



Office of Continuing Education, Summer Sessions and Workforce Development

Spring 2016

Summer and Fall 2016 Registration and Advisement

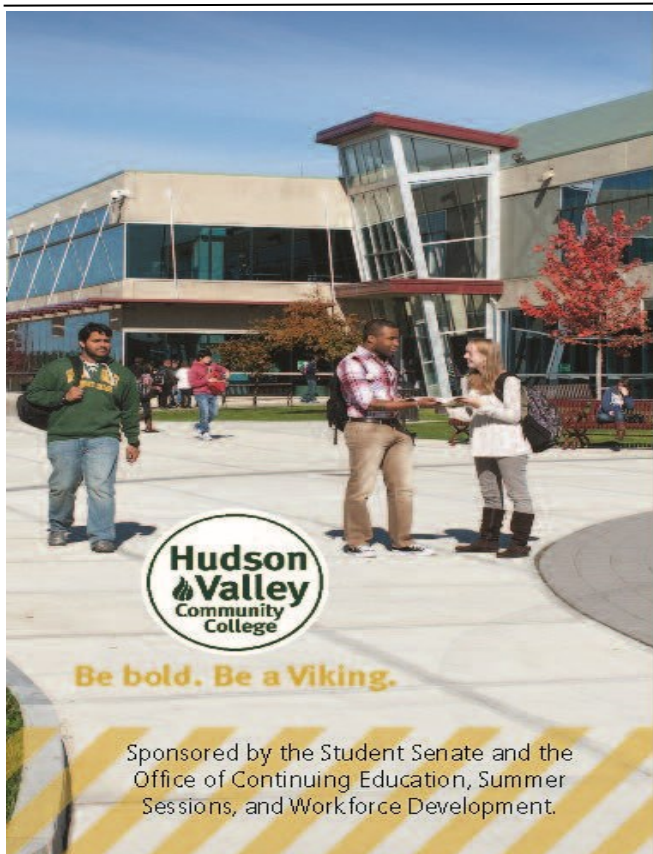
Summer and Fall registration begins on March 17th. Academic advisement is available at four locations: the main campus in Troy, the Albany Extension Center, at 175 Central Ave., Albany, Please call (518) 629-7338 or e-mail coned@hvcc.edu today to make an appointment.

Online Registration

Registration for Summer and Fall classes begins on Thursday March 17, 2016. You are able to register via phone (629-4560), in person with an advisor in Guenther Hall room 231 (629-7338) or via WIRED.

All non matriculated students in good standing should check their HVCC email for their AVN (advisement verification number) assignments. You cannot register on-line via WIRED without an AVN.

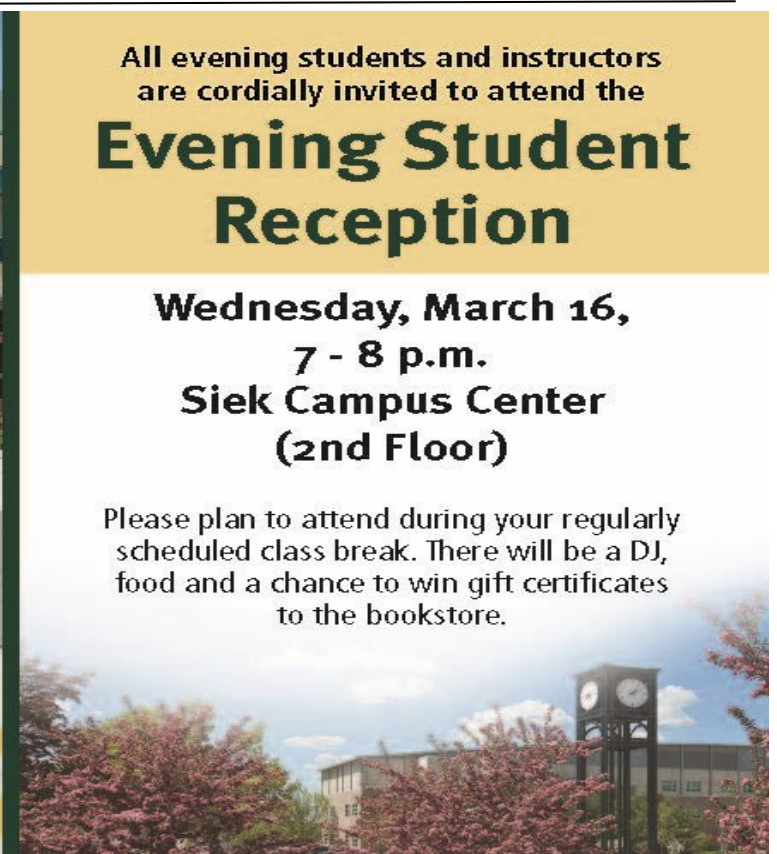
Continuing Education, Summer Sessions and Workforce Development Office hours are: Monday through Thursday, 8 a.m. to 8 p.m. Fridays, 8 a.m. to 5 p.m. We are located in the Guenther Enrollment Services Center, Room 231. Our phone number is (518) 629-7338.



All evening students and instructors
are cordially invited to attend the
**Evening Student
Reception**

**Wednesday, March 16,
7 - 8 p.m.
Siek Campus Center
(2nd Floor)**

Please plan to attend during your regularly
scheduled class break. There will be a DJ,
food and a chance to win gift certificates
to the bookstore.



Computer Learning Center (CLC) Offers Student Support

Every registered student, who has fulfilled their billing obligation with the college, has a computer account. That account provides you access to the Academic Computing Environment (ACE). The Computer Learning Center, located on the lower level of Marvin Library is home to computer work stations for your academic use. The CLC is staffed by full/part-time faculty and other instructional staff eager to support your use of the Academic Computing Environment at the college. Read on to be sure you know all you should about the ACE and the academic support offered in the CLC.

Computer work stations are available for your use.

Work stations are located on the lower level and second floor of Marvin Library and are available Monday through Thursday, 7 a.m. to 10 p.m., Friday from 7 a.m. to 5 p.m. and Saturday from 9 a.m. to 4 p.m. Workstations are also available 24/7 in the Computer Café, first floor of the Siek Campus Center.

Log on is required to gain access to the ACE and other student computer system.

Log in, which consists of a user name and password, is required to use the computers on campus, to access your college e-mail account, your WIRed account, and to access MyHudsonValley Portal (Blackboard).

Your **username** is defined as: the first initial of your first name, followed by a hyphen (-), followed by up to 13 characters of your last name (all lower case, no spaces or other special characters). Example Jane Smith's username would be j-smith. If there is another student whose first initial and last name would create a duplicate username (like Joseph Smith), a number will be appended to the user name, so that Joseph Smith's username would be j-smith1.

Your **initial password** is a randomly generated nine character value.

Your username and password are mailed to you at your address on file at the college.

For assistance with usernames and passwords please e-mail clchelp@hvcc.edu, stop by the Computer Learning Center Help Desk located in the lower level of Marvin Library (we are open until 10 p.m., Monday through Thursday), or call the Computer Learning Center Help Desk at (518) 629-7891.

Check your college e-mail often.

Your computer account provides you with an e-mail account, maintained by the college. Your e-mail address consists of your <username>@hvcc.edu and appears in the mailing indicating your username. You can access e-mail by going to the college homepage at www.hvcc.edu and clicking the 'Current Students' link at the top of the page. On the resulting page, click the WebMail link. Your username and password are the same as described above.

Save to H:\Drive.

Your H:\ Drive is available anywhere you log on to the ACE. Files should always be saved to H:\ Drive, your hard drive on campus. Create new folders and organize your 4 GB of space as you wish. A roaming profile allows you to personalize your desktop, create shortcuts, add browser favorites, and customize application settings. When you log off a workstation your personal settings are saved to your H:\ Drive. Part of the log on process is to load and apply those personal settings.

...continued

Remote Access to H:\ Drive.

For information on how to access network shares off campus, including your H:\ Drive, go to <https://www.hvcc.edu/its/docs/docs.html> and click the link 'Access Network Shares Off Campus'.

Assistance is available.

Assistance is available in the Computer Learning Center located in Marvin Library, lower level: Monday through Thursday, 7 a.m. to 10 p.m., Friday, 7 a.m. to 5 p.m. and Saturday, 9 a.m. to 4 p.m.

The instructional support staff in the Computer Learning Center can assist you with the development of basic computer skills, account questions, and in completing computer-related assignments and projects. Peer tutors, hired through the Learning Assistance Center, work in the Computer Learning Center to provide support in specific areas. Check the Computer Learning Center Help Desk, in the lower level of Marvin Library, for a schedule of subjects and times.

To learn more about the Computer Learning Centers and the Academic Computing Environment (ACE), visit our web page at www.hvcc.edu/learningcenters/clc or contact the Computer Learning Center Help Desk at (518) 629-7891.

To access computer-related resources, including those specific to the ACE, join the **Learning Centers - Computers Organization**. Go to www.hvcc.edu/learningcenters/clc and follow the instructions to join under the heading **Get Connected!**

Public Safety

- **DON'T WALK ALONE!**
USE THE COLLEGE'S ESCORT SERVICE

A student escort service is available on college property during evening hours. Contact Public Safety at **(518) 629-7210** or stop by the office, located in the Campus Center.

Emergency "blue light" phones are also located at points around campus. These may be used in emergencies and connect directly to the Public Safety Office. When parking on campus, lock your doors and keep all valuables out of view.

The Public Safety Department is available to make an important presentation that includes safety / prevention information concerning Sexual Assault / Harassment Prevention as well as Emergency Preparedness for an Active Shooter Incident. Please call our office at 629-7210 and/or e-mail Director Fred Aliberti , f.aliberti@hvcc.edu "

Follow us on Twitter at [hvccpublicsafety](https://twitter.com/hvccpublicsafety), for regular safety messages .
Also, be certain to register for nyalert, on WIRED, for emergency messages.

Fred Aliberti
Director of Public Safety
518-629-7210
518-629-8127 fax
f.aliberti@hvcc.edu

Life Experience Program

Are you a returning adult student with work experience that might match a specific course description in your degree program? Can you articulate the knowledge gained from your experience and document that experience? If yes, you may be a good candidate for the Life Experience Program.

Stop by the Continuing Education Office (GUN 231) or call 629-7338 and make an appointment with our Life Experience Advisor!

Center for Academic Engagement (CAE)

Our goal is:

To help students develop the skills necessary to be academically successful while at the same time fostering students' critical thinking skills and their sense of independence.

The philosophy and practice of this retention initiative is to identify students, facilitate early academic engagement, offer appropriate services, and create a solid connection to the college with one goal: student retention and persistence.

Faculty and staff are encouraged to use the College Success Referral System to help us achieve this goal.

The CAE Academic Coaches and staff use a student centered approach and provide students with a solid point of contact to help navigate all aspects of the collegiate experience.

Learning Centers Spring 2016

We would like to make sure that students are aware that academic help is available in the Research and Writing Center, Computer Learning Center and Math area in the Learning Assistance Center whenever the Marvin Library Learning Commons is open.

Monday – Thursday 7:00am until 10:00pm and Saturday from 9:00am – 4:00pm.

In addition the following help can also be found in the Learning Assistance Center:

Monday 6:00pm – 10:00pm Economics, QBA, Accounting

Tuesday 5:30pm – 9:00pm Accounting

Wednesday 4:00pm – 8:00pm Economics 100, 101, BADM 110, 111

Thursday 4:00pm – 9:00pm Accounting, QBA, Statistics, Economics

To learn more about the assistance available in the Learning Centers, call us at (518) 629-8068 or visit us on the Web at www.hvcc.edu/learningcenters.