

COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

FALL 2024



CAREER TRAINING

BUSINESS

CASAC 350-HOUR CERTIFICATE

COMPUTER TECHNOLOGY

HEALTHCARE

INDUSTRIAL MAINTENANCE

MACHINING FUNDAMENTALS

ONLINE TRAINING

SECURITY GUARD TRAINING

PERSONAL ENRICHMENT

ARTS

CULINARY CLASSES

CULTURAL SPEAKER SERIES

DRONE TECHNOLOGY

PHOTOGRAPHY



CAYUGA
COMMUNITY COLLEGE

WWW.CAYUGA-CC.EDU

A DEGREE THAT MATTERS



SCHOOL OF HEALTH SCIENCES

Health Sciences AS
Nursing AAS

SCHOOL OF MEDIA AND THE ARTS: SOMA

Creative and Professional Writing AS
Culinary Arts AAS

Liberal Arts and Sciences/
Humanities and Social Sciences AA

Media Arts: Audio Production AAS

Media Arts: Audio Production AAS

Music Production Option

Media Arts: Media Communications AS

Media Arts: Media Production AAS

Media Arts:

Telecommunications Technology AAS

Music AS

Studio Art and Design AS

SCHOOL OF SOCIAL SCIENCES AND EDUCATION

Criminal Justice AS

Early Childhood AAS

Human Services AS

Liberal Arts and Sciences/Adolescence Education AA

Liberal Arts and Sciences/Childhood Ed. AA

Liberal Arts and Sciences/
Humanities and Social Sciences AA

CERTIFICATE PROGRAMS

Early Childhood

SCHOOL OF BUSINESS

Business Administration AS

Business Administration AAS

Event and Tourism Management AAS

CERTIFICATE PROGRAMS

Event Management

General Business

Tourism Management

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATH: STEM

Computer Hardware/Software Design AAS

Computer Information Systems AAS

Computer Information Systems AAS

Internet Technology Option

Computer Science AS

Information Technology AS

Electrical Technology-Electronics AAS

Environmental Studies AS

Geographic Information Systems (GIS) AS

Liberal Arts & Sciences/Mathematics AS

Liberal Arts & Sciences/Mathematics & Science AS

Mechanical Technology AAS

Plastics Technology Option

Mechanical Technology AAS

CERTIFICATE PROGRAMS

Advanced Manufacturing

Computer Hardware/Software Design

Computer Information Systems

Electronics

Industrial Maintenance Technology

Plastics Manufacturing



APPLY FOR FREE NOW

Auburn Campus

197 Franklin Street

Auburn NY 13021

Fulton Campus

11 River Glen Drive

Fulton NY 13069

admissions@cayuga-cc.edu

1-866-598-8883

All Cayuga degrees and certificates are listed above. Specific programs may only be available in-person at individual campuses. For a listing of online degrees, visit <https://www.cayuga-cc.edu/academics/online/degrees/>

ARTS

LET'S PAINT!

Time to get creative! In this fun one-night class, you will paint fall scenes and receive all the materials to complete two pieces of work. Taught by Bonnie Beckeman.

2.5 hours \$49

9/19 Th 5:30-8pm Auburn

10/30 W 5:30-8pm Auburn

PAINT YOUR WORLD

Acrylic, watercolor, or poured paint, your choice! You will paint sunsets, flowers, landscapes, and other items of interest to you. Taught by Bonnie Beckeman. Supply fee of \$30 due to instructor day of class.

7 hours \$89

10/3-10/24 Th 6-7:45pm Auburn

11/6-12/4 W 6-7:45pm Auburn

No class 11/27

TAKING GREAT PHOTOS

Learn how to take great images with your DSLR. We'll take the mystery out of all the dials and settings. We'll discuss how to get great exposures, tack sharp focus, why you shoot with RAW files, and the most important compositional elements that create great images. Taught by E. Bruce Walter.

5 hours \$119

10/17, 10/24 Th 6-8:30pm Auburn

WRITING & DIRECTING YOUR OWN ONE-ACT PLAY

A one-act play is a short theatrical piece, generally ranging from five to twenty minutes in length. They are a great way to enhance your skills in writing and storytelling, foster your creativity, and improve your critical thinking. Learn the process and technique of creating your own one-act play. Classes will be held on the Cayuga Community College Fulton Campus. Participant one-act plays will be performed

at CNY Arts Center for the final class. Taught by theatre professional Nick Gentile.

16 hours \$159

9/26-11/14 Th 6-8pm Fulton

BUSINESS

NOTARY PUBLIC WORKSHOP

This course provides a comprehensive view of the notary public office and preparation for the New York State test. The reference guide and textbook, "Notary Public Handbook: A Guide for New York," is included with your registration. Instructor Al Piombino will disperse the books at the start of class.

3.5 hours \$125

10/22 T 9am-12:30pm Auburn

11/13 W 6-9:30pm Auburn

11/14 Th 9am-12:30pm Fulton

NYS NOTARY LAW UPDATE BRIEFING

Attendance at this New York State Notary Law Update Briefing is a must for every notary public to properly execute the authority, duties and responsibilities of a New York State Notary Public Commission. This practical and fast-paced program helps experienced notaries public handle varied notarial duties, as well as provides an overview to the 2023-2024 updated requirements. This all-inclusive training program provides two best-selling books written by the speaker – "Notary Public Handbook: A Guide for New York" and "Notary Public Register and Recordkeeping Protocols."

3.5 hours \$125

12/5 Th 9am-12:30pm Auburn

SUCCESSFUL NON-PROFIT AND SMALL BUSINESS MISSION DEVELOPMENT AND LEADERSHIP

Use proven techniques and activities to create a mission statement for your non-profit or small business and develop skills to be a more effective board

BUSINESS *Continued*

member or business owner. Session 1 will focus on developing a mission statement; session 2 will focus on effective leadership. Facilitated by Joe Sarnicola, a small business owner and Certified Life Coach who has served as an officer or member on the boards of several local non-profit organizations.

2 hours \$49
10/22, 10/29 T 6-7pm Auburn

COMPUTER

COMPUTER ABC'S

After this class you will be able to use the computer for basic purposes of preparing word documents, viewing information on the Internet, sending/receiving emails, using a basic spreadsheet, and preparing a PowerPoint® presentation. There will be a \$5 book fee payable to the instructor on the first night of class. Taught by Kathy O'Neill.

3 hours \$35
9/16 M 5:30-8:30pm Auburn

INTRO TO IPAD® BASICS

Bring your charged iPad® or iPhone® ready to go! This class is for owners new and old at any level of experience. You will learn to use apps and basic functions like Calendar, Camera, Contacts, and Mail. We will venture into Safari, as well as learn to "surf" the Internet! Taught by Margie Creamer.

4.5 hours \$49
10/1-10/22 T 2-3:30pm Auburn
No class 10/15.

BEYOND IPAD® & IPHONE® BASICS

Explore iBooks, iTunes, Maps, and the Apps store. Learn more about Safari and its advanced features and techniques. Taught by Margie Creamer.

4.5 hours \$49
10/29-11/12 T 2-3:30pm Auburn

MICROSOFT® EXCEL® 2021/365-LEVEL 1

This beginner's course introduces you to spreadsheets generally used for creating worksheets, using formulas, manipulating data, creating charts, and output. Taught by Kathy O'Neill.

6 hours \$74
9/23-9/30 M/W 5:30-7:30pm Auburn

MICROSOFT® EXCEL® 2021/365-LEVEL 2

The course covers tables and summarizing data, along with creating advanced worksheets, advanced charting, PivotTables and PivotCharts, as well as advanced charts. Textbook included. Taught by Kathy O'Neill.

6 hours \$74
10/7-10/16 M/W 5:30-7:30pm Auburn
No class 10/14

MICROSOFT® EXCEL® 2021/365-LEVEL 3

In this course you will continue learning more advanced features of Excel®, including automation common tasks, auditing workbooks to avoid errors, creating macros, analysis, and exporting Excel® data. Textbook included. Taught by Kathy O'Neill.

6 hours \$74
10/21-10/28 M/W 5:30-7:30pm Auburn

MICROSOFT® WORD® 2021/365-LEVEL 1

Learn to create, edit, and print documents using Microsoft® Word® 2021/365. Textbook included. Taught by Kathy O'Neill.

6 hours \$74
11/4, 11/6 M/W 5:30-8:30pm Auburn

Dine with Us



CELEBRATING SUMMER

As summer approaches its conclusion, come enjoy an evening of summer's favorite foods!

1.5 hours \$49

8/20 T 5:30-7pm Culinary Arts Institute

CELLAR & FOLLY WHISKEY COMPANY PAIRING DINNER

Cellar & Folly was crafted from good friends, good times, and great whiskey! Join us for an evening with the owners of Cellar and Folly where participants will sample the whiskeys paired with Chef Patrick Leibacher's decadent dishes. Must be 21 years old to register.

2 hours \$59

10/8 T 5:30-7:30pm Culinary Arts Institute

COMBGROWN MEAD PAIRING DINNER

Combgrown Mead opened in 2023 and has already made its mark in Auburn with delicious honey wines. Owner Elaine Ferrier will discuss the inspirations behind their delectable wines. Chef Luke Szabo from Scratch Farmhouse Catering will create a multi-course meal that perfectly pairs with the Combgrown Mead wine samples. Must be 21 years old to register.

2 hours \$59

10/23 W 5:30-7:30pm Culinary Arts Institute

FAMILY FUN NIGHT AT THE CULINARY INSTITUTE!

Join us for our second annual family fun night at the Culinary Institute! Everyone will make their own personal pizza or calzone with their favorite toppings! Enjoy your tasty creation fresh out of the oven or bring home with you. Ages 6 and up are able to register and must be accompanied by an adult. \$20 for first registration, \$10 each additional registration (up to 4 registrations per family).

1.5 hours \$20 first registration (\$10 each additional)

10/3 Th 5:30-7pm Culinary Arts Institute

FLEUR DE LIS BREW WORKS CIDER DINNER

Fleur De Lis Brew Works not only brews great beers but creates spectacular ciders as well! Jon Paul Partee will discuss their cider creations, and Chef Luke Szabo from Scratch Farmhouse Catering will demonstrate an amazing meal that complements the ciders seamlessly. Must be 21 years old to register.

2 hours \$59

11/6 W 5:30-7:30pm Culinary Arts Institute

HAUNTINGLY DELICIOUS LOCALLY GROWN FOODS

Let's celebrate Halloween while highlighting locally grown ingredients in delicious meals that may surprise you! Local farms and companies will be highlighted with their so-good-it's-spooky foods.

1.5 hours \$49

10/29 T 6-7:30pm Culinary Arts Institute

Cultural SPEAKER SERIES

THE CREATIVE WRITING PROCESS WITH HEIDI NIGHTENGALE

Heidi Nightengale is the author of two children's picture books. In this seminar, she will talk about the process of writing picture books and working with the publication process to bring a children's picture book to fruition. Examples of publisher proofs and illustrator's work for each book will be shown and discussed. If you have ever dreamed of writing a children's picture book, Ms. Nightengale's seminar will provide valuable inside information.

Free, registration recommended

11/18 M 4-5pm Auburn

LAKE ONTARIO'S MARINE SANCTUARY

The Lake Ontario region of central New York is rich in history and ecosystem diversity. Through the work of four counties, this unique environment was recently designated a National Marine Sanctuary. This designation recognizes the historical significance of wrecks and seeks to protect many of the dive resources in the sanctuary. Professor Humphrey, a Cayuga Community College science faculty member and Lake Ontario Marine Sanctuary advisory board member, will discuss the designation process and the importance of this sanctuary to the region's natural resources.

Free, registration recommended

11/4 M 4-5pm Fulton

LIGHTENING YOUR ENVIRONMENTAL 'FOOTPRINT'

Are you concerned about your impact on the quality of our shared environment and on the potential for your actions today harming future generations? Becoming more sustainable is not all about going vegan, buying an electric car, or installing solar panels. Sustainability mindfully takes into account the environmental, social and economic impact of our everyday decisions. Becoming more sustainable involves becoming more informed about your array of choices and making more sustainable decisions from among those options. Marian Brown, former director of the Center for Sustainability and the Environment at Wells College, will share how you can become more sustainable in your daily life.

Free, registration recommended

9/23 M 4-5pm Auburn
10/7 M 4-5pm Fulton

DRONE TECHNOLOGY

DRONE LICENSE PREP

This course prepares students to take the FAA Drone Certification Test (Unmanned Aircraft General – Small). Drone operators must have an FAA Remote Pilot Certificate in order to fly drones for commercial uses. Please note that the certification tests are only given at FAA-approved Knowledge Testing Centers and that the centers charge a fee for the test. The centers nearest to the college are in Rome and Ithaca. Taught by Steve Keeler.

15 hours \$69
10/21-12/2 M 3-5:05pm Auburn

DRONE PHOTOGRAPHY

This course introduces students to using small unmanned aircraft systems (drones) in aerial cinematography. Federal Aviation Administration (FAA) rules and regulations covering the safe operation of drones will be covered. Students will learn to safely operate drones for use in photography, videography and cinematography. Taught by Steve Keeler.

15 hours \$69
8/26-10/7 M 3-5:05pm Auburn
No class 9/2

FOOD SAFETY

SERVSAFE® FOOD HANDLER CLASS

This class will discuss basic food safety, personal hygiene, cross-contamination, allergens, time and temperature, and cleaning and sanitation to prepare for the ServSafe® Food Handler assessment. Each participant will receive the ServSafe® Food Handler guide and will take the assessment at the end of the class. Participants must earn a grade of 75% or higher to be awarded the ServSafe® Food Handler Certificate of Achievement.

\$49
10/21 M 5:30-8pm Culinary Arts Institute

SERVSAFE® MANAGER CLASS

This class will cover all of the required components to the 16-hour manager content. Upon completion of the class, participants will complete the assessment and must earn a score of 70% or higher to be awarded the ServSafe® Food Protection Manager Certificate of Achievement. This class includes the book and online exam voucher.

\$175
11/4, 11/11 M 5-9pm Culinary Arts Institute

GENERAL

CREATING DIGITAL MUSIC AND AUDIO

Learn how to make and record digital music. Practice audio voice recordings. Explore editing, effects, and multi-track composition. Our emphasis will be on free software using various audio hardware. Taught by Bert Jerred.

10 hours \$125
9/16-10/21 M 5-7pm Fulton
No class 10/14

INTRO TO PODCASTING

Are you interested in hosting a podcast? This class teaches you basic tips and techniques to get your podcast uploaded and online. Taught by Jeff Szczesniak.

4.5 hours \$50
10/2-10/16 W 6-7:30pm Auburn

HEALTHCARE

CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR

You will learn the knowledge and skills necessary to effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register; evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment; and identify the physical and behavioral indicators commonly associated with child abuse. This course also includes the updated mandated reporter training requirements, including reducing implicit bias in decision-making processes, strategies for identifying adverse childhood experiences, and guidelines to assist in the recognizing signs of abuse or maltreatment while interacting virtually. The course is approved by the New York State Education Department. Bring your professional license, permit (if applicable), and Social Security number. Course instructor is Cheryl Foster, RNC, MSN, PNP.

2 hours \$30

9/26 Th 3-5pm Auburn

Call (315) 294-8841 for Fulton date.

INFECTION CONTROL AND BARRIER PRECAUTIONS

This course meets NYS Education and Public Health Law requirements to apply for licensure and registration in nursing and health-related professions. This program assists health professionals in understanding how blood-borne pathogens are transmitted in the work environment, applying accepted infection prevention and control principles to their work environment, and minimizing the opportunity for transmission of pathogens to patients and healthcare workers.

3 hours \$35

8/26-12/2 Online

MEDICAL CODING SPECIALIST FOR HEALTHCARE PROFESSIONALS

This offering focuses on individuals currently working in the field who are interested in additional training in medical coding. Course topics include, but are not limited to: medical terminology, anatomy and physiology, types of insurance plans, source documents and coding guidelines, coding procedures (CPT, Coding Diagnoses for ICD-10-CM), billing and claim forms, electronics claims processing, working with insurance companies, handling reimbursements, and records management. Students will receive a Cayuga Community College certificate of completion and will prepare to sit for the AAPC CPC exam. The course cost includes: course materials, an AAPC student membership and practice exams, as well as an exam voucher to sit for the AAPC CPC exam. Taught by Emoy Goodridge, MED, CPC-I, CPMA, CRC, COC, CPC, CBCS, CEHRS.

Prerequisite: Students must be at least 18 years of age and hold a high school diploma or its equivalent.

180 hours \$3,280

9/9-12/13 Online

Zoom classes: Sept. 10, Sept. 24, Oct. 8, Oct. 22, Nov. 5, Nov. 19, Dec. 3 from 6-8pm

350-HOUR CASAC CERTIFICATE

For careers in chemical dependency counseling



TRAINING TOPICS INCLUDE:

- Alcoholism & Substance Abuse Counseling
- Treatment Planning
- Case Management
- Clinical Evaluations

Offered by Cayuga Community College, this community-based training series supports participants who are interested in careers in chemical dependency counseling to help those in need in our communities. Participants will engage with field professionals and instructors to complete the 350 hours required by New York State's Office of Addiction Services and Supports (OASAS). The four modules combine classroom instruction and interactive discussion to develop the skills needed to be an effective chemical dependency professional. After completing the

series, participants are eligible to apply for the Credentialed Alcoholism and Substance Abuse Counselor Trainee designation (CASAC-T). Upon earning the CASAC-T designation, participants may also apply credit toward the Cayuga Community College Human Services AS degree.

PROGRAM REQUIREMENTS:

Proof of high school diploma or equivalency, a personal statement, and program application must be submitted to the Office of Community Education and Workforce Development.

350 hours \$3,500

September 10 - July 31

Mondays via Zoom

Tuesdays and Thursdays at the Auburn Campus, 6-9pm

For further details, call 315-294-8841

SECURITY GUARD

SECURITY GUARD TRAINING: 8-HOUR PRE-ASSIGNMENT

The 8-Hour Pre-Assignment course for security guards will teach you the role of a security guard, including: legal powers and limitations; how to handle emergencies, communications and public relations; access control; and ethics and conduct. All security guards are required to complete an 8-Hour Pre-Assignment Training Course prior to applying to the New York State Department of State for a Security Guard Department Registration card. This course is approved by the New York State Division of Criminal Justice Services (DCJS). You must attend 100 percent of the course and pass an examination to receive your certification of completion. Contact the Office of Community Education and Workforce Development for refund details. The Auburn offering will be taught by Frederick Cornelius, and the Fulton offering will be taught by Ralph Stacy.

8 hours \$79

10/28, 10/29 M/T 5:30-9:30pm Fulton

10/29, 10/30 T/W 5:30-9:30pm Auburn

16-HOUR ON-THE-JOB TRAINING COURSE FOR SECURITY GUARDS

This is a 16-hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include: the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course. This course is approved by the New York State Division of Criminal Justice Services (DCJS). You must attend 100 percent of the course and pass an examination to receive your certification of completion. Contact the Office of Community Education and Workforce Development for refund details.

16 hours \$120

Please call (315) 294-8841 for details.

WINTERIM LONDON TOUR

JANUARY 3-12, 2025

3 transferable credits through
Cayuga Community College



Contact Professor Rowley
for more information at
rowleyecayuga-cc.edu

bit.ly/LondonTrip2025

Visit the BBC
Film locations
National Theatre
Stonehenge
Museums and more

Approximately \$5000 includes:

- Flight from NYC to London
- All tickets in England
- Hotel, breakfasts, two dinners
- Academic credit

ELECTRO-MECHANICAL SYSTEM FUNDAMENTALS MICROCREDENTIAL

Take individual courses or earn
the Electro-Mechanical Systems
Fundamentals Microcredential



PLEASE NOTE: All classes are a combination of in-person and online coursework.

PROBLEM SOLVING

30 hours \$349
8/19, 8/21, 8/26, 8/28 M/W 6-9pm Fulton
Online: 8/19-8/28
9/3, 9/5, 9/10, 9/12 T/Th 6-9pm Auburn
Online: 9/3-9/12

MEASURING INSTRUMENTS

20 hours \$199
9/9, 9/11, 9/16, 9/18 M/W 6-9pm Fulton
Online: 9/9-9/18
10/1, 10/3, 10/8, 10/10 T/Th 6-9pm Auburn
Online: 10/1-10/10

WORKPLACE COMMUNICATIONS

30 hours \$349
9/23, 9/25, 9/30, 10/2 M/W 6-9pm Fulton
Online: 9/23-10/2
9/17, 9/19, 9/24, 9/26 T/Th 6-9pm Auburn
Online: 9/17-9/26

INTRODUCTION TO ELECTRO-MECHANICAL CONTROL SCHEMATICS

30 hours \$349
10/7, 10/9, 10/16, 10/21 M/W 6-9pm Fulton
Online: 10/7-10/21
10/17, 10/22, 10/24, 10/29 T/Th 6-9pm Auburn
Online: 10/17-10/29

INTRODUCTION TO BASIC PNEUMATICS

30 hours \$349
10/28, 10/30, 11/4, 11/6 M/W 6-9pm Fulton
Online: 10/28-11/6
11/5, 11/7, 11/12, 11/14 T/Th 6-9pm Auburn
Online: 11/5-11/14

INTRODUCTION TO BASIC HYDRAULICS

30 hours \$349
11/11, 11/13, 11/18, 11/20 M/W 6-9pm Fulton
Online: 11/11-11/20
11/19, 11/21, 11/26 T/Th 5-9pm Auburn
Online: 11/19-11/26

INTRODUCTION TO ELECTRICAL MOTOR CONTROLS

30 hours \$349
12/2, 12/4, 12/9, 12/11 M/W 6-9pm Fulton
Online: 12/2-12/11
12/3, 12/5, 12/10, 12/12 T/Th 6-9pm Auburn
Online 12/3-12/12

Upon matriculation, individuals who successfully complete this microcredential earn 4 credits to fulfill Cayuga Community College's ELEC 221 Industrial Maintenance Practices course. This credit may be applied to Cayuga Community College's Electrical Technology AAS, Industrial Maintenance Technology certificate, or Advanced Manufacturing certificate programs.

FUNDING OPPORTUNITIES MAY BE AVAILABLE!

Contact the Office of Community Education and Workforce Development for more details
(315) 294-8841

MACHINING FUNDAMENTALS MICROCREDENTIAL

This microcredential prepares students for entry-level positions in advanced manufacturing. Participants will be introduced to the trade skills of machining and CNC technologies, as well as, hands-on and practical training.



PLEASE NOTE: All classes are a combination of in-person and online coursework. Students may enroll in individual classes or the full microcredential.

WORKPLACE COMMUNICATIONS

30 hours	\$349		
9/9-9/18	M/W	5-8pm	Auburn
9/9-9/18	Online		

INTRODUCTION TO MACHINING AND TOOLS

30 hours	\$349		
10/28-11/13	M/W	5-8pm	Auburn
10/28-11/13	Online		

PROBLEM SOLVING

30 hours	\$349		
9/23-10/2	M/W	5-8pm	Auburn
9/23-10/2	Online		

INTRODUCTION TO CNC MACHINING

30 hours	\$349		
11/18-12/9	M/W	5-8pm	Auburn
11/18-12/9	Online		
No Class 11/27			

GEOMETRIC DIMENSIONING AND TOLERANCING

20 hours	\$199		
10/7-10/21	M/W	5-8pm	Auburn
10/7-10/21	Online		

FUNDING OPPORTUNITIES MAY BE AVAILABLE!

Contact the Office of Community Education and Workforce Development for more details
(315) 294-8841



POLICIES

REGISTER EARLY

Many classes fill up quickly. Please register at least one week in advance so we can make class enrollment decisions. We accept registrations as long as room is available.

REFUND POLICY

Requests for refunds prior to the first class meeting will be granted. Due to the short-term nature of most credit-free programs, refunds will not be granted on or after the day of the first class meeting. The Director of Community Education and Workforce Development will review requests for refunds due to extenuating circumstances on a case-by-case basis. Classes cancelled by Cayuga Community College will result in a full refund by mail or by credit card. Please allow two weeks for processing. Refunds of payments made by check or cash will require the student's Social Security number. A DCJS-approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits. Please contact Emily Cameron regarding complaints at (315) 294-8527 or emily.cameron@cayuga-cc.edu or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.

CANCELLATIONS

You will be notified if the course is full, cancelled, or if the starting date is changed. The college reserves the right to cancel a course when registration is less than the minimum required.

OFFICE OF ACCESSIBILITY RESOURCES

Federal laws, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. Cayuga Community College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities. Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to: interpreters, notetakers, time extensions for tests, alternative test sites, technology to assist reading and writing, magnification devices, and physical accommodations such as special classroom seating or architectural accessibility. Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Learning Commons-Academic Support. In order for the College to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible.

NOTICE OF NON-DISCRIMINATION

Cayuga Community College is committed to fostering a diverse community of outstanding faculty, staff, and students. The College does not discriminate and prohibits harassment or discrimination on the basis of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, and gender identity, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable local, state, or federal law.

The College is committed to ensuring that no one, including students, employees, and third parties, is excluded or discriminated against on the basis of any protected characteristic as identified above. Cayuga Community College does not discriminate in its hiring, employment, admissions, including applications for admission, and educational programs and activities, including career and technical education opportunities. Employees, students, applicants, or other members of the college community, including but not limited to vendors, visitors, and guests, may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

Inquiries about and reports regarding this notice and procedure may be made to one of the Civil Rights Compliance Coordinators/Officers: Lindsey Suppes, Director of Human Resources and Section 504, lsuppes1@cayuga-cc.edu, R313, 197 Franklin Street, Auburn, NY 13021, 315-294-8556; Paul Smith, Assistant Director of Human Resources & Title IX Coordinator, R312, 197 Franklin Street, Auburn, NY 13021, psmith37@cayuga-cc.edu, 315-294-8580 and/or with the Office of Civil Rights: Office for Civil Rights, U.S. Department of Education, 26 Federal Plaza Suite 31-100, New York, NY 10278-9991, OCR NewYork@ed.gov, 646-428-3800; TDD 800-877-8339.

FOUR EASY WAYS TO REGISTER

1. ONLINE

The fastest and easiest way to register! With our user-friendly system you can register yourself for all classes. A confirmation email is sent automatically upon registration.

Visit www.cayuga-cc.edu/community

- Select: Workforce Development
- Select: Search Courses

2. CALL (315) 294-8841

Regular hours are

Monday-Friday, 8am-4:30pm

Summer hours are

Monday-Thursday, 9am-4pm
and Friday, 9am-12:30pm

- Register with your VISA, MasterCard, Discover Card

3. BY MAIL

Mail your registration with a check or money order to:

Cayuga Community College
Office of Community Education
and Workforce Development
197 Franklin Street
Auburn, NY 13021-3099

Please complete one form per person. Make checks payable to Cayuga Community College. (No cash payments please). Please do not send supply fees that are payable to the instructor. You will be enrolled as soon as we receive your registration and payment. There will be a \$20 fee for checks returned for any reason. Refunds of payments made by check or cash will require the student's Social Security number.

4. IN PERSON

Visit our office at
Cayuga Community College,
197 Franklin St., Auburn, NY.

Regular hours are

Monday-Friday, 8am-4:30pm.

Summer hours are

Monday-Thursday, 9am-4pm
and Friday, 9am-12:30pm.
No cash payments please.

PURCHASE ORDER: Companies/ organizations enrolling staff for training may complete registration forms and attach company memos or purchase orders for payment confirmation.



**Office of
Community Education
and Workforce Development**
(315) 294-8841
www.cayuga-cc.edu

AUBURN
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

FULTON
Cayuga Community College
11 River Glen Drive
Fulton, NY 13069

MAIL REGISTRATION FORM TO:

Cayuga Community College

Office of Community Education and Workforce Development

197 Franklin Street

Auburn, NY 13021-3099

Name _____

Address _____

City

State

Zip

Phone (Evening) _____ (Day) _____

Email _____ Date of Birth _____

DATE	COURSE TITLE	FEE
TOTAL		
<p>Please make check or money order payable to Cayuga Community College.</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Money Order</p>		

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