CiTi

Center for Instruction, Technology & Innovation

Build Your Future

CiTi OFFERINGS FOR ADULT STUDENTS

2021-2022 COURSE CATALOG

IT'S NEVER TOO LATE TO START YOUR *NEW CAREER!*

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ADMISSIONS
POLICY

The program will comply with the state, federal and local labor laws. It shall be the policy of CiTi to provide equal opportunities for all persons affected by the myriad operations of CiTi without regard to age, race, sex, marital status, disability, creed, religion, political affiliation or national origin.

1 Admission into all classes is subject to acceptance and space availability. Students are encouraged to apply early. Once a class is filled, applicants are placed on a waiting list. A minimum number of students must be enrolled for classes to occur.

2 Applicants should understand that not everyone is accepted into the program. A final decision on selection will be made after the candidate completes all of the application steps.

3 The complete application steps, as well as admissions requirements, are outlined in program application packets.

4 All candidates will receive a letter indicating whether or not they are being accepted into the program.

5 Candidates must participate in an admissions interview. The goal of the interview is to help ensure that the candidate can and will be successful in the program.

IT'S NEVER TOO LATE TO START YOUR NEW CAREER!

CiTi
Center for Instruction, Technology & Innovation
Build Your Future

CiTi Mission

The mission of the Center for Instruction, Technology & Innovation (CiTi) is to deliver adult and continuing education programs and services to Central New York residents and employers in an atmosphere that fosters intellectual growth, pride in achievement, and opportunities for economic viability. CiTi strives to provide a caring and collaborative learning environment instilling a passion for lifelong learning while developing job readiness skills in preparation for career pathways progression.

CiTi Vision

The Center for Instruction, Technology & Innovation will be a leader in educating and training adults by fostering career skill development and lifelong learning in collaboration with community partners leading to economically thriving communities.

CiTi Core Values

We embrace innovation & creativity. We make student-based decisions with honesty, respect & integrity. We collaborate, focused on quality service, expertise & student success.

CiTi LOCATIONS

Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus (admissions):
11 River Glen Drive, Storefront #17
Fulton, NY 13069

CiTi Campus (mailing address):
179 County Route 64
Mexico, NY 13114

www.CiTiboces.org/adultofferings
315.593.9400

ACCREDITATION

The Center for Instruction, Technology & Innovation is accredited by the Commission of the Council on Occupational Education: 7840 Roswell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350 - 770.396.3898 or 800.917.2081

NOTICE OF NONDISCRIMINATION

CiTi does not discriminate on the basis of an individual's race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal nondiscrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Employees, students, applicants or other members of the CiTi community (including but not limited to vendors, visitors, and guests) may not be subjected to discrimination, including harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. CiTi is committed to creating and maintaining a working and learning environment which is free from discrimination, including harassment. Inquiries regarding discrimination and/or harassment may be directed to:

Mark LaFountain
Assistant Superintendent for Personnel
179 County Route 64, Mexico, NY 13114
Telephone: (315) 963-4286
E-mail: mlafountain@citiboces.org

Inquiries may also be directed to:
United States Department of Education's Office for Civil Rights
32 Old Slip 26th floor, New York, NY 10005-2500
Telephone: (646) 428-3800
E-mail: OCR.NewYork@ed.gov

REGISTER TODAY!

Center for Instruction, Technology & Innovation (CiTi) - Cayuga Community College Campus

CiTi Campus

Virtual Open House!

Sign up to join our weekly virtual open houses to learn more information about offerings!
CiTiboces.org/AdultVirtualOpenHouse

Email

The fastest and easiest way to register!
adultofferings@CiTiboces.org

Call

Call 315.593.9400. Regular hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Summer hours are Monday through Friday, 9 a.m. to 4 p.m.

In Person

Visit our office at:

Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus
11 River Glen Drive
Storefront #17
Fulton, NY 13069

ADULT HIGH SCHOOL EQUIVALENCY PROGRAMS

DID YOU KNOW?

IN NEW YORK STATE, YOU CAN EARN A HIGH SCHOOL EQUIVALENCY DIPLOMA FOR FREE!

Effective January 1, 2014, New York State has replaced the GED with a High School Equivalency (HSE) exam called the TASC (Test Assessing Secondary Completion). Call 315.593.9471 today to enroll in a program of study designed to help you pass the TASC and earn a HSE diploma.

COVID-19 UPDATE FOR ADULT HIGH SCHOOL EQUIVALENCY CLASSES

We are still serving new and existing students through distance learning! All programs are individualized and packet-based. You may choose to work with our instructors virtually using the internet or you may choose to have printed packets given to you. You choose what is best for you! Classes are free for those without a high school diploma or equivalency.

Our dedicated instructors have helped hundreds of adult learners earn their high school equivalency diploma and expand future employment opportunities. We can help you transfer Regents credits, old GED exam credits or assist with learning disability accommodations. Getting started is easy! Call us at 315.593.9400 today!

DO YOU HAVE CREDITS FOR PREVIOUS STUDY?

NEW!!! Get credit for passing your NYS Regents examinations! If you passed a NYS Regents examination, it can now count toward earning your NYS High School Equivalency (HSE) Diploma!

HAVE YOU:

- Passed any math Regents – No need to take math portion of the TASC
- Passed any science Regents – No need to take science portion of TASC
- Passed any social studies Regents – No need to take the social studies portion of the TASC
- Passed ELA Regents – No need to take the reading or writing portion of the TASC

GET THE CREDIT YOU DESERVE! TAKE ADVANTAGE OF THE FOURTH PATHWAY TOWARD HIGH SCHOOL EQUIVALENCY! CALL US TODAY AT 315.593.9400!

TRADES & TECHNOLOGY

CAREERS

CDL-A (Tractor Trailer)

CDL-B (Dump Truck)

Heavy Equipment
Maintenance & Operation

Welding

CDL-A (TRACTOR TRAILER)

In this 160-hour beginner's program, students will be given 60 hours of classroom theory and maneuvers using PTDI-based curriculum and 100 hours of tractor trailer training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery, transporting cargo safely, air brake operation, combination vehicles, doubles and triples, tank vehicles and hazardous materials vehicles. Students will participate in road training in the following areas: backing up, parallel parking and docking, city driving, road driving and drop and hook. After students complete the classroom portion of CDL, they apply for a permit and schedule a road test. Both are reimbursable through CiTi after the student has completed the program. Students who successfully complete the program will receive a CiTi Certificate of Completion and take a road test for the CDL-A license.

• SOC (Standard Occupational Classification) Code: 53-3032
• U.S. Department of Labor: www.bls.gov/SOC
• Currently not a COE Approved Program

Admissions Requirements:
• Completed application
• Achieve Reading 9 and Math 9 on Level D of the TABE exam
• 21 years of age
• Driving abstract prior to starting the class
• Pass a DOT physical and drug test
• Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

Tuition: $5,850

Program Length: 160 hours

Schedule: T,W,Th, 5-9 p.m., approximately 2 months

Location: CiTi Campus
(179 County Rt 64, Mexico, NY 13114)

Start Date: Summer and Fall

Taught by: Nick Marshall

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

CDL-B (DUMP TRUCK)

Tuition: $4,990

Program Length: 100 hours

Schedule: T, W, Th, 5-9 p.m.

Location: CiTi Campus
(179 County Rt 64, Mexico, NY 13114)

Start Date: Summer

Taught by: Nick Marshall

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

In this 100-hour beginner's program, students will be given 60 hours of classroom and 40 hours of dump truck training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery and transporting cargo safely. CDL-B classroom hours also include air brakes and HazMat training. Students will participate in road training. After students complete the classroom portion of CDL, he/she must apply for a permit. CiTi will reimburse the student for the permit after successful program completion. Students who successfully complete the program will receive a CiTi Certificate of Completion and take a road test for the CDL-B license.

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE Approved Program

Admissions Requirements:
- Completed application
- Achieve Reading 9 and Math 9 on Level D of the TABE exam
- Driving abstract prior to starting the class
- Pass a DOT physical and drug test
- Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

HEAVY EQUIPMENT MAINTENANCE AND OPERATION (HEMO)

This 100-hour Heavy Equipment Maintenance and Operation (HEMO) program is presented in four modules: Wheel Loaders, Excavators, Dozers and Backhoe Loaders. Training includes: classroom and simulators, equipment identification, maintenance and tools. Students will also learn basic site setup, equipment operating techniques and safe equipment loading and transporting. Students practice using state-of-the-art equipment.

- SOC (Standard Occupational Classification) Code: 47-2073
- U.S. Department of Labor: www.bls.gov/SOC
- Currently not a COE Approved Program

Admissions Requirements:
- Completed application
- Achieve Reading 9 and Math 9 on Level D of the TABE exam
- Students must provide their own steel toe work boots
- Pass a DOT physical and drug test
- Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

Tuition: $4,000

Program Length: 100 hours

Schedule: T, W, Th, 5-9 p.m.

Location: CiTi Campus
(179 County Rt 64, Mexico, NY 13114)

Start Date: Fall

Taught by: Nick Marshall

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

WELDING

Tuition: $5,925

Completion Rate: 68% *

Job Placement Rate: 75%*

Program Length: 320 hours

Schedule: M-Th, 5:30-9:30 p.m., approximately 6 months

Location: CiTi Campus
(179 County Rt 64, Mexico, NY 13114)

Start Date: Fall

Taught by: Barbie Jo Grey and Scott Malone

*CiTi data for 2018-2019 program year

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

This 320-hour program is designed to prepare students to take the American Welding Society (AWS) Entry-Level Welder exam. Successful students must pass two guided bend tests, a workmanship test and eight written module tests. Students who successfully complete the program will receive a CiTi Certificate of Completion and AWS Entry-Level Welder Certificate.

• SOC (Standard Occupational Classification) Code: 51-4121
• U.S. Department of Labor: www.bls.gov/SOC
• HEGIS Code 5308.00
• COE Approved Program

Admissions Requirements:
• Completed application
• Achieve Reading 10 and Math 10 on Level D of the TABE exam
• Students must provide their own safety glasses, steel toe work boots and non-flammable clothing
• Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

COMING THIS FALL!

Pending COE Approval

AUTO TECHNICIAN

EARLY CHILDHOOD DEVELOPMENT

OFFICE ASSISTANT

HEATING, VENTILATION & AIR CONDITIONING

HEALTHCARE

CAREERS

Dental Assisting

Medical Assisting

Nurse Assisting

Practical Nursing

DENTAL ASSISTING

NEW! Dental Assisting National Boards online review class offered!
See our website for more details.

As valuable members of the dental assisting profession, dental assistants take on significant responsibilities. Working directly with dentists, they perform a wide variety of tasks requiring both interpersonal and technical skills. Dental Assisting is a 1,043-hour program, including 200 hours of dental experience in area dental offices, over a period of nine months. Coursework includes dental theory, emergency care, infection control, preventive dentistry, clinical assisting and dental radiology. Dental Assisting has been approved by the NYS Department of Education for licensure and certification purposes. Upon completion, graduates are eligible to take certification exams, which lead to licensure.

- US Dept of Labor: www.bls.gov/SOC
- SOC Code: (Standard Occupational Classification) 31-9091
- HEGIS Code: 5202.00
- COE Approved Program

Admissions Requirements:
- Completed application with two professional references
- HS Diploma or equivalent required
- 250-word essay and interview with the lead instructor
- Achieve Reading 10 and Math 8 on Level A of the TABE exam OR a passing Kaplan exam score will be accepted.
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Valid CPR card
- Licensure fee
- Students must provide their own shoes
- If you have ever been convicted of a misdemeanor or felony or have charges pending against you for professional misconduct or have child support obligations, contact the NYSED Office of Professions at https://eservices.nysed.gov/professions/contact-us/#/ prior to enrollment to determine your eligibility to receive a license; Questions pertaining to moral character may hamper your ability to obtain a dental assisting license even if you have passed all Dental Assisting modules and the DANB
- Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

Tuition: $10,865 (includes books, supplies, lab jacket, scrubs, and certification exam fee)

Median loan debt incurred by students: $4,180

Completion Rate: 78%*

Job Placement Rate: 71%*

Program Length: 1,043 hours

Schedule: M-F, 8 a.m. -3:30 p.m. for approximately 9 months, (clinical hours will vary)

Location: Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus (11 River Glen Dr, Fulton, NY 13069)

Start Date: Fall

Taught by: Adele Haskins, RDA

*CiTi data for 2019-2020 program year

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

MEDICAL ASSISTING

The demand for medical assistants is high and continues to grow. This 730-hour program, 570 hours in theory/lab, is both clerically and medically oriented and prepares individuals to assist in physicians' offices, hospitals, clinics, schools and other health-related facilities. Medical secretary skills such as: electronic medical records (EMR), filing, office procedures, word processing, use of automated office equipment, computerized medical office procedures and medical billing/coding are taught along with medical assistant skills/topics such as medical terminology, anatomy and physiology, electrocardiograms, pharmacology, vital signs, phlebotomy and assisting the physician in medical examination. A four-week, 160-hour clinical externship will be scheduled following the classroom portion of the program. Upon successful completion of the program, students earn a Certificate of Completion from CiTi, as well as an additional certificate in Infection Control. Students will then be eligible to sit for certification exams for the nationally registered Certified Medical Assistant, Phlebotomy Technician and Electrocardiogram Technician. All exams are offered through the National Association of Health Professionals.

• US Dept of Labor: www.bls.gov/SOC
• SOC (Standard Occupational Classification) Code: 31-9092
• HEGIS Code 5214.00
• COE Approved Program

Admissions Requirements:
• Completed application with two professional references
• HS Diploma or equivalent required
• 250-word essay and interview with either lead instructor
• Achieve Reading 10 and Math 8 on Level A of the TABE exam OR a passing Kaplan exam score will be accepted.
• College transcripts, if prior attendance
• Up-to-date physical and immunization records
• Valid CPR card
• Background check
• Students must provide their own watch, scrubs and shoes for class and clinical
• Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

Tuition: $ 8,415 (includes books, supplies, lab coat and NAHP exam fee)

Median loan debt incurred by student: $7,600

Completion Rate: 88% *

Job Placement Rate: 82%*

Program Length: 730 hours

Schedule: M-F, 8 a.m.-3:30 p.m. (class/lab) for approximately 6 months, (clinical hours will vary)

Location: Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus (11 River Glen Dr, Fulton, NY 13069)

Start Date: Fall, Spring

Taught by: Shelly Spencer, NRCPT, NRCEKG, Brittany Watts NRCMA, NRCEKG, NRCPT

*CiTi data for 2019-2020 program year

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

Call 315.593.9400 or visit CiTiboces.org/adultofferings for more information.

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NURSE ASSISTING

This is a 125-hour program where students learn personal care skills necessary to assist the elderly and chronically ill who may live in nursing homes, rehabilitation centers or may be a patient in a hospital or long-term homecare agency. The program will include 95 classroom hours and 30 lab/clinical experience hours in local nursing homes. Students can also sit for the New York State Certification Exam. Both day and evening programs are offered at various times throughout the year.

- SOC (Standard Occupational Classification) Code: 31-1014
- U.S. Department of Labor: www.bls.gov/SOC/
- HEGIS Code 1299.00
- COE Approved Program

Admissions Requirements:
- Completed application
- 250-word essay with two professional references
- Up-to-date physical and immunizations
- Students must provide their own scrubs and shoes
- Interview

Upon successful completion, students will be issued a CiTi Certificate of Completion.

Tuition: $2,425

Completion Rate: 88% *

Job Placement Rate: 100%*

Program Length: 125 hours

Schedule: Days: M, T, Th, 8 a.m. - 3:30 p.m. OR Evenings: M, T, Th, 5 p.m.-9 p.m., approximately 3 months

Location: Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus (11 River Glen Dr, Fulton, NY 13069)

Start Date: Fall, Spring, Summer

Taught by: Nancy Monica, MSN RN

*CiTi data for 2019-2020 program year

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

PRACTICAL NURSING

Tuition: $12,985 (Includes E-books, supplies, NYS Nurse Aide Certification Test fee and uniforms. Tuition also covers the NCLEX Exam Fee.)

Median loan debt incurred by student: $9,500

Completion Rate: 87%*

Job Placement Rate: 96% *

Licensure Exam Pass Rate: 90%*

Program Length: 1,200 hours

Schedule: M-F, 8 a.m. - 3:30 p.m. (class/lab) for approximately 11 months, Clinical hours are generally M-F, 6:45 a.m. - 3 p.m.

Location: Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus (11 River Glen Dr, Fulton, NY 13069)

Start Date: Fall

Taught by: Elizabeth Rice, BSN RN, Jennifer DiGregorio, RN, Eleanor Miller, RN

*CiTi data for 2019-2020 program year

$250 tuition credit available to students who complete admissions activities 4 weeks prior to the posted start date of the program.

Practical nurses perform hands-on patient care in a high-demand occupation. This program prepares students to work as a practical nurse in such places as homecare agencies, nursing homes, physicians' offices, hospitals and healthcare clinics. This 1,200-hour program's two phases include Basic Skills, Drug Administration/Pharmacology and Anatomy and Physiology. Students learn through classroom, lab and clinical experiences. After the successful completion of Basic Skills, students will sit for the New York State Nurse Aide Certification Test in order to earn a certificate as a Certified Nurse Assistant (CNA). Phase two of the program includes Medical-Surgical Nursing and Specialty Areas (Reproductive Health, Mental Health and Pediatrics), with continued lab and clinical experience. Upon successful completion of the program, students are eligible to sit for the National Council Licensure Examination (NCLEX).

- SOC (Standard Occupational Classification) Code: 29-2061
- U.S. Department of Labor: www.bls. gov/SOC
- HEGIS Code 5209.20
- COE Approved Program

Admissions Requirements:
- Completed application with two professional references
- Passing score on the KAPLAN pre-entrance exam
- 250-word essay and interview with coordinator
- HS Diploma or equivalent required
- College transcripts, if prior attendance
- Up-to-date physical and immunization records
- Valid CPR card
- Students must provide their own stethoscope, watch, white shoes, medical scissors and medical flashlight pen
- Computer with camera and Internet access are highly recommended.
- If you have ever been convicted of a misdemeanor or felony or have charges pending against you for professional misconduct, contact the NYSED Office of Professions at https://eservices.nysed.gov/professions/contact-us/#/ prior to enrollment to determine your eligibility to receive a license; Questions pertaining to moral character may hamper your ability to obtain a nursing license even if you have passed all Practical Nursing classes and the NCLEX.
- Interview

Application Fee: $75 non-refundable application fee is required

Upon successful completion, students will be issued a CiTi Certificate of Completion.

PERSONAL ENRICHMENT

CiTi provides a variety of fun and educational classes for adults in our community. Our Personal Enrichment program provides an excellent opportunity for adults to meet new people and build friendships while cultivating skill sets and taking part in exciting activities.

Activity/Class offerings can include, but are not limited to:

- Artistic Projects and Crafts
- Candle and Soap making
- Computers
- Fitness, Health and Wellness
- Guitar lessons
- Painting

Classes can run as short as one session to multiple sessions spanning over eight weeks.

Interested in teaching a class? Do you have a hobby, talent or skill that you could share with other adults in the community? If you or someone you know may be interested in becoming an instructor, contact us! Please have a rough idea of class content, the number and length of sessions needed for students to master the topic and a list of necessary materials.

5-HOUR PRE-LICENSING

Students who successfully complete this course earn the MV-278 certificate, which is required before you can register to take the NYS road test.

The 5 hour pre-licensing courses will be held exclusively via zoom.

Enrollment closes 36 hours prior to the start of the class.

TO REGISTER:
CiTiboces.org/5hour

MEET OUR INSTRUCTORS

FULL-TIME

Adele Haskins, RDA has more than 30 years of experience in the dental field. She is a graduate of the Oswego County BOCES Dental Assisting program. She is licensed by the New York State Office of the Professions as a dental assistant, and is certified by the Dental Assisting National Board (DANB). Adele has more than seven years of Dental Assisting teaching experience. Her dental experience includes: office manager, and assistant in oral surgery, oral anesthesia, geriatrics, and general dentistry. Additionally, Mrs. Haskins served as an industry mentor and lead judge for the secondary Dental Assisting SkillsUSA New York State competition.

Jennifer DiGregorio, RN holds a New York State license and an A.A.S. in Nursing from Onondaga Community College along with coursework toward completion of the BSN program at SUNY Delhi. She possesses 8 years of nursing experience and has taught in the CiTi Practical Nursing program for 3 years.

PART-TIME:

Shelly Spencer, NRCMA, NRCPT, and NRCEKG graduated from Great Lakes Institute of Technology as a medical assistant. Ms. Spencer has 16 years of experience in the field of medical assisting, as well as 12 years of teaching experience in the CiTi Medical Assisting program.

Elizabeth Rice, BSN is the Health Occupations Coordinator at CiTi. Ms. Rice earned her Bachelor of Science degree in Nursing from Utica College and holds a New York State RN License. She is currently enrolled in the Masters of Science in Education program at SUNY Polytechnic College. Elizabeth has been the Health Occupations Coordinator since 2014. In addition to her supervisory role, she also teaches Infection Control and CPR and is a clinical instructor in both the Practical Nursing and Nurse Assisting programs. Her nursing specialty is emergency medicine.

Brittany Watts, NRCMA, NRCPT, NRCEKG is a graduate of the CiTi Medical Assisting program. She also holds a certification as a telemetry technician. Ms. Watts has 4 years experience in the field and this is her second year teaching in the CiTi Medical Assisting program.

Nancy Monica, MS, RN earned her Master of Science degree in Nursing Education from Chamberlain College of Nursing. She possesses a New York State Registered Professional Nurse License. Nancy has 33 years of experience in the healthcare field. Ms. Monica is the theory and clinical instructor for CiTi's Nurse Assisting program.

Eleanor Miller, RN holds a New York State Registered Nurse license and a B.A. degree from SUNY Oswego. Ms. Miller has more than 39 years of experience in nursing, home care and family practice as well as three years in nursing education as a classroom instructor in the Practical Nursing program.

Barbie Jo Grey is the CiTi welding instructor. Barbie is a 2001 graduate of the secondary Welding Technology program. She worked as a teaching assistant in the secondary welding program for a number of years before becoming a Welding instructor at CiTi, as well as working at Phoenix Welding. Barbie is a certified American Welding Society (AWS) welder, inspector, and trainer. She is pursuing a teaching degree from the State University of New York at Oswego.

Scott Malone is also a graduate of CiTi's secondary Welding Technology program. He has 30+ years of experience and is a certified pipe and structural welder. Scott has been an American Welding Society Certified Weld Inspector since 2004.

Mary Fran Yafchak is an IT professional with 35+ years of work experience in both corporate and not-for-profit environments. She has held positions in diverse areas, including field engineering, software test, Internet development, and distributed project management. Throughout her career, she has taught IT concepts and computer applications to other working professionals, college students, job seekers and lifelong learners. Ms. Yafchak holds a B.S. in Secondary Education/English from SUNY Oswego and an M.S. in Information Resource Management from Syracuse University.

TRANSFER POLICY

Internal transfer of credit: CiTi programs each have a specific curriculum designed to ready the student to become an integral part of the workforce. The specificity of these individual curricula will not allow transfer of credit from one program to another.

Transfer of external credit: Transfer of credit from another institution to a CiTi program is not allowable.

Transfer credit Policies for Students Coming into the Practical Nursing Program from an Accredited RN program: Transfer credits are no longer accepted. Program curriculum and hours vary in each nursing program, therefore transfer of credit is prohibited.

Returning Students

Students who were previously unsuccessful or terminated may be allowed to return to the program once and if space allows. Returning students are not guaranteed a position in the following year's program. Students must submit a letter to the Health Occupation Coordinator or CTE Coordinator detailing why they were unsuccessful as well as an action plan going forward outlining how they will be successful in the program.

CODE OF CONDUCT

CiTi is committed to providing a safe and orderly school environment where students may receive, and CiTi personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other CiTi personnel, parents/guardians and visitors is essential to achieving this goal. A full version of our code of conduct is included in our student handbook available on our website.

WITHDRAWAL OR DISMISSAL

Withdrawal

It sometimes becomes necessary for a student to withdraw from a program, due to an extenuating circumstance arising from medical, personal, financial or other acceptable reason. Withdrawing students will be responsible for program costs and are subject to the Tuition Refund Policy and Return to Title IV Policy outlined in the Center for Instruction, Technology & Innovation Student Handbook. Students wishing to withdraw must complete the following steps:

1. Notification of withdrawal must be submitted to the Student Services Office either by email, mail, in person or by phone. An unofficial withdrawal refers to a student who fails to attend or ceases to attend classes without notification. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of an academically related activity in which the student participated.
2. Meet with the case manager and/or program coordinator to discuss options. There may be solutions available that do not require leaving the program.
3. Meet with the Financial Aid Office to determine financial obligations, regulations and deadlines.

Dismissal

A student may be dismissed from a training program for academic, attendance, safety, disciplinary or other reason deemed appropriate by the school, in accordance with the Center for Instruction, Technology & Innovation Student Handbook. Dismissed students will be responsible for program costs as previously defined.

REFUND AND PAYMENT POLICY

Program costs are due at the beginning of each new program unless other arrangements have been made. These may include a payment plan, approved agency funding, or approved Title IV Federally Funded Loans. Program costs must be paid in full prior to the end date of the program.

1) Refunds, when due, will be made without requiring a request from the student.

2) Refunds, when due, will be made within 30 days of (1) the last date of attendance if written notification has been provided to CiTi by the student, or (2) from the date the CiTi terminates the student's enrollment in the program or determines withdrawal by the student.

3) In the event a program has to be cancelled by CiTi prior to the program's start date, students will be refunded 100% of any associated tuitions or fees. In these instances, refunds shall be issued to students within 30 days of the planned start date for the program.

4) Students that withdraw on or before the first day of class will receive a refund of any tuition paid; the institution will only retain application fees (not to exceed $100). Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.

5) Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty (without incurring tuition charges) within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Only tuition is eligible to be refunded. The cost of books, uniforms and other miscellaneous items, are non refundable. Tuition refund checks may take up to 30 days to process. CiTi is compliant with the Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.

Tuition Refund Schedule for Non Eligible Title IV Programs:

1) Prior to beginning of the CiTi program.................................100% REFUNDED

2) Drop within first 6% of the CiTi program ....75% REFUNDED

3) Drop within first 12% of the CiTi program ....50% REFUNDED

4) Drop within first 18% of the CiTi program ....25% REFUNDED

5) No Refund after exceeding 18% of the CiTi program

The percentage of CiTi program is computed by taking the total number of scheduled clock hours as of the student's last day of attendance divided by the total clock hours in the CiTi program.

Tuition Refund Schedule for Title IV Eligible Programs:

1) Prior to beginning of the CiTi program.................................100% REFUNDED

2) Drop within first 6% of the Payment Period............................75% REFUNDED

3) Drop within first 12% of the Payment Period.........................50% REFUNDED

4) Drop within first 18% of the Payment Period.........................25% REFUNDED

5) No Refund after exceeding 18% of the Payment Period

The percentage of CiTi program is computed by taking the total number of completed clock hours as of the student's last day of attendance divided by the total clock hours in the payment period.

**Tuition Refund Schedule for Personal Enrichment,
Additional Certification and 5-Hour Pre-Licensing Courses:**

1) Drop 6 or more business days prior to the start of course......100% REFUNDED

2) Drop 5 or less business days prior to the start of course ....0% REFUNDED
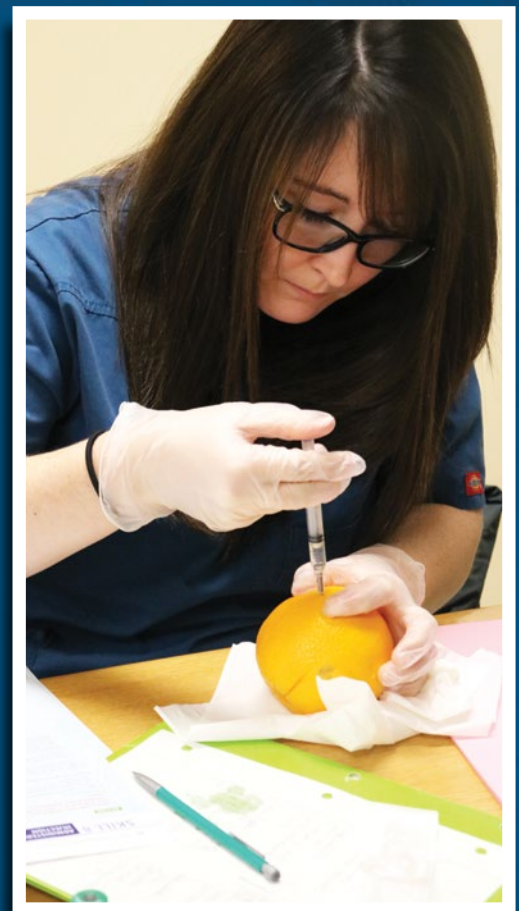
FINANCIAL AID

Financial Aid (Title IV) is available for certificate programs, along with multiple funding stream opportunities for all programs. Financial assistance availability changes annually. Students should contact the school Financial Aid Advisor for up-to-date information as well as investigate options on their own. Students have rights and responsibilities associated with various types of financial aid. Specific written information is available through the Financial Aid Office. Continuation of all aid is based on a student maintaining satisfactory academic progress and meeting established attendance requirements.

Federal Financial Aid (Title IV)
- Pell Grants
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans (Parent)

Other Financial Assistance
- CiTi Payment Plans
- Private Student Loans
- Grants & Scholarships
- ACCES-VR
- AmeriCorps Education Award
- Bureau of Indian Affairs
- Children of a Deceased Public Servant
- Children of POW, MIA, Deceased/Disabled Vets
- County Departments of Employment and Training
- Department of Veteran Affairs
- Private Scholarships/Employers/Unions
- NYS Aid to Native Americans
- Vietnam or Persian Gulf Veteran Tuition Award

TYPES OF AID DESCRIPTIONS
Pell Grants

Eligible Programs: Dental Assisting, Medical Assisting, Practical Nursing

Pell Grants are based on individual need as determined by the United States Department of Education, based on an annual congressionally-approved formula, which is applied consistently to all applicants. The formula uses the information provided on a Free Application for Federal Student Aid (FAFSA) financial aid form. The total cost of attending the program, for full-time enrollment status, will determine the actual amount of a Pell Grant. Pell Grants must be applied for each academic year. Students attending within one academic year (July through June) submit one application. Students attending over more than one academic year (January through December) submit two applications. There is no repayment required for a Pell Grant unless a student drops from the program and has been overpaid. Students may apply online at www.fafsa.ed.gov. Electronic signatures with which to sign the online application may be obtained at www.pin.ed.gov. The school code is 012783 (Oswego County BOCES Adult Careers Center).

Direct Student Loans/Parent Loans

Eligible Programs: Dental Assisting, Medical Assisting, Practical Nursing

CiTi participates in the Direct Subsidized Stafford, Unsubsidized Stafford and Parent Loans for Undergraduate Students (PLUS) programs. The school and the U.S. Department of Education, in compliance with Title IV regulations, determine eligibility. A student must be enrolled in at least one-half of the full-time program hours to be eligible for the loans. A student must complete a FAFSA and have a valid Institutional Student Information Record (ISIR) that establishes Pell Grant eligibility before applying for a loan. Maximum amounts per year are $5,500 for dependent students and $9,500 for independent students. Through a PLUS loan, parents may borrow up to the cost of attendance less other financial aid for dependent students. Students/parents may apply for loans prior to enrollment or any time throughout the program. Students and/or parents who are interested in loans must sign a master promissory note online at www.studentaid.gov. Students must also complete Entrance and Exit Counseling and Informed Borrowing requirements on www.studentaid.gov.

CiTi Payment Plans

With the approval of the Financial Aid Advisor, students may enter into a payment plan via a Payment Contract. The contract evenly spreads the cost over the length of the program. There are no fees associated with the payment contract. The contract must be signed and returned prior to the course start date. All payments will be made to CiTi with acceptable forms of payment being cash, a cashier's check or money order, or MasterCard or VISA. Any payment received after the established due date may result in late fees or termination from the course.

Private Student Loans

Alternative student loans are provided by private lenders, such as banks. Before you take out a private loan, be sure that you have fully explored all federal funding options. Alternative loans often require a credit check and may require a co-signer. Depending on the outcome of your credit check, these loans tend to be more expensive. Alternative student loans may be used to fill the gap between your federal aid and your Cost of Attendance. Alternative loans are an option if federal aid is unavailable to you.
https://www.finaid.org/loans/privatestudentloans.phtml

ACCES-VR

Financial assistance is available through the Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) Office. ACCES-VR provides vocational counseling and rehabilitation services that result in successful employment outcomes for individuals with disabilities and their employers. Contact 1-800-782-6164. Applies to most programs.
http://www.acces.nysed.gov/vr

AmeriCorps Education Award

After successfully completing your AmeriCorps term of service, you are eligible to receive the Segal AmeriCorps Education Award. You can use the award to repay qualified student loans and to pay current educational expenses at eligible institutions of higher education and training programs. You can access the award in full or in part until the total amount is used or until the award expires. The award expires seven years from the date it is earned.

https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award

Bureau of Indian Affairs

Financial assistance for eligible Native American students who are at least one-quarter American Indian or Alaska Native and are an enrolled member of a federally recognized tribe. Must be a full-time student. Students may contact the U.S. Department of Interior, Bureau of Indian Affairs, 100 South Clinton Street, Federal Building Room 523, PO Box 7366, Syracuse, New York 13261-7366. May not apply to all programs.

https://www.bie.edu/ParentsStudents/Grants/

Children of a Deceased Public Servant

A scholarship for a child of a deceased police officer, firefighter or volunteer firefighter who has died as a result of injuries sustained in the line of duty. This award provides a varying amount annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Must apply by May 1 of the academic year for which you want aid.

https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

Children of POW, MIA, Deceased/Disabled Vets

Awards for children of service-connected deceased, or at least 40 percent disabled veterans, or former POWs or MIAs as a result of service in certain conflicts. This award provides up to $450 annually to recipients. May not apply to all programs. Contact 1-888-697-4372. Must apply by May 1 of the academic year for which you want aid.

https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

County Departments of Employment and Training

County-based agencies that help clients manage their careers (Career Connections, Workforce Development, One-Stop, New York Works). One function is to help eligible candidates pay for career training. Potential funding through the Oswego County Department of Employment and Training is typically capped at $4,000; amounts in other counties vary. The application process is rigorous, requiring motivation and time commitment on the part of the client. Applies to most programs. Must apply to the county office in which one resides.

Department of Veterans Affairs

Qualifying veterans and other eligible individuals may obtain financial assistance for the majority of the health occupations programs. This is in accordance with the provisions of Section 1776, Title 38, U.S. Code. Contact 1-800-827-1000.

www.gibill.va.gov

RETURN OF TITLE IV AID

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has "earned" for the period of time attended. Any "unearned" Title IV funds must be returned to the Title IV program (i.e. loan program or Pell grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned if they have not been "earned" and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned. Funds are returned to the Title IV programs in the following order: 1) Direct Unsubsidized Loans, 2) Direct Subsidized Loans, 3) Direct PLUS Loans, and 4) Federal Pell Grants.

Private Scholarships/Employers/Unions

Applicants are encouraged to seek out funding through private scholarship sources (Catholic Charities, On Point for College, etc.), through their current employer and through local unions (CSEA, SAANYS etc.).

https://ccoswego.com/
https://www.onpointforcollege.org/
https://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm
https://saanys.org/
https://www.fastweb.com/

NYS Aid to Native Americans

State grants for up to $1,000 per year to Native Americans or their children who are members on the official tribal roll of a NYS tribe. To be eligible, students must be high school graduates, must reside on one of New York's eight major reservations and must attend a New York State post-secondary institution that has been approved by the Board of Regents (Practical Nursing only). Apply to Native American Education Unit, NYS Education Department, Education Building Annex, Room 374, Albany, NY 12234 or call 1-518-474-0537. Apply by July 15 for the fall semester and December 31 for the spring semester.

https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

Vietnam Veteran (VVTA) or Persian Gulf Veteran (PGVTA) Tuition Award

Financial assistance to eligible veterans who served in either of these conflicts. To be eligible, students must be a New York State resident who is matriculated full or part-time, and must complete the FAFSA, Express TAP Application, and corresponding supplement form (available in the Financial Aid Office). Maximum award is $1,000 per clock-hour program. May not apply to all programs. Must apply by May of the academic year for which you want aid.

https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2

MINIMUM SCORES REQUIRED ON THE TEST OF ADULT BASIC EDUCATION (TABE)

PROGRAM	TEST	LEVEL	READING	MATH	HS DIPLOMA/HSE
Medical Assisting	TABE	A	10	8	Yes
Dental Assisting	TABE	A	10	8	Yes
Welding	TABE	D	10	10	No
CDL-A	TABE	D	9	9	No
CDL-B	TABE	D	9	9	No
HEMO	TABE	D	9	9	No

EDUCATIONAL SCHOLARSHIPS

HEERF

Higher Education Economic Relief Fund (HEERF) scholarships are available to eligible CiTi Adult Offerings students to be used in an eligible CiTi Adult Offerings program.

- Applying for the scholarship:
  - Students are required to complete a FAFSA at studentaid.gov for the purpose of establishing one's estimated family contribution (EFC).

- Award eligibility and amount:
  - The Financial Aid Advisor will evaluate award eligibility and calculate the award amount based on the provided EFC, the estimated cost of attendance and other scholarships received.

Inquiries regarding the HEERF scholarships should be directed to Amie Abold, 315.963.4438.

As HEERF funds are limited, CiTi will provide scholarships as funding allows. CiTi will also follow U.S. Department of Education guidance as well as CRRSAA and ARP guidance regarding eligibility and availability of funds. Furthermore, receipt of the scholarship is dependent upon acceptance into an eligible CiTi Adult Offerings program.

Oswego County Workforce NY Career Center

Oswego County Workforce NY Career Center has scholarship funding available to aid those who need assistance paying for educational programs.

- Applying for the scholarship:
  - Set up an appointment with an Employment Specialist to discuss your circumstances and whether you qualify for the available funding. This meeting will include a review of your current employment status, skills, and education.
  - Market research will enlighten employment conditions such as the demand for employees, skill requirements, and salary.

- Award eligibility and amount:
  - To be considered eligible, those seeking assistance must first be accepted into an eligible program whose graduation is within 2 years.

Inquiries regarding Oswego County Workforce NY Career Center's scholarship offerings should be directed to 315.591.9000 or ocwny@oswegocounty.com

Contact Oswego County Workforce NY Career Center at least 3-4 weeks prior to start of your desired program. Eligible programs must be listed on the Eligible Training Provider List. Oswego County Workforce NY Career Center provides assistance with job search skills, coordination of funding for education and more.

NEW YORK STATE | Oswego County Workforce New York Career Center

A proud partner of the AmericanJobCenter network

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. CiTi 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, note takers, 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 Center for Academic Success. In order for CiTi to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible. Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora, or the Commission for the Blind and Visually Handicapped (CBVH), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

DEPARTMENT OF VETERANS AFFAIRS (VA)

Affairs information: G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S.government website at www.benefits.va.gov/gibill
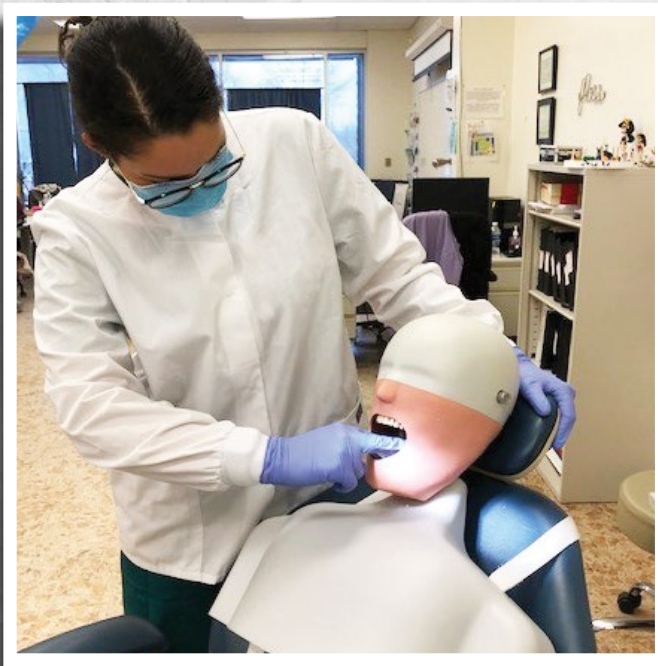
VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:
- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

FERPA

I. Policy Statement
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their Education Records. They include:
- The right to inspect and review their own Education Records;
- The right to request amendment of their own Education Records;
- The right to consent to disclosure of information from their Education records, except to the extent that FERPA authorizes disclosure without consent; and
- The right to file a complaint with the U.S. Functional area of Education concerning alleged failures to comply with FERPA.

II. Reason for Policy
CiTi is required to comply with its obligations under FERPA, including the obligation to advise students of their rights under FERPA.

III. Applicability of the Policy
This policy applies to all functional areas of CiTi that maintain Education Records. As described below, protected "Education Records" include most personally identifiable information pertaining to a student; accoringly, all CiTi personnel having custody of, or responsibility for, student information will review this policy annually with an acknowledgement of understanding.

CiTi will provide all students an annual notification in order that students are aware of this policy and their rights under FERPA.

IV. Related Policies and Documents
- Authorization to Release Student Records
- Personally Identifiable Information Policy
- Privacy Technical Assistance Center (PTAC) – Higher Education Act Restrictions on Releasing Data Appearing on FAFSA

V. Definitions

CiTi Official	See Item VII.
Education Record	Any record, in whatever medium, which contains information directly related to an identifiable student (including but not limited to program grades, GPA, class schedules, disciplinary records, law enforcement records). Education Records do not include records of instructional, administrative and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual, except a temporary substitute; student health records; employment records; alumni records pertaining to the period after the student ceased to be enrolled at CiTi; or grades on peer-graded work before they are collected and recorded by the instructor.
FERPA	The Family Educational Rights and Privacy Act.
Student	Includes all persons enrolled in or auditing courses, either full-time or part-time, from the time of initial enrollment through the actual awarding of a degree, including the time before classes begin, during the academic year, after classes end, and during periods between terms of actual enrollment. A student is subject to adjudication of and sanctions for violations of the law and of the Student Code of Conduct through the campus disciplinary system.
Legitimate Educational Interest	See Item VII.

VII. Procedures

Right to Inspect and Review Education Records. A student has the right to inspect and review one's Education Records. CiTi is obligated to make the records available within 45 calendar days of the request for access. The student shall submit the request to the head of the functional area or designee maintaining the Education Record(s) identifying the Education Record(s) they wish to inspect. The functional area head or designee will make arrangements for access and notify the student of the time and the place where the records may be inspected. If the records are not maintained by the functional area to which the request was submitted, the functional area head should advise the student of the correct functional area to which the request should be addressed. A student can also submit a request for a proxy to gain access to their records.

Right to Request the Amendment of Education Records. A student has the right to request the amendment of their Education Records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. The student shall write to the head of the functional area responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If CiTi decides not to amend the record as requested by the student, CiTi will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing.

Right to Consent to Disclosure of Personally Identifiable Education Record Information. A student has the right to consent to the disclosure of personally identifiable information contained in his or her Education Records, except in instances when FERPA authorizes disclosure without consent. Among the FERPA provisions authorizing disclosure without consent are the following:

CiTi Officials

One exception which permits disclosures without consent is disclosure to CiTi Officials with Legitimate Educational Interests. A "CiTi Official" is a person employed by CiTi in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health staff); a person or company with whom CiTi has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another CiTi Official in performing his or her tasks; or a person volunteering or otherwise performing services for CiTi. A contractor, consultant, volunteer, or other party to whom CiTi has outsourced institutional services or functions may be considered a CiTi Official under this exception only if he, she, or it performs an institutional service or function for which CiTi would otherwise use employees, is under the direct control of CiTi with respect to the use and maintenance of Education Records, and agrees to use the Education Records only for the purposes for which they were disclosed

VII. Procedures Cont.

A CiTi Official has a "Legitimate Educational Interest" if he, she or it needs to review an Education Record in order to (a) perform a task specific to his or her job description or his, her or its contractual or volunteer duties to CiTi, (b) perform a task related to the student's education (including discipline of the student), or (c) provide a service or benefit relating to the student or the student's family.

Emergency Situations

A second exception permits disclosures of Education Records without consent if CiTi determines that there is an articulable and significant threat to the health or safety of the student to whom the Education Records pertain or other individuals, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Directory Information

Another exception which permits disclosures without consent is disclosure of "Directory Information."1 Directory Information at CiTi is defined as: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Directory Information does not include the following unique personal identifiers: a student's social security number, a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems. The identifier cannot be used to gain access to Education Records, except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

A student has the right to withhold the public release of Directory Information pertaining to them by giving notice to the Registrar's Office. The decision to prevent release of Directory Information will remain effective until revoked by the student by subsequent direction to the Registrar's Office. The student's decision will be effective for materials printed after the effective date and for online and other disclosures from and after the effective date.

Student Inspection of Their Record

CiTi will provide services to students and former students to inspect and review their own student record upon request. There are limitations to these requests.

CiTi will not allow students to inspect or review:
- Financial information submitted by parents (except FAFSA information);
- Confidential letters and statements of recommendation to which the student has waived his or her right to inspect and review and that are related to her/his admission, application for employment or job placement, or receipt of honors;
- Educational records that contain information about more than one student. However, in such cases the institution will permit access to that part of the record which pertains only to the inquiring student.

Disclosures to Other Schools

Upon request, CiTi also discloses Education Records without student consent to officials of another school in which a student is enrolled or seeks or intends to enroll, for purposes related to the student's enrollment or transfer.

Right to File a Complaint with the Education Functional Area

A student who believes that their rights under FERPA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Functional Area of Education, 400 Maryland Avenue, SW, Washington, DC 20202- 5920.

Disclosures to Third Parties

CiTi auxiliaries and non-affiliated CiTi organizations may request directory information from the Office of the Registrar. As the designated data custodian of student information for CiTi, the Office of the Registrar is the only unit authorized to release directory information to third parties. Third parties may only request information on student subpopulations based on these elements and these are the only data elements that may be provided.

Third party data requests must be submitted in writing and requests are tracked; the Office of the Registrar retains the right of refusal to provide the information in an electronic format.

All data requests released to third parties include the following responsibility statement:

This information is being provided to you for the one-time requested purpose only. Fulfillment of your request does not constitute endorsement of your organization, product or service. Any false claim (expressed or implied) concerning CiTi is expressly forbidden. Misrepresentation of CiTi with your organization, product or service (e.g. improper use of the CiTi name, seal or logo) will result in the denial of future requests for student information and possible legal action.

Please be advised that the CiTi Office of the Registrar declines to release or sell to the public any student information, student lists, mailing labels or other education record that is not deemed 'Directory Information'.

Confidentiality Precautions

CiTi personnel may not disclose Education Record information except as permitted by FERPA and this policy, and are expected to take precautions to prevent impermissible disclosures. These include, but are not limited to:

- All documents containing personally identifiable information on students must be shredded. These include (among other things) class lists, student folders, grade sheets and transcripts.
- Grades may not be posted on office doors using student social security numbers/student ID (C#). Social security numbers are considered personally identifiable information and are, therefore, confidential.
- CiTi personnel shall consult with the Admissions in the event that they are uncertain as to whether Education Record information may be disclosed in particular circumstances.

Record-keeping Obligations

If a student has not provided consent and the institution is required to disclose, persons who release Education Record information on behalf of CiTi must maintain a record of all requests for and/or releases of this information. The record will indicate the name of the party making the request, any additional party to whom it may be re-released, and the legitimate interest the party had in requesting or obtaining the information. The student may inspect this record of requests. The requirements of this paragraph do not apply to disclosures to (a) the student, (b) a CiTi Official, (c) any party with the student's written consent, (d) a party seeking Directory Information, or (e) a party receiving the information pursuant

to a law enforcement subpoena if the issuing court/agency has ordered that the existence or contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed.

Restrictions on Re-disclosure

Persons who release Education Record information on behalf of CiTi must inform the recipient that the disclosure is subject to the condition that the recipient not disclose the information to any other party without the prior consent of the student. The requirements of this paragraph do not apply to disclosures (a) to the student, (b) to a CiTi Official with a legitimate educational interest, (c) to a party seeking Directory Information, (d) to a party receiving the information pursuant to a judicial order or lawfully issued subpoena, (e) of certain information regarding student disciplinary proceedings as expressly permitted by FERPA, (f) to parties otherwise authorized to receive the information pursuant to FERPA without the student's consent, provided that the parameters of permissible re-disclosure have been established and documented prior to the initial disclosure, or (g) of information provided to CiTi pursuant to federal law concerning sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 (also known as the Wetterling Act).

* FERPA does not mandate the disclosure of Directory Information to anyone, but simply allows CiTi to make such disclosures in the absence of a student's election to opt out using the procedure described in this Policy.

Have questions? Sign up for one of our weekly virtual open houses at CiTiboces.org/ AdultVirtualOpenHouse

Center for Instruction, Technology & Innovation (CiTi)- Cayuga Community College Campus *(Admissions)*
11 River Glen Drive, Storefront #17
Fulton, NY 13069

CiTi Campus *(Mailing Address)*
179 County Route 64
Mexico, NY 13114

Financial Aid (Title IV) is available for selected courses, along with multiple funding opportunities for all programs.

315.593.9400 | **www.CiTiboces.org/adultofferings**

Created by CiTi Public Relations

CiTi pr
Center for Instruction,
Technology & Innovation