SUPPORT SERVICES

Athletic Facilities
The College’s athletic facilities include a fitness center, gymnasium, swimming pool, tennis courts and outdoor fields. These facilities are supervised by the Department of Health, Physical Education and Wellness. Facilities are made available to faculty, staff, and students.

Audiovisual Services
Colston Hall Lower Level, Ext. 5610 Requests for Audiovisual Services should be made through Mr. Frank Giglio, Director of AV Services.

Bookstore
Roscoe C. Brown Jr. Student Center, First Floor Lobby
http://bronxcc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=31062&langId=-1

The bookstore is located in the Roscoe C. Brown Student Center, 2nd floor and offers textbooks, notebooks, supplies, stationery, and greeting cards for sale and also has health aid items.

Hours:
Monday-Thursday, 9am-3pm

Special Hours:
During the first two weeks of a semester, the Bookstore is open Monday -Thursday from 9 a.m. -8 p.m.; Friday from 9 a.m. -5 p.m; and Saturday from 9 a.m. -2 p.m.
During the third week of a semester, the Bookstore is open Monday -Thursday from 9 a.m. -7 p.m.; Friday from 9 a.m. -2 p.m.; and Saturday from 9 a.m. -2 p.m.
For fast-track courses, the Bookstore is open the second weekend in the first three months of each semester.

Cafeteria
The cafeteria is located on the first floor of the Roscoe C. Brown Student Center and the hours are: Monday – Thursday 7:30 a.m. – 7:30 p.m.

The Lounge is located in Language Hall – Lower Level and is open Monday – Thursday from 11 a.m. – 2 p.m. when classes are in session.

Center for Teaching Excellence
Philosophy Hall, Lower Level
Faculty Director 5691 Educational Technology Director 5777 Assistant Director 5951 Computer Help Desk 5970
Website www.bcc.cuny.edu/centerforteaching
E-mail Address CTE@bcc.cuny.edu

The Center for Teaching Excellence (CTE) supports faculty, staff, and administrators by offering a variety of opportunities in the instructional and professional development areas, including:
Action-Research Projects Collaborative Faculty Development
Adjunct Workshops Workshops
Integrated Skills Reinforcement  Technology Boot Camp
Learning Community Clusters  Technology Workshops
New Faculty Seminars  Web-Enhanced Instruction
Reading, Learning and Thinking Across  Writing Across the Curriculum
Disciplines Seminars

The CTE Advisory Board draws membership from every discipline and area of the College to determine the needs of our learning community. The CTE publishes newsletters and maintains a website which includes a calendar of upcoming events for the academic year.

**Evening/Weekend Administration Office**
Colston Hall, Room 506A, Ext. 5703
Evening and weekend classes are scheduled each semester to accommodate students’ work and home commitments. Most courses lead to an A.A., A.S., or A.A.S. degree.

The Evening Administration serves BCC adjunct faculty and provides all pertinent administrative information so that adjuncts may be well informed of the resources, policies, and procedures of the College.

Fall and Spring Semesters’ office hours are:
Monday - Thursday 3:30 p.m. - 9 p.m. Saturday 9 a.m. - 1 p.m. Selected Sundays 9 a.m. - 12 noon
Summer Session: Monday – Thursday 5 p.m. – 8 p.m.

**Office of Public Safety**
The Office of Public Safety is located in Loew Hall, Room 505 and is responsible for lost and found services, campus parking, and patrolling the campus and its facilities.

**Office of Community Affairs**
Language Hall, Room 16, Ext. 5179
The Office of Community Affairs handles governmental affairs and also serves as a liaison between the College and community organizations. This Office coordinates a Speakers’ Bureau, which provides lecturers to community groups and organizations. Faculty members interested in participating are encouraged to call College Relations.

**Communications and Marketing**
Language Hall, Room 16, Ext. 5146
Communications and Marketing is the disseminator of public information and coordinator of media relations including all contacts with the press, press releases, and public service announcements.

An official branding style manual will outline the use of the college’s logo and brand identity. All documents must confirm to these standards.

All publications (i.e., brochures, flyers, newsletters, invitations) for general and external distribution should be sent to this Office for review prior to printing and dissemination.

All items for the official BCC Website should also be submitted to this Office. To prepare documents for distribution, consult the Director of Communications and Marketing, Therese
Communications and Marketing publishes the following:
College Catalog; Recruitment brochures; Faculty/staff newspaper, The Voice; Gateway, College
newsletter; Weekly calendar and Update covering campus activities
Members of the College community are urged to provide advance notice of campus activities and
newsworthy events to allow adequate time for promotion, publicity, and scheduling of
photographs.

Space Reservations
X 5929
To reserve specific space/facilities on campus, it is necessary to complete a Space Reservation
Application form. Applications are available in the Office of Administrative and Events
Management Services. Because so many activities take place on campus, reservations should be
scheduled a minimum of two months in advance to ensure availability of space.