

Terminology Students Should Know

Important Academic Terminology

Academic Year

The College academic year consists of two traditional semesters: Fall and Spring. There are also shorter sessions called terms that are offered in Summer, Intersession, and within semesters.

Adding a Class

Students can add classes to an existing schedule by using MyMV prior to the start of classes in any semester. When adding a class after the first week please contact the Office of Records and Registration.

Advisement

Each matriculated student is assigned a student support advisor with expertise in the student's degree or certificate program. Student support advisors are MVCC staff members who work in the [Holistic Student Support Office](#); they can be contacted during their posted office hours or by phone or email. Student support advisors help students understand program requirements, select appropriate courses, prepare for careers or transfer, and gain access to any special resources needed such as tutoring or counseling. Students are encouraged to see their student support advisor regularly, and especially before priority registration each term.

Attendance

There is a direct correlation between student attendance and academic success. Students are expected to make all necessary arrangements to be in attendance and on time for all classes. Faculty will include attendance policies in the course syllabus. Please note that policies may vary from course to course, so it is critical to read the syllabus for each class. Also note that repeated absences may result in failing the course. SUNY requires evidence of attendance. Students who fail to satisfy state regulations may be withdrawn from the class and also risk losing financial aid.

Change of Major

Matriculated students wishing to change their program of study should contact their student support advisor. Changes of Major initiated before the end of the third week of classes are in effect that semester. Changes of Major initiated after the third week of the term go into effect the following semester.

Co-Curricular Transcript

The Co-Curricular Transcript provides a listing of a student's involvement in college life that does not appear on your academic transcript. Participation in clubs, activities, and leadership experiences (athletic and student organizations) and the achievement of honors, scholarships, and awards will be listed on the Student Co-curricular Transcript. This additional information may help students stand out when looking for a job or transferring to a four-year college. For more information, go to the Student Engagement Office in either Utica or Rome.

Criminal Background Checks

Criminal background checks and/or drug screening may be required by various agencies in programs that require internships, clinical, or field or student teaching experiences. Please see your program advisor for further information.

Dropping a Course Once the Semester Begins

Students can drop a course any time during the refund period assigned for the course. No grades are assigned to courses dropped during these times. Students can drop classes using the Drop Form prior to the end of the third week of classes with no grade posted on the transcript. Students dropping classes after the third week of classes will have a grade of W assigned to the class. A grade of W will not affect the GPA but will be posted on the transcript. Students should consult the [Academic Calendar](#) for the last day to drop without penalty. Dropping classes may affect:

- Financial aid
- Academic progress
- Athletic eligibility
- Residence hall occupancy
- Veteran's benefits
- Unemployment benefits

Students are encouraged to speak with an appropriate staff member regarding the effect dropping a class may have. Students who "walk away" without officially withdrawing after the census date will not be granted a W grade. Those students will be graded based on the amount of work completed.

Full-Time Registered Student

A student registered for 12 or more credit or equivalent hours in any semester.

Late Registration

All students (new and continuing/returning) are required to schedule and complete payment for all courses before the semester officially opens.

Learning-Through-Writing Course Sections (LTW)

A learning-through-writing component is incorporated in course sections with the registration designation "LTW." Students in these sections use writing as a tool for learning and thinking. They write as a means of communication and as a process for acquiring knowledge and deepening their understanding of the subject matter. The writing tasks are related to the content of the course and may include exploratory writing, academic journals, essays, essay examinations, reports, and summaries.

Matriculation and Re-Matriculation

Matriculation is the process by which a prospective student applies for admission, submits all required documentation to support the application, and is officially accepted by the Admissions Office into a degree or certificate program prior to the start of classes.

The deadline for matriculation is the end of the last business day prior to the start of classes. Matriculation terminates with graduation, dismissal, deactivation of a program, or lack of registration for four consecutive semesters not including summer and intersession.

As long as a student maintains continuous enrollment, the catalog under which they matriculated will apply. If courses have been eliminated, or if program requirements have changed, the administrator in charge of the affected program will work with the student to identify substitute courses. If a student ceases enrollment for four consecutive semesters, that student must meet with an advisor in the Holistic Student Support Center to process a re-matriculation form. The course completion requirements will be those that appear for the program in the catalog that is in use at the time (semester) of re-matriculation.

Graduation requirements for a matriculated student are based on the catalog in effect at the time of matriculation, re-matriculation, or change of major into the degree or certificate program.

MyMV

MVCC uses a web-based application, MyMV. The system is available to all students and is accessible through the College's website, www.mvcc.edu. With a College-issued Personal Identification Number (PIN), students can choose from four options to manage their information:

- **Personal Information:** Students can revise their PINs, mailing address and telephone information, email address, and emergency contact information.
- **Academic Records:** Students can view or print out an unofficial academic transcript, view midterm or final grades, view holds, and check degree progress.
- **Registration:** Students can Add/Drop classes (during limited time periods), view or print class schedules, view or print account summaries, and contact the Office of Records and Registration or the Holistic Student Support Office.
- **Financial Aid:** Students can read messages, check financial aid eligibility, check award information, or contact the Financial Aid Office.

All enrolled students are also given a Brightspace account. Brightspace is a course management software system that allows students and faculty to access course content and interact in a secure online environment asynchronously.

Non-Matriculated

A student who enrolls in either credit or non-credit courses without applying to or being accepted by the College into a degree or certificate program. Non-matriculated students are not eligible to receive state or federal financial aid.

If you wish to enroll as a non-matriculated student, please see Options for Non-Matriculated Student Enrollment under [The Admissions Process](#).

Part-Time Registered Student

One registered for fewer than 12 credit or equivalent hours in any semester.

Payment

The process by which a student settles their financial obligation to the College.

Registration

Registration dates are published each semester by the Office of Records and Registration. All financial obligations must be satisfied by the student before they may register for a succeeding semester. Registration is not complete until a valid [Certificate of Residence](#) is on file for students outside of Oneida County and all tuition and fees for the semester are paid and validated. During web scheduling, students have an option to place themselves on a wait list for a particular section through MyMV.

Release of Student Information

In releasing information about students, MVCC follows the provisions of the Family Educational Rights and Privacy Act (FERPA). A complete statement of the College's policy is contained in the [Student Handbook](#).

Repeating Courses

Only the highest grade will count in the calculation of the GPA, but both grades will remain posted on the student's transcript. Repeated courses can affect financial aid eligibility. Contact the [Financial Aid Office](#) for clarification.

Schedule Cancellation

The process of deleting students' schedules from the database. Students who have not made payment by the due date may have their class schedules cancelled. Classes are available on a space-available basis. The College reserves the right to close, cancel, or split classes as appropriate. Instructor assignments listed in the class schedule are subject to change.

Scheduling

The process by which courses are entered into the database under the student identification number.

Section Cancellation Policy

The College makes every effort to run sections as scheduled; however, there is the possibility that a class section may be canceled up through the first meeting time at the College's discretion.

Semester

A semester is a 15-week period that includes both instructional and exam periods. [See the Academic Calendar for semester dates.](#)

Special Notice: The one-year Airframe and Powerplant Technician Certificate program does not follow the College's standard academic calendar due to the required training schedule.

Senior Citizen Audit

Oneida County residents who are 60 years of age or older can sign up to audit certain courses tuition-free. Audit is on a space-available basis and should be requested no more than two days prior to the start of classes. Classes that cannot be audited are those that are non-credit or laboratory classes which would require additional instructional equipment or supplies, such as the sciences or culinary classes.

Those auditing classes are not formally enrolled as students at MVCC; they attend classes without participating in testing, and there is no grade or credit received for the course. Textbooks are purchased at the student's expense. MVCC is not responsible for any other expense that may be incurred. All inquiries regarding Senior Citizen Audit should be directed to the Office of Records and Registration at [315-792-5336](tel:315-792-5336).

Separation

When a student is not profiting from the education being provided by showing satisfactory progress in their chosen field of study or when the College considers a student to be detrimental to its mission, the student may not be permitted to continue enrollment. All students are expected to abide by the [Code of Conduct and Commitment to Civility](#). Failure to do so may result in dismissal. The College reserves the right to be the sole judge in such matters.

Transcript Request

Official transcripts are produced on security paper and sent by standard U.S. mail in a sealed envelope. The envelope is stamped "Official Transcript Enclosed" and sealed with a multicolored signature. In addition, when the transcript is issued to the student, the transcript is stamped "Issued to Student." Once the envelope is opened, the transcript is no longer considered official. MVCC will issue one official transcript per student at no charge. Each additional transcript is \$10. Transcripts may be faxed at a cost of \$15, but faxed transcripts are generally not considered official.

MVCC has retained Parchment to accept transcript orders over the internet. Please go to www.mvcc.edu/records-registration/transcripts.php to get the link to request, or type the following URL to get directly into the site: <https://www.parchment.com/u/registration/33336/institution>, where you will enter your order. Financial obligations must be met prior to the release of an official transcript.

Wait List

When a course section is filled to capacity, a student may put their name on a Wait List. If a seat opens in that section, the student is assigned to that section and notified through MVCC student email.

Withdrawal from the College

Students who find it is necessary to withdraw from the College must notify the [Holistic Student Support Office](#). An exit interview is required in order to constitute official withdrawal. Grades will then be assigned for official withdrawals from the College on the same basis as for official withdrawal from a course.

Withdrawal from a Course

Students who officially withdraw from a course after the third week of classes (for 15-week courses), but prior to the deadline established by the Office of Records and Registration will be assigned a grade of W. In order to officially withdraw, a student must submit a Drop Form to the Office of Records and Registration. Withdrawal deadlines for courses of length other than 15 weeks will be prorated. [See the Academic Calendar dates posted by the Office of Records and Registration](#). Students who do not officially withdraw from a course are not eligible for a grade of W. The instructor will grade such students on the basis of the student's fulfillment of course requirements. The Vice President for Learning and Academic Affairs may waive the above under special circumstances (discipline, illness, etc.). Academic and Financial Aid advice is strongly suggested prior to withdrawal from a course.