

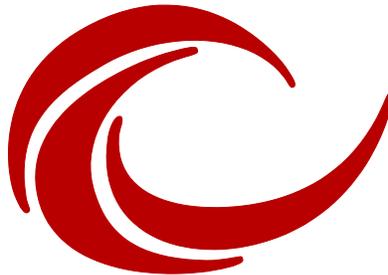
Cayuga Community College

Cayuga Advantage Program

Administrator/Instructor Guide

2021-2022

Updated 08-04-2021



CAYUGA
COMMUNITY COLLEGE

Cayuga Community College

Cayuga Advantage Program

197 Franklin Street

Auburn, New York 13021

(315) 294-8529

PROGRAM DEADLINES

Fall/All Year

Deadline to approve new instructors: **8/23/21**

Mandatory New Instructor Orientation (open to all) Coming via email, complete by **8/31/21**

On-line Registrations open (Fall and All Year only): **as soon as school has confirmed offerings**

On-line Registration will close on **9/24/21**

Copy of syllabus/course roster due to Advantage office **9/24/21**

Completed Certificate of Residency applications due to the county by **9/29/21**

Drop/Add Deadline: **10/1/21**

School returns verified rosters & course syllabus to Advantage Office: **1 week after received**

Last day to withdraw from fall courses: **12/10/21**

Last day to withdraw from all-year courses: **12/10/21**

Any Fall/All year course dropped after **12/10/21** *will appear on the student's transcript regardless of the error.*

Fall student surveys administered on last class and due to CCC no later than **2/7/22 or sooner.**

Fall grades due in Banner: **48 hours after final or last class. No later than 2/7/22.**

Completed Course Assessment reports due: **2/7/22 or sooner**

Spring

Spring Sections Confirmed: **12/3/21**

Online Registration Open for All Schools: **1/4/22**

Online Registration Closes: **2/11/22**

Copy of Syllabus/Course Roster due to Advantage Office: **2/11/22**

Completed Certificate of Residency applications due to the county by **2/18/22**

Course Drop/Add Deadline: **3/1/22**

School returns verified rosters & course syllabus to Advantage Office: **1 week after received**

Deadline to withdraw for spring courses: **5/13/22**

Any Spring course dropped after **5/13/22** *will appear on the student's transcript regardless of the error.*

Spring/All Year student surveys administered on last class and due to CCC no later than **6/30/22 or sooner.**

Final grades due in Banner: **48 hours after final or last class. No later than 6/30/22.**

Completed Course Assessment Reports due: **6/30/22 or sooner**

**NOTE: Certificates of Residency - each school district will be responsible for forwarding completed Certificate of Residency applications to their respective county Treasurer's Office for processing, not to the College.*

Tentative Professional Development Dates

Fall meeting (Auburn Campus): TBD

Spring meeting (Fulton Campus): TBD

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SECTION 1: ADVANTAGE PROGRAM

What is Cayuga Advantage?

Cayuga Advantage is a partnership between Cayuga Community College and local school districts to award college (transcript) credit for college courses taught in secondary school settings to qualified high school students. It is one of many concurrent enrollment programs in NYS and throughout the country.

Our Vision

One day, all high school students in CCC's service area will have a fair shot at success in college, work, and life.

Our Mission

Cayuga Advantage is dedicated to offering all high school students the right college courses at the right time.

How do Cayuga Advantage courses differ from high school classes?

Cayuga Advantage courses are CCC courses taught in high schools. These courses cover CCC course material, per the master course syllabus. Advantage courses are more challenging and academically rigorous than high school courses and require greater independence of thought and action.

What courses are offered through Cayuga Advantage?

For a listing of courses offered through Cayuga Advantage, please see pages 5-13.

How does my school offer courses through Cayuga Advantage?

To offer a Cayuga Advantage course at your high school, your principal must first send the Director, K-12 Partnerships and Academic Pathways a letter of intent to offer the course.

Who can teach Cayuga Advantage courses?

High school teachers who meet CCC's teaching competencies may teach Advantage courses. For required credits/experience, see Advantage Course Offerings and Teaching Competency Requirements on pages 5-15.

How much do Cayuga Advantage courses cost?

There is no cost to students for Advantage courses.

Are Cayuga Advantage courses transferrable?

Cayuga Advantage courses are listed as Cayuga Community College courses on academic transcripts without any notation of delivery mode or setting and are accepted by all SUNY institutions. Advantage courses are accepted at the same rate as other concurrent enrollment program credits, such as SUPA. Acceptance of transfer credit by private institutions is determined on a case-by-case basis. Students should research the transferability of all college credits taken while in high school when considering enrolling in a college or university. Any student who experiences difficulty earning transfer credit from a SUNY institution should contact the Director, K-12 Partnerships and Academic Pathways. See page 25 for instructions on ordering a Cayuga Community College transcript.

Cayuga Community College

Advantage Course Offerings & Teaching Competency Requirements

The following credentials are required to meet competency requirements by discipline:

KEY: Bachelors – **B**; Master’s – **M**; Master’s in the Discipline – **MSD**

***Prerequisite required** – see CCC’s [course catalog](#) for the specific pre-requisite.

Discipline	Course	Required Degrees/Certificates	Credits/Experience in the Discipline
Accounting	BUS 101	M (Business, Accounting, Business Education, Finance Management, or Financial Managerial Acct., and Marketing), or another discipline with extensive accounting experience	For BUS 101: Acctg Prin 1, 2 or Financial/Managerial Acctg., and Intermediate Acctg 1,2.
<p>Click on following link to view a full description of the course(s): https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=97</p>			
Anthropology	ANTH 101		
<p>Click on following link to view a full description of the course(s): https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=93</p>			
Art	Art 103, 104, 215, 250, 252, 253	M -----	AND a minimum of 6 graduate credits in the discipline
<p>Click on following link to view a full description of the course(s): https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=95</p>			
Biology	BIO 103*, 104 *	MSD (Biological Science) or B (Biological Science) ---- --AND M - -----	AND 9 graduate credits in Biological Science C grade or better AND two years college level-teaching in Biology (graduate TA or AP Bio)

	BIO 203 *, 204 *	MSD (Biological Science) or B (Biological Science) AND M - - - - -	AND 18 graduate credits in HAPS approved courses C grade or better AND two years college—level-teaching in Biology (graduate TA or AP Bio)
Biology	208	MSD (biological or Environmental Science) or B (Biological or Environmental Science) AND M -----	AND 9 graduate credits in Biological or Environmental Science C grade or better AND two years college-level teaching in Biology (graduate TA or AP Bio)
Biology	209	MSD (biological or Science or Nutrition/Dietetics)) or B (Biological Science or Nutrition) AND M -- or B (Biological Science or Nutrition) AND M AND Registered Dietician Certification	AND 9 graduate credits in Biological Science or Nutrition C grade or better AND two years college-level teaching in Biology (graduate TA or AP Bio)
Click on following link to view a full description of the course(s): https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=95			
Business	BUS 103, 105, 106 *, 150, 160, 204 *, 205	M ; Business Administration, Accounting, Business Management, Business Education or Another related discipline as approved by business faculty	AND 6 or more graduate credits in business. Exceptions approved by business faculty
	Bus 225	M (Business Administration, Accounting, Business Management, Business Education), or Another related discipline as approved by business faculty----	AND 6 or more graduate credits in business or computer applications proficiency. Exceptions approved by business faculty

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=97

Cayuga(Foundations for College Success)	CAY 101	CAY 101 Training	
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=102

Chemistry	CHEM 103 *, 104 *	MSD (Chemistry) or B (Chemistry) and M--	AND 9 graduate credits in Chemistry C grade or better, AND two years college-level teaching in Chemistry (grad. TA or AP Chem)
	CHEM 108	B Biological Science or Chemistry	AND M or B Criminal Justice or related field AND M and 15 credit hours in Chemistry

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=102

Computer Science	CS 025, 055, 056, 100	M in a computer or business related field or B in related field - - - -	WITH at least 9 graduate credits or equivalent proficiency in the designated application software (Word and Excel) as approved by computer science and/or business faculty
	CS 080	M in a computer or related field or B in related field - - - -	WITH proficiency in computer maintenance and repair as approved by computer science faculty
	CS 225	M in a computer or related field or B in related field - - - -	WITH at least 9 graduate credits in computer networking or equivalent experience in computer network administration as approved by computer science faculty

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=104

Criminal Justice	CJ 111	M (Criminal Justice or related field) or JD or another discipline as approved by Criminal Justice faculty or B (Criminal Justice or related field)- - - - -	AND 18 graduate hours in criminal justice or law. Exceptions approved by criminal justice faculty
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=106

Culinary Arts	CULA 100, 101, 102	MSD or B	AND significant work or teaching experience in Culinary or related field
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=107

Economics	ECON 102, 201, 202	M (Economics or related field)- - -	WITH at least 9 graduate credits in Economics. Exceptions approved by business or social science faculty.
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=110

Engineering	ENGR 103, 126	M.S. Engineering Technology or Related Field or B.S. Engineering Technology or Related Field	WITH at least 9 graduate credits in engineering technology or equivalent experience as approved by engineering technology faculty.
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=112

English/Literature	ENGL 101	MSD (English) or M - - - - - or	AND 18 graduate hours in English, Comp/Rhetoric, or Communications
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		M -----	AND significant work experience, defined as either: <ul style="list-style-type: none"> • Training as a graduate student TA with mentor experience in teaching writing in a university setting, or • Graduate coursework (1-3 credits) in teaching composition with mentoring experience, or • Successful completion of the National Writing Project, or • 1 year in a university writing center with mentor experience
	ENGL 102 *	MSD (English) or M -----	AND 18 graduate hours in English, Comp/Rhetoric, or Communications including at least 12 graduate credits in literature
	ENGL 221 *	MSD (Communications, Speech, Rhetoric, Communications) or M -----	AND 18 graduation hours in English, Comp/Rhetoric, or Communications

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=113

French	FREN 101,102*, 103, 104 *	MSD (French) or M AND teaching experience in French at the Regents level	AND 6 graduate hours in French or successful participation in French immersion program
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=117

Geology	GEOL 110, 111	MSD (Geology/Earth Sciences) or B (Biology, Chemistry or Physics) and M-----	AND 18 total credits in Geology/Earth Sciences including at least 9 graduate credits C grade or better AND two years college-level teaching in Science (Graduate TA or AP)
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=119

GIS	GIS 251, 252, 253	M	AND training, practical experience in 252, 253 applying GIS technologies in environmental science or a related field AND significant work experience in GIS
	GIS 111	M ----- -----	AND 9 graduate credits in GIS

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=118

Health	HLTH 104	M in Health or Physical Education or B in Health or Physical Education -----	AND a minimum of 18 graduate credits in health, fitness, or physical education
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=119

History	HIST 101, 102	M or above in History with a minimum of 3 graduate credits in historiography----- -----	WITH a minimum of 18 graduate credits in history for a temporary basis (4 semesters) and 24 graduate credits in history beyond 4 semesters
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	HIST 103, 104, 105	M or above in History with a minimum of 3 graduate credits in historiography----- -----	WITH a minimum of 18 graduate credits in history for a temporary basis (4 semesters) and 24 graduate credits in history beyond 4 semesters
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=120

Italian	ITAL 103/104	MSD (Italian) or M AND teaching experience in Italian at the Regents level	AND 6 graduate hours in Italian or successful participation in Italian immersion program
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=123

Mathematics <i>Uses Departmental Exam</i>	MATH 104*, 106 *	B (Mathematics)AND M (Math or Math Education)	
Mathematics <i>Uses Departmental Exam</i>	Math 108 *	B (Mathematics) AND M 202, 203 (Math or Math Education) or M In math-related field (e.g. Electrical Engineering)- - - - -	AND 15 graduation graduate credits in Calculus
	Math 214 *	B (Math or Statistics) AND M (Math, Math Education or Statistics)	AND 6 undergraduate/graduate credits in Statistics, including experience with Chi Sq. ANOVA, multiple regression analysis

Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=123

Mechanical/Manufacturing Technology	MMT 101	M.S. Engineering Technology or Related Field or B.S. Engineering Technology or Related Field---	WITH at least 9 graduate credits in engineering technology or equivalent experience as approved by engineering technology faculty
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=125

Music	MUSI 100, 101, 102, 105, 111, 115	MSD (Music)	
	MUSI 104	M (Music Education)	

	MUSI 154, 158, 200 *	B (Music in Instrumental/Vocal Specialization) - - - -	AND appropriate performance experience; approval of Full-time Music Instructor
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=126

Physical Education	PE 130, 131, 144, 161, 162, 163	M (Health or Physical Education or related discipline) or B (Health or Phys. Ed)	AND minimum of 9 graduate credits in health, fitness or weight training
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Physical Education	PE 170	M (Business or Sports Management or related discipline) or B (Health, Phys. Ed., Business Administration or related discipline)	AND sports-related experience), AND minimum of 9 graduate credits in sports management and experience in the field of sports management
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=133

Physics	PHY 101*,102*, 103 (all year only)	B (Physics, Engineering, Physical Science or equivalent) AND M - - - - - - - - - -	AND 15 graduate credits in Physics or equivalent Engineering courses
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=137

Political Science	PSCI 102	M (Political Science or related field) or B (Political Science or related field) AND significant work experience in political science - - -	AND 6-9 graduate credits in Political Science
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=137

Psychology	PSY 101	M (Psychology) or B (Psychology or related field as approved by the division) - - - - -	AND 18 graduate credits in psychology including courses in Research Methods and Research Statistics, A History/systems course is recommended
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=138

Spanish	SPAN 101,102 *, 201, 202 *	MSD or M AND teaching experience in Spanish at the Regents level - - - - -	AND 6 graduate hours in Spanish or successful participation in Spanish immersion program
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=141

Telecommunications	COMM 104 COMM 150 TELC 170 TELC 180* COMM 207 * COMM 208 *	MSD or B AND significant work or teaching experience in Telcom or Media related field	
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Click on following link to view a full description of the course(s):

https://www.cayuga-cc.edu/pdf/catalog_archive/ccc_catalog_2021-22.pdf#page=143

Who can I contact for more information?

Sarah Yaw, Director, K-12 Partnerships and Academic Pathways, yaw@cayuga-cc.edu or (315) 294-8513

Advantage Assistant: advantage@cayuga-cc.edu or (315) 294-8529

SECTION 2: INSTRUCTOR INFORMATION

How does a high school teacher become a Cayuga Advantage instructor?

High school teachers who wish to teach a Cayuga Advantage course should first speak with school officials and the Cayuga Advantage Contact in their respective school district to secure their support. An instructor's credentials (resume, transcripts, certificates) should be forwarded to the Director, K-12 Partnerships and Academic Pathways no later than 8/1 for review along with the CCC Instructor Application (see page 48). CCC faculty in the relevant Academic Division will determine competency.

What are the competency requirements for teaching a Cayuga Advantage course?

Competency requirements vary from discipline to discipline and are outlined in the course offerings on pages 5-11. Generally, instructors should have 9-18 graduate credit hours in the relevant discipline. A Master's Degree in Education without any additional coursework will not likely result in approval.

How do I prepare for my new responsibilities?

Your approval letter will include information about how best to contact your Cayuga Advantage Faculty Mentor. Please read and review this guide and contact the Cayuga Advantage office if you have questions. Your Mentor will discuss course requirements, pedagogical issues and measures of assessment. This contact must be made prior to your first day of classes to appropriately prepare you to teach our college courses.

How will CCC communicate with me?

Cayuga Advantage staff will communicate primarily with the designated Advantage Contact in your guidance office and instructors via email. The Contact is responsible for distributing and collecting Advantage registration and course materials to/from instructors and students.

Who is my Cayuga Community College faculty Mentor?

Each Cayuga Advantage instructor will be assigned a faculty Mentor, who will serve as your primary contact for all questions related to pedagogy, rigor, content and evaluation. For your mentor's name and contact information, see your official approval letter from the Director, K-12 Partnerships and Academic Pathways. Also, see the faculty contact sheet at the end of this guide.

Will I be observed?

All new Cayuga Advantage Instructors must be observed the first semester they teach a Cayuga course. Instructors will then be observed on a rotating basis every 3-5 years. The observation schedule is to be determined by the faculty mentor. Mentors will conduct additional observations if it is of value to the Instructor, regardless of the mentoring schedule.

How do I maintain competency to teach Advantage Courses?

To maintain competency, Cayuga Advantage instructors must meet minimum professional development requirements. Cayuga will provide up to two opportunities for instructors to participate in formal professional development, not including the classroom observation by your Faculty Mentor. Instructors must participate in a minimum of one (1) professional development activity each academic year to maintain competency status. Failure to participate in at least one (1) professional development activity (not including classroom observations) will result in a **one-year probationary status**. If, in the probationary year, the instructor again fails to participate in at least one professional development activity, competency status will be suspended. An instructor who has been suspended will not be able to teach any further Cayuga Advantage courses until a strategy has been agreed upon by the instructor and the Director, K-12 Partnerships and Academic Pathways to meet the professional development requirement. Professional Development Luncheons are held in the fall and spring at alternating campus locations.

What are the course assessment requirements?

See page 19 under Course Information for details regarding CCC's course assessment process.

What are CCC's grading policies?

For all information about grading policies and how to enter or change a grade, see pages 20-22 under Course Information.

What happens when a Cayuga Advantage instructor must be absent for 5 days or longer?

To meet our program requirements, it is essential that we receive a notification when long-term subs (five days or longer) are called in for Cayuga Advantage instructors. We must receive credentials for all long-term substitutes, and they must be reviewed and approved by the appropriate division chair at the College. Please do not hesitate to notify us as soon as you become aware of the need for a long-term substitute; we will do everything we can to assure the course can continue without interruption.

What is the employment status of Cayuga Advantage instructors?

Cayuga Advantage instructors are considered adjunct faculty and are entitled to the same rights and privileges as other CCC adjunct faculty. Contact the Human Resources Office for more information.

What benefits and privileges are associated with being a Cayuga Advantage instructor?

Cayuga Advantage contacts can take up to two courses or transfer up to 4 credits to their immediate family members (spouse or dependent children) each year, including courses online. For tuition free courses, please complete the CCC Tuition Assistance Application at the end of this guide (see forms).

What is a Student Opinion Survey?

Student Opinion Surveys are required for program accreditation and MUST be completed by each student. Please give students ample opportunity to complete these surveys. Please have your students use the following link:

<https://tinyurl.com/advantagesurvey>

Who can I contact for more information?

Sarah Yaw, Director, K-12 Partnerships and Academic Pathways, yaw@cayuga-cc.edu or (315) 294-8513

Advantage Assistant (315) 294-8529 or advantage@cayuga-cc.edu

SECTION 3: CONTACT INFORMATION

What is a Cayuga Advantage Contact?

Cayuga Advantage Contact Duties and Responsibilities:

- Serves as a school's primary contact person for routine matters related to the Cayuga Advantage Program; preferably the contact works in guidance.
- Receives, distributes, and collects information pertaining to student registration, course rosters, course syllabi, certificates of residence, employee data cards, and ensures that all requested information is provided to Advantage.
- Ensures that all registration forms have been completed with name, address, date of birth and social security number
- Ensures a class roster has been attached to the completed registration forms
- Maintains contact with all Cayuga Advantage instructors who teach in the school district
- Maintains contact with Cayuga Advantage staff
- Ensures adherence to all Cayuga Advantage policies and procedures
- Communicates expectations and current standards
- Participates in professional development training events and encourages Advantage instructors to attend such events
- Provides appropriate guidance and feedback as needed
- Assist all students outside of Cayuga County with completing and submitting a Certificate of Residence application (see forms) and forwarding to the student's County Treasurer's Office for processing.

How will CCC communicate with me?

Cayuga Advantage staff will communicate primarily with the designated Advantage Contact.

What is the course registration process?

All students registering for Advantage courses will register through the on-line portal. (See the "Welcome to the Cayuga Web registration Portal for High School Students" on page 36). Students will be asked to submit their personal information, including full name, address, date of birth, social security number, residency status, and information related to the course. Students will not be registered unless all information is provided.

Why is a social security number required?

Social security numbers are required for tax reporting purposes, even if students do not pay any fees. Students will not be registered until this information is provided.

What is a Certificate of Residence and who needs to apply for one?

If a student does not currently live in Cayuga County, or has not lived in Cayuga County for the past 6 months, a Certificate of Residence must be received by CCC within 45 days of the first day of classes. If a Certificate of Residence is not received and processed within the 45-day period, the school district will be charged tuition at the out-of-county tuition rate. An [Application for Certificate of Residence](#) (see pages 46 - 47) must be completed, notarized and sent to the student's home county treasurer's office.

What happens when a Cayuga Advantage instructor must be absent for 5 days or longer?

To meet our program requirements, it is essential that we receive a notification when long-term subs (five days or longer) are called in for Cayuga Advantage instructors. We must receive credentials for all long-term substitutes, and they must be reviewed and approved by the appropriate division chair at the College. Please do not hesitate to notify us as soon as you become aware of the need for a long-term substitute; we will do everything we can to assure the course can continue without interruption.

What are the minimum professional development requirements for Instructors to maintain competency? What are the consequences for failing to meet this requirement?

Cayuga will provide up to two opportunities for instructors to participate in formal professional development, a Fall Luncheon (typically held in October) and a Spring Luncheon (typically held in April):
Instructors **must** participate in a minimum of one (1) professional development activity each academic year (August 1-July 31) to maintain competency status. Failure to participate in at least one (1) professional development activity (not including the classroom observation conducted by the Faculty Mentor) will result in a **one-year probationary status**. If, in the probationary year, the instructor again fails to participate in at least one professional development activity, competency status will be suspended indefinitely. An instructor who has been suspended will not be able to teach any further Cayuga Advantage courses until a strategy has been agreed upon by the instructor and Cayuga Advantage Program Director, K-12 Partnerships and Academic Pathways to meet the professional development requirement. If an instructor fails to meet the annual professional development requirement more than once in any four-year period, additional measures may be taken to ensure adherence to this requirement.

What is a Student Opinion Survey?

Student Opinion Surveys are required for program accreditation and **MUST** be completed by each student. Please give students ample opportunity to complete these surveys. Have your students use the following link:
<https://tinyurl.com/advantagesurvey>

What are the benefits available for Cayuga Advantage Contacts?

Cayuga Advantage contacts can take up to two courses or transfer up to 4 credits to their immediate family members (spouse or dependent children) each year, including courses online. For tuition free courses, please complete the CCC Tuition Assistance Application at the end of this guide (see page 49).

Who can I contact for more information?

Sarah Yaw, Director, K-12 Partnerships and Academic Pathways, yaw@cayuga-cc.edu or (315) 294-8513
Advantage Assistant (315) 294-8529 or advantage@cayuga-cc.edu

SECTION 4: RELEVANT COURSE INFORMATION

How is course content defined?

The content of each course is specified in the CCC master course outline. Cayuga Advantage instructors **must** adhere to the outline developed for their respective course(s). Each instructor is responsible for developing a course syllabus detailing the specific application of the outline to each course and must include the student learning outcomes for the course. A copy of the current course syllabus must be submitted to the Cayuga Advantage office each semester.

What are the minimum requirements for a course outline?

- Instructor information – how, when, where students may contact the instructor
- Course description – overview of the course from CCC master course outline
- Student Learning Outcomes – observable, assessable outcomes from CCC master course outline
- Required text and materials
- Criteria for grading – including all factors that could affect a student’s grade
- Course policies – i.e., attendance, plagiarism, etc.
- Course schedule
- For a sample course syllabus, contact your mentor

Are students permitted to sit in a Cayuga Advantage course if they are not fully registered?

No. Every student in a Cayuga Advantage course must be registered for the course. Blended courses are not permitted. Students not seeking credit must complete a registration form and indicate their intent to audit the course.

How do students audit a Cayuga Advantage course?

The intention to register for an audit or change from credit status to audit status must be given to the Registrar’s Office no later than 10/1/20 for fall and all year courses and 3/1/21 for a spring course. Credit is not granted for audited courses. To audit a course, the following guidelines apply:

- Students who wish to audit a course after late registration must have the instructor’s permission
- There are no requirements for audit other than attendance.
- Students must meet college attendance requirements, or the audit will be changed to W.
- Schools will be charged regular tuition for an audit.

Are Cayuga Advantage instructors required to use approved course syllabi and textbooks?

Yes. Master course outlines have been developed for each CCC course and are sent to you upon approval to teach. If you need a master course outline, please contact the Advantage Program Assistant. Instructors must use approved textbooks, *unless* division faculty approve an alternate or no textbooks are mandated.

What is the minimum contact time required for 1, 3, and 4 credit courses?

Minimum contact time is 15 hours for a 1 credit course, 45 hours for a 3-credit course, and 60 hours for a 4-credit course. Students typically have at least two hours of homework for each hour spent in class.

What is the minimum class size for a Cayuga Advantage course to run?

A Cayuga Advantage course must have at least 10 enrolled students by the first day of classes for the course to continue. Fewer students will be permitted only in unusual circumstances, and only with the approval of the Director. Courses may be cancelled due to insufficient enrollment.

Can a Cayuga Advantage course be offered for an entire academic year?

Yes. Cayuga Advantage courses may run for one semester or for an entire academic year.

What is a Prerequisite?

“Prerequisite” denotes required coursework that must be completed before beginning a course. Division Chairs may be contacted regarding course substitutions or waivers for degree requirements.

What methods of evaluating student learning are required?

Cayuga Advantage students must be evaluated in the same manner as students enrolled in similar CCC courses. All questions regarding evaluation methods should be directed to your faculty mentor.

How does CCC assess course effectiveness?

Course assessment at Cayuga Community College is not an assessment of your effectiveness as a teacher. Our assessment looks only at learning and what all students across all sections of, say, ENGL 102, are learning and what all students across all sections of ENGL 102 are not learning. The assessment is anchored directly in students’ assignments, test questions or projects and findings are aggregated by subject or course across sections and semesters, not by individual instructor. Even course success rate data is presented in trends over time. The use of assessment results and findings are a tool for learning improvement, designed to assist instructors and programs in meeting their course and program goals. Foremost, course assessments are intended as a tool for curriculum improvement. **To be clear, the unit of analysis in this type of assessment is not students, or the instructor, it is the effectiveness of curriculum, assignments and programs in facilitating intended outcomes.**

How do I complete the Course Assessment Map?

See the Course Assessment Map in Forms and complete and submit based on the timeline outlined at that beginning of the Guide and the instructions below. If you have questions about how to complete the course assessment map for your course, please contact your mentor.

Course Assessment Plan & Reports

PURPOSE: Unlike a course grade, which is an overall evaluation of a student’s performance in a course, course-based assessment is the examination of whether students are achieving particular learning outcomes. While a course grade may not be used as assessment data, certain projects, tests or assignments which “map back” to learning objectives can. This is the purpose of developing a course-based assessment plan.

Steps to Developing your Course-based Assessment Plan:

1. **Identify the learning outcomes**, which have been outlined by the department for the course. These should be taken directly from the master syllabus, or general education assessment plan. Record the learning outcome in the first column of the map.
2. **Describe the teaching activity**. How is the learning outcome material covered in the coursework (readings, lecture, demonstration, handouts, video, fieldwork, case studies, collaborative activity, discussion group, presentation)? List all that apply. Record the teaching activity in the second column of the map.
3. **Identify the project(s), test(s), question(s) or assignment(s) that address the outcome**. If there are several, you will want to assess at the outcomes most mature stage, using a project, test or assignment where students demonstrate mastery of the outcome. Alternatively, you may only have one, two or several questions on a single test.

At this stage, you have completed the Course-based assessment plan. At the conclusion of the semester, you will complete the Course-based Assessment Report by following instructions for columns 4, 5 and 6:

4. **Record the Percent of Students Not Achieving the outcome**. Regardless of your grading method, (rubric, grade, score or comments) record the number of students in the course who did not achieve the outcome in column 4.
5. **Record the Percent of Students Achieving the outcome**. Regardless of your grading method, record the number of students in the course who did achieve the outcome in column 5.

6. **Record your comments.** In the comments section, provide the context for your assessment and results, please write your comments in full sentences so that others can read and understand your assessment. If you have recommendations at the course, program or institutional level, please include them in the comments. Your course-based assessment plan and completed assessment will be used as part of the College's institutional effectiveness materials for accreditation.

*****Submit your completed Course-based assessment report** to the Advantage Program Assistant at advantage@cayuga-cc.edu

Completed course assessments are required of all Cayuga instructors. We strongly encourage, but do **not require**, samples of student work which correspond to assessment methods listed on the completed course assessment and which represent students' achievement at different levels (e.g., highly competent, competent, and less than competent). Samples may be written papers, reports, projects, short answer exams, or scored oral presentation rubrics. Test results, such as final exams, can be provided as a grade distribution for the entire class. Work samples with instructor's feedback to the student are strongly encouraged. Most important, instructors' brief comments on the assessment findings (for example, "students failed to achieve the course standard for the outcome because they did not turn in the assignment measuring the outcome," or "several students failed to purchase the text," etc.) help contextualize the findings.

When do I submit final grades?

Final grades are due 48 hours after the final exam. If no final exam is given, grades are due 48 hours after the last class meeting.

What final grades are permissible to award?

The following letter grades are permissible (suggested numerical grade equivalents are in parentheses): **A** (94-100); **A-** (90-93); **B+** (87-89); **B** (84-86); **B-** (80-83); **C+** (77-79); **C** (74-76); **C-** (70-73); **D+** (67-69); **D** (64-66); **D-** (60-63); **F** (below 60); **I** (Incomplete)

What is the Incomplete policy?

An Incomplete is a temporary grade given when a student is unable to complete a small part of the course requirements or cannot take the final examination due to illness or other justifiable circumstances. An instructor assigning a grade of Incomplete must do so through their myCayuga account and list the valid reason for not completing all requirements. The student must agree to the terms and conditions set by the instructor to complete the course. This must be completed by the last day of class. Please note: if a student has received a grade of Incomplete at the end of the semester, it will not be possible to change that grade to a W. All coursework must be completed by the 20% mark of the following 15-week semester; otherwise the incomplete will be changed to F, or the default grade provided by the instructor. In rare cases for certain courses where appropriate (for example, internships that are not offered at the beginning of a semester), an additional extension may also be given until the end of the following 15-week semester upon the instructor's approval. Please note that an F grade may result in academic probation or academic dismissal.

<https://my.cayuga-cc.edu>

Log in to myCayuga and go to the Faculty Services tab, select Faculty Submission Forms and click on Report an Incomplete Grade.

How do I input final grades?

To input final grades for your Cayuga Advantage courses, follow these step-by-step instructions:

Go to: <https://www.cayuga-cc.edu>

Click **myCayuga** at the top of the screen

Sign in by entering your **User ID** (C# or SS#) (Contact the Helpdesk if you forgot your ID# at 315-294-8568 or helpdesk@cayuga-cc.edu)

Enter your **Password** (if you forgot, please contact the Help Desk at the above contact methods)

Click on **Faculty Services**

Click on **Faculty Information Menu**, select **Final Grades**

“**Select a Term**” hit the drop-down arrow and select the correct term (note: all year courses will be under “Fall term” and the year is the beginning of the semester year (ex: Fall 2020/Spring 2021)

Choose your appropriate **Course**

Select the appropriate final **Grade** for each student from the drop-down box

Enter **Last Date Attended** for **F grades only** in the correct date format (MM/DD/YEAR)

A W grade must be accompanied by the Course Drop, Course Withdrawal or Drop for Non-Attendance Form found in the back of this guide.

When finished entering grades, scroll to the bottom of the page and click **Submit**.

If you are done inputting grades and there are no more courses to grade, click **Sign Out**.

If you have additional courses to grade, go to the top left of the page and click on the **Faculty Services** and repeat. Be sure to click **Submit** after each class.

Be sure to click **Sign Out** when you have finished entering final grades.

All grades are due 48 hours after the last class.

If you are teaching an all year course, final grades should be inputted at the end of the course in the Spring but will be listed under the previous fall semester.

What happens when I have to change a grade?

Grade changes must be completed within one year. Grade changes older than one-year need division chair approval. If you find it necessary to change a grade for a student, please follow the instructions below:

1. If the grade has not been rolled to academic history yet, you can make the change in myCayuga.
2. Once the grade has been rolled to academic history, you will need to follow the electronic change of grade instructions below:

Electronic Change of Grade

Change of Grades can be done by going through myCayuga.

To Change a Grade:

- Log into your [myCayuga](#) Account
 - Click on Faculty Services
 - Click on Faculty Submission Forms
 - Click on Change of Grade (this will bring you to a secure portal)
 - Login using your Cayuga email address and password
 - Fill out the Change of Grade Request
 - Once submitted, the faculty member and the Registrar’s Office will receive an email notification.
 - The Registrar’s Office will then use our email to retrieve the information, change the grade in Banner and then send the form to OnBase (our electronic storage system).
3. If you must submit a Change of Final Grade electronically, the request must mirror the process for submitting the card in our office:
 - a. The e-mail must be sent from your Cayuga Community College e-mail account. Please send the e-mail to registrar@cayuga-cc.edu.
 - b. The e-mail must include the following:
 - BANNER ID of the student (C#)
 - Student name
 - CRN
 - Course title
 - Course #
 - Section #
 - Semester and year

--Original grade and new grade (the new grade cannot be a “W” or “I” since the deadlines for the Documented Late Course Withdrawal form and the Request for Incomplete form would most likely have passed).

--Last date of attendance if the new grade is an “F”

- c. Each grade change must be sent in a separate e-mail since it gets scanned into the student’s record in ONBASE. We cannot have multiple grade changes in a single e-mail (just as we would not have multiple grade changes on one Change of Final Grade card).

What is the student attendance policy?

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. However, the College recognizes that there are times when students may miss an occasional class and have instituted a policy that takes this into consideration.

Student absences cannot exceed 20% of the course. There are NO EXCUSED ABSENCES under this policy. All absences are counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances, and other personal reasons.

Students are responsible for keeping track of the number of their absences. Instructors are not required to notify a student orally or in writing if the student has excessive absences.

Before the withdrawal date (in the front of this guide) of the course, students who do not meet the required attendance policy for a course will receive a grade of W for the course. After withdrawal date of the course, students who do not meet the required attendance policy for a course will receive a grade of F for the course unless, in the judgment of the course instructor, a student has stopped attending class for valid reasons and the Documented Course Withdrawal Policy applies. (see below)

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence a student’s ability to do well in a course where participation is highly valued by the instructor.

The College’s detailed attendance policy is included in the Student Handbook. It is the student’s responsibility to be aware of the attendance policy and the individual instructors’ policies on late or missing work. Failure to comply with the College attendance policy may result in dismissal from a course for poor attendance. If you are unable to attend classes on certain days because of religious beliefs, Section 224-of the Education Law applies.

What is the drop/add policy?

If a course is dropped in the drop/add period, no transcript record is made. For drop/add policy, please see program deadlines.

What is the course Withdrawal policy?

Students may withdraw from a course per the date under Program Deadlines at the beginning of this guide by using the Course Drop, Course Withdrawal or Drop for Non-attendance Form (see forms). Please refer to the Program Deadlines below for the specific date of the last day for students to initiate a withdrawal from a course for each term.

What is the Course Withdrawal Procedure?

Fall/All Year

Until **10/1/20**, all fall/all year drops will not have a transcript record.

From **10/2/20 – 12/11/20**, any change in registration/audit will result in a “Withdrawal” and this will be indicated on a transcript.

After **12/11/20** all drops will result in an F unless a Course Drop, Course Withdrawal or Drop for Non-Attendance Form is completed and approved. See form in the back of this guide. All registration changes after **12/11/20** require instructor and principal signatures and result in a transcript record and the school district/BOCES will be charged.

Fall 2021, Full Year and Spring 2022 Dates & Deadlines – Faculty

	FALL	ALL YEAR	SPRING
	20 Weeks Courses (September 20 – February 4)	40 Week Courses (September 20– June 30)	20 Week Courses (February 7 – June 30)
Registration changes with no financial impact including changing to audit status	October 1, 2021	October 1, 2021	March 1, 2022
Last Day to Withdraw from a Course and Drop with Financial Impact	December 10, 2021	December 10, 2021	May 14, 2022
Any course dropped from this date forward will appear on a student’s transcript regardless of the error and the school district will be charged for this student.	December 10, 2021	December 10, 2021	May 14, 2022
Final Grades Due	48 Hours after Final Exam	48 Hours after Final Exam	48 Hours after Final Exam
Fall Registration status does not change after December 11, 2020, due to SUNY submittals and reporting. Full Year Registration status does not change after December 11, 2020, due to SUNY submittals and reporting. Spring Registration status does not change after May 14, 2021, due to SUNY submittals and reporting.			

How are grades and grade point averages calculated?

Final grades are calculated at the end of the semester. Students can use their Banner ID and password to [view](#) their final grades in myCayuga.

Grades/Quality Points per credit hour

A 4.0	A- 3.7	B+ 3.3
B 3.0	B- 2.7	C+ 2.3
C 2.0	C- 1.7	D+ 1.3
D 1.0	D- 0.7	F 0.0

What are the consequences of academic dishonesty or plagiarism?

In cases of academic dishonesty an instructor may apply a failing grade which preempts a student’s right to withdraw from a course. The course syllabus will define the plagiarism policy, as determined by the instructor. Decisions about academic dishonesty will be made in consultation with the appropriate division chair. Students can challenge the decision through the College’s academic grievance process.

SECTION 5: STUDENT INFORMATION

Who is eligible to enroll in a Cayuga Advantage course?

Any high school student whose 16th birthday occurs by December 1 of the academic year in which the student wishes to enroll in a Cayuga Advantage course is eligible. Students who are not 16 by December 1st of the current academic year are eligible to participate with parent/guardian signature. Only students who meet specific prerequisite requirements and have been recommended by a teacher or guidance counselor are eligible. If a student wishes to register for a college-level English or mathematics course, the appropriate placement test(s) must be taken and passed. Students who do not meet these requirements are not permitted to enroll in a Cayuga Advantage course.

How much does it cost to register for a Cayuga Advantage course?

There is no cost to students for Advantage courses; however, some individual districts charge students to take Advantage courses. The program remains free to students by charging a variable tuition rate that equals standard rental rates. For more details regarding tuition and rent, please contact the Director, K-12 Partnerships and Academic Pathways.

If there is a fee for registering, who do I pay?

CCC does not charge students for Advantage courses.

Are Cayuga Advantage courses transferrable?

Cayuga Advantage courses are listed as Cayuga Community College courses on academic transcripts without any notation of delivery mode or setting and are accepted by all SUNY institutions. Advantage courses are accepted at the same rate as other concurrent enrollment program credits, such as SUPA. Acceptance of transfer credit by private institutions is determined on a case-by-case basis. Students should research the transferability of all college credits taken while in high school when considering enrolling in a college or university. Any student who experiences difficulty earning transfer credit from a SUNY institution should contact the Director, K-12 Partnerships and Academic Pathways.

Can a student repeat a course?

Repeated courses will count as Credits Attempted regardless of the reason for repeating, or the grade received.

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record. The course will only be counted once toward graduation requirements and computation of total hours earned.

What is a Certificate of Residence and who needs to apply for one?

If a student does not currently live in Cayuga County, or has not lived in Cayuga County for the past 6 months, a Certificate of Residence must be received within by CCC 30 days of the first day of classes. If a Certificate of Residence is not received and processed within the 30-day period, the student will be charged tuition at the out-of-county tuition rate. An [Application for Certificate of Residence](#) (see pages 46 - 47) must be completed as part of the online registration process, (see page 36), notarized and sent to the student's home county treasurer's office.

How can I receive my Cayuga Community College transcripts?

An **official transcript** is a copy of your academic record with the college's seal and signature of the Registrar that can be sent to other colleges and institutions. For the most expedient service (3–5 days processing time), order your Cayuga transcript online through your **myCayuga** account. Log in to your account, go to your Student Services tab, select Student Records, then select Request an Official Transcript. You can also order through **Credentials Inc.** using their **Transcripts Plus** service.

Cayuga Community College will not accept transcript orders via fax, nor will it deliver transcripts via fax.

Order your official transcript online:

1. Go to Transcripts Plus (<https://www.credentials-inc.com/tplus/?ALUMTRO002861>) and complete the form provided.
2. Provide your debit or credit card number for payment of \$10.00 per transcript (plus shipping and handling fees).
3. Submit the order.

The status of your transcript request may be checked at Credentials Inc. on the Transcript Order Follow-Up screen. <https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER902690>
To utilize this service, students will need to have their social security number, telephone number, a valid major credit card (Visa, Master Card, American Express or Discover) and the name and address of the college or institution. **NOTE:** No transcript will be released if you have any outstanding financial obligations to the college or if any restrictive holds have been placed on your student records.

Are foreign exchange students eligible to enroll in a Cayuga Advantage course?

Students who are not US citizens but are otherwise eligible to enroll in a Cayuga Advantage course may enroll. However, high school officials must inform the Director, K-12 Partnerships and Academic Pathways of the student's status and request a waiver of the out-of-county tuition rate to avoid overbilling. Foreign exchange students with no social security number must register with a paper form. (see forms)

What privileges or benefits are associated with being a Cayuga Advantage student?

Enrolled students have access to CCC facilities and computers. Student ID cards will be provided that entitle students to discounts at some business establishments and discounted bus travel.

What is a Student Opinion Survey?

Student Opinion Surveys are required for program accreditation and **MUST** be completed by each student. Please give students ample opportunity to complete these surveys and return them to your school's Advantage Contact as soon as they are completed. The contact will forward to CCC once all are received.

How are students notified of their final grade?

A Banner username and password will be generated and mailed to each Cayuga Advantage student to access final grades. Final grade reports will not be mailed home. Final grades are calculated at the end of the semester. Students can use their Banner ID and password to view their final grades in myCayuga.

How do students view their final grades?

Go to: <https://www.cayuga-cc.edu>

Click **myCayuga** at the top of the page

Sign In by entering your **User ID** (C# or SS#) and **PIN#** If you forgot either of these:

-Email the **Help Desk** at helpdesk@cayuga-cc.edu **or**

-Call the **Help Desk** at **315-294-8568**

Click the **Student Services** tab

Under **Student Records** click **Final Grades** or **View Academic Transcript**

When finished, on the top right of the page, click **Sign Out**

What happens if a student receives a tuition bill via email?

High Schools should inform students they are free to ignore this bill.

What happens if a student receives an IRS 1098 Form?

Each Cayuga Advantage student will receive a 1098 Form in January itemizing the tuition amount charged to the school district for their enrollment. This figure does not reflect the total amount paid by the student. Rather, it reflects the tuition charged to the school district. The amount that the student paid varies from school district to school district. Consult a tax accountant for more information on how to treat this form.

Who can I contact for more information?

Sarah Yaw, Director, K-12 Partnerships and Academic Pathways, yaw@cayuga-cc.edu or (315) 294-8513
Advantage Assistant (315) 294-8529 or advantage@cayuga-cc.edu

What do I need to know about Financial Aid and Academic Planning?

If a student	
Matriculates after high school at CCC	The coursework taken at Cayuga will be considered attempted credits and the GPA for these courses will be applied to the Good Standing Requirement charts in the student catalog. (*See Chart) Courses that apply to the program of study will be used to meet the program requirements. In order to be eligible for financial aid, students must be full time. In order to be full time, they must have 12 credits left in their program of study. When students earn more than 38 credits in high school, they may not have enough credits left to maintain a full year of financial aid eligibility once they come to the College.
Matriculates after high school at another institution	A transcript of the courses taken at Cayuga can be given to the student's college for evaluation. The courses accepted by that institution will be applied to the student's attempted credit hours. None of the grades would apply to their GPA, but to be eligible for full financial aid, students must have enough credits in their program to maintain full time status until graduation.
Banks Credits for Excelsior	In Excelsior, the courses taken in high school that are applicable to a student's degree program in college can be used to meet the 12/30 credit rule.
Participates in Dual Enrollment/Pell Experiment	The Pell Grant received in this program is applied to the equivalent of 6 years of full-time study regulation.
Graduates with an Associate Degree while in high school	Students who are concurrently working toward a high school degree and an Associate Degree at the same time will receive their high school diploma 1 st , then their Associate Degrees. If a student wants to be an Excelsior Student, they cannot attend Cayuga since Excelsior does not allow for two Associate Degrees. Must transfer to four-year Bachelor Program.

<u>*Credits Attempted</u>	<u>Required % Successfully Completed</u>	<u>Min. GPA</u>
1–11	25%	75
12–30	50%	1.5
31–45	60%	1.7
46–90	70%	2.0
Over 90	No Federal Aid	

SECTION 6: TESTING

Placement Testing:

What are placement tests and why are they required?

Placement tests are computer-based assessments that indicate appropriate math and English placement for college courses. A student must take a placement test if s/he wishes to register for a college-level English or mathematics course with some exceptions (see current placement guidelines). Individuals who meet placement testing exception requirements must send CCC a transcript demonstrating course completion. Two opportunities are provided to meet cut scores for placement. Students who do not meet minimum scores will not be permitted to enroll.

Who Tests?

Any high school student who wants to enroll in Advantage English or math courses per placement guidelines.

How many times can a student test?

- Per College policy, a student can test twice. Please encourage students to practice before testing. Students can refresh their math, reading and writing skills and improve their test-taking ability prior to taking placement tests for free by using the free Accuplacer Study App. Please see instructions below.

How can my students prepare for a placement test?

- Sign up for the FREE ACCUPLACER Study app by going to: <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice> and clicking on “Get the Study App.”
- Type in your email address and a password to set up your account.
- Choose which application you would like to view. Choose **Next Generation Practice Tests**.
- Once you hit SAVE, you will be directed to the app resources on your smartphones, tablets, or laptops. Use your email address and password will log you in.
- Choose “Learn as You Go” or “Sample Test” for each test in the branching profile.
Please note: all ACCUPLACER tests will be available on the app, so you will need to know which you will be taking to practice the right ones.
- The “Learn as You Go” option provides immediate feedback after each question, with the rationale explained for each answer. “Sample Test” will provide feedback at the end of the practice test.

What are Placement Rules? [Click Here for complete fall 2021 placement guidance.](#)

Placement rules are the minimum scores required for entrance into CCC English and Math Courses.

English Placement:

English 101: Freshman English I

Advantage (Concurrent HS Enrollment) Students may enroll in Engl 101 with a minimum available cumulative GPA of 80 or higher. Students may challenge their placement by taking Accuplacer NextGen through the CAS (on a limited basis due to the pandemic).

2020 Math Placement

The 2020 [Math Placement Rubric](#) uses final course grades or averages. If no grade or average is available due to the use of Pass/Fail grades, the following applies:

Placement Based on Algebra 2 Course with Pass/Fail final grade

If Final Grade is PASS, then check Overall GPA

If Overall GPA is 85 or higher, then place in Math 104

If Overall GPA is less than 85, then place in Math 102

If Final Grade is FAIL, then use Algebra 1 Grades from Original Rubric

Students who feel they were placed too low in accordance to the above rules can contact the Division Chair at Jennifer.nichols@cayuga-cc.edu and take a challenge exam to attempt a higher placement.

How do I give a placement test?

Placement Testing Instructions for Proctors

Proctor: Please follow these step-by-step instructions for administering placement tests to students interested in taking a Cayuga Advantage math or English course. Questions/Problems while administering the tests should be directed to the College Board at (866) 607-5223.

PROCTOR ELIGIBILITY CRITERIA

Proctors must meet the eligibility criteria described below:

- Proctors must be responsible adults trained to administer standardized tests;
- Students may not act as proctor;
- Proctors must not administer tests to their friends, family members, and must have no stake in the student's scores;
- Proctors may not be employed part-time or full-time at a test preparation company;
- All proctors must receive ACCUPLACER proctor certification (coordinated by CCC's CAS Director);
- All proctors must have their own username and password. Login credentials cannot be shared.

INITIAL STEPS FOR ADMINISTERING ACCUPLACER

Before administering a test session, the following steps must be taken:

1. Designate secure space with computer workstations that are reliably connected to the Internet to serve as your testing site.
2. Ensure that the environment is suitable for testing, including: being quiet and free of distractions; containing no posters or charts with materials related to test subject matter; having seating and computer set up for students to test comfortably; is accessible for students with disabilities; and cell phones and other electronic devices are not permitted.
3. In the address bar of your web browser, type: <https://www.accuplacer.org/>
Click **System Requirements** to ensure that each student computer is configured properly
If any **Minimum Requirements** are not met on each computer workstation, the program will indicate this as a **Fail** in the Pass/Fail Column. Contact your IT staff to resolve any issues before proceeding.
Be sure to configure each computer to the right settings (click system requirements before logging in). Computers that are not configured properly may not administer the test session correctly.
4. Designate someone knowledgeable with computer software and hardware to be available to address technology problems should they occur.
5. Set aside adequate time (at least four hours) for each test-taker to complete the test sequence. Although most students will complete the test session in about two hours, some students will need more time.

Before students enter the testing room, the proctor must address the following student issues:

- 1) Ask for photo identification. Acceptable forms of identification must include the student's name and a recognizable photograph, including: current driver's license; state-approved ID; middle school ID; high school ID; college ID' current state or federal ID; current passport; tribal ID; and naturalization card or

certificate of citizenship. Under no circumstances can an Accuplacer test be administered unless proper photo identification is presented to the proctor.

- 2) Make certain that the student is not bringing anything into the testing room. Provide a clean sheet of scrap paper and pen/pencil to students at each workstation. The following are not permitted in the Testing Room: any device capable of recording audio, photo, or video content, or playing back such content; any other authorized testing aids; student-provided keyboards; cell-phones, smart watches or other wireless communication devices; digital cameras; portable electronic devices; listening devices; dictionaries or reference materials; slide rules, protractors, compasses or rulers; food, beverages, or tobacco products; or any weapons. All items student brings with them to the test must be given to the proctor for safekeeping for the duration of the test.
- 3) If you suspect a disability (e.g. "I always took tests in a resource room", "I have an IEP", "They always read me my test", "I have ADD and have trouble concentrating in a room with other people"), explain that the student has the option of taking the test without accommodations or making arrangements with the school to have accommodations provided.

BEFORE YOU SIT STUDENTS IN FRONT OF THE COMPUTER, PLEASE DO THE FOLLOWING

Turn all computers and monitors on.

Open a web browser and type in the following address: <https://www.accuplacer.org/>.*

Click the "**Login**" button.

Type in the "**Username**" and "**Password**" assigned to you by Cayuga Community College. You can only administer the test with your own personal login credentials.

The following message will appear - "**Welcome.**"

Click **Accept** for the Accuplacer System Software License Agreement.

Review and Close the Pop-up Box.

Click the **Administer Tests** on left side of screen.

Click **Administer New Test Session** – found under Administer Tests.

Select the appropriate branching profile from the drop-down box on each computer. Only the following options are appropriate for Cayuga Advantage students:

Cayuga Advantage English Sequence_NG – for students interested in taking English 101

Cayuga Advantage Reading Comp ReTest_NG – ONLY for students who scored below 245 on the first Next Generation Reading Comp test

Cayuga Advantage Essay ReTest_NG – ONLY for students who scored below a 5 on the Essay test

Cayuga Advantage Math_NG – for students interested in taking Math 104, 106, 108, 214 (pre-req for 214 is 104)

NOTE: A student may retake any test **one** additional time. Under no circumstances should a student take a test three times. If this happens, the third test score will be invalid.

Click **Administer Test** – A new test window will appear "**Accuplacer System Student Privacy Policy**" – **This is where students begin their test.** The original window will ask for a Proctor/Site Manager password – this prohibits students from altering any test conditions. Do not input any password until the entire test sequence has been completed by the student. Once the student has completed the sequence, it will again ask for a password. Proctor should go ahead and input their same password used to log into the program.

YOU MAY NOW SIT STUDENTS IN FRONT OF THE COMPUTER WITH SCRATCH PAPER AND PENCIL

Read the attached script to your students.

Proctor: Instruct students to read the College Board System Student Privacy Policy and click “**Accept**” when they have finished reading it.

A “Student Information” page will appear. Ask the student to begin inputting their information. **The “Student ID” is their college assigned Cayuga ID (C-followed by 8-digit number).** If the student does not have a Cayuga ID number, please assign the student a temporary number from the list of numbers provided to you for your school.

The Student must complete each required section and then click “**Submit**” A box will appear that asks, “Are you sure you would like to continue?” The student can either click “**Cancel**” and re-enter Student Information or click “**OK**”.

An expanded “Student Information” Page will appear.

If this is the student’s first time taking a test, the following message will appear in red ink: “*No existing account has been found. Please fill out the information below to create a new account.*” The student can continue to input relevant information.

If the following message appears: “*The last name or date of birth you entered is not valid for the student ID. Please correct your last name or date of birth and try again or use a different Student ID to create a new account*” the student has incorrectly typed information and must re-enter it.

If the following message appears: “*An existing account has been found. If this is not you, please click the ‘Back’ button or the ‘New’ button. Otherwise, you may update your information and click Submit,*” this student has either taken a placement test with us before and can review the information and click “**Submit**” or click the “**New**” button and enter the correct student information.

The next screen will say, “Welcome to Accuplacer.” The student can either click “**Start Test Session**” “**View Tutorial**” or “**Cancel and Exit**”.

STUDENTS MAY NOW BEGIN

Students will not be allowed to leave the testing room once the test has begun unless they need to use the restroom. If a bathroom break is needed, the student must first enable the stop and resume feature (and should ask the Proctor if help is needed to do so). Leaving for a bathroom break requires the student to present ID before leaving and upon reentering the test room. No talking is allowed once the test has begun.

PROCEDURES FOR ENDING A TEST SESSION

If, for whatever reason, a student cannot finish a test, click “**Save and Finish Later.**” You will be asked for a password to continue. Input the same password as you inputted to log in and click “**Submit**”. Then click “**Cancel and Exit.**”

PROCEDURES FOR MANAGING AN OPEN TEST SESSION

- 1) Student ID must be presented before resuming an open test session.
- 2) Open a web browser and type in the following address: <http://www.accuplacer.org>.
- 3) Click the “**Login**” button.
- 4) Type in the “**Username**” and “**Password**” assigned to you by Cayuga Community College.
- 5) The following message will appear - “Welcome.”
- 6) On the left-hand side of the screen, click “**Administer Tests.**”
- 7) Click “**Manage Test Sessions.**”
- 8) You can find the student’s open test session by either finding the branching profile and date range for that test or by using Student ID, Last Name or First Name (Recommendation – use Student ID). Click “**Submit.**”

- 9) A list of open test sessions should appear. To resume the test, click the “**Select**” box of the student’s test you wish to resume. Click the resume icon  under the “**Action**” column.

Click “**Resume Test.**”

PROCEDURES FOR RE-OPENING A CLOSED TEST SESSION

- 1) Open a web browser and type in the following address: <https://www.accuplacer.org/>.
- 2) Click the “**Login**” button.
- 3) Type in the “**Username**” and “**Password**” assigned to you by Cayuga Community College.
- 4) The following message will appear - “Welcome.”
- 5) On the left side of the screen, click “**Administer Tests.**”
- 6) Click “**Manage Test Sessions.**”
- 7) You can find the student’s closed test session by either finding the branching profile and date range for that test or by using Student ID, Last Name or First Name (Recommendation – use Student ID). Click “**Submit.**”
- 8) A list of closed test sessions for that student should appear. To move that test session from the closed test sessions, **check the box** to the left and click “**Submit**” This only moves the test to a place where you can re-open it.
- 9) To access that test session, follow the procedures for managing (opening) an open session.

PROCEDURES WHEN A STUDENT HAS COMPLETED A TEST SESSION

- 1) When the student has completed their test session, the following message will appear: “You have completed your placement testing. No additional tests are required at this time. You may now view your individual report. Your proctor must enter their password to continue.” Students should be instructed to exit the test room when that message appears and inform the proctor that the test session has been completed. Direct the student to their next activity.
- 2) When all students have completed their session and no students remain in the test room, the proctor will input the same password as was inputted to log in and click “**Submit.**”
- 3) The “**Accuplacer Student Score Report**” will appear.
- 4) In the upper left corner of the screen, click “**Log out.**”

When students have completed their tests, and you have inputted the password, a Score Report will appear. The **Course Placements** section will indicate which courses the student will be permitted to register for. Students will not be able to register for a desired course if they have not received the appropriate score.

Placement Testing Proctor Script - Cayuga Community College

Good morning. Please do not start the test until I have read these testing instructions.

The tests you are about to take will measure your skill level in three key areas – reading comprehension, mathematical skill, and overall writing ability. The results will determine which classes you are prepared to take.

You will not be allowed to leave the testing room once the test has begun unless you need to use the restroom. If you need to take a bathroom break, you must first enable the stop and resume feature (ask the Proctor if you need help). Leaving for a bathroom break requires you to present your ID before leaving and upon reentering the test room. No talking is allowed once the test has begun.

Any device capable of recording audio, photo, or video content, or playing back such content; any other authorized testing aids; student-provided keyboards; cell-phones, smart watches or other wireless communication devices; digital cameras; portable electronic devices; listening devices; dictionaries or reference materials; slide rules, protractors, compasses or rulers; food, beverages, or tobacco products; or weapons are not permitted. If you have a cell phone or any of these other items, you must give them to the test Proctor at this time. If you feel that you may be entitled to exam accommodations, you may want to postpone your placement testing date until you have connected with the Office of Accessibility Resources.

ACCUPLACER is a set of placement tests accessed via a computer workstation and the Internet. Although you will be taking these tests on a computer, it is not necessary that you have extensive computer skills. Only basic keyboard and mouse skills are needed. The test will begin with a tutorial explaining how to respond to each question type. All questions (with the exception of the essay) are multiple choice. Since these tests are not timed, you may work at your own pace. **In some cases, an additional mathematics test will be administered to further assess math skills**, which may extend the testing session.

ACCUPLACER tests are computer-adaptive, which means your performance on one test question will determine the difficulty level of the next test question. Your final score on each test is determined by how many questions you answered correctly, and the difficulty level of the questions you answered correctly. Adaptive testing allows for quick and accurate testing. Since each test-taker has a different set of skills, each test will be unique and different. No two tests are identical, and cheating is impossible.

The screen in front of you should say, "College Board System Student Privacy Policy." After I have read these instructions, you will read the policy and then click "Accept." When you reach the screen that asks for student information, please input the appropriate information in all fields. The "Student ID" is your Cayuga ID (C-followed by 8 numbers or a temporary ID number assigned to you for the placement test). You will then be asked a series of background questions. Please fill them out to the

best of your knowledge. If you are not sure of an answer, please choose an answer that best fits. Your answers on the background questions will have no impact on your test score.

During the actual test, when you have selected an answer to your test question, the program will ask you to click OK if you are ready to move onto the next question. Remember that once you answer a question, you cannot go back, so be sure that you are comfortable with the answer you have given.

For math tests, a basic calculator will appear on the screen when use of a calculator is allowed for particular test questions. If that calculator disappears, it means that you are NOT allowed to use a calculator for that question. If you click off the screen to access a calculator or for any other reason, your test session will lock, and a proctor will need to log you back into the test.

When it is time to draft a response to an essay question, be sure to type an essay that is no less than 300 words in length and structure your response as if you were submitting the essay to an instructor. The more you write the more information the program will have to assess your writing ability. If you submit an essay of only four or five sentences, you will more than likely be asked to re-write the essay, so it is in your best interest to draft an acceptable essay the first time around. Keep in mind that punctuation, spelling and grammar do count. If you need to separate paragraphs, please use the Enter Key. Do not use the Tab Key. If you do, it may end your test session before you have completed your essay.

When you have completed the test, a screen will appear that will ask for a password. You do not need to input a password. You are now done. You may collect your belongings and leave the test room. Please notify a proctor that you are done. You can leave the scrap paper and pencils on the desk.

Does anyone have any questions? If not, you may begin. Do your best, don't rush, and good luck.

Who can I contact for more information?

Sarah Yaw, Director, K-12 Partnerships and Academic Pathways, yaw@cayuga-cc.edu
or (315) 294-8513

Advantage Assistant (315) 294-8529 or advantage@cayuga-cc.edu

SECTION 7: ON-LINE REGISTRATION

Welcome to the Cayuga Web Registration Portal
for High School Students

What you'll need to complete your registration:

1. An active email account that belongs to you – not your parent or guardian.
2. Your social security number – must be accurate, must be yours!
3. Your permanent address and, if you've moved anytime in the last year, your previous address.
4. Will you still be under age 16 in December of the current school year? Print your registration form at the end of the registration process and get a parent/guardian signature. Return the signed form to your HS contact to be forward to Cayuga Community College.

When you have completed your registration, you will receive this email:

Welcome to Cayuga Community College!

You've received this email following registration of a college course that will be delivered via Blackboard, a learning management system that enables Cayuga to offer courses in a virtual environment.

This email contains **important information** to access your Blackboard account.

Your Login is: **USERNAME_HERE**

Click here to access your unique password: <https://my.cayuga-cc.edu/something/something/qwertyuiop>

Once you've acquired your password, click <https://ccc.open.suny.edu/> to log into your Blackboard account and access your course(s).

For questions regarding your:

- Login and Password, please contact: 315-294-8568 or helpdesk@cayuga-cc.edu
- Blackboard Account, please contact: 315-294-8568 or helpdesk@cayuga-cc.edu
- Registration, please contact Lisa Clark at 315-294-8529 or clarkl@cayuga-cc.edu
- Official Transcript, go to: <https://www.cayuga-cc.edu/students/services/registrar/transcript-requests/>

Thank you and best of luck for a successful semester.

Lisa Clark
K-12 Partnerships and Academic Pathways
Cayuga Community College
197 Franklin Street
Auburn, NY 13021
clarkl@cayuga-cc.edu
(315) 294-8529

How to Register and Log In:

Visit the link for your school below:

HIGH SCHOOL NAME	WEBSITE LINK
Altmar-Parish-Williamstown High School	https://www.cayuga-cc.edu/altmarparishwilliamstown/
Auburn High School	https://www.cayuga-cc.edu/auburn/
Cato-Meridian High School	https://www.cayuga-cc.edu/cato-meridian/
Chittenango High School	https://www.cayuga-cc.edu/chittenango/
Dana L. West High School	https://www.cayuga-cc.edu/danawest/
G. Ray Bodley High School	https://www.cayuga-cc.edu/graybodley/
Hannibal High School	https://www.cayuga-cc.edu/hannibal/
John C. Birdlebough High School	https://www.cayuga-cc.edu/birdlebough/
Jordan-Elbridge Central High School	https://www.cayuga-cc.edu/jordan-elbridge/
Liverpool High School	https://www.cayuga-cc.edu/liverpool/
Lyons Middle-High School	https://www.cayuga-cc.edu/lyons/
Marcellus High School	https://www.cayuga-cc.edu/marcellus/
Mexico High School	https://www.cayuga-cc.edu/mexico/
Moravia Central School	https://www.cayuga-cc.edu/moravia/
Mynderse Academy	https://www.cayuga-cc.edu/mynderse/
North Rose-Wolcott High School	https://www.cayuga-cc.edu/northrose/
North Syracuse High School	https://www.cayuga-cc.edu/northsyracuse/
Oswego High School	https://www.cayuga-cc.edu/oswego/
Paul V. Moore High School	https://www.cayuga-cc.edu/paulvmoore/
Pulaski Junior Senior High	https://www.cayuga-cc.edu/pulaski/
Red Creek Central School	https://www.cayuga-cc.edu/redcreek/
Sandy Creek High School	https://www.cayuga-cc.edu/sandycreek/
Skaneateles Central School	https://www.cayuga-cc.edu/skaneateles/
Sodus Central School	https://www.cayuga-cc.edu/sodus/
Solvay High School	https://www.cayuga-cc.edu/solvay/
Southern Cayuga Central High School	https://www.cayuga-cc.edu/southern-cayuga/
Tyburn Academy	https://www.cayuga-cc.edu/tyburn/
Union Springs High School	https://www.cayuga-cc.edu/unionsprings/
Weedsport High School	https://www.cayuga-cc.edu/weedsport/

The following link includes information regarding your student accounts and passwords:

<https://www.cayuga-cc.edu/it/student-resources/student-accounts/>

If you have never registered for an account:

Create an account:

- You will need an active email account. If you don't have one, **set one up**. Be sure to write down your email address and password in case you need it to reset your login next semester.
- Write down your Cayuga Web Registration Portal username and password too. **Hold onto them**. You will need these again and again and again.

What if I don't have an account?

Never registered for this site? Click **here to create your account first**.

Once you register for an account, you will be asked to verify your email address before registering for courses.

CREATE MY ACCOUNT

Access to an e-mail is required for registration.

If you have previously created an account:

Click the Login Button:

- If you have already created an account with the online Registration system, click the blue **Log into My Account** button. It will then take you through the account setup steps below to re-confirm the information you previously entered.

Log into your Account

If you have previously created your account, you can log in below.

You can save your registration information and come back here to finish completing the process anytime.

LOG INTO MY ACCOUNT

If you are having trouble accessing an account that you have previously created, please contact Lisa Clark at clarkl@cayuga-cc.edu, or call 315-294-8529.

ACCOUNT SETUP

Step 1:

Provide your birthday, contact phone number, social security number, and gender.

CONFIRM that your social security number is **your own**. Not your parents, not your siblings. **Yours**. Click the **Save and Continue** button.

Step 2:

Verify your primary address and **enter the county you currently reside in** and how long you have lived at the address.

If you live outside of Cayuga County, you will need a Certificate of Residence. Once you have submitted your registration, you will be directed to print the form (see **Application for Certificate of Residence** below) and follow the directions your school gives you (check with your HS contact) for submitting your certificate of residence.

The form needs to be notarized before it is sent to your County Treasurer's office. If you completed this form in the Fall, you do not need to provide a new version.

Click the **Save and Continue** button.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Done

Please answer the following questions and continue to the next step.

Middle Name: B

Birthday: 05-20-2004
Example: 05-20-2002

Contact Phone: (607) 745-1234
Best phone number to call (with area code)
Example: (315) 515-1234

Student Social Security Number: 111-22-3333
Be sure this is YOUR social security number.

Gender: Male Female

SAVE AND CONTINUE →

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Done

Please verify your primary address information is correct.

Please enter a PHYSICAL street address – PO Boxes will NOT be accepted. You will create a mailing address in a later step.

Apartment No: Apartment Number...

Street Address: 214 FRANKLIN ST

City: AUBURN

State: New York

Zip Code: 13021

County: Cayuga

Please respond to the following, and then continue to the next step.

How long have you resided at this address? Less than 6 months

SAVE AND CONTINUE →

Step 3:

Provide at least one **PARENT or GUARDIAN’S contact information.** You can add an additional parent or guardian as well.

Click the **Save and Continue** button.

A screenshot of a web form titled "Please provide at least one PARENT or GUARDIAN'S contact information: You can add an additional parent or guardian below as well." The form is divided into two columns. The left column contains fields for "First Name:" (filled with "Mary"), "Mailing Address:" (filled with "13 FLORAL AVE"), "State:" (filled with "New York"), and "Parent or Guardian Phone:" (filled with "(555) 555-5555"). The right column contains fields for "Last Name:" (filled with "Williams"), "City:" (filled with "CORTLAND"), "Zip Code:" (filled with "13045"), and "Parent or Guardian Email:" (filled with "mary@yahoo.com"). A progress bar at the top shows Step 3 as the current step.

Step 4:

Answer the required questions in regard to English as your primary language, foreign exchange student, and citizenship status.

If you are not a U.S. citizen, you will need to indicate additional information.

Click the **Save and Continue** button.

A screenshot of a web form titled "Please answer the following questions and continue to the next step." It contains three questions with radio button options: "Is English your primary language?" (Yes selected), "Are you a foreign exchange student?" (No selected), and "Citizenship Status:" (U.S. selected). Other options include "Dual U.S./Canadian", "Permanent Resident", "Refugee/Asylee", and "None of the Above". A "SAVE AND CONTINUE" button with a right arrow is at the bottom right. A progress bar at the top shows Step 4 as the current step.

Step 5:

Answer the confidential ethnicity questions.

Indicate if you are Hispanic/Latino, and if so, your background.

If you are not Hispanic/Latino, indicate your race.

Click the **Save and Continue** button.

A screenshot of a web form titled "Please answer the following questions and continue to the next step." It contains three questions: "Are you Hispanic/Latino?" (No selected), "If Hispanic/Latino, indicate your background:" (with options like Central American, Cuban, Dominican, Mexican, Puerto Rican, South American, Other Hispanic/Latino), and "Please indicate your race:" (with options like American Indian or Alaska Native, Asian, Native Hawaiian/Pacific Islands, Black or African American, White, Other). A "CLEAR" button is next to the "Are you Hispanic/Latino?" question, and another "CLEAR" button is next to the "Please indicate your race:" question. A "SAVE AND CONTINUE" button with a right arrow is at the bottom right. A progress bar at the top shows Step 5 as the current step.

Step 6:

Verify the required questions about your residency including how long you have resided in your county, and how long you have resided in New York.

Click the **Save and Continue** button.

A screenshot of a web form titled "Please answer the following questions and continue to the next step." It shows a progress bar at the top with steps 1 through 7, where Step 6 is highlighted. Below the progress bar, it says "Your have indicated your current address is:" followed by "214 Franklin St", "Auburn, NY 13021-2935", and "CAYUGA COUNTY". There are three dropdown menus: "How long have you resided at this address?" with "Less than 6 months" selected, "How long have you resided in Cayuga County?" with "Less than 6 months" selected, and "How long have you resided in New York State?" with "Over 2 years" selected. A blue "SAVE AND CONTINUE" button with a right arrow is at the bottom right.

Step 7:

In this final step, you will be asked to validate your addresses. A suggested update to each address will be shown. Indicate which address you would like to use – as you typed it, or the new suggested address (recommended).

The address validation comes directly from the United States Postal Service in their standardized format.

Click the **Save and Continue** button.

A screenshot of a web form titled "Address Validation Checking". It shows a progress bar at the top with steps 1 through 7, where Step 7 is highlighted. Below the progress bar, it says "We have reviewed all the addresses you have provided and have run an address validation check against the United States Postal Service website." and "Please review the USPS address validation suggestions and click the address you would like to use." There are three sections: "PRIMARY ADDRESS", "GUARDIAN 1 ADDRESS", and "GUARDIAN 2 ADDRESS". Each section shows "Provided Address" and "Suggested Update" side-by-side. To the right of each section are "Notes" with two radio button options: "Keep Provided Address" (with a link "Edit Address") and "Use Suggested Address (Recommended)". The "Use Suggested Address" option is selected in all three sections. A blue "SAVE AND CONTINUE" button with a right arrow is at the bottom right.

Account Setup Completed

The website will now take you to your course registration worksheet to select your courses.

Click the **Select My Courses** button.

A screenshot of a web form titled "Account Setup Complete!". It shows a progress bar at the top with steps 1 through 7, where Step 7 is highlighted and labeled "100%". Below the progress bar, it says "Account Setup Complete!" and "We can now take you to your course registration worksheet to select your courses." A blue "SELECT MY COURSES" button with a right arrow is at the bottom left.

SELECTING YOUR COURSES

NOTE: Are you submitting a registration before December of the current school year and are you under 16? Make sure to print your registration form to obtain a signature from your parent/guardian and return to your HS contact.

Review the Available Courses

It's time to select your courses. In **Step 1**, choose no more than 11.5 credits. This should include any BOCES courses.

For each course, you would like to register for, click the green **+Add** button.

Step 1: Add Your Courses

Review the available courses you can take through add the course to your application, click the **ADD**

	Course Title	Subject	Days
+ ADD	Basic Nutrition	Biology	Onlin
+ ADD	Marketing	Business	Onlin
+ ADD	Personal Health	Health	Onlin

Table: Available Course Offerings

Review Courses Added

In **Step 2**, review your selected courses.

For each course, you would like to remove from your list, click the red **Remove** button.

Step 2: Review Selected Courses

You have selected the following courses for registration:

	Course Title	Subject	Days/Time	Credits
REMOVE	Basic Nutrition	Biology	Online	3

Table: Selected Course Registrations

Total Credit Hours: 3 credits

Review Personal Information

In **Step 3**, review all your provided personal information including your addresses, guardian information, citizenship, and ethnicity.

NOTE: If there are there any **error messages** marked in red that say **required**, those will need to be resolved before submitting your registration form.

Step 3: Verify Your Personal Information

Make sure all the following information is correct:

Adam B. Williams Birthday: 05-20-2004 (Age 14) E-mail Address: adamwilliams@mac.com Phone Number: (607) 745-1234 Social Security Number: XXX-XX-3333 EDIT	High School Information Demo High School Anytown, NY CEEB: 999999	
Primary Address 214 FRANKLIN ST AUBURN, NY 13021-2935 CAYUGA COUNTY EDIT	Mailing Address 214 FRANKLIN ST AUBURN, NY 13021-2935 CAYUGA COUNTY EDIT	Previous Address 8 Harrison Street Apartment C Cortland, NY 13045 CORTLAND COUNTY EDIT
Guardian Information Mary Williams 13 FLORAL AVE CORTLAND, NY 13045-1903 (555) 555-5555 mary@yahoo.com	Citizenship Information English primary language: Yes Foreign Exchange Student: N Citizenship: U.S. EDIT	Ethnicity Information Are you Hispanic/Latino? No Ethnicity: White EDIT

Disability Accommodations

If the option is available in **Step 4**, indicate if you would like more information in regard to **disability services** which are available for online Cayuga courses.

Save Your Registration Form

At any time you can save your registration form by clicking the **Save Registration** button.

Step 4: Disability Accommodations

Disability services (accommodations) are available for online Cay information.

YES, I would like information about disability services (accommodations)

Save Your Registration Form

If everything looks good. Let's save your registration.

 SAVE REGISTRATION

SELECTING YOUR COURSES

STUDENT DASHBOARD

Your student dashboard provides an overview of your current course registration form, and My Checklist, a visual indicator of any missing information that is required.

Edit Your Course Registration Form

At any time, you can log back into your account and review or edit your current course registration form.

Click the **EDIT** button to review.

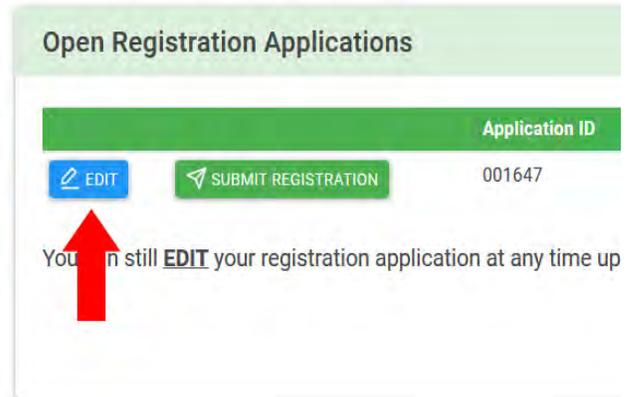
NOTE: If you have not submitted your current registration form, you will see a notice that you still need to submit your registration.

My Checklist

Make sure no errors are found. If your current registration indicates there are errors, you will need to resolve those issues before submitting your form.

Click any red links to jump to that step and answer all the required questions.

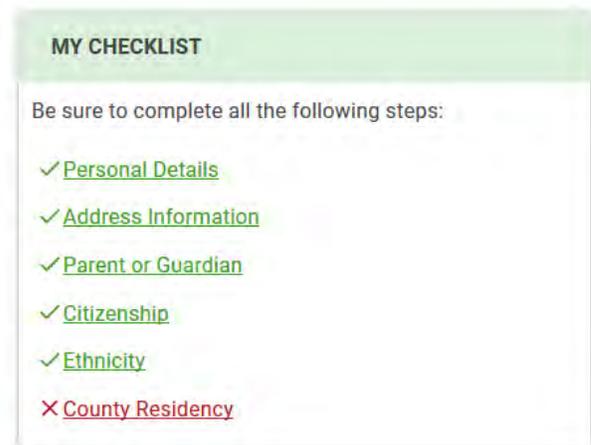
NOTE: You may also see an error status message on your open registration.



The screenshot shows a section titled "Open Registration Applications". Below the title is a table with a green header row containing "Application ID". The first row of the table shows an "EDIT" button with a pencil icon, a "SUBMIT REGISTRATION" button with a checkmark icon, and the application ID "001647". Below the table, there is a text prompt: "You can still **EDIT** your registration application at any time up until the deadline." A red arrow points to the "EDIT" button.

You can still **EDIT** your registration application at any time up until the deadline.

⚠ YOU STILL NEED TO SUBMIT YOUR REGISTRATION. ←
If your registration is completed, you will see a **Submit Registration** button above.



The screenshot shows a section titled "MY CHECKLIST". Below the title is a text prompt: "Be sure to complete all the following steps:". Below this are five items, each with a checkmark icon and a link: "Personal Details", "Address Information", "Parent or Guardian", "Citizenship", and "Ethnicity". The last item, "County Residency", has a red 'X' icon instead of a checkmark, indicating it is incomplete.



The screenshot shows a table with two columns: "Status" and "Errors". The first row shows "Open" under "Status" and "Needs Review" under "Errors". A red arrow points to the "Needs Review" text.

Status	Errors
Open	Needs Review

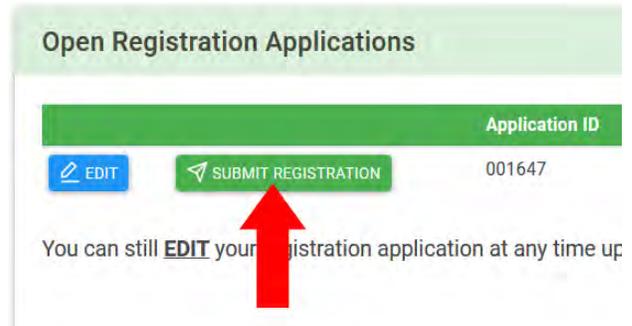
SUBMIT YOUR REGISTRATION FORM

If there is no missing required information, and the error status indicates **No Errors Found**, then you are ready to submit your course registration form.

Please be sure all your information and course selections are accurate before this final step. Once submitted, the application will be closed.

Submit Your Registration

Click the **Submit Registration** button to start the submission process.

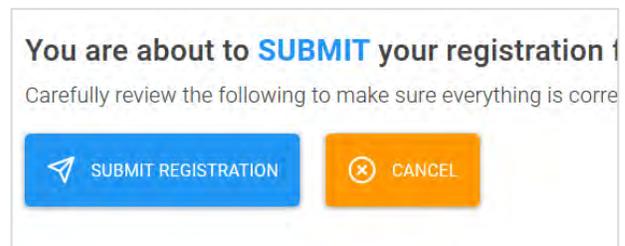


Verify Your Registration and Submit

You will be asked again to review for accuracy. **Please be sure your information is accurate as the application will be closed once submitted.**

Click the **Submit Registration** button to submit the final registration form.

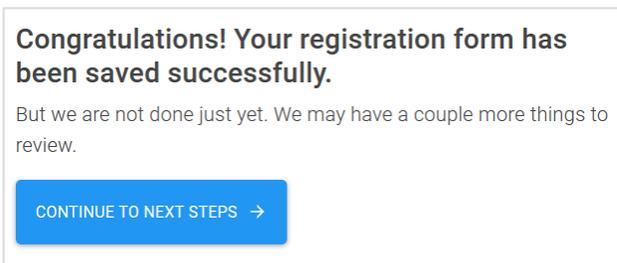
Press the **Cancel** button to return to the Dashboard.



Congratulations

Nice! You have now submitted your course registration form.

Click the **Continue to Next Steps** button.



Application for Certificate of Residence

What is a Certificate of Residence?

A Certificate of Residence is required for New York State residents who do not reside in Cayuga County. In the absence of a Certificate, the out-of-state tuition rate is charged. All out-of-state and out-of-county residents are charged double-tuition.

Why Do I Need a Certificate of Residence?

You are considered a Cayuga County resident if you have resided in New York State for one year and Cayuga County for six months immediately preceding the first day of classes. Proof of residence may be required.

You are considered an out-of-county New York State resident if you have been a New York State resident for one year and have resided in a county other than Cayuga during the six months immediately preceding the start of classes.

If you are an out-of-county resident, you must obtain a **Certificate of Residence**, signed by your County Treasurer, and dated within 60 days before the first day of classes.

How Do I Know if I Need to Obtain a Certificate of Residence?

After you submit your final course registration, you will be shown the Application for Certificate of Residence page with a general overview of what you need to do next.

You can also access this information by choosing the **Certificate of Residence menu** found in the **Next Steps drop-down menu**.

The website will review the primary and previous residential addresses that you provided and, based on that information, will indicate your next steps in regard to the Certificate of Residence.

How Do I Obtain the Application for Certificate of Residence?

If you do need to print and submit an Application for Certificate of Residence, you will need to obtain an official form issued by **your** County Treasurer's Office.

In most cases, we do provide you the correct pre-filled form that can be download directly from our website. See page 48 for links. **HOWEVER** – you may want to check with your local County's website to ensure you have the most recent form.

The form needs to be notarized before it is sent to your County Treasurer's office. If you completed this form in the fall, skip this step.

Are You Under Age 16?

Are you submitting a registration prior to December of the current school year and are you under 16? Make sure to print your registration form to obtain a signature from your parent or guardian and return to your High School contact.



CORTLAND COUNTY TREASURER
Cortland County Courthouse
60 Central Ave., Cortland, NY 13045
(607) 753-5070

ONONDAGA COUNTY TREASURER
John H. Mulroy Civic Center
421 Montgomery St., Syracuse, NY 13202
(315) 435-2889

ONTARIO COUNTY TREASURER
Ontario County Municipal Building
20 Ontario St., Canandaigua, NY 14425
(585) 396-4422

OSWEGO COUNTY TREASURER
County Building
46 East Bridge St., Oswego, NY 13126
(315) 349-8393

SENECA COUNTY TREASURER
1 Dipronio Dr., Waterloo, NY 13165
(315) 539-1735

TOMPKINS COUNTY TREASURER
Tompkins County Courthouse
125 East Court St., Ithaca, NY 14850
(607) 274-5545

WAYNE COUNTY TREASURER
16 William St., Lyons, NY 14489
(315) 946-7441

SECTION 8: FORMS

Cayuga Advantage Program

Application to Teach

Thank you for your interest in serving as an Instructor via the Cayuga Advantage Program. Please take a moment to respond to the following questions. Specific competency requirements for each discipline can be found in the Administrator/Instructor Guide. Generally, instructors need to have 6-18 graduate credits in the relevant discipline. It is unlikely that a Master's in Education without any additional discipline-specific coursework would result in approval.

Once received, your complete credentials packet (application, resume, transcripts) will be forwarded to the appropriate faculty member for review. While we make every effort to review credentials within a month from submission, it may take longer during certain times of the year to review your materials and send notification of competency status. Thanks for your patience.

Name: _____ Date: _____

Email address: _____

High School: _____ County: _____

Course(s) you wish to teach: _____

Degrees attained: _____

Graduate coursework taken in the discipline: _____

Please attach unofficial copies of undergraduate and graduate transcripts and an updated resume.

For Official Use Only

Resume received YES/NO Date: _____ Transcripts received YES/NO Date: _____

Campus Oversight AUBURN/FULTON Division Chair to Review _____

Date Forwarded to Division Chair _____

Disposition: APPROVED NOT APPROVED

Reason NOT APPROVED: _____

Return this completed Application to:

Cayuga Advantage Office
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

CAYUGA COMMUNITY COLLEGE TUITION ASSISTANCE APPLICATION

Request is for : TERM _____ YEAR _____ Please check: Self (1) _____ Prog 31 Spouse/Dep. (2) _____

Employee Name _____ Banner ID _____ # Credits Req. _____
 (please print)

Spouse or Dependent Name _____ Banner ID _____ # Credits Req. _____
 (please print)

Employee Signature _____ Date _____

TUITION ASSISTANCE IS NOT VALID FOR INDEPENDENT STUDY COURSES. ALL FULL-TIME STUDENTS MUST APPLY FOR TAP. APPLICATION IS FOR THE BALANCE OF TUITION NOT COVERED BY TAP. (DO NOT INCLUDE THE AMOUNT OF STAFF WAIVER YOU MAY RECEIVE ON THE TAP APPLICATION).

For Human Resource Authorization Only:

Employee: ORG (Dept #) _____ Program _____ E-Class _____ Credit Hours Authorized _____

 Director of Human Resources Date

For Financial Aid Authorization Only:

Applicant has completed the Free Application for Federal Student Aid (FAFSA) Application: () yes () no

 Financial Aid Director Date

Administrative/Professional employee requests for courses to be taken during their normal work day must have Vice-President's approval; credit-free courses must have supervisor's approval:

Approved: _____
 Vice-President or Supervisor's Signature Date



Cayuga Advantage Registration Form

FALL SEMESTER OR ALL-YEAR

Office Use Only

INSTRUCTIONS STUDENT: Please fill out neatly and return to your instructor.

INSTRUCTOR: Please be sure all information is clearly printed. Alphabetize forms, **attach a class roster** and return promptly to the Cayuga Advantage program office.

Today's Date -- Social Security Number --

Student Name (the name on your Social Security card)
 Last First MI
 Date of Birth -- Daytime Phone --
 Gender: Female Male High School
 E-Mail Address
 Are you a U.S. citizen? Yes No Are you a foreign exchange student? Yes No
 If No, Country of Birth Country of Citizenship Visa Type
 Race/Ethnicity: Are you Hispanic/Latino? Yes No
 If **YES**, check one Central American Dominican Mexican Puerto Rican South American Other Hispanic/Latino Cuban
 If **NO**, check one Am. Indian/Alaskan Native Asian Black/African-American Native Hawaiian /Other Pacific Islander White

Current Mailing Address (Must be a valid street address; no P.O. Boxes)
 If you have **NOT** been a resident of Cayuga County for the past 6 months **OR** have not resided at a current Cayuga County address for the past 12 months, you **MUST** complete a **Certificate of Residence** application, sign it in the presence of a Notary Public and return it to your instructor immediately. Please check with your County Treasurer's office for the appropriate procedure.
 Number and Street Apt. #
 City State Zip Code County
 How long have you resided at this address? Years Months

Previous Address (Complete this section if you have lived at your current address for less than 12 months.)
 Number and Street Apt. #
 City State Zip Code County

Course Requests

Dept	Course #	Course Title	Teacher	Fall	All Year
EXAMPLE Hist	101	Write the course name below		✓	

Student Signature: _____
 This signature also indicates my willingness to participate in surveys related to my Cayuga Advantage course work.

Parent/Guardian Signature: _____
 (Required for students under age 16, after 12/1 of current year.)



Course Drop, Course Withdrawal or Drop for Non-Attendance Form

The instructor must submit this form to the Office of K-12 Partnerships by the official date designated in the K-12 Manual.

Today's Date _____

C# C _____

STUDENT INFORMATION

Name _____

Phone _____ Cell _____

College Email Address _____

COURSE INFORMATION

Course Name _____ Course Number _____

CRN _____ Semester/Year _____ Instructor _____

School District _____ Last Date of Attendance _____

REASON FOR Removal from the Class (Please check applicable circumstance)

Death in the immediate family

Serious Illness of student or immediate family member

Changed School Districts

Never Attended

Other (please explain)

DOCUMENTATION TYPE (Please check applicable documentation type)

Official : Medical School District Family

Non-official: Student Statement

Instructor Name _____

Instructor Signature _____

Date _____ Principal Signature _____ Date _____

Office Use Only:

Date Received by K-12 Office: _____

Approved Denied Withdrawal Drop Non-Attendance

Approver Name: _____ Date: _____

Registrar's Office Signature: _____ Date: _____

Provost's Signature (if past the current term): _____ Date: _____



Change of Address, Phone or E-mail

FAX, MAIL OR E-MAIL TO: registrar@cayuga-cc.edu
AUBURN CAMPUS 197 Franklin Street Auburn, NY 13021 Tel: (315) 294-8516 Fax: (315) 255-9983 *Office of The Registrar*
FULTON CAMPUS 11 River Glen Drive Fulton, NY 13069 Tel: (315) 593-9395 Fax: (315) 593-7014

Cayuga Community College mail will be sent to your permanent home address unless you request otherwise.
Use this form to notify the College in writing if your address changes. Sign the form and submit it to the Office of the Registrar.

Today's Date -- C# C _____

MY NEW PHONE NUMBER IS

Home Phone -- Cell Phone --

MY NEW PERMANENT HOME ADDRESS IS

Number and Street Apt. #
City State Zip Code
Effective Date --

MY NEW MAILING ADDRESS IS

Number and Street Apt. #
City State Zip Code
Effective Date --

MY NEW E-MAIL ADDRESS IS

E-Mail Address (one that you check regularly)

PLEASE PRINT NAME

Last First M

SIGNATURE DATE

SECTION 9: CONTACTS

Cayuga Advantage Program

Faculty and Staff Contacts

Program Administration

Name	Title	Phone	E-Mail Address
Sarah Yaw	Director, K12 Partnerships & Academic Pathways Advantage Assistant	(315) 294-8513	yaw@cayuga-cc.edu advantage@cayuga-cc.edu

Division Chairs

Name	Title	Phone	E-Mail Address
Steve Keeler	Chair, Humanities/Communications	(315) 294-8582	keeler@cayuga-cc.edu
Paul Richardson	Chair, Math, Natural Science, Technology	(315) 294-8664	richardsonp2cayuga-cc.edu
Eric Zizza	Chair, Behavioral/Social Sciences, Business, Health, Physical Education, Recreation	(315) 294-8521	zizza@cayuga-cc.edu
Jennifer Nichols	Chair, College Studies, Fulton	(315) 593-9352	jennifer.nichols@cayuga-cc.edu

Faculty Mentors in the Discipline

Name	Discipline (Auburn/Fulton)	Phone	E-Mail Address
Dawn Matijas	Accounting	(315) 294-8617	matijas@cayuga-cc.edu
Melissa Johnson	Art	(315) 294-8665	melissa.johnson@cayuga-cc.edu
Mike Pacelli	Biology 103/104	(315) 294-8607	pacelli@cayuga-cc.edu
Dawn Matijas	Accounting/Business	(315) 294-8617	matijas@cayuga-cc.edu
Loraine Miller	Computer Science	(315) 294-8416	miller@cayuga-cc.edu
Teri Misiaszek	Criminal Justice	(315) 294-8427	misiaszek@cayuga-cc.edu
Bill Prosser	Economics	(315) 294-8424	prosser@cayuga-cc.edu
Mary Bulkot	English/Literature (A)	(315) 294-8612	bulkot@cayuga-cc.edu
Nicole Adsitt	Foundations for College Success	(315) 294-8604	nicole.adsitt@cayuga-cc.edu
Abu Badruddin	GIS	(315) 294-8610	badruddin@cayuga-cc.edu
Ed Wagner	Health	(315) 294-8536	wagnere@cayuga-cc.edu
Linda Frank	History		lfrank4@cayuga-cc.edu
Kathy Gross	Mathematics	(315) 294-8664	gross@cayuga-cc.edu
Ed Wagner	Physical Education	(315) 294-8536	wagnere@cayuga-cc.edu