



# 2017 – 2019

# STUDENT HANDBOOK

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**University at Buffalo**  
**Educational Opportunity Center**  
555 Ellicott Street  
Buffalo, NY 14203  
Telephone: (716) 645-1900  
[www.buffalo.edu/eoc](http://www.buffalo.edu/eoc)

**2017 – 2019**  
**STUDENT HANDBOOK AND PLANNER**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**STUDENT NO.** \_\_\_\_\_

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**University at Buffalo**  
*The State University of New York*

Educational Opportunity Center  
Office of the Executive Director

Dear Students:

It is with pleasure that I welcome you to the University at Buffalo Educational Opportunity Center (UBEOC). Also, congratulations on realizing that you have the skill and desire to continue to grow and develop so that you can enter the workforce, maintain your job, become eligible for a promotion or enter a postsecondary educational experience.

The UBEOC has faculty and staff who are committed to ensuring that you reach your educational and vocational goals. Your presence here today is acknowledgment of your commitment to become lifelong learners who are self-directed, empowered, and committed to excellence. I am aware that as adult learners you have the extra responsibilities of family and career obligations that traditional students may not have had to navigate. I continue to be impressed by your desire to grow both personally and professionally and I am overjoyed that the UBEOC will be a participant in that process.

This handbook has been developed to help you get acquainted with the UBEOC and the many services available to you as a student. Please refer to the handbook for information about student support services, courses and workshops, and guidelines for behavior. If you still have questions after reading this handbook, please feel free to speak to any faculty or staff member for additional assistance.

I wish you success as you engage in learning experiences that increase your opportunity for life-long success and prepares you for the 21<sup>st</sup> century.

Sincerely,



Julius Gregg Adams, Ph.D.  
Executive Director

## **UBEOC MISSION**

The University at Buffalo Educational Opportunity Center (UBEOC) was opened in 1973. The Center is administered by the University Center for Academic and Workforce Development of the State University of New York and is sponsored by the University at Buffalo. Formed by the merger of the Urban Center and Cooperative College Center, its major purpose is to provide instructional programs and supportive services to those who have limited educational and financial opportunities.

The mission of the University at Buffalo Educational Opportunity Center is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills that are necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students, as well as to the demands of our community and serve as first steps toward the attainment of long-term educational and employment goals.

## **VALUE STATEMENT**

The faculty, staff, and community partners of the University at Buffalo Educational Opportunity Center believes that our students entrust us with providing learning experiences that will enhance their life-long success. As we emerge into the 21<sup>st</sup> century, we are dedicated to fulfilling that trust by providing an educational environment that addresses the needs of an increasingly diverse student population. In pursuit of that environment, we are committed to fostering personal growth, intellectual development and economic independence.



**ROOM DIRECTORY**

**FIRST FLOOR**

Admissions Office.....Room #101

Administrative Services Office.....Room #108

Conference Center.....Room #105

Testing Center.....Room #106

**Security Desk (716-645-1889)**

**SECOND FLOOR**

Career Planning & Placement.....Room #205

Technology Enhanced Classroom.....Room #201

Community & College Connections.....Room #205 + #205G

Information Commons.....Room #206

Prayer Room.....Room #206B

**Classrooms  
Student Lockers  
Vending Machines & Student Kitchenette**

**THIRD FLOOR**

Associate Executive Director's Office.....Room #300

Counseling & Advisement Office.....Room #305

**Classrooms  
Faculty Offices  
Student Lockers**

**FOURTH FLOOR**

Executive Director’s Office.....Room #400

Alumni Affairs and Student Development.....Room #407

ATTAIN Lab.....Room #405

**Classrooms  
Faculty Offices  
Student Lockers**

***Refer to the UBEOC website for a directory of individual  
faculty/staff and administrative contact information  
([www.eoc.buffalo.edu](http://www.eoc.buffalo.edu)).***

## UBEOC Academic Calendar (2017 – 2019)

	2017-2018	2018-2019
<b>Classes begin</b>	<b>Aug. 28 (M)</b>	<b>Aug. 27 (M)</b>
<b>Labor Day (Center Closed)</b>	<b>Sept. 4 (M)</b>	<b>Sept. 3 (M)</b>
<b>First Quarter Ends</b>	<b>Oct. 17 (Tu)</b>	<b>Oct. 16 (Tu)</b>
<b>Second Quarter Begins</b>	<b>Oct. 23 (M)</b>	<b>Oct. 22 (M)</b>
<b>Thanksgiving Recess (Center Closed)</b>	<b>Nov. 23 (Th) – Nov. 24 (F)</b>	<b>Nov. 22 (Th) – Nov. 23 (F)</b>
<b>Second Quarter Ends</b>	<b>Dec. 15 (Fri)</b>	<b>Dec. 14 (Fri)</b>
<b>Winter Recess Begins</b>	<b>Dec. 21 (Th)</b>	<b>Dec.20 (Th)</b>
<b>Winter Recess Ends</b>	<b>Dec. 29 (Fr)</b>	<b>Dec. 28 (Fr)</b>
<b>New Year's (Center Closed)</b>	<b>Jan. 1 (M)</b>	<b>Jan. 1 (Tu)</b>
<b>Third Quarter Begins</b>	<b>Jan. 8 (M)</b>	<b>Jan. 7 (M)</b>
<b>Dr. Martin Luther King, Jr. Day (Center Closed)</b>	<b>Jan. 15 (M)</b>	<b>Jan. 21 (M)</b>
<b>Third Quarter Ends</b>	<b>Feb. 27 (Tu)</b>	<b>Feb. 26 (Tu)</b>
<b>Spring Recess Begins</b>	<b>Mar. 5 (M)</b>	<b>Mar. 4 (M)</b>
<b>Spring Recess Ends</b>	<b>Mar. 9 (F)</b>	<b>Mar. 8 (F)</b>
<b>Fourth Quarter Begins</b>	<b>Mar. 12 (M)</b>	<b>Mar. 11 (M)</b>
<b>Last Day of Classes</b>	<b>May 8 (Tu)</b>	<b>May 7 (Tu)</b>
<b>Graduation</b>	<b>May 23 (W)</b>	<b>May 22 (W)</b>

The University at Buffalo EOC (UBEOC) academic calendar is set by the appointed EOC Calendar Committee, and in conjunction with the University at Buffalo academic calendar. Both calendars may change at the discretion of the University and EOC respectively. Applicable floating holidays are designated annually.

## **ADMISSIONS**

### **Eligibility to Attend the UBEOC**

Individuals are eligible for enrollment at the UBEOC, if they:

- Are adults or legally out-of-school youth, who have attained the age of 17.
- Are residents of New York State for the previous 12 months.
- Meet both academic and economic criteria established in the EOC guidelines.
- Are a US Citizen, Permanent Resident or Refugee.

Eligibility is established at the time of registration and maintained while the student is continuously enrolled. If enrollment is interrupted, eligibility must be re-evaluated to determine if the former student meets all of the above eligibility requirements and enrolls in programs/courses consistent with movement toward self-sufficiency.

### **Re-Admission**

Individuals who had been an UBEOC student in a previous academic year must reestablish their eligibility for admission to the UBEOC by submitting the proper documentation and applications, and by completing the admissions process.

### **Graduation**

The Buffalo EOC recognizes student success by holding a graduation ceremony each May. Students who have successfully completed their academic or vocational program during the school term are encouraged to invite family and friends to celebrate their accomplishments, as they walk across the stage in a cap and gown. University at Buffalo faculty and staff, University Center for Academic and Workforce Development representatives, as well as community partners also attend this ceremony. Students should see their Counselor to sign up for graduation.

## **INSTRUCTIONAL PROGRAMS**

### **Academic Programs**

#### **High School Equivalency**

Successful completion of the HSE Program prepares students to pass the New York State Test Assessment Secondary Completion (TASC) Exam. Students receive instruction in English grammar and usage, essay writing, social studies, science, literature and the arts, math, study skills and test-taking techniques. Students also are provided with the opportunity to interact with various computer-based programs and activities. The TASC Readiness Test is administered to students to help them determine their readiness to sit for the exam.

#### **College Preparation Program**

The College Preparation Program (CPP) is designed to improve students' skills that are necessary to perform effectively in college. CPP focuses on the students who scored less than 7.5 on the reading portion of the TABE Pre-Test and less than 7.0 on the math portion of the TABE Pre-Test. The curriculum stresses developmental reading, writing, math skills, computer literacy skills; life management skills and work readiness skills to enhance personal development. Students in this pathway will be exposed to the college campus experience.

### **Foundation Programs**

#### **English as a Second Language (ESL) Basic, Intermediate and Advanced**

The ESL Program afford students with limited English proficiency the opportunity to master speaking, listening, reading and writing skills in English. Students receive basic instruction in computer operation and have numerous software programs available to them to help.

## **Academic Review**

The Academic Review program includes three components that provide a continuum of remediation from basic education to pre-High School Equivalency Preparation.

The Academic Review (Basic Education/Literacy) program will provide remediation for High School Equivalency examination preparation, college preparation and/or vocational training programs. The TABE Score for entry into this level will be 5.0 in Reading and 5.0 in the Math.

The Academic Review (Advanced) program will provide remediation opportunities for High School Equivalency Preparation, college preparation and/or vocational training programs. The TABE Score for entry into this level will be 7.5 in Reading and 7.0 in Math.

The Pre- High School Equivalency Preparation for students who need more intensified instruction in order to advance to the HSE program or sit for the TASC. Students must have an 8.0 in both Reading and Math.

## **Incumbent Worker Series**

This program provides study techniques and strategies that will help students approach civil services exams in a logical way.

Students learn the most common information found on civil services exams. Students will also receive:

- Introduction and general overview of the examination.
- The Test Preparation Book for their specific exam.
- Study and test taking techniques.
- Example exercises and discussion section.
- Situational Judgment exercises with decision-making and problem solving activities.
- Civil Service Study Guide.
- Full-Length Practice Test and Answer Key with explanations.

## Vocational Programs

### **Customer Service**

The program provides instruction on various topics related to customer relations: Basic Customer Service Skills, interpersonal skills, organizational communication and computer skills. The program familiarizes the learner with the underlying benefits and skills needed to establish team and customer relationships. This program explores how to avoid communication breakdowns, by involving students in problem solving and being able to communicate effectively in the global community.

### **Dental Assisting**

#### **Pathway I**

Provides students with the opportunity to sit for the NYS licensing exam for Dental Assistant. Additionally they can sit for the Dental Assisting National Board (DANB) certification exam to become a Certified Dental Assistant (CDA).

#### **Pathway II**

Provides students with the opportunity to seek employment and work independently with a faculty advisor. With the recommendation of the Faculty and successful completion of the required coursework, the student will go into the second semester course work in preparation for the New York State registered Program/Non-Accredited. The student will be required to meet with the faculty mentor once per week or bi-weekly as recommended. Faculty members will offer these services in the late afternoon or early evening hours.

#### **Pathway III**

Provides students with the option to get training and seek immediate employment as a non-licensed qualified Dental Assistant at the end of the first semester. The student would receive a completion certification as a Non-NYS Registered/Non-

American Dental Association accredited qualified Dental Assisting.

Each of the pathways target various students who are looking for flexible instructional opportunities.

### **Registered Medical Assistant**

The Registered Medical Assistant program encompasses both the administrative and clinical competencies required for National Certification by the American Medical Technologists. The program offers flexible instructional opportunities, including online training and explores administrative skills, electronic health records, medical billing, basic patient care, vital signs, as well as preparing patients for examinations and assisting the physician during an examination. After successfully completing the program and 160 hours of administrative/clinical experience within a clinical setting, the student will be qualified to take the Registered Medical Assistant Exam.

### **Medical Billing and Coding**

The Medical Billing and Coding profession is one of the fastest growing healthcare positions in the Allied Health field. The Medical Billing & Coding program is an intermediate level program in anatomy & physiology, medical terminology, CPT/ICD-10 (Current Procedural Terminology/International Classification of Diseases) coding, HCPCS (Healthcare Common Procedural Coding System) and insurance process utilizing industry-standard billing software. After successfully completing the program, the student will be qualified to take the National Medical Billing and Coding Specialist Exam.

### **Central Sterilization Technician Program**

The Central Sterilization Program is designed to provide classroom instruction to a non-experienced student in the competencies required to obtain employment as a Certified Central Sterilization Technician. This program will address



various topics related to the cleaning, disinfection and sterilization of patient equipment. The successful completion of this program is a requirement to sit for the National Certification Exam.

### **Central Sterilization Technician Recertification Program**

The Central Sterilization Program is designed to update the credential of healthcare professionals. The program will provide the employed healthcare professionals with the skills necessary to meet the New York State law requiring certification. The Central Sterilization program will address various topics related to the cleaning, disinfection, and sterilization of patient equipment. The program will assist the students to understand the basic hard skills necessary to provide a safe product for patient use.

### **Patient Services Technician Specialist**

The Patient Service Technician program will provide students with a basic knowledge and experience within a laboratory environment with a focus on patient vital signs, non-blood specimen collection, receiving, processing, labeling, distribution, patient verification, insurance billing and venipuncture training. After successfully completing the program, the student will be qualified to take the National Phlebotomy Exam.

### **Certified Nursing Assistant**

The program provides classroom instruction in the competencies required to review the administration of basic nursing care to patients in a healthcare facility. The program includes hands on experience in a clinical setting of practical responsibilities and duties of a nurse's assistant. Upon completion of the first portion of the training, students will be eligible to sit for the NYS Nursing Home Nurse Aide Certification exam.

## **Certified Nursing Assistant Recertification**

The program provides preparation for students whose certification as a CNA has lapsed. The review provides hands on experience in a clinical setting to prepare students to take the NYS Nursing Home Nurse Aide Certification exam.

## **WAIVER POLICY & PROCEDURES FOR ALL PROGRAMS**

The Director of the Instructional Services Unit may consider approving a course waiver for a student under the following circumstances or conditions:

- The student is able to provide written evidence that he or she has had an equivalent course in the past 1-4 years from an accredited educational institution.
  
- The student is able to provide written or practical evidence that he or she has had a significant academic experience in the past 1-4 years, relevant and equivalent to the competency for which a mandatory course at UBEOC is designed to prepare the student.

## **PROCEDURES FOR WAIVER:**

1. Waiver forms are obtained from the Instructional Services Unit.
  
2. Waiver forms must specify the reasons for the waiver and be signed by the course instructor.
  
3. The request is not valid until a completed waiver form has been submitted to the Director of the Instructional Services Unit, accompanied with all required documentation.
  
4. Once approved, the waiver form will be signed by the Director of the Instructional Services Unit.

5. A copy of the approved waiver by the Director of the Instructional Services Unit will be provided to the instructor and student.

## **ACADEMIC SUPPORT SERVICES**

### **High School Equivalency (HSE) Boot Camp**

The HSE BOOT CAMP helps students determine their academic preparedness to sit for the HSE TASC Readiness exam and/or the Official TASC exam.

Candidates who attend the one-day HSE BOOT CAMP session will obtain the following information:

- Grading system changes between the HSE and TASC exams.
- Grandfather clause for the TASC exam.
- Breakdown of time allotted and number of questions on each subtest for the HSE Readiness.
- Academic drills conducted by instructors for each subtest (English language arts, including reading and writing), math, science, and social studies.

Candidates who sit for the TASC Readiness Predictor (practice) test will obtain an assessment of their readiness to take and pass the HSE TASC exam. Some of the benefits of taking this test include:

- Take the practice test in a friendly learning environment.
- Identify your academic strengths and weaknesses.
- Get referred to HSE preparation classes, if needed.
- Once ready to take the State HSE TASC exam, you will be scheduled for the next available exam.

***To take the official NYS TASC Exam, you must first take the HSE BOOT CAMP and the HSE Readiness exam.***

**HSE Readiness Test Prep**The UBEOC offers the HSE Readiness Assessment, as a means to provide information about the State

HSE exam along with an opportunity to take the HSE practice (predictor) test.

Prospective candidates for the HSE exam will obtain an assessment of their readiness to take and pass the HSE examination.

By attending our **ONE** day HSE Readiness Test session you will:

- Find out what passing the HSE Exam requires.
- Take the HSE Predictor (practice) test in a friendly learning environment.
- Identify your academic strengths and weaknesses.
- Get referred to HSE preparation classes, if needed.
- Once ready to take the State Exam, you will be scheduled for the next available Test.

***To take the official NYS TASC Test you must take and pass the HSE Readiness Practice Test.***

### **TASC Testing Site**

The UBEOC is an official TASC Testing Site in the City of Buffalo. The UBEOC offers both Paper-Based and Computer-Based TASC tests, each once a month. The exam is offered in English, as well as Spanish, upon request. Sitting for the TASC test requires students to fill out an application with their Counselor and providing necessary documentation. More information about the UBEOC TASC Testing Site can be directed to the UBEOC Testing Center Coordinator and TASC Coordinator by phone (716) 645-1990.

### **Academic Skills Lab (Tutoring)**

The Academic Skills Lab is designed for those students who need individualized instruction in math and reading skills.

The Academic Skills Lab Instructors/Facilitators, will provide individual, or in some cases small group, assistance to UBEOC

students primarily in mathematics and language arts, but also in other needed areas. The purpose of their assistance is to help students help themselves, or to guide them to the point at which they become an independent learner and thus no longer need such assistance. At the UBEOC, it is our goal to provide students with the necessary skills and tools to enable them to become independent learners.

### **Mathematics Lab Components**

The Mathematics portion of the Academic Skills Lab is designed to address the needs of UBEOC students and bring them to the necessary level of mathematical competency. It assists students in all general education mathematics from beginning level math (such as algebra). Instructor/Facilitators will help students review example problems to aid them in understanding concepts. Instructor/Facilitators will not assist with or edit graded assignments. The Math Lab is a casual atmosphere – aimed at lowering “math anxiety” and providing an excellent place to meet with fellow students to discuss homework.

### **Reading/Writing Lab Components**

The Reading/Writing portion of the Academic Skills Lab is designed to address the needs of UBEOC students and to bring them to the necessary level of Language Arts competency; by providing continuing help to students from all disciplines or programs. Instructor/Facilitators provide assistance in preparing written assignments, help in understanding errors on graded assignments, and additional training in grammar, punctuation, and usage. For example, Instructor/Facilitator will read some or all of a student’s work and indicate problems in unity, coherence, grammar, punctuation, and mechanics; show students how to repair errors; provide follow-up exercises in specific problem areas; help students to develop thesis statements through a process of directed discussion in which the student will arrive at an appropriate thesis statement; and provide information on proper documentation style for research-paper sources.

## CERTIFICATION EXAM LIST

<b>Program</b>	<b>Certification Exam</b>	<b>Exam Offered onsite</b>
Central Sterilization	Central Board for Sterile Processing and Distribution Certification exam	Yes
Certified Nursing Assistant/Certified Nursing Assistant recertification	NYS Nursing Assistant Exam	Yes
Registered Medical Assistant	American Medical Technologist Certification Exam	No
Medical Billing and Coding	Certified Medical Billing Specialist Exam	Yes
Dental Assisting Program	Certified Dental Assistant Exam	No
Patient Services Technician	Certified Phlebotomy Technician Exam	Yes
All Allied Health (except Dental)	Certified Electronic Health Records Specialist Exam	Yes
All Allied Health	American Red Cross CPR/Standard First Aid Test	Yes
High School Equivalency	Test Assessing Secondary Completion (TASC)	Yes
All Vocational Programs	National Work Readiness Credential	Yes
All Vocational Programs except Dental	Customer Service and Sales Certification Exam	Yes
ATTAIN	Microsoft Office Specialist Certification	Yes
ATTAIN	Microsoft Technology Associate Certification	Yes

## **STUDENT SERVICES**

UBEOC provides an array of Student Services such as counseling, case- management and pre- and post-placement support, to students to enable them to persist and achieve their academic goals.

### **Counseling Services**

An Academic Counselor is assigned to every student that is enrolled and registered at the UBEOC. The Counseling and Advisement Unit will promote academic success by helping students develop R.E.A.C.H.

Relationships that enable students to achieve their goals and  
Explore their career pathways; while  
Assisting them in identifying obstacles; and  
Connecting them to internal and external resources through a  
Holistic approach.

### **Counselors assist students with:**

- ***Academic Advisement*** - Students are required to meet with their Academic Counselor throughout the quarter to discuss academic progress and concerns.
- ***Student Registration*** - Quarterly registration of classes based on the individual students' academic program.
- ***Counseling and Case-Management*** - Assist students with their day-to-day personal, academic and/or attendance issues, which may affect their completing their educational program. The Academic Counselors are knowledgeable of HIPPA and FERPA regulations.

All new students are required to meet with their Counselor for academic advisement upon registration. A student's progress will be assessed on a quarterly basis using a team approach in collaboration with the program faculty.

Please see your assigned Counselor for specific walk-in and appointment hours. The Counseling and Advisement Unit's hours of operations are Monday - Friday 8:30 a.m. - 5:00 p.m. Evening hours are available on Wednesdays until 6:30 p.m. All Counselor offices are located in Suite 305.

### **Career Services**

Our professional advisors can assist you with your job search. Our office provides the following services for students and alumni:

- Career Assessments, Advising and Coaching
- Online Application Assistance
- Job Readiness Workshops
- Training in Resume and Cover Letter Writing
- Career Portfolio Development
- Job Posting Resources
- Resume Referral
- Job Placement
- Job Interview Coaching
- Dress for Success Referral Services
- Annual Job Fairs
- The National Work Readiness Credential (See below)

The Career Services Office collaborates with the New York State Department of Labor and our local One-Stop; The Buffalo Employment & Training Center, Employers and Alumni for job leads and support.

### **The National Work Readiness Credential (NWRC)**

The NWRC is a certification of an individual's readiness for entry-level work as defined by employers. It is the first assessment for entry-level workers to provide a universal, transferable, national standard for work readiness. It demonstrates that a job seeker has obtained the soft skills that employers have identified as necessary for success in the workplace.



UBEOC offers a one-day workshop, in which students will actively engage in “real” workplace scenarios based on the following four core soft skills: Communication, Interpersonal, Decision-Making and Lifelong Learning. The workshop will also prepare students for the National Work Readiness Credential Exam and for success in the workplace.

For more information go to [www.nationalworkreadiness.com](http://www.nationalworkreadiness.com).

### **College Connections Initiative**

The College Connections Initiative (CCI) is an on-site resource for students interested in attending or returning to college. CCI introduces students to the college experience, its culture, the Admissions process, discusses with them the long-term benefits of attending college and the commitment it takes to succeed in higher education. The initiative also educates and assists students concerning the financial application process and provides college survival skills workshops and presentations for students.

CCI staff provides information on local and non-local colleges and universities and transports students to area colleges for open houses, tours and college fairs. UBEOC’s College Connections Initiative is ready to help students reach their educational goals and to achieve a better quality of life that a college education will help provide for them. For more information, see the CCI Program Coordinator in the College and Career Advancement Office.

### **Student Life**

Student Life is a component of Student Support Services and is committed to providing activities, and support to the UBEOC student. Student Life provides resources and workshops to address student needs such as: housing, transportation, health and wellness, mentoring, higher education, employment and entrepreneurial assistance, as well as other community

resources that are needed to assist the students in achieving their academic goals.

### **Student Leadership Association (SLA)**

Students are encouraged to get involved and become a member of SLA. The members are taught leadership and soft skills needed to embark on a job that will allow them to grow and pursue a career. Students will learn critical thinking and make decisions as a team, which will help them to communicate and express their views in a professional atmosphere. The students' experiences and responsibilities during their SLA term can be transferable to their professional resume and a letter of reference will be furnished upon request.

SLA members also represent UBEOC's student body and are responsible for promoting, advocating, and planning of the SLA events and workshops. SLA membership may be called upon to represent students amongst faculty and staff events or meetings when necessary.

The Alliance is the student newsletter, which is published during the year. Students are encouraged to submit articles, poems, short stories, essays, recipes, and games for publication. Members of the SLA produce and edit the Alliance. Student Life Center Coordinator advises the publication of the newsletter. All students are welcomed and encouraged to participate in Student Life.

### **Awards and Honors**

Each year the UBEOC recognizes students for their accomplishments at the annual Graduation ceremony. The following awards are conferred:

- Recognition of students performing a service to the EOC.
- Recognition by the State University of New York – University Center for Academic and Workforce Development of graduates with a "B" average for their program.

- Recognition of graduates with an “A” average for their program – Honor Roll.
- Recognition of Students of Excellence, as determined by each department faculty.
- EOC Alliance Awards – Recognition of graduates who represent outstanding qualities in personal achievement, citizenship, and scholarship.

## **INFORMATION COMMONS**

The Information Commons holds a non-circulating collection of reference materials in print and electronic formats. Computers, internet access and a printer are available for students’ use. The Information Commons is primarily a space used for teaching students how to gather and critically analyze information. In addition, special student events and presentations are held here in the Commons. There are areas available for individual study and leisure reading, and a private study room for student meetings and collaborative work in completing class projects.

### **Online Resources**

The UBEOC provides the following on-line resources to assist students:

- ***UBEOC Website:*** Information on programs, academic calendar, events, student and alumni issues, school calendars, student handbook and other points of interest are located at: [www.buffalo.edu/eoc](http://www.buffalo.edu/eoc)
- ***World Wide Web:*** Students have the capability to search the web, utilize email, conduct research, and perform word processing applications.
- ***Interlibrary Loan/ Document Delivery:*** The librarian is able to obtain some materials for students from the University Libraries via Interlibrary Loan.

- **Practice Testing:** Students are able to practice some standardized tests online.
- **LCD Monitors:** LCD Monitors, or Digital Signage Displays are located throughout the UBEOC. Announcements about upcoming events and information of interest to UBEOC students, faculty and staff are displayed on the monitors. The monitors should be viewed often since information is continuously updated to ensure it is timely and relevant. The Information Commons posts weekly questions on the displays, which students are invited to research and answer. Prizes are awarded for each correct answer.

## **ALUMNI AFFAIRS AND STUDENT DEVELOPMENT**

The mission of the *Office of Alumni Affairs and Student Development* is to continue to foster and facilitate services to UBEOC graduates that align with the Center's mission of lifelong learning and self-empowerment. The Office works as a connector to services and sponsors academic, career and social engagement activities and offers Alumni opportunities to participate in Center functions. Ways Alumni can stay connected with UBEOC include:

- Joining the Alumni Society.
- Receiving UBEOC updates to their email via the Alumni List-serv.
- Subscribing to the Alumni newsletter.
- Participating in professional development forums and community service activities.
- Networking with other UBEOC Alumni.
- Interviewing for internship opportunities at UBEOC, via their college or community agency.

For more information please contact the Office of Alumni Affairs and Student Development Administrator at (716) 645-1908.

## **POLICIES AND PROCEDURES**

### **Attendance Policy**

Attendance is required for ALL classes in which students are registered. During the first week of classes, the instructor will outline the policy regarding class attendance. The student's continuation implies acceptance of the policy as outlined by the instructor. In the event of excessive absence in a course, the student's grade may be lowered. Regular attendance in all scheduled classes is considered a student's responsibility. If a student never attends a class for which he/she is registered as certified by the instructor, the student may be "administratively withdrawn" from that class on the basis of non-attendance.

Students are responsible for completion of all assigned work for each of their classes. It is the responsibility of the student to notify the instructor(s) when missing a class. In the event of an emergency, the student should contact the instructor and the counselor to explain the absence and develop a plan to make up the work.

Students that miss several classes and fail to respond to their counselor will be dropped from their course(s).

Students that have excessive absences and/or incidences of tardiness will automatically be dismissed from a class and/or program.

As the attendance policy for each program may vary, students are encouraged to speak with a counselor or program staff member for clarification of each program's attendance requirements.

#### **A. Program attendance**

Attendance is required for **ALL** classes in which students are registered.

## **B. Class Attendance**

1. Students are required to attend classes as assigned and must assume responsibility for notifying instructors of tardiness or absences.
2. Students with excessive absences in one or more classes may be dropped from the UBEOC program. When students are dropped for poor attendance, if appropriate, agencies such as Erie County Department of Social Services (DSS), Division of Veterans' Affairs, etc. are promptly notified.
3. Students absent from a class for three consecutive days may be dropped from their program at the end of the third day.
4. Students will provide written documentation to their instructors to verify absences.
5. Students who are dropped for attendance reasons will be required to wait up to one year from the term that they were dropped before they can be readmitted.
6. Students who are dropped for no show, behavior, or academic failure may be ineligible to reapply.

## **UBEOC Withdrawal/Drop Policy**

### **A. Withdrawal**

A student should withdraw from a class or program if he/she is no longer able to attend. A student is allowed to withdraw before the last week of class of a particular term. After that point, a student may be given a grade of "U".

### **B. Drop**

A student may be dropped from a class or program by his/her instructor, the Director of Instructional Services or the Director of Student Support Services, if he/she is not attending classes, for inappropriate behavior or for disciplinary reasons.

## **Grade Policy**

### **A. Grading Scale**

Students receive an individual grade for each registered class. Class grading scales are either letter grades (A through F) or pass/fail (Satisfactory or Unsatisfactory) depending on the course.

### **B. Incomplete Grade**

1. An “I” (Incomplete) shall be given as a grade for a class at the discretion of the instructor or Director or Instructional Services, when it is expected that the student can complete all required coursework within a specified time period.
2. An “I” contract is completed between the instructor and student to clarify expectations and time frame to complete the coursework for a passing grade.
3. It is the responsibility of the instructor to provide grade change information once all coursework has been completed by the student.
4. All “I” grades will be converted to a grade of “U” or “F”, if coursework is not satisfactorily completed.

### **Program Completion Policy**

Each UBEOC program has specific courses and requirements that must be met in order to complete that program and receive a

certificate. Program completion requirements for each program are available from your Counselor or the Admissions Office.

Upon verification of satisfactory program completion, a student will be mailed a UBEOC certificate.

### **Class Cancellation**

UBEOC classes will be cancelled for weather-related emergencies under the following circumstances:

- Those instances when UBEOC Administration determine that local conditions warrant such actions,
- or when the University at Buffalo (UB) President has made a decision to cancel classes,
- or issues a notice of early departure or closing.

**To Verify School Closing Information, call (716) 645-9555, watch local television stations 2, 4 or 7 or listen to WBFO at 88.7 FM.**

### **UBEOC Code of Conduct**

The faculty, staff, and community partners of the University at Buffalo Educational Opportunity Center believe that our students entrust us with providing learning experiences that will enhance their life-long success. As we emerge into the 21st century, we are dedicated to fulfilling that trust by providing an educational environment that addresses the needs of an increasingly diverse student population. In pursuit of that environment, we are committed to fostering personal growth, intellectual development and economic independence. To this end, the UBEOC Student Code of Conduct is founded on the following community values: respect, integrity, responsibility, and fairness.

It is a privilege for students to attend the UBEOC and it is expected that all students uphold these values. All students are expected to cooperate with Center officials and any



investigations of possible misconduct. The Student Code of Conduct is not intended to be an exhaustive list of rules to follow; rather, students are expected to internalize and make appropriate decisions based on these community values and the Student Conduct Policies. Our purpose in responding to alleged conduct violations is to: (1) educate one another; provide an opportunity for growth and development; ensure student safety; and promote an environment that supports the educational mission of the Center; and (2) to hold students accountable for their actions.

Students may be dismissed from UBEOC by the Executive Director, upon recommendation from the Associate Executive Director, Director of Admissions and Student Services, or the Director of Instructional Services if the student's conduct is not in the best interest of the Center or their behavior is deemed in violation of these standards.

The Student Code of Conduct sets a range of expectations for the UBEOC student no matter where or when the conduct may take place. Therefore, the Student Code of Conduct applies to behaviors that take place at the Center, at Center-sponsored events or programs, and applies off-site - whenever the administration determines that the off-site conduct has a direct impact on the educational mission or interests of the UBEOC.

The UBEOC requires each student to conduct him or herself in such a manner as to uphold the good name of the UBEOC and that of his/her fellow students. Each student, in his/her relationships with other students, faculty, staff and/or administrators, shall respect the rights and privileges of the other party and act accordingly.

Students who violate the UBEOC Code of Conduct may be suspended and/or terminated.

Any student engaging in any of the following behaviors while he/she is attending classes or representing UBEOC at an off-site location or function, may be terminated from the Center immediately and may not be allowed to reenter UBEOC:

1. Possession, display or use of alcohol.
2. Possession, display or use of drugs and/or illegal substances.
3. Possession, display or use of weapons or firearms.
4. Unprofessional conduct as indicated by verbal and/or physical abuse, harassment, or stalking/intimidation by any student to another student, faculty, staff, or UBEOC guest.
5. Use of Internet sites that UBEOC administration considers pornographic or otherwise inappropriate for an educational setting.
6. Dishonesty, such as cheating or plagiarism, in any academic instance.
7. Knowingly falsifying information to the UBEOC activities or classes, such as forgery, alteration, or misuse of UBEOC documents, records or identification.
8. Obstruction or disruption of UBEOC activities or classes.
9. Theft or damage to property.
10. Unauthorized entry to, or use of UBEOC facilities.
11. Disorderly, lewd, indecent, or obscene conduct or expression on UBEOC-owned or controlled property or at a UBEOC sponsored or supervised function.

12. Failure to comply with directions from UBEOC security, faculty and/or staff.
13. Failure to show proper identification often requested by UBEOC security, faculty and/or staff.

### **Suspension Policy**

A student may be suspended from a class or from a program when he/she violates any portion of the UBEOC Code of Conduct. Some violations are grounds for immediate dismissal from the Center. Where appropriate, the school will also notify the proper authorities (i.e., Buffalo Police Department).

The Executive Director or designee reviews all student suspensions and has the right to terminate a student from his/her program and/or his/her right to return to the UBEOC in the future.

#### **A. Suspension Procedure**

1. The student should understand the reason of the suspension.
2. The UBEOC Student Suspension Form should be completed indicating:
  - a. why the student is suspended;
  - b. recommendation for program dismissal (if applicable).
3. The UBEOC will submit a written report on the suspension details to the Executive Director or designee within 24 hours (excluding weekends/holidays) of the suspension. The suspended student can receive a copy of the UBEOC Student Suspension Form at the time of suspension.

4. Prior to returning to class, the suspended student **MUST** contact the Executive Director or designee to review classroom rules, regulations and expectations.
5. As a result of the incident, the student may be dismissed/terminated from the program immediately. If this is the case, the Executive Director or designee will discuss the situation with the student and determine the final outcome.
6. If the student is in disagreement with dismissal/termination from his/her program, he/she has the option to file a student appeal within 24 hours (excluding weekends or holidays) of the dismissal notification.
7. If the dismissal is the result of violating the Zero Tolerance Policy, the student may not appeal.

### **Student Dismissal/Termination Policy**

During a term, a student may also be dismissed/terminated from his/her program for the following reasons:

- Unsatisfactory attendance.
- Unsatisfactory completion of class work or homework assignments.
- Unsatisfactory academic progress.
- Disruptive behavior in the classroom.
- Disruptive/inappropriate behavior in any UBEOC building.
- Disruptive/inappropriate behavior or actions while representing the UBEOC at an off-site function or at an event where the student is representing UBEOC.
- Unsafe or unsatisfactory conduct in an internship site, clinical or practical setting.

If any of these behaviors are displayed, the student may be required to meet with his/her instructor and the program counselor to develop a written contract for improvement. If the behavior does not improve, the student will be dismissed from the program.

### **Student Appeals (Grievance) Policy**

If a student disagrees with a dismissal/termination decision made by a UBEOC official, the student can file a student appeal, except if it is in violation of the Zero Tolerance Policy. The student must file the appeal within 24 hours (excluding weekends and holidays) of the occurrence for which he/she is appealing. A student who wishes to file an appeal should contact his/or her program counselor.

The following steps are followed for a student appeal:

- A. The UBEOC Student Appeal Form will be completed by the student and submitted to the Chairperson of the Student Appeals Committee within five (5) business days (excluding weekends and holidays) of appealed situation (i.e., drop or dismissal).
- B. The Director of Student services must form a Student Appeals Committee in collaboration with the Associate Executive Director.
- C. The Chairperson of the Student Appeals Committee (or designee) will set up the Student Appeals Hearing. The hearing will include members of the Student Appeals Committee, a program (department) representative and the student.
- D. The committee will review any information provided by the student, faculty or staff prior to the hearing.

- E. During the hearing, the student will have an opportunity to discuss the incident and the reason for the appeal.
- F. The Committee will ask questions for clarification. The student, UBEOC representative and/or Student Appeals Committee members may ask questions for clarification.
- G. The Student Appeals Committee will discuss information gathered at the hearing and forward their recommendations to the Executive Director within five (5) business days (excluding weekends and holidays).
- H. The Executive Director will review the Committee's appeal summary/recommendations and will make the final determination on appeal. The Executive Director will inform the student, the department representative and the Student Appeals Committee Chairperson of the final decision in writing, within **five (5) business days** (excluding weekends and holidays).

**Please Note:**

- Hearings will be audiotaped as a matter of record.
- Postponement of a scheduled hearing may be allowed at the discretion of the Student Appeals Committee Chairperson.

**Readmission Policy**

Once a student completes a UBEOC program, the student is not allowed reentry into the same program.

If a student has completed an academic program, the student may talk to his/her instructor for possible referral to a UBEOC career and technical program.

If a student is dropped or withdraws from his/her program, the student must contact the Admissions Office to seek possible re-admission. Re-admission is based on both seat availability within

the program and a student’s UBEOC enrollment history. There is no guarantee that a student will be re-admitted to a program.

If a student has been dismissed/terminated from his/her program or been in violation of the UBEOC Student Code of Conduct or UBEOC Building Rules and Regulations, the student will NOT be re-admitted into UBEOC without a written request from the student and prior approval from the Executive Director or his/her designee.

## **GENERAL INFORMATION**

### **A. Affirmative Action**

The University at Buffalo Educational Opportunity Center is an Affirmative Action/Equal Opportunity Employer. The UBEOC is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The UBEOC’s policy is in accordance with The University at Buffalo policy and with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of

1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

**B. Sexual Harassment**

The UBEOC is under the auspices of The University at Buffalo and follows the University’s Sexual Harassment Guidelines and Procedures. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature are expressly forbidden and prohibited with the UBEOC, its facilities, and outside activities or programs.

If a student thinks he/she has been sexually harassed, he/she should speak directly to his/her program counselor.

To report an alleged act of discrimination and harassment, please call the University at Buffalo Office of Equity, Diversity, and Inclusion (EDI) at 716-645-2266.

Students proven to have violated the Sexual Harassment Policy shall be terminated immediately.

For more information about the Sexual Harassment Guidelines and Procedures, contact the UBEOC Counselors’ Office.

**C. Veteran Information**

Under certain conditions veterans and dependents of deceased or disabled veterans are eligible for educational benefits. A member of the Admissions and Student Services Office will assist veterans by providing information about Veterans Administration (VA) regulations as they pertain to UBEOC and by filling out appropriate forms with the VA as needed. The UBEOC is not responsible for either the amount or timeliness of VA payments.



All persons who believe they are entitled to VA educational benefits should make an appointment to discuss their eligibility by visiting the Admissions Office, located in Room 101. We encourage individuals to discuss these benefits prior to enrollment in a UBEOC program, or as soon as possible after you have become enrolled, if necessary.

#### **D. Student with Disabilities**

UBEOC provides services and reasonable accommodations to all students with disabilities, who provide the required documentation and who make a personal request for services.

Submission of documentation is not the same as a request for services on the part of the enrolled student.

Program counselors have knowledge of services that are available to assist students with disabilities. It is the responsibility of the individual student to disclose a disability and seek out services and accommodations using a special, confidential form. See program counselors for forms.

Request for services and/or accommodations ***must be initiated by the student***. All information related to students with disabilities is confidential.

#### **E. Change of Student Information**

Students may use self-service computers on the first floor to make changes in address, telephone number, e-mail, emergency contact information and/or any other personal information provided to UBEOC at time of application/registration. Any NAME changes must be done in the Admissions' office when verification of name change is

provided. Please see a Program Counselor for directions on using self-service Banner.

**F. Fire Alarms/Drills**

New York State law requires that the UBEOC conduct at least two (2) fire drills per year. When the alarm sounds, students should leave the building in an orderly fashion, and should do so quickly and quietly. An emergency exit plan is posted in each room within the building. UBEOC Staff will notify students when it is safe to return to the building.

**1) Evacuation Procedures**

**If the FIRE ALARM rings – EVACUATE IMMEDIATELY**

- ✓ DO NOT USE THE ELEVATORS**
- ✓ DO NOT ASSUME IT IS “JUST A DRILL.”**

Before an emergency, plan your escape route and have in mind an alternative escape route, if necessary. Please remember the following evacuation routes:

**FLOOR 1      West Stairwell Exit onto Ellicott Street  
                  East Exit into Parking Lot**

**FLOOR 2      West Stairwell – Front of Building  
                  East Stairwell – Rear of Building**

**FLOOR 3      West Stairwell – Front of Building  
                  East Stairwell – Rear of Building**

**FLOOR 4      West Stairwell – Front of Building  
                  East Stairwell – Rear of Building**

**ALLIED HEALTH SPACE**

- Leave using the nearest exit into the parking lot and evacuation area.**

After leaving the building, please proceed to the nearest Evacuation Assembly Area (which is in the parking lot and clearly marked) to allow access for emergency personnel and equipment if necessary.

**2) People Unable to Evacuate**

**Individuals with mobility concerns should move to one of the following Safe Rooms:**

**2<sup>nd</sup> Floor - Room 203**

**3<sup>rd</sup> Floor - Room 303**

**4<sup>th</sup> Floor - Room 403B**

It is imperative that those who will need to access the Safe Rooms complete a Student Emergency Form with your counselor once enrolled at the UBEOC. Security and the Director of Administrative services will maintain a listing of all students who have completed the Student Emergency Form and indicating that they will need to use one of the Safe Rooms during an emergency.

**G. ID Cards**

Students are provided a UBEOC Student Identification Card (ID card) for free at the time of registration. This card allows students to gain access to UBEOC facilities. **ID's must be visible at all times while students are in the building.** If a student loses or misplaces his/her student ID, a replacement ID can be obtained at the student's cost for \$5.00.

**FERPA (Family Educational Rights and Privacy Act)**

UBEOC provides all students the right to confidential records. UBEOC will not disclose any information without written consent from the student, except in those instances which are permitted under the Family Educational Rights and Privacy Act, as amended. Other exceptions may apply, subject to federal and state law and regulations.

**Copies of documents.** Documents received by the UBEOC to determine an applicant’s eligibility for EOC cannot be released (e.g., school transcript, proof of income, etc.). To obtain a copy students must contact the original agency or school that submitted them to UBEOC.

## **H. Records Management**

It is the intent of the UBEOC to comply fully with the Family Education Rights and Privacy Act of 1974, as amended, which protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for correction of inaccurate or misleading data.

Other than directory information or in a case where release is required by law, the UBEOC will not release student records without the student’s written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release and the name of the agency to which the records will be released. The student must show picture ID as proof of identification.

### **Transcripts**

Transcripts of grades and letters to agencies verifying a student’s enrollment, attendance and progress may be obtained from the Admissions Office by completing a form which will allow an official copy to be sent to an employer or college. A student may have an unofficial (not sealed) copy for him or herself. The student must have picture ID as proof of identification.

### **Request for Document Completion for Other Agencies**

UBEOC students may request documentation which verifies their enrollment, attendance, etc., by visiting the Admissions Office. This documentation may be required from a number

of agencies, including, but not limited to, the Department of Social Security, Department of Social Services, Department of Labor, etc., in order to receive or continue to receive certain benefits from said agencies. General information, such as the student's address phone number and/or social security number, should be completed by the student prior to submitting the form to their program counselor. The counselor will then verify information regarding enrollment, attendance, etc., according to the information that is provided by the Center's database.

### **INTERNET ACCESS/COMPUTER USE**

UBEOC students will use EOC computers in a proper manner. Students will:

- a. Abide by local, state, federal, and international laws relating to computer use.
- b. Not make copies of copyrighted computer programs.
- c. Use only the software that is already loaded on the computers. Not use any other software or bring in a flash drive to use on UBEOC computers. This helps to prevent the spread of computer viruses.
- d. Not access any website, which may be sexually explicit or suggestive, especially pornographic websites. Please note that accessing child or "kiddie" pornography may be a felony.
- e. Only access those web sites that pertain to my program, my job search, those of a general academic interest or those approved by a faculty/staff member.
- f. Not install any program designed to bypass the system security system or designed to intentionally slow down the computer.
- g. Not disconnect computer equipment or tamper with any computer cables.
- h. Not transmit or post any material that is considered harmful, abusive, threatening defamatory, derogatory, harassing,

vulgar, obscene, hateful, or racially, ethically, or otherwise objectionable.

- i. Not use UBEOC computers for local or remote game playing, instant messaging, and interactive chat communication or to transmit junk mail, chain letters, pyramid schemes, or any other unsolicited mass mailings.

Violation of any of the above could result in disciplinary action up to and including dismissal from all programs at the UBEOC.

### **EMERGENCIES – PERSONAL**

In the rare case of a personal emergency (i.e., medical, sick child, life threatening situation, etc.) where someone (i.e., babysitter, family member) needs to reach a student in class, he/she must call the UBEOC Security Office (716-645-1889). The person calling should reference the name of the student and, if possible, the name of the student’s teacher, program and classroom. Students are advised to provide class schedule information to individuals who may need to contact the student in case of an emergency.

## **BUILDING RULES & REGULATIONS**

### **BUILDING HOURS**

Hours of operation are stereotypically Monday through Thursday 8:30 a.m. until 9:00 p.m.; Friday 8:30 a.m. until 7:00 p.m.; Saturday 8:30 a.m. until 3:30 p.m.

***Changes to this schedule may occur without prior notice and will be posted accordingly. Building hours are routinely shortened during term recesses and due to inclement weather.***

### **EMERGENCIES – CENTER-WIDE**

UBEOC is required by law to hold at least two fire drills each year that may be unannounced. If the UBEOC building needs to be evacuated in the case of a fire (drill) or other emergency, all occupants must quickly and safely exit the building in an orderly manner through the nearest exit.

### **LOCKERS**

**There are a limited number of lockers available for students.** These lockers are assigned for a period beginning in September and ending in May. **After receiving their Student ID card** students are eligible to apply **for a locker by speaking with their Counselor.** **Students are** responsible for obtaining their own lock **and should not share lockers.** The lockers are located within the Allied Health Clinical wing, and on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. The UBEOC does not take responsibility for items stored in the lockers.

Students are responsible for emptying their lockers by the end of their program, or the end of the academic year, whichever is sooner. All items found abandoned in lockers at the end of the school year will be discarded.

If a student fails to remove the lock from their locker by the end of the academic year, it will be removed by the UBEOC.

**Lockers are the property of the UBEOC. UBEOC reserves the right to open lockers at any time.**

### **LOITERING**

Loitering is not permitted within or around the building.

### **LOST AND FOUND**

Any items found in the UBEOC should be turned in to Security, located on the 1<sup>st</sup> floor. UBEOC is not responsible for any items that are lost within the Center.

### **LOUNGE AREA-KITCHENETTE-VENDING MACHINES**

The student lounge is located on the second floor of the building. There are a variety of vending machines, tables, seats and microwave ovens for your convenience. Food and non-alcoholic drinks are permitted in the lounge. If you lose money in the vending machine, please report your loss to the EOC Security Guard. Vandalism of the vending machines may result in criminal prosecution.

### **MEDICAL EMERGENCY PROCEDURES**

If a student is in need of emergency medical treatment, the following actions are to be taken:

1. Notify Security either by accessing a classroom telephone, which has a direct line to Security or by calling 645-1889. The location and nature of the medical emergency should be provided.
2. A student involved in a medical emergency cannot return to class without a doctor's note clearing them to return to class.

### **PARKING**

On-street parking is available on Ellicott Street and N. Oak Street. However, parking spaces are available on a first-come, first-served basis and students are not guaranteed a parking space.

**The Gateway Parking Lot is located behind the UBEOC where there is parking for a fee.**

Students and visitors are prohibited from parking in the lot attached to the UBEOC, unless they have a fee-based silver hang-tag for the parking lot.

### **SECURITY**

Security is designed to assist UBEOC in cases of safety and emergency. The responsibility of Security is to protect students



and property. All lost and found items should be promptly taken to Security.

A first aid kit is available at the Security Desk.

### **ACCIDENTS/INJURIES**

All accidents/injuries occurring on UBEOC property must be reported to Security immediately.

### **SMOKING**

UBEOC follows the University at Buffalo policy of supporting an environment where its students, employees, and visitors are not exposed to secondhand smoke. Therefore, smoking is prohibited on all university-managed property.

### **USE OF ELECTRONIC DEVICES IN THE CLASSROOM**

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that substantially degrades the learning environment, or promotes dishonesty or illegal activities is prohibited.

*Cellular telephones/Smart phones:* Students must not abuse the use of cell phones/smart phones in class. Phones must be in SILENCE mode. If there is a need to check for and/or receive a call, the student must inform the instructor in advance that the student may need to excuse him/herself to take an important call. Students must not engage in text messaging or any social media activities (not directly related to classwork or an approved class assignment) in the classroom. Students who create disturbances with ringing cell phones/smart phones or text messaging will be warned and may be asked to leave the class session, if the behavior continues. Instructors may forbid the use of cellular/smart telephones in class.

*Laptop computers, tablets and other computers:* Using laptop computers, tablets and other computers in the classroom to take notes and for any other use authorized by the course instructor

is allowed. However, the instructor may prohibit the use of laptops, tablets and other computers for things such as instant messaging, game playing, and internet surfing.

*Electronic devices and illegal activities:* Students cannot engage in any activities that he/she knows will violate laws, such as those related to intellectual property rights or copyrights, invasions of privacy, bullying or sexual harassment.

### **CONFIDENTIALITY OF STUDENT HEALTH INFORMATION/HIPPA**

It is the policy of the University to safeguard the confidentiality of individual health information collected by the Instructional Services Unit from students in all programs. Physical safeguards are required to protect health information collected from students. Collected information from students is stored in locked file cabinets with employee access only and students should receive a copy of their privacy rights when the documents are submitted.

Student health information includes but may not be limited to:

- Physical Exams
- Proof of Immunization
- Other health documents

Medical and immunization records submitted to the UBEOC may be released only with the consent and approval of the student. Disclosure of information requires written authorization from the student.

**NOTES**

**State University of New York  
University Center for Academic and Workforce Development**

*Lisa L. McKay, Associate Provost and Director*

**Educational Opportunity Centers Statewide**

***Bronx Educational Opportunity Center***

(718) 530-7000

***Brooklyn Educational Opportunity Center***

(718) 802-3300

***Capital District Educational Opportunity Center***

(518) 273-1900

***Long Island Educational Opportunity Center***

(631) 420-2280

***Manhattan Educational Opportunity Center***

(212) 961-4400

***North Bronx Career Counseling and Outreach Center***

(718) 547-1001

***Queens Educational Opportunity Center***

(718) 725-3300

***Rochester Educational Opportunity Center***

(585) 232-2730

***SUNY College and Career Counseling Center***

(518) 631-2257

***Syracuse Educational Opportunity Center***

(315) 472-0130

***Westchester Educational Opportunity Center***

(914) 606-7612

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