



Office of Continuing Education, Summer Sessions and Workforce Development

Fall 2018

UPDATED: Registration & Advisement for Intersession and Spring

Returning & Transfer Students: October 15

New Students : October 22

Register in person with an Advisor in Room 231 of the Guenther Enrollment Services Center, over the phone by calling (518) 629-4560, or through WIREd using your AVN, .

Academic advisement is available at our Main Campus located at 80 Vandenberg Ave, Troy and the Capital South Campus located at 20 Warren St, Albany.

All non-matriculated students in good standing should check their HVCC e-mail for their AVN (advisement verification number) assignments. ***You cannot register online via WIREd without an AVN.***

The Office of Continuing Education, Summer Session and Workforce Development is open Monday - Thursday 8 am to 8 pm & Fridays 8 am to 5 pm and can be reach by phone at (518) 629-7338 or e-mail coned@hvcc.edu.

Life Experience Program

Are you a returning student with extensive work experience that might match a specific course description in your degree program? Can you articulate the knowledge gained from your work experience and document it? If yes, you may be a good candidate for the Life Experience Program! Stop by the Continuing Education Office in GUN 231 or call (518) 629-7338 to speak with our Life Experience Advisor!

Workforce Development Institute

The Workforce Development Institute (WDI) is the college's fast-track career skills training department, located in Fitz 131. WDI works with business and industry to ensure that its courses and programs are current and meet employers training needs. Courses are offered both to community members and to business clients.

WDI offers a wide variety of courses for those who are new to the workforce, as well as those who are professionals in their fields, and those in-between. Our offerings can be seen on our webpage: www.hvcc.edu/wdi. This information is updated, whenever new courses are scheduled, so visit our site often, and feel free to come in and visit us in-person!

To **REGISTER**, please call (518) 629-4827 or 4111 or e-mail wdi@hvcc.edu.

Student Computer Systems

Username and Password

As a Hudson Valley Community College student, you will be expected to use several computer systems. You will be provided with a username and password to access the following systems: the Academic Computer Environment (ACE), the MyHudsonValley Portal/Blackboard, email, Flexible Registration and WIREd.

ACE (Academic Computing Environment)

The ACE recognizes you as a valid user of college computer systems and allows you to access all software used in your courses and the following systems: the MyHudsonValley Portal/Blackboard, email, and WIREd.

You can access any PC provided for students on campus in Computer Learning Center, classrooms, laboratories, study centers and at the library by logging in with your valid username and password. Login with your username & password.

MyHudsonValley Portal/Blackboard

The MyHudsonValley Portal/Blackboard is the college's secure online Web portal powered by Blackboard. It is your online source for Blackboard courses, student announcements and other key information from the college, college resources, and customized information.

To access the MyHudsonValley Portal/Blackboard and your courses, go to the Hudson Valley Community College home page (www.hvcc.edu) and select the Students link then the MyHudsonValley Portal link. Login with your username and password. Once you've logged in, you will have access to your courses.

Besides courses, what else can be found in the MyHudsonValley Portal/Blackboard? This is the primary way the college will deliver announcements to the whole student body so it's important you visit the MyHudsonValley Portal often to see what's posted, even if you aren't taking a Blackboard course. All student announcements will be listed on the "Home" tab in the Student Announcements module after you log in. Announcements include information about grades, scholarships, important academic and graduation deadlines, campus safety and public safety advisories, and student trips and events. You also can customize the information on the "MyPage" tab, adding features including weather and news from The New York Times.

Email

Email is used to send and receive messages to and from your instructor or other students. The format of your email address format is: username@hvcc.edu. For example, Jane Smith's email address will be j-smith@hvcc.edu and Joseph Smith's email address will be j-smith1@hvcc.edu.

WIREd (Web Information and Registration Direct)

WIREd allows you to access your personal information, to view a schedule of classes, to pay your bill, to view your grades or transcript, to register for classes, and to review your financial aid and account status.

You can access WIREd two ways: go to www.hvcc.edu/wired or go to the Hudson Valley Community College home page (www.hvcc.edu) and select the "Current Students" link then select "Continue to WIREd Homepage". Login with your username and password.

Click [here](#) for more information on accessing Student Computer Systems

Public Safety

The safety of students, staff and visitors on campus is the primary concern of the Public Safety department. Here is a list of what the Public Safety Department

- ◆ Cancellations and Closings
- ◆ Crime Prevention Services
- ◆ Emergency Information and Procedures
- ◆ ID Cards
- ◆ Parking
- ◆ Policies, Regulations and Reports
- ◆ SUNY NY-Alert

To learn more about the above, please visit www.hvcc.edu/publicsafety/index.html

Cancellations and Closings

Unusually severe weather, emergencies or other situations may occasionally require that college operations be closed or curtailed.

The decision to cancel, postpone classes or close the college is usually determined by 5 a.m. when inclement weather occurs overnight. The decision to cancel classes may also occur during the scheduled day and shall be reported at least one and one-half (1-1/2) hours prior to the announced cancellation time under most conditions. It may be necessary to update postings/alerts depending on the conditions.

Off Campus Closings and Cancellations

Hudson Valley Community College class cancellation information can be obtained via most local television and radio stations, on the college's webpage or by calling the snow emergency hotline at (518) 629-4822. An email will be sent to all students and faculty and staff notifying them of the cancellation.

Should classes on the main campus be cancelled due to weather conditions, off-campus classes also will be cancelled. Please note that off-campus classes will not be cancelled due to an on campus problem such as a water main break.

If an off-campus site is closed during regular school or business hours due to inclement weather, or for any other reason, classes at that location will be cancelled. It is the responsibility of the student to contact the instructor as noted on the course syllabus when this occurs.*

*Please direct all questions regarding off-campus class cancellations or building closures to Hudson Valley Community College's Office of Continuing Education and Summer Sessions, not the individual off-campus location where the class is to be held.

SUNY NY-Alert

The college encourages all students to sign up for [SUNY NY-ALERT](#). SUNY NY-ALERT allows SUNY campuses to warn students and college employees of an impending or ongoing emergency situation, and provides timely emergency information to those who sign up for the notification service.

Please note: SUNY NY-ALERT is not utilized to announce closure due to inclement weather.

Student Activities

Upcoming Events

The events listed below are sponsored by the Student Senate and/or an official club or organization.

Student Senate Meeting • 2 p.m. • Every Monday (*while classes are in session*)

Siek Campus Center, Room 150

All students are encouraged to attend!

Discounted Regal Movie Tickets • 10 a.m. - 3 p.m. • Every Tuesday

(*beginning the second week of Fall and Spring classes*)

Student Activities Office (Siek Campus Center, Room 210)

Each student may purchase 2 movie tickets at \$5 each totaling \$10.

Regal Theater movie tickets are sold on Tuesdays from 10 a.m. to 3 p.m., and 4 to 6 p.m. for evening students only.

Free Pizza Wednesday • 11:50 a.m. & 12:50 p.m. (*beginning the 2nd week of Fall and Spring classes*)

Siek Campus Center, First Floor Cafe

Come enjoy the noon hour with other Hudson Valley students and some free pizza - while it lasts!

Click [here](#) to view the complete Calendar of Events

If you have any questions regarding these listings, please contact the Student Activities Office at (518) 629-7348.

Clubs & Organizations

If you are interested in learning more about any of our 50+ chartered clubs or organizations, click [here](#). If you would like to *join* a club or organization, be sure to complete the Interest Form by clicking the link on the webpage!

Off Campus Update

*HVCC has a **NEW** location for it's Extension Center!!*

After 16 years of having the Albany Extension Center located at 175 Central Avenue, we have moved! The new location has been named the Albany Center for Education (ACE). HVCC is co-located on the second floor with the Capital District EOC, and the address of ACE is 30 North Russell Road. Both credit classes and non-credit Workforce Development Institute (WDI) courses began there this semester.

We were lucky that this opportunity became available, since it provides Hudson Valley with access to more classroom and office space, bigger and better facilities for both students and instructors, free parking and conveniently remains on the same Central Avenue bus route as our prior location. By being immediately next to Westgate Plaza, there is quick access to stores, restaurants and other nearby services.

Make sure to check the Spring 2019 schedule in October to see what courses will be offered at the ACE as well as our other off-campus locations in the community.