



# Onondaga Community College

Student Orientation

# PTECH Support Team at OCC

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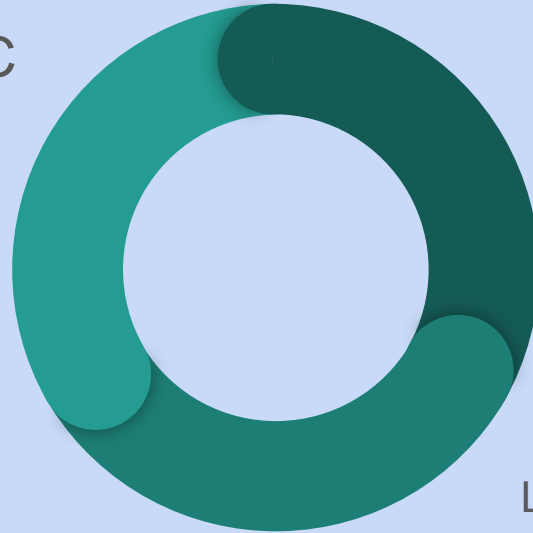
Ms. Warren  
Full-Time at OCC

Mr. Gardner  
Full-Time at OCC

Mr. Lupa  
1-2 days a week  
Check and Connect

Ms. O' Brien  
2 days per week  
Learning Lab Support

Mrs. Petrie  
1-2 days a week  
Check and Connect



# A Day in the Life of an OCC Junior

## On your Bus Ride

Check your OCC and PTECH emails.

Check your course outlines and organize your planner

## Arrival at OCC:

Phones are in your pocket or bags

Check-in with Mr. Gardner for attendance

## Your Classes:

Get to class *early*. Use the restroom before class starts.

Sit near the front; show your professor you're ready to learn!

Your phone must be in your backpack or away.

Be an active learner. Take notes. Write down questions.

Write down when your assignments are due

## Between Classes:

Get your lunch from the fridge or dining hall

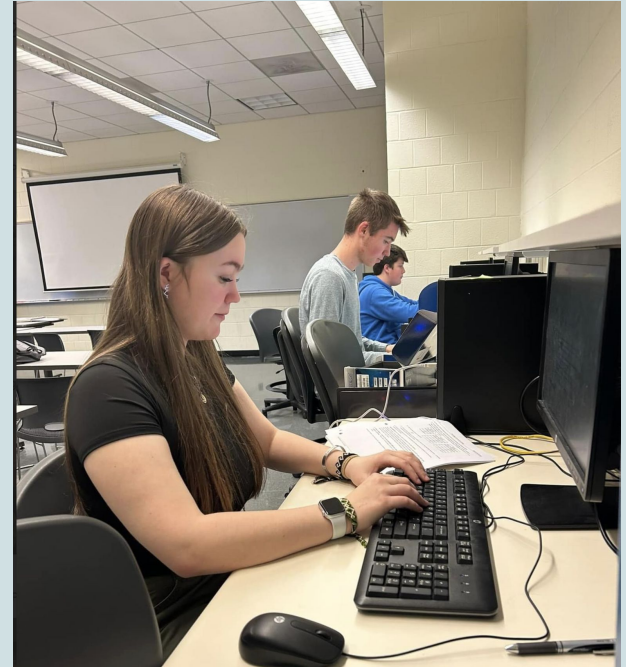
Check out the Student Center for free goodies or activities!

Students on academic good standing may eat at a location of their choice

If you are on academic warning, report to our Learning Lab with Mrs. O'Brien

## Bus Ride Home:

Organize your upcoming assignments into your planner, a to-do list or a virtual calendar; set phone reminders



# A Week in the Life of an OCC Junior

Monday	Tuesday	Wednesday	Thursday	Friday
Structured Tutoring with Mr. Wahl Robotics American History	Full Day at OCC	Structured Tutoring with Mr. Wahl Robotics American History	Full Day at OCC	Advisory & Check-in with OCC Advising Team Financial Math Project or Community Service

# Junior

Fall Semester Starts (Cohort VII): **Monday, August 25th**

Fall Semester Starts (Cohort VIII): **Tuesday, August 26th**

No School - Labor Day: **Monday September 1st**

Columbus/Indigenous People's Day: **Monday October 14th**

Fall Semester Ends: **Friday, December 6th**

Fall Finals: **December 8th - 13th**

**Industry Visits, Career Exploration and Health Course: December to January  
26th on Tuesday/Thursdays**

Spring Semester Starts (Cohort VII): **Monday, January 26th**

Spring Semester Starts (Cohort VIII) : **Tuesday, January 27th**

OCC Spring Break: **March 16th-22nd**

Spring Semester Ends: **Friday, May 9th**

Fall Finals: **May 11th - May 16th**

**Job Shadowing on Tuesday/Thursdays**

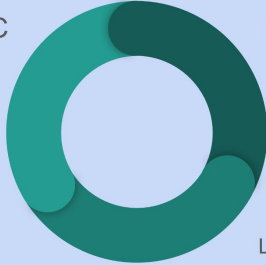
# What if...

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Check and Connect



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Learning Lab Support

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Check and Connect

I have to miss a class  
because of a doctor's  
appointment?

Email: Ms. Warren, Mr. Gardner and  
Mr. Lupa AND your professor

What if my parent is picking  
me up early from OCC?

Email: Ms. Warren, Mr. Gardner  
and Mr. Lupa AND your  
professor; contact your home  
district bus garage

What if I am really stressed  
about a course?

Email Ms. Warren, Mr. Gardner  
and Mr. Lupa to set up a  
counseling appointment and get  
some strategies

What if I feel disorganized?

Email Ms. Warren, Mr. Gardner  
and Mr. Lupa: we will help you  
get organizational coaching

What if I miss a few  
homeworks and fall behind?

Email Ms. Warren, Mr. Gardner  
and Mr. Lupa: we will help you  
get tutoring or structures

# Onondaga Community College: P-TECH Pathway to Success Plan

## What We Monitor

P-TECH staff track three key areas that affect success in college:

- **Attendance** – showing up consistently for college classes, P-TECH interventions, and required supports.
- **Motivation/Mental Health** – effort shown through assignment completion, timeliness, and persistence; feelings of well-being
- **Behavior** – professionalism, safety, and conduct that reflects readiness for college and career.

## Supports and Interventions Available

If concerns arise, we don't just monitor—we provide supports. These may include:

- **Student Meetings** – to problem-solve challenges directly with staff.
- **Parent Communication** – ongoing updates and meetings to keep families involved.
- **Tutoring & Extra Help** – all juniors have the opportunity for tutoring for Math and Electrical courses on Mondays and Wednesdays; all PTECH seniors 5th and 6th years are invited to come back on Fridays for tutoring with P-TECH staff, structured check-ins (Check + Connect with Mr. Gardner), or tutoring at OCC's Learning Center.
- **Organization & Time Management Supports** – structured schedules, checklists, and staff-led coaching to help students manage coursework.
- **Mental Health Supports** – access to OCC Counseling Services or check-ins with Mr. Lupa for emotional and mental health needs.
- **Learning Contracts** – formalized agreements outlining expectations/strategies for growth
- **District Support Meetings** – including principals, counselors, and P-TECH leadership

# College Academic Success Policy



## **Oswego County P-TECH – College Academic Success Policy**

### **Why This Policy Matters**

Oswego County P-TECH covers the cost of tuition, fees, and textbooks for Onondaga Community College (OCC) coursework required to earn an AAS degree in the approved pathways. In exchange, students are expected to attend regularly, stay engaged, and complete their coursework responsibly.

This policy ensures accountability for college opportunities while protecting resources so that all students in the P-TECH program can access the same support and chance to succeed.

### **Policy Statement**

#### **1. Attendance Requirements**

- Excessive Absences: If a student misses four (4) or more class sessions in any OCC course, they may be allowed to complete the semester. However, if they need to re-enroll in the course to earn credit, the student and/or their parent/guardian will be financially responsible for the *repeat attempt* (tuition, fees, and textbooks).
- Academic Withdrawal by OCC: If a student is administratively withdrawn by OCC due to attendance or participation issues, the student and/or their parent/guardian will be financially responsible for the *next enrollment* of that course.

#### **2. Voluntary Course Withdrawal**

- If a student voluntarily withdraws from a course (after OCC's official add/drop period has ended), they will be financially responsible for the cost of re-enrolling in that course to meet degree requirements.

#### **3. Repeated Course Failures or Withdrawals**

- Same Course: If a student fails the same course *twice*, the student and/or their parent/guardian will be financially responsible for the third attempt and any subsequent attempts.
- Multiple Courses: If a student accumulates three (3) or more separate course failures or withdrawals (in different courses), the student and/or their parent/guardian will be financially responsible for the next OCC course in which they enroll and any additional repeats thereafter.

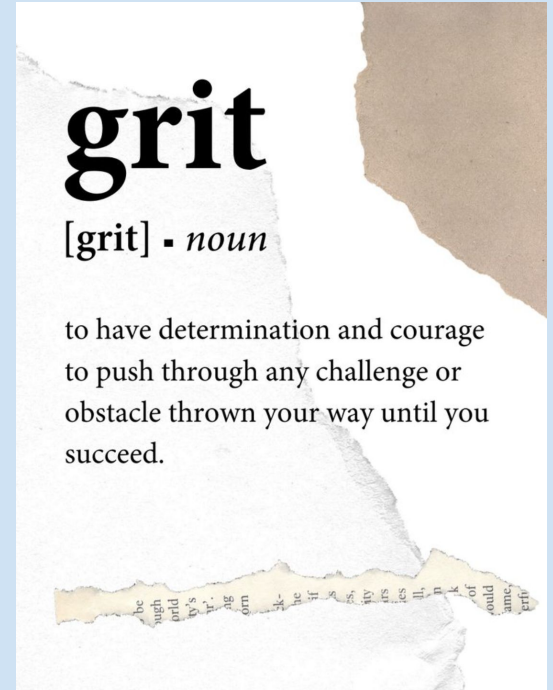


# Theme this Year

**GRIT = Growth • Resilience • Integrity • Tenacity**

- **Growth** – Always learning, adapting, and improving.
- **Resilience** – Bouncing back from challenges stronger than before.
- **Integrity** – Doing what’s right, even when it’s hard.
- **Tenacity** – Sticking with it until the goal is achieved.

Above all else, we are proud of you and so excited to see your successes this year!



# Hailey Warren

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Associate Director of Early  
College Pathways & P-TECH  
Liaison

[h.warren@sunyocc.edu](mailto:h.warren@sunyocc.edu)

# Schedules

- MyOCC - OCC courses only
- Schedules will be distributed

The screenshot displays the MyOCC dashboard interface. At the top, a dark blue header contains the MyOCC logo, a user profile for 'h.warren', and links for 'Sign out' and 'Help'. Below the header, a light gray banner greets the user with 'Hello, Welcome to MyOCC!' and prompts them to 'Choose a category to get started.' The main content area is a grid of 14 service tiles, each with an icon, a title, and a brief description:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Banking Information**: Here you can view and update your banking information.
- Employee**: Here you can view your earnings statements, banking information, timecards and leave balances.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.
- Enrollment Verifications**: Here you can view and request an enrollment verification.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Management**: Here you can view the financial health of your cost centers and your projects.

**Order Your Textbooks Today!**

# Textbooks

N

notifications@materials.bnccolleg... Wed

Action Required: Review & Make Your Select...

important info about your course ma...

N

notifications@materials.bnccolleg... Mon

Action Required: Review & Make Your Select...

important info about your course ma...

## Box of Books Your Selection is Required!

Hi [REDACTED]

Good News: Your course materials for Fall 2021 Undergraduate are almost ready! All we need is for you to do a quick review and let us know where you want to get your course materials. It only takes a minute!

### Three Easy Steps

#### 1. Review Your Materials

Review the physical and digital materials included with your courses. You can also view optional items and make additional selections.

#### 2. Select Pickup or Delivery

Choose where you want to receive your course materials.

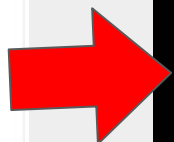
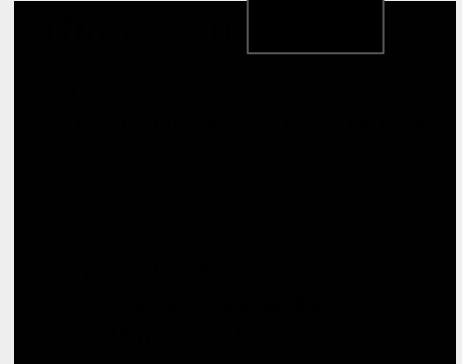
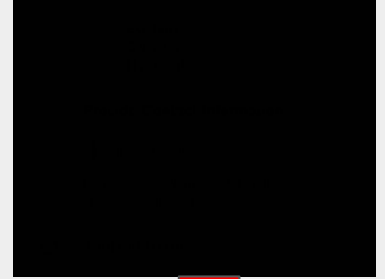
#### 3. Submit & Finish

You will get an email when your order is ready for pickup or when it ships!

**Do not delay! You must make your selection to receive your materials.**

**Note:** If all your included course materials are digital, there is no action required of you. If you continue receiving this reminder, please disregard.

[GO TO MY BOX OF BOOKS PAGE](#)



# **Office of Accessibility Resources (OAR)**

Students who have an IEP or 504 plan can qualify for accommodations through the Office of Accessibility Resources (OAR).

Digital copies of a student's IEP or 504 plan will be emailed to the Office of Accessibility Resources (OAR) by Oswego County P-TECH.

# Transportation

Students who are being picked up early from OCC and not using bus transportation are **REQUIRED** to notify their **HOME DISTRICT TRANSPORTATION** office **AND MR. GARDNER.**

# Transportation

Students in (11th Grade) and (12th Grade) are to use district or parent transportation to OCC for the 2025/2026 school year.

Students **ARE NOT** permitted to drive to campus using their own vehicles.

Students **ARE NOT** permitted to drive to school using a vehicle from another student.

Student **ARE NOT** permitted to walk off campus or ride with anyone else off OCC campus for lunch or any other reason.



# School Delay / Cancellation

Students follow their home district transportation decisions for all weather related travel.

**Scenario:** Students will not attend OCC if their home district is closed.

**Scenario:** Students will travel to OCC if their home district is delayed.

Questions related to transportation should be directed to their home district's transportation office.

Students **MUST** communicate with their professor if they are not present in class.

# District Transportation Contact

APW (315) 625-5242	Oswego: (315) 341-2900
Central Square: (315) 668-3771	Phoenix: (315) 695-1551
Fulton: (315) 593-5514	Pulaski: (315) 298-7378
Hannibal: (315) 564-8140	Sandy Creek: (315) 387-3445 x3330
Mexico: (315) 963-8400 x9	

# Attendance

- Students must check in with Mr. Gardner each day upon arrival.  
Meeting will be on first floor by the elevator.
- This includes drop off by school bus and parent.
- Students home district and P-TECH are notified daily on student attendance.

# Student Meals


- Students have the option of bringing their own lunch, receiving a school lunch (provided by the school district) or purchase lunch from the college cafeteria.
- Free breakfast and lunch is provided through Mexico CSD Food Services.
- Average cost of a lunch from OCC cafeteria is \$10.00
  - Commuter Meal Plan - Mrs. Warren
- Students are required to order lunches by seeing Mrs. Warren in Whitney 314.
- **Orders are due by the week before they are needed!**
- Lunches can be picked up in P-TECH (W317) in Whitney Hall. Fridge/Microwave located in the room. Students should be taking their OWN lunch.

\*\*\*\*Bagged lunches will not be available to students on days in which Mexico CSD is closed. P-TECH will provide another option for students to eat on those days.

# OCC Courses - What You Need To Know

## Course Syllabus - Contract (Professor & Student)

- **Assignment / Test Dates -**
  - Use Agenda / Calendar / Planner / E-Mail / D2L Brightspace!!!!
- **Attendance Policy / Academic Integrity**
- **Learning Outcomes -**
  - Pre-read units / review notes / clarify!
- **Grading Policy (Example):**
  - Homework - **25%** / Tests - **20%** / Labs - **30%** / Mid-Term **10%** / Final Exam - **15%**
- **Academic Support:**
  - Office Hours / Tutoring / Study Groups / Math Support
- **Instructor Contact Information & Office Hours -**
  - Class Absence, assignment issue, extra help!, etc.

 ONONDAGA COMMUNITY COLLEGE	<b>COURSE SYLLABUS</b>
	<b>MACHINE TOOLS 1</b>

**SEMESTER:** Fall 2018  
**COURSE NUMBER:** MET-151-851 / MET-151L-851  
**CREDIT HOURS:** 3  
**DEPARTMENT:** Mechanical Technology

**PROFESSOR:** Mike Grieb  
m.j.grieb@sunyocc.edu  
315-498-2442 (Mechanical Tech Office)  
315-498-2670 (Office W139)

**OFFICE HOURS:** On office door – W139

**REQUIRED MATERIALS:**  
**TEXTBOOK –** PRECISION MACHINING TECHNOLOGY 2<sup>nd</sup> Edition by Hoffman, Hopewell, Janes, and Sharp.  
ISBN 978-1-285-44454-3

# STUDENT SUCCESS

## *Begin with the End in Mind!*

- **Grading Structure** - You start at 100% (**earn every point possible!**)
  - Tracking your grades - talk with your professor / **re-do work to improve!**
  - Maintain a GPA of 2.0 or Higher ( C / 70+ / 2.0 GPA)
- **Use agenda / planner** - Paper/pencil / Electronic
- **Stay Organized** - Organize handouts, study-guides, homework, etc.
- **Develop a weekly Routine** - Practice Studying & Test Taking Habits

**[PURPOSE]** - *assuming you want to be successful... WHY do you want to achieve success in your classes? What will keep you motivated & focused toward your goal to succeed when you are... tired, overwhelmed, stressed or having a bad day... How will you re-direct if you get off course?....*

# College GPA Scale

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0

**OCC Graduation Policy -**  
A student **must have a**  
**minimum 2.0 GPA**  
(73-76) average to  
graduate from OCC.

**Questions?**