?”
Click the Classes Tab
Click the Link Labeled Schedule
### Student Schedule

#### Traditional 2013/Spring/06

**Registered Courses**

- **CIS105/Lecture/WC - Computer Applications**  
  Credits: 3.00  
  Schedule:  
  Instructors: Passero, Denise L

**Duration**: 2/25/2013 - 5/7/2013  
**CEUs**: 0.00

#### Traditional 2013/Spring/00

**Registered Courses**

- **COT134/Lecture/A - Cisco Networking IV**  
  Credits: 4.00  
  Schedule: M 3:00 PM - 5:55 PM; Fulton-Montgomery CC, Classroom Building, Room 022  
  Instructors: Passero, Denise L

**Duration**: 1/23/2013 - 5/7/2013  
**CEUs**: 0.00

- **COT134/Laboratory/A - Cisco Networking IV**  
  Credits: 0.00  
  Schedule: Wednesday 3:00 PM - 5:55 PM; Fulton-Montgomery CC, Classroom Building, Room 021  
  Instructors: Passero, Denise L

**Duration**: 1/23/2013 - 5/7/2013  
**CEUs**: 0.00

- **MAT100/Lecture/A - Technical Mathematics**  
  Credits: 4.00  
  Schedule: MTRF 11:00 AM - 11:55 AM; Fulton-Montgomery CC, Evans Library, Room 100N  
  Instructors: Christiano, Susan K, Gravina, Sonnet C

**Duration**: 1/23/2013 - 5/7/2013  
**CEUs**: 0.00

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### Services for Students

- View your schedule
- View classes and locations
- View over all mid term and final grades
Manage Your FMCC Finances

Balance

Here is a summary of your account balance for the selected Period.

2012/FALL

Balance data is not available for the selected Period. Please check back later.

* NOTE: Anticipated financial aid is not considered definite until all requirements have been met. You are responsible for the balance shown above if you do not fulfill the requirements for financial aid.

Go to QuikPAY

NOTE: Online registration is not available at this time. It will be coming at a later date.
What is MyAid?

- With MyAid you can:
  - Financial Aid services
  - Check status of application
  - View documents submitted
  - View documents outstanding
  - View awards
  - Accept/decline payments
  - View history
  - Check status of loan
Where is MyAid?

From the FM Home page click My FM
Click the Student Resources Link
Find My Aid

Click the link to My Aid in the gray area. Read the description in the white area.
Log into MyAid

The instructions to log into the online financial aid system are on the main screen. Rather than using your FM credentials, YOU MUST use these instructions to create your account.
Once you have your account, you can log in and view your data. The various tabs describe the information you can see.

You can also email the financial aid office.
What is MyAppointment?

FM uses AdvisorTrac which is a web-based application that allows students to schedule appointments with advisors in Student Development.

AdvisorTrac is compatible with mobile devices.
Where is MyAppointment?

From the FM Home page click My FM.
Click the Student Resources Link
Find My Appointment

Click the link to My Appointment in the gray area. Read the description in the white area.

Use this site to schedule an appointment with a staff member in Student Services. You can also register your phone number to receive appointment reminders as text messages.
Log into AdvisorTrac

Navigate to AdvisorTrac using the following URL: https://advisortrac.fmcc.edu

Log in with the username and password you were assigned by FM.
Welcome to the Student Development Center AdvisorTrac site.

This new software is designed to help you make your own advisement appointments. You will be reminded of your appointment via your FM email.

You may "Opt-In" for text message reminders by clicking the activate box located to the right of the screen. You will be reminded of your appointment via text message at a time of your choosing.

To make an appointment click on the **Search Availability** button to the left.

Thank you.

**Important Advising Documents**

- **Categories of Courses**
- **General Education Requirements for A.S or A.A degrees**
- **Scheduling Worksheet**
Search for an Open Time Slot by Advisor

Search the Students development Center for your advisor and find out when they have an open time.
Identify the Available times

Looks like Jean Marie is open for drop ins on Wed and Thurs. No Appointment necessary.
Fill out the appointment form and save. You can now see Ms. Reinke on 5.14.2013 from 10:30 to 11:00 am.
What is SUNY NY Alert?

- Fire
- Water main break
- Hurricane
- Tornado
- Flood
- Snow day
- Ice storm
- Disaster
- Emergency
Emergency Notification
For FM Staff and Students

FMCC is participating in a service offered by the State University of New York (SUNY) and the New York State Emergency Management Office (SEMO). The service makes it possible to notify participating faculty, staff, and students of emergencies on campus.
Why Participate?

You will receive automated emergency messages sent by FMCC in the event of a campus emergency or other critical/urgent situation. You will also be notified of school closing due to inclement weather of other unforeseen circumstances.
Accessing SUNY NY Alert

From the FM Home page click My FM
Click the Student Resources Link
Find My SUNY NY-Alert for Students

Click the link to SUNY NY-Alert for Students in the gray area. Read the description in the white area.
SUNY NY Alert Welcome Screen

Sign up is available from the Self-Service home page.

Log into Self-Service. Click the link to SUNY NY Alert

Hello Denise, Welcome To The SUNY NY-Alert System

Would You Like To Participate?

Yes  No

Click ‘Yes’
Fill Out Form

- Up to 2 email addresses
- Up to 3 phone numbers
- Up to 3 mobile phone numbers
- Provide all required info
- Submit

NOTE: Make sure all the numbers you enter are ones you want to ring. SUNY NY Alert is UNFAILING in the execution of its prime directive.
What is ANGEL?

Learning Management System used to support teaching and learning in different settings.

- Online learning – class fully online, no seat time.
- Blended learning – class 50% online, 50% seated.
- Web-enhanced learning – class 100% seated, enhanced with online support.
Where Do I Find ANGEL?

OR go to MyFM and use the student resources link.

From the FM Home Page, click the link labeled Online Students. No need to log into Self Service to get to ANGEL.
Fulton-Montgomery Community College

MyFM Web Services Portal

Welcome to the MyFM Web Services Portal. The portal provides access to the campus Intranet. Use the links below to access campus web services provided to registered students, employees. Students use the link labeled MyFM Student Resources. Employees use the link labeled MyFM Employee Resources.

Students click this image

Click the Student Resources Link
Find ANGEL LMS from the Student Services Portal

Click the link to ANGEL Learning Management System in the gray area. Read the description in the white area.
Log into ANGEL

Your username and password are the same ones used for Self Service.

Enable cookies
Enable popups for this site
Supported browser

Supported browsers:
- Internet Explorer 8, 9, 10 (not 11)
- Firefox
- Chrome
- Safari (Mac only)
Courses Nugget: Contains links to courses in which you are enrolled.

Appearance may differ.
“Typical” Course

Nuggets appear in the course.
Tabs aid in navigating various areas of the course.
Learning activities are in the learning modules folder. These are the things you do to get credit for the course. What these activities are depends on your instructor and the class you are in.
Sample of What Course Activities “Might” Look Like

- **Course Schedule**: * Course Mail * Starbucks

- **Description of activities in this folder.**
- **List of assignments for this folder.**
- **PowerPoint Lecture to download.**
- **Drop box – assignments and papers are submitted here.**
- **Discussion – graded conversation between students.**
- **Discussion – open question area.**

**NOTE:** Your course may not look like this. Your instructor will provide direction on the elements of your course. The SLN help desk is available to answer questions if you have problems with ANGEL. Your instructor will answer questions if you have problems with content.
Course Mail

Click the Communicate tab. Email the instructor or classmates using ANGEL Course mail.

NOTE: Check with your instructor first to make sure they are using ANGEL course mail.
If your instructor is keeping a grade book in ANGEL, you will be able to find your grades on individual assignments. Otherwise your ‘OFFICIAL’ grade report is in Self Service. Only the overall grade is available there.
Accessing FM Student Email
What is Student Email

- Gmail accounts
- FM Branding
- Free
- OFFICIAL METHOD OF COMMUNICATION USED BY THE COLLEGE

Check your Google Mail frequently!
Accessing Gmail

• You can get to it from Self Service
• You can get to it from the web
  • http://gmail.fmcc.edu
• Your credentials are the same as your self-service credentials
From the FM Home page click My FM
Click the Student Resources Link
Find FM Student Email (Gmail) from the Student Services Portal

Click the link to FM Student Email (Gmail) in the gray area. Read the description in the white area.
You will have to agree to usage terms the first time you log into FM Gmail.

Click the grid to see more options.
Google Drive - Free online storage for all of your files.
Google Calendar - personal calendar
Google mail - your mail
Google Sites - create a web site
Google Contacts - keep track of your peeps
You can have FM Mail forwarded to an address you are used to checking regularly.

1. Click the gear to access account settings.

2. Add a forwarding email address

3. Save your changes.
But I Forgot My Password!!!

- Go to the registrar’s office
- Present proof of identification
- Get new password
I have one of those ninja passwords and I can never remember it –

Current ninja password: Ih@t3myp@$w0rd

New ninja password: 3@s13r2r3memb3r
Retype new ninja password: 3@s13r2r3memb3r
Changing Your Password

From the FM Home page click My FM
Click the Student Resources Link
Find Password Reset Tool from the Student Services Portal

Click the link to Password Reset Tool in the gray area. Read the description in the white area.

Use this site to reset your password. This works if you know the current password. If you forgot your password, please see the registrar. You will need to provide required identification to have the staff at the registrar's office reset your password.
Fill out the form
You need your current password.

Choose your own password or have the tool randomize a (ninja) password for you.

Make it something you will remember but not something easy to guess. Use 7 or more characters, upper and lower case letters and/or special characters.
Alternate Options

If you are already in Self Service (PowerCAMPUS), many of the links we discussed are available from the Self Service Home Page.
You now know how to access:

- Self Service
- MyAid
- MyAppointment
- New York Alert
- ANGEL
- Change Your Password
Questions??
Eyes on the Prize
College 101
What is a Syllabus?

- Please take out your sample syllabus so that we can review it!
- A document that gives specific information about the courses you are taking
- It will have your professors contact information, office hours, and attendance policy
- It will have dates for your exams and due dates for your assignments and other expectations
Civility in the Classroom

What is civility?

Civility includes creating an environment of mutual respect and support. It facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.

**Examples**

- Being engaged when your professor or classmates are speaking
- Not using cell phones, Ipods, or other devices that may be disruptive to others
- Being compassionate for the differences of others
Academic Advising
what you need to know...

Academic advisors are in the Student Development Center
Monday- Thursday 8am – 6pm
Friday 8am- 4pm – Walk-ins available

- FM Student Email – Official form of communication from the College
- Course schedule online – Catalog – We advise...You decide
  
  www.fmcc.edu
Academic Advising Continued

Advising begins in March for the Fall and Summer semesters and in October for the Spring - WE WILL EMAIL YOU

What is the Add/ Drop period?
- A period of time beginning the first day of classes and continuing for one week. Students are allowed to make any changes to their schedule without penalty

What is the Withdrawal Period?
- This begins after the end of Add/Drop and continues for the first ten weeks each semester.
- Two years time does not = Two year Degree
  - 15-17 earned credits for 4 semesters = Degree
Academic Resources

- Math Lab
- Writing Lab
- Tutoring available - Don’t wait until it’s too late!
- Location - Library
Planning on Transferring?

What are the differences between an A.A.S., A.A., and A.S. degree?

How will you know if your courses will transfer?

What transfer services are offered at FM?
- Transfer fairs every semester
- Transfer counselor
- Transfer workshops
Career Services at FM

- Career Cruising (www.careercrusing.com) can help you with:
  - Assessments
  - Career search
  - Job search
  - College searches
  - Resume and Cover Letter tips
  - Scholarship search

Vault
- Includes a library of career resources
- Job search tool
- Resume and cover letter resources

- Access to a career advisor to assist you in:
  - Resume writing
  - Cover letter writing
  - Assessments
  - Interview tips
  - Annual Job Fair
Non-Traditional Careers

- Consider Exploring a Career that is non-traditional for your gender
- Females: Consider: Automotive Technology, Construction Technology, Criminal Justice, Computer Information Systems or Computer Science, Electrical Technology and Engineering and more.
- Males: Consider: Nursing, Health Studies, Radiology Technology, Early Childhood Education and more.
- For more information visit the Student Development Center.
Top 10 Ways to succeed at FM

1. Be organized
2. Take advantage of all college resources
3. Actively participate in class and campus activities
4. Be concerned about your grades at the beginning
5. College is your job- if you are attending fulltime, try not to work more than 15 hours a week
6. Review your notes after each class
7. Understand why you are here
8. Develop your critical thinking skills
9. Have realistic expectations
10. Attend Class!!
How is Attendance and Participation linked to Financial Aid?

- Student Academic Progress (SAP Chart)
- Attendance is directly linked to receiving Financial Aid
- Each semester Financial Aid reviews your earned credits and your overall QPA to determine your eligibility for future Financial Aid
Questions?

*Please fill out surveys in your folder and place in survey box outside of theater!!*