

TOMPKINS
CORTLAND
COMMUNITY COLLEGE

COLLEGENOW
COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS



SUMMER 2024

Online Course Catalog

Summer 24 | Online Courses

Listed courses are anticipated to run. Please check tomkinscortland.edu/catalog for an updated list of sections. Students must meet all course prerequisites.

First 5 weeks | May 29- July 3

| Course ID | Title | Section | Credits |
|-----------|---------------------------------|----------|---------|
| ACCT 101 | Principles of Accounting I | BL1 | 4 |
| BIOL 100 | Human Biology | BL2 | 3 |
| BIOL 101 | Principles of Biology | M15 | 3 |
| BIOL 114 | Essentials of Nutrition | BL1 | 3 |
| CAPS 111 | Introduction to Word Processing | BL1 | 1 |
| CAPS 121 | Introduction to Spreadsheets | BL1 | 1 |
| ECON 121 | Principles of Macroecon | BL1 | 3 |
| ENGL 201 | Public Speaking | BL1 | 3 |
| ENGL 204 | Interpersonal Comm. | BL1 | 3 |
| HLTH 207 | Drug Studies | BL1 | 3 |
| MATH 117 | Quant Reasoning | BL1 | 3 |
| PSYC 103 | Introduction to Psychology | BL1, BL2 | 3 |
| SOCI 101 | Introduction to Sociology | BL1 | 3 |

Second 5 weeks | July 8 - August 9

| | | | |
|----------|-------------------------------------|----------|---|
| ACCT 102 | Principles of Accounting II | BL1 | 4 |
| ANTH 202 | Cultural Anthropology | BL1 | 3 |
| ASTR 101 | Introduction to Astronomy | BL1 | 3 |
| BIOL101 | Principles of Biology | BL2 | 3 |
| BUAD 203 | Business Communications | BL1 | 3 |
| BUAD 208 | Princ of Management | BL1 | 3 |
| CAPS 121 | Introduction to Spreadsheets | BL2 | 1 |
| CAPS 131 | Introduction to Databases | BL1 | 1 |
| CHEM 101 | Princ Chemistry 1 | BL2 | 1 |
| ECON 120 | Principles of Microeconomics | BL1 | 3 |
| ENGL 101 | Academic Writing II | BL2 | 3 |
| ENGL 102 | Approaches to Literature | BL1 | 3 |
| ENGL 201 | Public Speaking | BL2 | 3 |
| ENGL 204 | Fundamentals of Interpersonal Comm. | BL3 | 3 |
| HLTH 208 | Alcohol and Alcoholism | BL1 | 3 |
| MATH 117 | Quant Reasoning | BL2 | 3 |
| MATH 120 | College Algebra | BL2 | 4 |
| POSC 103 | American National Government | BL2 | 3 |
| PSYC 103 | Introduction to Psychology | BL3, BL4 | 3 |
| SOCI 101 | Introduction to Sociology | BL2 | 3 |
| SPAN 101 | Beginning Spanish I | BL1 | 4 |

10 weeks | May 29 - August 9

| | | | |
|----------|----------------------------------|-----|---|
| BUAD 201 | Business Law I | BL1 | 3 |
| ENGL 100 | Academic Writing I | BL1 | 3 |
| ENGL 101 | Academic Writing II | BL1 | 3 |
| HRMG 213 | Hospitality Internship | BL1 | 3 |
| HSTY 116 | The West in the World to 1500 | BL1 | 3 |
| HSTY 117 | The West in the World Since 1500 | BL1 | 3 |
| HSTY 201 | American History to 1877 | BL1 | 3 |
| HSTY 202 | American History Since 1877 | BL1 | 3 |
| MATH 138 | Precalculus Mathematics | BL1 | 4 |
| MATH 200 | Statistics | BL1 | 3 |
| MATH 208 | Linear Algebra | BL1 | 4 |
| PYSC 209 | Abnormal Psychology | BL1 | 3 |
| PSYC 263 | Developmental Across Lifespan | BL1 | 3 |



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Learn more at tompkinscortland.edu/CollegeNow by selecting Concurrent Enrollment, then Tompkins Cortland Degree Completion.

**TOMPKINS
CORTLAND**
COMMUNITY COLLEGE

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 101 Principles of Accounting I

Introduces basic accounting concepts and principles for the sole proprietorship with an emphasis on the accounting cycle, and the preparation of financial statements along with their supporting schedules. Emphasis is also placed on the use of special journals, subsidiary ledgers, and valuation accounts. *Prerequisites: Basic arithmetic, beginning college-level reading, and minimal writing skills. 4 Cr. (4 Lec.) prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. 4 Cr.*

ACCT 102 Principles of Accounting II

This course is a continuation of ACCT 101, with emphasis on applications of accounting principles to partnerships and corporations. Topics will include accounting for the formation and operation of both types of business organizations. Cost and Managerial Accounting also are introduced. *Prerequisites: ACCT101; prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills. 4 Cr.*

ANTHROPOLOGY

ANTH 202 Cultural Anthropology

Cultural Anthropology focuses on understanding current living human cultures, and the beliefs and practices that make social life possible. Special attention is given to cultural areas, including family and kinship structure, economic organization, gender roles, enculturation, spirituality and religion, human rights and stratification, cultural change and globalization. Methods and techniques such as field studies and cross-cultural comparisons used by anthropologists to examine cultures will be analyzed and applied. The issues of ethnocentrism and cultural relativism will be addressed through cross-cultural perspectives. Students will also research and conduct a cultural study. **ANTH 202 fulfills the SUNY General Education Other World Civilizations or the Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ASTRONOMY

ASTR 101 Introductory Astronomy

A general study of the fundamental principles of astronomy. The course concerns motions of the earth, members of the solar system, stars, and the universe. **ASTR 101 fulfills the SUNY General Education Natural Sciences requirement.** *Prerequisites: Basic arithmetic and grade-level reading skills. 3 Cr. (3 Lec.)*

BIOLOGY

BIOL 100 Human Biology

Relates biological principles to important issues in human biology. Students learn basics of human biology (anatomy, physiology, life cycle, genetics, nutrition, fitness, disease and ecology). Selected problems, potentials, and breakthroughs in personal health, medical and genetic technology, and environmental sustainability are discussed. **BIOL 100 fulfills the SUNY General Education Natural Sciences requirement.** *Prerequisites: basic arithmetic skills; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.)*

BIOL 101 Principles of Biology I

BIOL 101 presents an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. **BIOL 101 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (2 Lec., 2 Lab.)*

BIOL 114 Essentials of Nutrition

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. **BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

** Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.*

BUSINESS ADMINISTRATION

BUAD 201 Business Law I

Covers the basic origins, structure, procedures and terminology of the American legal system and the foundation of law. This course enables students to understand legal aspects of common business activities. Students become aware of potentially serious legal situations, and learn legal language to facilitate discussion of legal issues. They also learn how and when to contact an attorney, and study specific rules and regulations of laws that govern the court system, e.g., crimes, torts, property (real and personal), and contracts. *Prerequisite: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading skills. 3 Cr. (3 Lec.)*

BUAD 203 Business Communications

Introduces fundamental concepts and techniques of effective communications in business with emphasis on writing business letters, memoranda, and reports. Consideration is given to collecting data and organizing materials for the presentation of a business report. The importance of the psychological approach to modern business communications is stressed. *Prerequisite: ENGL100*; beginning college-level reading skills. 3 Cr. (3 Lec.)*

BUAD 208 Principles of Management

Focuses on contemporary management techniques with a minimal amount of time devoted to the personnel function. The course introduces students to the basic managerial functions of planning, organizing, staffing, directing, and controlling. Class time is also devoted to total quality management and computer use in management. *Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.)*

CHEMISTRY

CHEM 101 Principles of Chemistry I

This is a study of the basic principles of chemistry including measurement, atomic structure, bonding, mole concept, stoichiometry, and chemical formulas and equations. It is intended for students who have not had a chemistry course. Laboratory experiments are hands-on, wet-lab, performed in a traditional chemistry lab under supervision of a chemistry professor. Substantial outside preparation for the laboratories is required. CHEM 101 fulfills the SUNY General Education Natural Sciences requirement. A student may only apply credit earned in CHEM 101 or CHEM 107 toward degree requirements. *PREREQUISITES: MATH 095 or MATH 098 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 4 Cr. (3 Lec., 2 Lab.)*

COMPUTER APPLICATIONS

CAPS 111 Introduction to Word Processing

An introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Word. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; grade-level reading skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)*

CAPS 121 Introduction to Spreadsheets

An introduction to the operation and uses of a spreadsheet program. Topics covered parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Excel and include working with cells and cell data, managing d, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks.)*

CAPS 131 Introduction to Databases

An introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels. Students taking this course in an online format must have access to a computer with Access. *Prerequisite: Familiarity working in a Microsoft Windows environment is recommended; basic arithmetic, beginning college-level reading, and minimal writing skills. 1 Cr. (2 Lec., 2 Lab. for 5 weeks)*

ECONOMICS

ECON 120 Principles of Microeconomics

An analytical introduction to the processes by which economic resources are allocated and income is distributed. Concepts addressed include scarcity and opportunity cost, utility, supply and demand, elasticity, production costs, pricing under perfect and imperfect competition, the role of government, and the theory of international trade and finance. **ECON 120 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

ECON 121 Principles of Macroeconomics

An analytical introduction to alternative macroeconomic theories of national output and income determination. Topics include the business cycle, unemployment, inflation, national income accounting, fiscal policy, deficits and debt, monetary policy, the Federal Reserve system, supply-side policy, theory and reality. This course is expressly designed to serve the needs of students intending to transfer to a four-year institution. ECON 121 fulfills the SUNY General Education Social Sciences requirement. A student who completes this course may not also count credit earned in ECON 101 toward degree requirements. *Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100; MATH 090 if required by placement testing.* 3 Cr. (3 Lec.) Fall and spring semesters.

ENGLISH

ENGL 100 Academic Writing I

Students develop critical thinking skills as they learn to write and revise essays using appropriate rhetorical strategies and correct grammar. Context for the writing assignments, which may be centered on a theme, is provided by readings drawn from a variety of academic disciplines. Students learn how to summarize, paraphrase, quote, and synthesize sources. Students are introduced to the research process, information literacy, and documentation styles. A C or better grade is required to pass this course and to take ENGL 101. ENGL 100* fulfills the SUNY General Education Basic Communication requirement. *Prerequisite: C or better grade in ENGL 099 or appropriate assessment test score.* 3 Cr. (3 Lec.)

ENGL 101 Academic Writing II

Students develop and refine an effective writing process of planning, invention, drafting, and revision. They develop the critical thinking skills necessary to research topics and write and revise academic papers. Context for the assignments, which may be centered on a theme, is provided by scholarly readings drawn from a variety of disciplines. Students develop information literacy skills as they engage in the research process. Student writing will be properly documented.

ENGL 101 fulfills the SUNY General Education Basic Communication requirement. *Prerequisite: ENGL100; beginning college-level reading skills.* 3 Cr. (3 Lec.)

ENGL 102 Approaches to Literature

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. **ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered.** *Prerequisite: ENGL101; beginning college-level reading skills.* 3 Cr. (3 Lec.)

ENGL 201 Public Speaking

Public Speaking is designed for students from any discipline at any level to improve skills for speeches and oral presentations. Analyzing and adapting to different audiences, purposes, and situations is required. A primary focus of the course will be selecting and organizing information into effective ethical speeches while using available technology to enhance presentations. The course offers an opportunity for practice and discussion of the use of research, diversity in civic life and public discourse, and delivery strategies. *Prerequisite: C or better grade in ENGL 099 or appropriate assessment test score.* 3 Cr. (3 Lec.)

ENGL 204 Interpersonal Communication

This course is an introduction to the basic principles of interpersonal communication. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing skills that contribute to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, language, listening, assertiveness, social roles, and conflict management. Emphasis is placed on class participation. *Prerequisite: ENGL100*; beginning college-level reading skills.* 3 Cr. (3 Lec.)

HEALTH

HLTH 207 Drug Studies

This course deals with current problems, views, and attitudes concerning psychoactive drugs and their usage. Students explore the effects of drugs on human physiology and interpersonal functioning. They are encouraged to consider their own relationship with chemicals and evaluate information related to specific subject matter. *Prerequisites: Beginning college-level reading and minimal writing skills.* 3 Cr. (3 Lec.) *prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills.* 4 Cr.

HLTH 208 Alcohol and Alcoholism

A study of the drug alcohol and the disease alcoholism. All facets of the subject are discussed, including the sociological, psychological, and physiological. Experts who represent various areas, such as the medical profession, the law, rehabilitation, counseling, and psychiatry are called upon to share their knowledge and expertise with the class. An honest and practical look is taken at a drug affecting most of us in some way. *Prerequisites: Beginning college-level reading and minimal writing skills.* 3 Cr. (3 Lec.) *prior completion or concurrent enrollment in ENGL100*; basic arithmetic and beginning college-level reading skills.* 4 Cr.

HISTORY

HSTY courses do not need to be taken in sequence.

HSTY 116 The West in the World to 1500

This course surveys the major historical developments of world regions from the ancient era to 1500 CE (Common Era). Special emphasis is placed on reading, interpreting, and discussing primary source documents to familiarize students with the practice of historical research. **HSTY 116 fulfills the SUNY General Education World History and Global Awareness Knowledge and Skills Area.** *Prerequisite: Prior completion of, or concurrent enrollment in ENGL 100.*

HSTY 117 The West in the World Since 1500

This course surveys the major historical developments of world regions from 1500 CE (Common Era) to the modern era. Special emphasis is placed on reading, interpreting, and discussing primary source documents to familiarize students with the practice of historical research. **HSTY 117 fulfills the SUNY General Education World History and Global Awareness Knowledge and Skills Area.** *Prerequisite: Prior completion of, or concurrent enrollment in ENGL 100.*

HSTY 201 American History to 1877

This is a study of the American people from the point of European contact to the end of the Reconstruction period. Selected issues emphasized include the impact of European intervention on Native American civilizations, the development of the American republic, westward expansion, immigration, economic and religious ideals, the institution of slavery, sectionalism, early social reform movements including women's rights and abolition, and the war between the states. **HSTY 201 fulfills the SUNY General Education American History requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

HSTY 202 American History Since 1877

This course analyzes problems faced by the American people since the end of Reconstruction. Issues include the effects of industrialization, social, economic and political reform, imperialism, immigration, urbanization, populism, progressivism, the transformation from isolationism to a position of world power, the New Deal, World War I, World War II, the Cold War, revival of feminism and racism. **HSTY 202 fulfills the SUNY General Education American History requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL101; beginning college-level reading and basic arithmetic skills. 3 Cr. (3 Lec.)*

HUMAN SERVICES

HRMG 213 Hospitality Internship

Through employment, mentorship and self-directed studies at a hospitality related organization, Hotel Restaurant and Management majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete three credits before graduation, a minimum of 150 hours (10 hours per week for 15 weeks) of acceptable and appropriate employment at an approved organization. Six credits may be earned by completing a work experience minimum of 270 hours (18 hours per week for 15 weeks). *Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; approval by faculty advisor and Hotel and Restaurant Management Program Chair. 3 Cr. (9 Lab.)*

MATHEMATICS

MATH 117 Quantitative Reasoning

This course gives students a foundation in quantitative reasoning across several mathematics topics. Students will use critical thinking skills to solve problems and examine where math is used and impacts the world around them. Topics will include number theory, proportional reasoning, probability, statistics, beginning algebra, math modeling, geometry, and financial math. Other mathematical topics may be explored at the discretion of the instructor. **MATH 117 fulfills the SUNY GEN ED Mathematics requirement.** 3 Cr. (3 Lec.)

MATH 120 College Algebra

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities. A specified model of a scientific calculator is recommended. **MATH 120 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: Mastery of basic mathematical skills and beginning algebra skills, such as solving of linear equations, graphing, and factoring; minimal writing and beginning college-level skills. 4 Cr. (4 Lec.)*

MATH 138 Precalculus Mathematics

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include; theory of functions and radicals, right triangle trigonometry, analytic trigonometry, law of sines, law of cosines, trigonometry with applications, vectors, polar coordinates, binomial theorem and conic sections. **MATH 138 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: C or better grade in MATH 122 or MATH 120 (College Algebra), or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL 100; beginning college-level-reading skills. 4 Cr. (4 Lec.)*

** Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.*

MATH 200 **Statistics |**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. **MATH 200 fulfills the SUNY General Education Mathematics requirement.** *Prerequisites: C or better grade in MATH 098 or MATH 120 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100.* 3 Cr. (3 Lec.) Fall and spring semesters.

MATH 208 **Linear Algebra**

This course covers topics that involve emphasis on algebra, geometry, pre-calculus, and calculus skills. Topics include systems of linear equations, matrices and matrix operations, Euclidean n-space, vectors (algebraically and geometrically), linear transformations, vector spaces, eigenvalues, and eigenvectors. *Prerequisites: Beginning college-level reading skills; prior completion or concurrent enrollment in ENGL 100 and MATH 201.* 4 Cr. (4 Lec.)

POLITICAL SCIENCE

POSC 103 **American National Government**

An examination of the essentials of the American constitutional system, the function of political parties, the concept of the federal system, the role of administrative agencies, the methods by which foreign affairs are conducted, and the manners in which conflicting ideals are resolved in a democratic system. **POSC 103 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

PSYCHOLOGY

PSYC 103 **Introduction to Psychology**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. **PSYC 103 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

PSYC 209 **Abnormal Psychology**

This course helps students acquire a better understanding of the origins of maladaptive personal reactions to life and its problems. Diagnostic symptoms, etiology, treatment, and prevention of each category of psychological disorders are emphasized. **PSYC 209 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL100*, and PSYC103; beginning college-level reading and arithmetic and beginning algebra skills.* 3 Cr. (3 Lec.)

PSYC 263 **Development Across the Lifespan**

This course will examine human development across the lifespan. Focus will be on physical, cognitive, psychosocial aspects of development as a life-long process. Special attention will be given to the major themes, theories, research findings and debates in the field. The impact of ethnic, gender, and cultural factors on development will be examined. **PSYC 263 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisites: Completion of RDNG 116 if required by placement testing; PSYC 103; prior completion or concurrent enrollment in ENGL 101.* 3 Cr. (3 Lec.)

SOCIOLOGY

SOCI 101 **Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. **SOCI 101 fulfills the SUNY General Education Social Sciences requirement.** *Prerequisite: Prior completion or concurrent enrollment in ENGL100*; beginning college-level reading and basic arithmetic skills.* 3 Cr. (3 Lec.)

SPANISH

SPAN 101 **Beginning Spanish I**

Designed for students with no background in Spanish, the course focuses on the essentials of Spanish grammar and the vocabulary needed for effective communication in everyday situations. Primary emphasis is placed on developing listening comprehension, speaking, reading, and writing skills. The culture, people, and geography of the Spanish-speaking world are also studied. **SPAN 101 fulfills the SUNY General Education Foreign Language requirement.** *Prerequisites: Prior completion or concurrent enrollment in ENGL 100*; beginning college-level reading.* 4 Cr. (4 Lec.)

* Instructor permission required for students without ENGL100 credit. ENGL100 includes review of basic writing skills. Students write essays in response to academic texts and are introduced to library research and the documentation of sources.

Your Keys to Success

ONE WEEK BEFORE THE START DATE

Go to tomkinscortland.edu/collegenow, select CollegeNow online.

Review and discuss the online course with your mentor.

Check myTC3 email for announcements and updates.

Log in to Brightspace, review the course outline and available materials.

Schedule meetings with your mentor.

Obtain your textbook right away: tomkinscortland.edu/bookstore

Complete the REQUIRED Brightspace Orientation

TECHNICAL SUPPORT AND TUTORING

On-campus and online tutoring:

tomkinscortland.edu/library, then select Services.

OpenSUNY helpdesk:

openSUNYhelp@suny.edu or 800.875.6269

IMPORTANT DATES

First 5-week classes

May 29 - July 3

last day to add - June 3 (M)

last day to drop - June 6 (R)

last day to withdraw W - June 27 (R)

Second 5-week classes

July 8 - August 9

last day to add - July 11 (R)

last day to drop - July 16 (T)

last day to withdraw - July 18 (W)

Ten week session

May 29 - August 9

last day to add - June 6 (R)

last day to drop - June 11 (T)

last day to withdraw W - July 30 (T)

THINGS TO CONSIDER

Ten-week online courses move quickly, and five-week courses are very fast paced, often requiring up to three hours of study and covering several chapters per week.

Make sure you have ample time in your schedule before beginning the course.

Online courses follow the college calendar NOT the high school calendar.

Don't forget to factor in other commitments including work or family vacation before you register.

If you feel you cannot successfully complete the course, drop the course by deadlines noted under Important Dates.

Summer 2024

DO'S AND DONT'S

DO log in everyday and actively participate in the course. If you don't participate for two consecutive weeks, you may be Administratively Withdrawn.

DON'T just stop logging in if you need to drop or withdraw from the course. See your mentor to submit an official request to the CollegeNow Office.

DO print the course outline, enter all due dates into your planner, and set reminders on your smartphone.

DON'T procrastinate! Plan to complete assignments early to avoid any delays if you encounter technical issues.

DO check in with your mentor at least once per week. Share any concerns you have about the course.

DON'T be shy! Ask your instructor for clarification immediately if you are confused.

DO your best! Your grade will appear on your college transcript. For more info, go to tomkinscortland.edu/collegenow and select Starting a College Transcript.

For more tips, visit
tomkinscortland.edu/collegenow
and select CollegeNow Online,
Online Success Checklist.

HIGH SCHOOL/HOMESCHOOL STUDENT REGISTRATION FORM

SEMESTER _____ YEAR _____

PLEASE PROVIDE ALL OF THE INFORMATION. PRINT CLEARLY.

High School _____ Anticipated Date of High School Graduation _____

Social Security Number _____

Legal Name* (Last, First, M.I.) _____

Date of Birth (Month/Day/Year) _____ Sex assigned at birth*: Male Female

Street Address/P.O. Box _____

City/State/Zip _____ County _____

Email Address _____

Phone Number _____

Parent/Guardian Name (Last, First, Middle) _____

Citizenship Information:

U.S. Citizen
 Permanent Resident
Country of citizenship _____

Not a U.S. Citizen
Country of citizenship _____

Visa Type _____

Are you Hispanic/Latino?
 Yes No

If yes, check only ONE of the following:

Central American
 Cuban
 Dominican
 Mexican
 Puerto Rican
 South American
 Other Hispanic/Latino

**Please indicate your race
(select one or more):**

American Indian or Alaskan Native
 Asian
 Black/African American
 Native Hawaiian or Other Pacific Islander
 White

Once registered, students have the opportunity to declare preferred name, pronouns, and gender identity" by emailing collegenow@tompkinscortland.edu.

COURSES

NOTE: Students wishing to take a course requiring a prerequisite must provide proof (unofficial transcript, grade report) of successful completion of the prerequisite course or receive the course instructor's permission in order to register.

| Course Name/Number | Session | Section | Credits |
|--------------------|----------|---------|---------|
| Sample: ECON 101 | Full 5WK | BL1 | 3 |
| | | | |
| | | | |
| | | | |

By signing below and registering for the above course(s):

I agree to abide by all campus/college rules and regulations that are in effect.

I agree to pay Tompkins Cortland Community College for tuition and fees and any reasonable collection costs if applicable.

I grant my counselor/mentor permission to discuss my academic progress with CollegeNow and to view my online course information.

I grant CollegeNow to send my grade to my high school at the end of the semester.

Student Signature _____ Date _____

Parent or guardian signature if student under 18 years of age

Date _____

HS Counselor/Mentor Signature _____ Date _____

HS Counselor/Mentor Email _____

IMPORTANT:

*High school credit is solely determined by the student's high school. *All CollegeNow students must be registered for their course by the end of the first day of classes.

A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.

You must provide the CollegeNow Office with a certificate of residence. Certificates of residence are valid for one year.

METHOD OF PAYMENT

Total Amount Enclosed \$ _____

Check/money order enclosed payable to Tompkins Cortland Community College

 MasterCard  VISA  Discover

Cardholder's Name _____

Card Number _____

Expiration Date _____ CVV Code _____

Signature _____

SUMMER 2024 | Methods of Payment

Payment is due by May 29, 2024

PAYMENT

Payment for the course may be made by the student or by the school. Schools that require an invoice from Tompkins Cortland Community College should contact the CollegeNow office. All payments may be made by phone, fax, mail, or through your myTC3 account.

Cash, check, money order, third party, or credit card. Visa, MasterCard, and Discover are accepted. Checks and money orders must be made payable to Tompkins Cortland Community College.

TUITION

All registered students must have a valid Certificate of Residency (COR) on file. The Certificate of Residency proves student is a resident of New York State for one year and a resident of their county for six months.

| | With COR on file | Without COR on file |
|-----------------------------|------------------|---------------------|
| Full-Time (per semester) | \$2,785.00 | \$5,727.00 |
| Part-Time (per credit hour) | \$208.00 | \$425.00 |

STUDENT SERVICE FEES

| | |
|-------------------------------------|---------|
| Technology Fee (per credit hour) | \$23.00 |
| OER Fee (per course, if applicable) | \$10.00 |
| ID Fee (per semester) | \$25.00 |

| | |
|---------------------------------------|----------|
| Student Life Fee – On-Campus Students | |
| Full-Time (per semester) | \$379.00 |
| Part-Time (per credit hour) | \$25.00 |
| Evening (per credit hour) | \$25.00 |

A VALID CERTIFICATE OF RESIDENCE IS REQUIRED.

You must provide the CollegeNow Office with a certificate of residence. Certificates of residence are valid for one year.

**High school students taking online classes who reside in Tompkins County are exempt from providing a COR. Please contact CollegeNow for information regarding COR requirements and deadlines.

REFUND POLICY

If you drop or withdraw from a course you will be charged non-refundable tuition and associated fees (if any were applied) according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student.

| | |
|------------------------------------|------|
| Prior to the start of classes: | 0% |
| During the first week of classes: | 25% |
| During the second week of classes: | 50% |
| During the third week of classes: | 75% |
| After the third week of classes: | 100% |

Summer/Winter (Payment of winter session classes must be made at the time of registration.)

| | |
|--|------|
| On or before last date to drop a course: | 0% |
| After the last date to drop a course: | 100% |

Non-payment of tuition does not constitute an automatic withdrawal.

Tuition must be paid for transcript to be released. Registration holds will be placed on unpaid accounts.

On Campus/part-time

| | |
|----------------------------------|-----------------|
| 3 credits X \$208.00/credit hour | \$624.00 |
| ID Fee | \$25.00 |
| Technology Fee | \$69.00 |
| Student Life Fee | \$75.00 |
| OER Fee | \$10.00 |
| TOTAL | \$803.00 |

Online/part-time

| | |
|----------------------------------|-----------------|
| 3 credits X \$208.00/credit hour | \$624.00 |
| ID Fee | \$25.00 |
| Technology Fee | \$69.00 |
| OER Fee | \$10.00 |
| Web Fee | \$18.00 |
| TOTAL | \$746.00 |

Online Asynchronous

- Class instruction is 100% online asynchronous. Instruction not occurring at a specified meeting time.
- Class instruction and activities occur via Blackboard, which is the College's Online Learning Management System. Instructors post lessons, assignments, videos and other course material online.
- Students are expected to actively participate in the online environment and meet deadlines, but there are no specific class sessions. These courses use Blackboard heavily/exclusively, and students are expected to participate in the online environment heavily.
- Section codes start with BL_.

Live Online Meetings

- Class instruction is 100% live online classes/labs.
- Class meetings are held at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams).
Example: 3 credits, meets online Monday and Wednesday 9-10:15 a.m.

Live Online and Online Asynchronous Blend

- Class instruction is a blend of live online class/labs and online asynchronous. Instruction does not occur at a specified meeting time.
- Class meetings are held at a regularly scheduled time (usually once, twice, or three times a week) via a web platform (like Microsoft Teams). Additional class instruction and activities occur via Blackboard.
Example: 3 credits, meets online Monday 9-10:15 a.m. Additional instruction and assignments occur through Blackboard.

Online Flex

- Students have the option of attending class sessions live online or watching recordings of the live online sessions later.