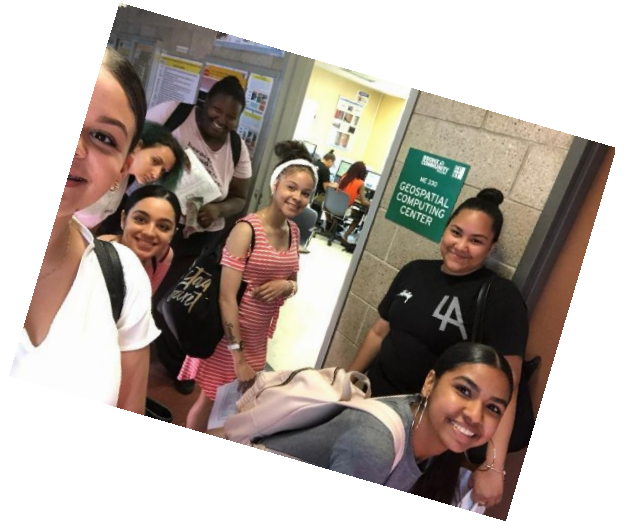


COLLEGE DISCOVERY STUDENT GUIDE



BRONX COMMUNITY COLLEGE THE CITY OF NEW YORK



COLLEGE DISCOVERY STUDENT RESPONSIBILITIES:



See your assigned CD counselor 3 times each semester

Register for tutoring

Attend CD workshops, and events

Register Full-time (at least 12 credits)

Graduate in 6 semesters or less

Attend the CD General Meeting each semester

Check and read your BCC email regularly

Maintain good academic standing (GPA 2.0 and above)



College Discovery Program
Loew Hall, Room 406
Ph. 718.289.5882
Fax 718.289.6498

Bronx Community College
of The City University of New York
2155 University Avenue
Bronx, New York 10453

Dear Student:

It is with great pride and pleasure that I welcome you to Bronx Community College and the College Discovery Program!

Acceptance into this wonderful program means that you get to take advantage of everything BCC has to offer all its students. Furthermore, you will receive additional support services to enhance your studies and ease your adjustment to the BCC. This handbook outlines program benefits, expectations, and important information; use this booklet as a resource to help you navigate BCC.

As you embark on this new journey, know that the CD faculty and staff will be available to assist you and we are committed to helping you build a successful future, and look forward to having you join our family.

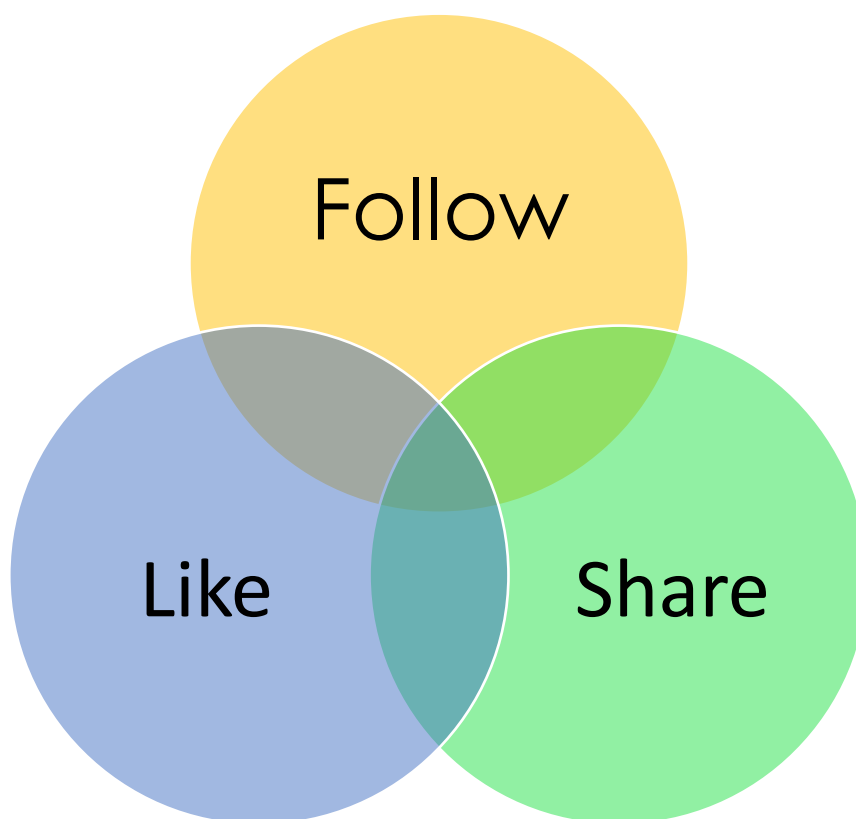
Again, congratulations and welcome to the CD Program.

Sincerely,

A handwritten signature in cursive script, reading "Cynthia Suarez-Espinal".

Cynthia Suarez-Espinal,
Director

FOLLOW US !



collegediscovery.bcc



@ collegediscovery.bcc

College Discovery Website:

<http://www.bcc.cuny.edu/College-Discovery/>

History of College Discovery

The College Discovery (CD) Program has been a part of CUNY (City University of New York) since 1964 when it was established by a resolution of the Board of Higher Education. The program began as a five-year experiment which sought to demonstrate that, with the proper supportive services, students who were being excluded from the University because of existing admissions criteria could attain a college degree. In 1969 the Program was extended beyond its experimental phase and became a permanent University vehicle in the community colleges for developing college potential among disadvantaged students. The success of College Discovery is reflected in the performance of its students. Retention and graduation rates consistently exceed those of regularly admitted students.



Mission of College Discovery

The mission of the College Discovery program is to provide college supportive services to select students who show potential for success, but have defined educational and economic needs. College Discovery stimulates and supports the intellectual, personal, and professional growth of students through college orientation, tutoring, one-on-one counseling, supplemental instruction, and financial support.

College Discovery Staff Directory

Office of the College Discovery Program		Location	Extension	BCC E-mail
Espinal-Suarez, Cynthia	Director	LO 401	5726	cynthia.suarez-espinal@bcc.cuny.edu
Cole, Gerard	Counseling Coordinator	LO 405	5909	gerard.cole@bcc.cuny.edu
Davila, Jeannette	Secretary	LO 400	5870	jeannette.davila@bcc.cuny.edu
Aiken, Nathan	Counselor	LO 403	3190	nathan.aiken@bcc.cuny.edu
Caldwell, Kerelle	Counselor	LO 402	3189	kerelle.caldwell@bcc.cuny.edu
Delgado, Alixon	Counselor	LO 404	3132	alixon.delgado@bcc.cuny.edu

Note: When calling campus from home and the extension begins with a #3, please dial 718 289-5100 wait for operator to answer, then dial the extension. Otherwise dial the number directly.

Academic Support/Tutors

Office of the Academic Support Services		Location	Extension	E-mail
Pichardo, Leidy	Academic Support Coordinator	LO 408	5914	leidy.pichardo@bcc.cuny.edu
Altagracia, Kacterlina	College Assistant	LO 406	5879	kacterlina.altagracia@stu.bcc.cuny.edu
Larrazabal, Yeni	College Assistant	LO 406	5882	ylarrazabal91@gmail.com

Meet the Staff



Mrs. Cynthia Suarez-Espinal, Director

Mrs. Cynthia Suarez-Espinal has been working in College Discovery since 2007 when she became the Coordinator of Academic Support Services. Mrs. Suarez-Espinal is a Bronx native who attended St. Bonaventure University where she received her Bachelor's Degree in Psychology and a Master of Science Degree in Counseling Education. Following her passion to help students as a HEOP alumna, Ms. Suarez-Espinal became a Counselor and shortly thereafter, Associate Director/Adviser for the Higher Education Opportunity Program at Barnard College for eight years.

In 2011, Mrs. Suarez-Espinal became the Director of the College Discovery Program. She serves as the co-chair for the Council of SEEK/CD Directors for the CUNY Office of Special Programs. She is a founding member of the Gamma Rho Chapter of the Chi Alpha Epsilon National Honor Society at BCC.



Mrs. Jeanette Davila-Mendez, Program Secretary

Mrs. Davila-Mendez has been part of the CD family since 1998. Her main role as an administrative assistant includes handling all student intakes, mailings, and daily operations of the CD Office. She is fluent in English and Spanish. Her goal is to ensure that the office offers the best customer service to our CD students, faculty and staff. Her greatest satisfaction during the years has been to see young people grow academically, personally, and see them graduate successfully with their degree; and to know that she was in some way a part of their overall success.



Mrs. Leidy Pichardo, Academic Support Coordinator

Mrs. Pichardo has been working in this position since January 2014 alongside a strong group of committed tutors who aim to give students great academic support. She is fluent in English and Spanish. Her main goal is to ensure that students maintain good academic standing and succeed in all courses. Mrs. Pichardo has a Master's Degree in Education and another in Administration and Supervision. As an English Language Learner from the Dominican Republic, she overcame many challenges and conquered barriers to be where she is today. Her words of wisdom: "Failure is NOT an option!"



Mr. Gerard Cole, Counselor Coordinator

Gerard Cole attended Binghamton University where he obtained his BA in English and MA in Social Sciences in Student Affairs and Diversity. He also has a Master's in Public Administration from John Jay College. Gerard enjoys sports, working out, playing the drums, and traveling.



Nathan Aiken, CD Counselor

Nathan Aiken is passionate about learning and sharing knowledge. After studying Spanish and Psychology at Boise State University, he moved to New York where he earned his master's in Mental Health Counseling. Today his goals are to create a safe environment for students to grow and to reach their potential as future professionals and influential leaders within the community.



Alixon Delgado, CD Counselor

Alixon Delgado attended Lehman College where she earned a BA in Social Work. She also has a MA in Higher Education. She enjoys traveling, reading, shopping, and loves trying new restaurants.



Kerelle Caldwell, CD Counselor

Kerelle Caldwell is a College Discovery Counselor. She obtained her Bachelor of Science in Health Science from Stony Brook University along with her Master of Science in Higher Education. She enjoys traveling, trying new restaurants and spending time with family/friends.



Kathy Altagracia and Yeni Larrazabal, College Asisstants

Ms. Altagracia and Ms. Larrazabal work arduously in the CD Program in many areas from recruitment, to registration for tutoring, and all types of student outreach. They are here to serve the students to the best of their ability to ensure their academic success. They are both graduates of BCC and very knowledgeable about the campus and its many resources.

PRE-COLLEGE SUMMER EXPERIENCE

- Participation in a Pre-Freshman academic summer program required prior to your first year, usually held from beginning of July to the first week of August.
- Participation in classes that will give you a head start in your college education and intensive help with reading, writing, or math.
- Academic support (tutoring) for the classes you are taking during the summer.
- Academic advising and pre-registration for fall semester classes.
- The opportunity to learn about the BCC campus, meet College Discovery faculty, staff and students, and form a support network.

COUNSELING SERVICES

- One-on-one academic and personal counseling.
- Help with selection and registration of courses.
- Help with deciding on a major and transferring to a four-year college.
- A workshop series that will help you become the best student you can be.
- Social events and activities every semester for College Discovery students to meet, eat, and have fun. Events include general meetings, celebrations of student's accomplishments, and Chi Alpha Epsilon Honor Society.

ACADEMIC SUPPORT (TUTORING)

Please note that tutoring is mandatory for all students who are taking remedial courses and on academic probation.

- Small group tutoring where the tutor can provide individual attention.
- Tips and techniques to help with essay writing and exams.
- Intensive workshops to help you pass the CUNY Assessment Tests in reading, writing, and math.
- Participation in Learning Community courses, which is blocked programming where classes follow one common theme and you are able to collaborate with your peers on special projects.

Financial Aid

FINANCIAL AID BENEFITS:

- Additional semesters of TAP
- Stipend for your participation in the pre-freshman summer program
- Book stipend each semester

Students may be retained in the program and eligible for the book allowance and program support for a maximum of **six (6) semesters**. If a **seventh semester** is needed to finish your final credits, your counselor may request that you receive an additional semester of College Discovery benefits.

Types of financial aid available for eligible students:

- College Discovery Book Stipend
- Payment of Student Activity Fees
- College Work-Study Program (CWS)
- Federal Pell Grant
- New York State Tuition Assistance Program (TAP)
- Direct Student Loan
- Federal Perkins Loan
- Supplemental Educational Opportunity Grant (SEOG)
- Emergency Loan Fund

If you have any problems concerning College Discovery financial aid, please contact Ms. Patricia Brown-Dennison, the Financial Aid Advisor for College Discovery students. **Financial Aid Office is located in Colston Hall Room 504.** The telephone number for **Ms. Patricia Brown** is **(718) 289-5728.**

Honor Societies

The Chi Alpha Epsilon (XAE) National Honor Society

Advisor: Mrs. Cassandra Bellabe-Rosember Loew Hall 403
(718) 289-5460

Chi Alpha Epsilon is a national academic honor society developed to recognize the academic achievement of students admitted to colleges and universities via developmental programs such as College Discovery. CD students who have earned and maintained a 3.0 or better GPA for two consecutive full-time semesters are eligible for membership in Chi Alpha



DEAN'S LIST

Students shall be eligible for inclusion on the Dean's List if they have been assigned academic grades for a minimum of twelve (12) college-level credits in a semester with an average of 3.3 or higher. Students shall be evaluated for the Dean's List upon successful completion of 12 or more college credits in a semester. No student may be included on the Dean's List more than six (6) times during his or her stay at the college. A student with a grade of F, WU, FIN, or WF shall not be eligible for that semester. An INC or PEN grade must be completed before the start of the following semester for a student to be considered for Dean's List. A student with a Z grade shall not be considered until the Z grade is resolved.

Requirements for Transfer to Special Programs at a Senior College

TRANSFER TO A CUNY SENIOR COLLEGE

Search for Education, Elevation and Knowledge (SEEK) Programs

Student must complete all requirements for the Associate's degree at BCC. Student must complete the CUNY Transfer Application online. A Special Programs Transfer Request Form must be completed by your CD counselor to be considered for the SEEK Program. This form will be sent directly to the City University's Application Processing Center (UAPC) and to the SEEK Program for the senior college you would like to attend. This transfer form is available in the CD main office, Loew Hall, Room 406. See appendix L for a sample of this form.

TRANSFER TO A SUNY COLLEGE

Educational Opportunity Programs (EOP)

CD students are eligible to transfer into a participating SUNY college's Educational Opportunity Program (EOP). These Special Programs are similar in structure to the CD Program. The services and resources they provide are intended to help you achieve your educational goals. Complete the transfer application for the SUNY College. Request information regarding Special Opportunity Programs and follow application procedures. Request to have Special Opportunity Program status transferred through the appropriate verification forms of the college. After you have received your acceptance letter from the senior college,

follow the necessary steps for financial aid and admissions. This transfer form is available in the CD main office, Loew Hall, Room 406.

TRANSFER TO ALL OTHER COLLEGES OR UNIVERSITIES

Higher Education Opportunity Programs (HEOP)

Private colleges offer Special Program benefits through their Higher Education Opportunity Programs (HEOP). Students should contact the college or university to determine if they offer such programs. Complete the transfer application for the private college. Request information regarding Special Programs and follow application procedures. Request to have Special Program status transferred through the appropriate verification forms of the college. After you have received your acceptance letter from the senior college, follow the necessary steps for financial aid and admissions. SOME OF THESE APPLICATIONS MAY BE AVAILABLE ONLINE IT'S NEVER TOO EARLY TO DISCUSS TRANSFER WITH YOUR COLLEGE DISCOVERY COUNSELOR.

Academic Information

Minimum Credit Load

You must be a full-time (minimum course load of 12 credits/ equated credits per semester) matriculated student to be eligible for College Discovery. Exceptions to full-time status can be granted under certain conditions. Under some circumstances, students may be allowed to reduce their full-time status to a minimum of 9 credits to remain eligible for CD benefits. All exceptions must be recommended by the student's assigned counselor and approved by the Director. **You should meet with your counselor before withdrawing from a course(s).**

Equated Credits

Equated credits apply only to remedial courses. The contact hours for remedial courses are counted and called "equated credits" to determine tuition, fees, and status (full-time or part-time). For example, MTH 05 carries 0 credits, but 6 equated credits. Full-time students must maintain 12 or more credits or equated credits.

Reinstatement

CD students who stop attending for one (1) semester or more must apply for reinstatement. Students may be reinstated into the CD Program if they have taken a leave of absence for military, financial, health, or personal reasons. Each student's application will be considered for reinstatement at the discretion of the director, subject to budgetary constraints, and space availability. A reinstatement application should be completed when the student returns to BCC and registers full-time for the semester.

Academic Grading

Academic Standing

Academic Probation and Academic Dismissal College Discovery students are subject to the University's minimum retention standard as amended by the Faculty Council of the Bronx Community College. A student who falls below the Minimum Retention Standards for one semester is placed on "Academic Probation." If the student does not increase his/her GPA to meet the minimum standards at the end of the successive semester, he/she will be placed on "Academic Dismissal." Thus, any student with a GPA that is below the minimum retention standard for two (2) consecutive semesters will be dismissed. If this occurs, the student may meet with their counselor to discuss filing an appeal to return to BCC under "Special Probation".



Remediation and Placement Testing

All entering freshman students are given placement exams in mathematics, reading and writing. Those students whose results indicate a need for additional skill development will be required to take the appropriate course(s). The remedial classes offered are ESL 01, 02, 03, ENG 01, 02, 09, MTH 01, 05, 06, and RDL 01, 02. Remedial classes are zero credits; however, they are counted as equated hours. MTH 06 is a pre-requisite class for certain majors only. In some cases, students will have to fulfill the basic skill requirements before registering for some credit bearing courses. Students have an opportunity to complete basic skill requirements in the Summer and Winter Programs that are free for participants.

Students are encouraged to complete the basic skills requirements as soon as possible, but no later than the first two semesters at BCC. Speak to your counselor about summer and winter classes.

The following grades may be assigned by instructors:

A+ 97 – 100	Exceptional	GPA: 4.0
A 93 – 96.9	Excellent	GPA: 4.0
A- 90 – 92.9	Very Good	GPA: 3.7
B+ 87 – 89.9	Very Good	GPA: 3.3
B 83 – 86.9	Good	GPA: 3.0
B- 80 – 82.9	Good	GPA: 2.7
C+ 77 – 79.9	Above Average	GPA: 2.3
C 73 – 76.9	Average	GPA: 2.0
C- 70 – 72.9	Below Average	GPA: 1.7
D+ 67 – 69.9	Below Average	GPA: 1.3
D 63 – 66.9	Below Average	GPA: 1.0
D- 60 – 62.9	Below Average	GPA: 0.7
F 0 – 59.9	Failing	GPA: 0.0
R† Repeat	Failing	GPA: 0.0

Grade Explanation

W Withdrew Officially – 3rd week through 10th week only. Student initiated. No impact on GPA.

WA Administrative Withdrawal – non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date. No impact on GPA.

WU Unofficial Withdrawal – 4th week through end of semester. Student attended at least one class session, but failed to withdraw officially.

***May be assigned only during the final grading period (Counts as a failure in GPA.)**

WN Never Attended. -No impact on GPA.

***AUD Audit** - Course not taken for credit or grade.

**AUD - Once classes have begun, students cannot change a course from audit status to credit status or from credit status to audit status. Credits in audited courses are not counted for financial aid.*

Temporary Grades

An instructor may assign a temporary grade at the end of the semester only for one of the reasons given below:

*INC- Work in course incomplete (but student otherwise passing in course)
Absent from the final exam (but student otherwise passing in course). No impact on GPA.*

**May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or*

FIN- equivalent to F if unresolved. (Refer to Regulations below).

PEN- Grade Pending

Guidelines for Retention

- All students enrolled in the College Discovery Program are provided the necessary counseling and academic support to increase their opportunity to earn a college degree. **It is expected that all CD students achieve good academic standing including a grade point average of 3.0 or above.** The minimum acceptable standing for continued enrollment in the Program, however, is a GPA of 2.0.
- At the end of two semesters (plus one summer session), a student must earn 18-20 credits/credit weights of passing grades A – D.
- At the end of four semesters (plus summer session), students must pass 42-44 degree credits.
- At the end of six semesters, students must pass 60 degree credits, and be within range of graduation in the sixth or seventh semester.

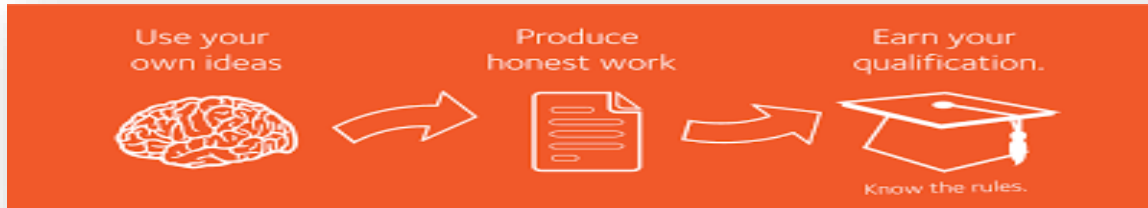
Academic Advisement and Registration

- Students who do not satisfy these standards after the specified periods will be dismissed from the College Discovery Program. The College Discovery retention guidelines are different from Bronx Community College's retention guidelines. Therefore, students who are dismissed from the CD Program may still be eligible to continue in the college as matriculated students.

The College Discovery counselors provide assistance in program and course planning. The goal of academic advisement is to provide you with basic knowledge of curriculum and degree requirements, academic policies, curriculum choices, and placement scores. Your counselor will assist you with:

- Choosing courses

- Selecting a curriculum that supports your career goals
- Receiving academic support services
- Establishing academic goals
- Understanding college policies
- Identifying goals and career plans



College Senate Policy on Academic Integrity

Faculty members at Bronx Community College believe that developing students' abilities to think through issues and problems by themselves is central to the educational process. Since academic integrity is vital to BCC as an institution of learning, faculty members will make every effort to uphold this "Policy on Academic Integrity" (hereinafter the "Policy"). Faculty will act in accordance with this Policy and all other University policies and applicable bylaws.

Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, and devices of communication during an academic exercise. The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take-home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.

- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source. Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.
- Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of **obtaining an unfair advantage**, but by no means is it an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Falsification of Records and Official Documents

The following are some examples of **falsification**, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Important Official Forms (See Appendix for a sample of these forms)

Change of Major Form

Changing your major is an important decision that should be discussed with your counselor. The procedure to change your major is as follows: Download from the Change of Major Form on the registrar's website. Consult with your counselor before completing the form. Then return the completed form to the Registrar's Office in Colston Hall Room 537.

Change of Contact Information Form

The Change of Information form must be completed for changes in your name, address, and/or phone number. Go to the Registrar's Office or download the Change of Information form from the website. The completed form must be returned to the Registrar's Office, Colston Hall Room 537.

Part Time Request Form

This form is available in the College Discovery office in Loew Hall, Room 406. This form needs to be filled out and returned to the College Discovery office. It is at the discretion of the director to approve the student to only be enrolled part time for the upcoming semester. Be sure to follow-up to see if the request was granted.

Reinstatement Request Form

This form is available in the College Discovery office. If you have not been enrolled in school for one semester or longer, you are required to fill out this form and return it to the College Discovery office. It will then have to get the Director's approval to be granted.

Special Program Transfer Request Form

This form is available in the College Discovery Office. It is completed by yourself, your CD counselor, the Director, and Financial Aid to confirm that you are a College Discovery student. It is required to be completed and sent to the college you are transferring to in order to transfer your CD eligibility.

IT'S NEVER TOO EARLY TO DISCUSS TRANSFER WITH YOUR COLLEGE DISCOVERY COUNSELOR

Frequently Asked Questions



Do I have to take a summer course?

YES, it is required for all incoming freshmen to take our summer program. Students **MUST** attend class, tutoring, and a workshop during the summer to be a College Discovery student. Failure to do so will result in dismissal from the program.

What is the Freshmen Orientation?

The Freshmen Orientation Program is the first contact that incoming College Discovery students have with the staff and faculty of the College Discovery Program. The orientation gives potential students and family members a chance to learn about the program and the benefits of enrollment.

Does a student have to go to class in order to receive his/her College Discovery book stipend?

YES. Checks will be issued only to those students who are attending classes. A student who is not in compliance may have his/her check withheld and may be dropped from the program. There are some exceptions made for medical reasons with approval from your CD counselor.

How and when do I receive my book stipend?

You will be sent a check for your book stipend within the first week of class as long as you have completed your financial aid process, and submitted **ALL** required documentation.

How many semesters will I receive the CD book stipend?

Eligible CD students receive a CD book stipend for six (6) semesters. Your counselor can recommend an additional semester of benefits that includes the CD book stipend, if you are graduating. In addition, eligible students will continue to receive a book stipend four semesters at a CUNY senior college. CD students can receive a total of 10 semesters of Special Program benefits as an undergraduate student.

Appendix A

Key Terms

Academic Advisement: The process where students meet with their counselor to get advised of the courses to enroll in for the next semester.

Academic Probation: Students are placed on academic probation when their GPA falls below the Minimum Retention Standards (2.0)

Bursar: The Office of the Bursar is responsible for the collection of tuition and fees.

Credit Load: The number of credits and/ or equated credits a student carries each semester. The minimum load a full-time student may carry is 12 credits or “equated credits.”

Credits: The unit of points for college-level courses that is applied towards a degree.

Curriculum: The course of study required to earn a particular degree.

Department: The unit in colleges that offers courses in a specified subject or a specified group of subjects.

Equated Credits: The contact hours for basic skills courses that are counted as credit in determining a student’s full-time or part-time status, as well as tuition and fees and financial aid.

Full-Time: Student enrolled in at least 12 credits or equated credits for the semester.

Grade Point Average (GPA): A number ranging from 0.00 to 4.00 that indicates a student’s average course grade.

Instructor: A title for college teachers who have the rank lower than assistant professor. A general term used to refer to any teacher.

Learning Commons (LC): Provides students with services designed to strengthen academic skills and meet learning needs. They provide tutoring in most subject areas.

Learning Community Courses: blocked programming where classes follow one common theme and you are able to collaborate with your peers on special projects.

Matriculated Student: A student enrolled in an academic program that leads to a degree.

Office Hours: Time when your professor is available for whatever questions or additional help you may need. These are usually listed in your syllabus.

Part-Time: Student enrolled in less than 12 credits or equated credits for the semester.

Placement Tests: Required entry examinations to determine skill levels in reading, writing and mathematics.

Prerequisite: A requirement that must be completed before a course may be taken. For example, the prerequisite for Math 05 is Math 01.

Professor: A correct form of address for any person who holds any of the three professional ranks. “Professor” is the highest rank for college teachers.

Readmission: Required of all students when they have not attended the college for one semester or more. Student must apply for readmission at the Admission Office, Loew Hall 224. Students must also fill out a reinstatement form in the College Discovery Office, Loew Hall 406.

Registrar: The office that is responsible for maintaining school records such as official transcripts, contact information and declared major

Syllabus: A summary or outline for a course that is distributed to students by the instructor. It states the main topics to be covered and required readings, assignments, deadlines, and Professors office hours.

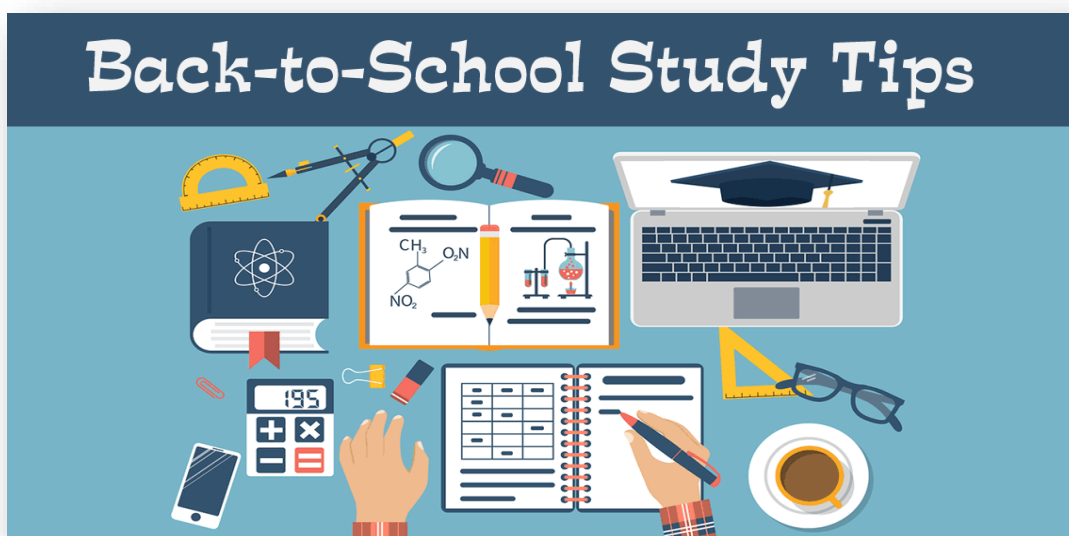
Term: A period of study in a college that usually ends with the administration of final examinations. The fall term is from August-December and the Spring term is from January-May.

Transcript: The official record, maintained by the Registrar’s office, of courses taken, grades received, and the Grade Point Average.

APPENDIX C

Study Tips

- ✓ Make a reasonable study schedule
- ✓ Read your notes each day after class
- ✓ Ask your professor if you can audio record the lecture
- ✓ Ask questions if you don't know
- ✓ Set aside a quiet place with no distractions to study
- ✓ Attend tutoring and your Professors office hours
- ✓ Create a study group
- ✓ Make sample tests for yourself
- ✓ Don't cram
- ✓ Have confidence in yourself!



ACADEMIC SUPPORT SERVICES

Academic Support

LEARNING COMMONS

Meister Hall [ME], SB-003 • 718.289.5100 ext 3039

All BCC students are welcome to use the Commons as an individual and group study space. We also provide tutoring in several areas, including developmental math.

LIBRARY

North Hall and Library [NL] • 718.289.5431

Assist faculty and students with research via CUNY+ online catalog, CUNY E-resources, campus e-resources and a vast array of books.

MATH TUTORING LAB

Carl Polowczyk Hall [CPH], room 303 • 718.289.5100 ext 3029

All BCC students are welcome for help in math courses. No appointment necessary. Students needing developmental math tutoring should go to the Learning Commons.

READING LAB

Colston Hall [CO], room 404 • 718.289.5625

The Reading Lab provides one-on-one and group tutoring services for students in RDL 01, RDL 02 courses or who are preparing for the SMT and ACT. Tutoring in textbook reading and study skills is also available in education and other academic courses. One-on-One Tutoring takes place during the lab hours, by appointment, for students in education courses and other academic courses. Assistance is also available for course work which requires the use of technology/ Blackboard or e-Portfolio.

WRITING CENTER

Sage Hall [SA], room 100 • 718.289.5279

Students who use the Writing Center can expect to receive personal, one-on-one instruction that will lead them to be independent learners, thinkers, and writers. The Center works with students in individualized tutorials to develop, organize and refine written assignments and projects in all subject areas.

STUDENT SUPPORT

BURSARS OFFICE

Colston Hall [CO], Main Lobby • 718.289.5618

The Bursars Office handles all student accounts including billing and collecting of tuition and fees, processing of students refunds, information relating to the tuition payment plan, and student parking information

TRANSFER SERVICES

Loew Hall [LO], room 328 • 718.289.5759

The office provides quality services that assist students with career development and transferring to four-year colleges.

CAREER DEVELOPMENT

Snow Hall [SN], first flot • 718.220.7546

The Office of Career Development provides quality services designed to assist students with career planning, job-readiness skills, and preparation for the world of work.

CUNY EDGE (FORMERLY COPE)

Loew Hall [LO], room 106A • 718.289.5849

CUNY Edge offers comprehensive supportive services to students receiving any form of public assistance.

DISABILITY SERVICES

Loew Hall [LO], room 211 • 718.289.5874

To provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally.

EARLY CHILDHOOD CENTER

Child Development Center [CC] • 718.289.5461

Early childhood education, activities, childcare, and meals for children of BCC students who are enrolled at the college.

EVENING AND WEEKEND PROGRAMS

Colston Hall [CO], room 506A • 718.289.5703

The office supports and assists in the administration of evening and weekend classes and provides appropriate referrals to student services, including advising, registration and financial aid.

FINANCIAL AID OFFICE

Colston Hall [CO], room 504 • 718.289.5700

The Financial Aid Office administers all federal, state, city and college funded aid programs and provides applications, counseling and other information. Entering students should contact the Financial Aid Office early in the admissions process to discuss eligibility requirements and to obtain forms and up to date information on the various aid programs. Continuing students should file applications each spring by April 15th.

HEALTH SERVICES

Loew Hall [LO], room 101 • 718.289.5858

Assist students with health problems, and/or immunization needs that significantly affect their ability to remain in school and graduate.

PERSONAL COUNSELING

Loew Hall [LO], room 430 • 718.289.5223

Free and confidential short-term individual and group counseling to support academic success, emotional well-being and personal growth.

REGISTRAR'S OFFICE

Colston Hall [CO], room 513 • 718.289.5700

The Registrar's Office is responsible for creating and maintaining each student's official academic record and preserving its integrity, and certifying all degree candidates for graduation. The Registrar is also responsible for change of major, contact information and transcript requests.

SINGLE STOP

Loew Hall [LO], room 118 • 718.289.5179

Single Stop provides students and their immediate families with access to benefits and services that help students stay in school and graduate. Whether it is afterschool programs, health insurance, legal advice, debt solutions, childcare, or government benefits, we can help to identify the services that are available to you.

TECHNOLOGY SERVICE CENTER

Roscoe Brown Student Center [BC], room 308 • 718.289.5970

The single point of contact for technical support services on campus. You can access help for all of your student online accounts: Blackboard, CUNYfirst, CUNY Portal, Degree Works, etc.

VETERAN AND MILITARY RESOURCES

Loew Hall [LO], room 332 • 718.289.5447

The office serves the needs of prospective and enrolled active military personnel, veterans, and their dependents and survivors who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs.

Claim Your Bronco ID

Self-Service Account Management (SSAM)

Claim Your Account

New Students, Faculty, Staff - Claim your Bronco Identity, register your challenge questions and set your password

1. Enter the required information and click the **Next** button

Claim Your Bronco Identity

Please provide the required information in the following fields to claim your Bronco account.

* Denotes required field

*First Name:

First Name

*Last Name:

Last Name

*DOB: (MM/YYYY)

*CUNYfirst ID: (8 digit CUNYfirst EMPLID)

8-Digit CUNYfirst ID (EMPLID)

Forgot your CUNYfirst ID? Click here to login to your CUNYfirst account to obtain it.

Next

2. Provide Answers to the (5) challenge questions and click the **Next** button.

Register Your Challenge Questions

- . Answers are case sensitive
- . Duplicate answers are not allowed
- . Answers must contain 4 or more characters

Question 1: What is your favorite color?

Answer*:

Black

Question 2: What is your city of birth?

Answer*:

Queens

Question 3: What is your favorite movie?

Answer*:

A Beautiful Mind

Question 4: What was the name of the first school you attended?

Answer*:

PS888

Question 5: What is your favorite food?

Answer*:

Sushi

Next

Cancel

3.

- a. **Enter and confirm** your new password.
- b. **Read** the CUNY Policy on Acceptable Use of Computer Resources by **scrolling down**.
- c. **Check** that you have read, understand and agree to the terms and conditions.
- d. Click the **Next** button

Create a New Password

Enter a new password:

Re-enter the password:



Password Requirements

*Password cannot be the same as any of the 4 previous passwords used

*Must be at least 8 characters long

*Must contain at least 3 of the following 4 categories:

1. at least one uppercase letter (A-Z)
2. at least one lowercase letter (a-z)
3. at least one digit (0-9)
4. at least one special character (~!@#\$%^&*~--+~\|{}[];:'"<>.,?/)

Please note that your Bronco Password expires every 180 days, but you can change it at any time.

information.

- c. CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

Approved by the Board of Trustees on January 29, 2007, Cal. No. 4.D., with amendments approved on June 25, 2012, Cal. No. 5.A. and June 29, 2015, Cal. No. 5.A.



By submitting this form, you acknowledge that you have read, understood and agree to the terms and conditions

Next

Cancel

Claim Your CUNYfirst Account

How to Activate/Claim your CUNYfirst Account

1. Go to
<https://home.cunyfirst.cuny.edu>

2. Click on **First time user** Link.

First time users 

3. On the **Account Activation** page, please enter your **First-Name**, **Last-Name**, **Date of Birth** (with the slashes), **Social Security Number** (last four digits), the **two words** in the picture as show and **Click Ok**

Account Activation

Please provide the required information in the following fields to activate your CUNY account.

First Name*:

Last Name*:

D.O.B. (mm/dd/yyyy)*:

SSN (last 4 digits)*:



Type the text

[Privacy & Terms](#)

4. Select a different **question** from each of the dropdown menu, provide an **answer** for each question and click **ok**

Challenge Questions and Answers

Please select a question from each of the drop down menus below, and provide the answers of your choice to be used in the future for password changes

Question 1*:

Answer*:

Question 2*:

Answer*:

Question 3*:

Answer*:

Question 4*:

Answer*:

Question 5*:

Answer*:

5. On the **Choose a Password** page, please enter your **Password**, **Confirm Password** and click **Ok**

Choose a Password

Choose a password below. For password policy details, please [click here](#)

Password*:

Confirm Password*:

****Note:** for password policy, click on the [click here](#) link

6. After your password is created, the system will display your **CUNYfirst Username** as well as your **CUNY ID**

User Activation Completed Successfully!

Your username is: **John.Doe78**

Your EMPLID is: **12345678**

****Note:** Click on the [Click here to return home](#) button to go back to the CUNYfirst Home Page.

[Click here to return home](#)

7. You can now log on to CUNYfirst using the CUNYfirst Username and the Password you just created.

Username

Password

For additional information, please go to: <http://www.bcc.cuny.edu/CUNYfirst/>

Degree Works

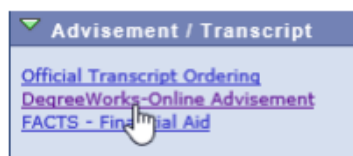
Student Advisement Degree Audit (DegreeWorks)

DegreeWorks is a web-based program that enables you to easily track your academic progress. You will be able to see how specific College requirements have been met and what courses you can take to fulfill the requirements which are remaining. With the click of a tab (the 'What If' feature), you will also be able to see how your academic requirements might change if you were to change your major.

How to access DegreeWorks

Users will access DegreeWorks using one of the following methods:

1. Users can **access** DegreeWorks using the DegreeWorks link in the CUNYfirst **Student Center**



OR

2. Go to: Degreeworks.cuny.edu

Log-in using your **CUNYfirst username** followed by **@login.cuny.edu** and your **CUNYfirst password**

A screenshot of a login form. It has two input fields. The first is labeled 'Username' and contains the text 'John.Doe23@login.cuny.edu'. The second is labeled 'Password' and contains the placeholder text 'Enter your CUNYfirst password'.

Navigating Within DegreeWorks

A screenshot of a navigation bar. It includes a 'Find' button with a magnifying glass icon, followed by input fields for 'Student ID' and 'Name'. To the right are dropdown menus for 'Degree' and 'Major', and input fields for 'Classification' and 'Last Audit'. Below these fields is a 'Worksheets' button with a right-pointing arrow.

The **What if** function maps your transcript onto any curriculum at BCC



The **Planner** function displays an academic planner that can be used to plan student's courses and schedules



- If you never logged in to CUNYFirst, you can claim your account [here](http://home.cunyfirst.cuny.edu) or visit: home.cunyfirst.cuny.edu - click on **New User**

If you forgot your CUNYFirst username or password click [here](http://home.cunyfirst.cuny.edu) or visit: home.cunyfirst.cuny.edu - click on **Forgot your Password**

Set Up & Log into CUNYfirst

How to Claim Your CUNY Portal Account

1. Go to: www.cuny.edu

2. In the right top corner, click on **Log In**, and then click on **CUNY PORTAL**



3. Click on **Register for a New Account**

[Register for a New Account](#) :

4. Click on **Current Student**

[Current Student](#) I am currently enrolled as a student at a CUNY college.

5. On the **User Validation** page, please enter your **Last Name**, **Social Security Number** and your **Date of Birth**. Click **Next**

First Name:

Last Name:

Social Security Number: - -

Date of Birth: mm dd 19 yy

6. Click **Confirm**

7. Choose a **Username** and **Password** and click **Save**

CUNY Portal Registration

Choose a Username

Please enter a new username or use the suggestion below. Username should only consist of the characters: A-Z, a-z, 0-9, underscore, dash, apostrophe, period, comma, or @ symbol.

* Username

Choose a Password and e-Mail Address

Please choose a password that is at least 5 characters long. Be sure to enter your correct e-Mail address in the box below.

* Password

* Password Confirmation

* Email

Home Street

Home City

Home State

Home Zip Code

Home Country

**** IMPORTANT ****

Prior to clicking the save button below, please take a moment to record your username, password, and email. Please keep this information in a safe place.

8. You can now log on to the CUNY Portal using the **Username** and **Password** you just created.

Username:

Password:

Blackboard FAQ

Bb FAQ – Students

How do I view my Grades in Blackboard?

- Open a Course
- Click “Tools” on the Course Menu
- Click on “My Grades”

When I sign on to Blackboard, it says I am currently not enrolled into any courses.

If you don't see any of your courses on Blackboard, your instructor may not have made it available. Contact your instructor to find out if they plan to make the course available at a later date. If your instructor has made the course available and you still cannot see the course, contact the Technology Service Center at 718.289.5970 or tsc@bcc.cuny.edu.

I was able to access my course a few days ago and now it is missing. What do I do?

You may have been withdrawn from the class. Make sure you have not been withdrawn from the class due to several absences in your attendance. Contact the Technology Service Center at 718.289.5970 or tsc@bcc.cuny.edu so your status can be checked.

Why aren't my courses listed?

If you don't see any of your courses on Blackboard, your instructor may not have made it available. Contact your instructor to find out if they plan to make the course available at a later date. Note: The courses that are listed under “My Courses” may not fully reflect the courses for which you have registered. To view your official course registration, visit CUNY First inside the CUNY portal.

Student Email

Microsoft Office 365

Through a CUNY-wide partnership with Microsoft, we are offering students a state-of-the-art email and communications suite. Everything you do-online-email, shared calendars and chatting - now works together better than ever, with 24/7 reliability.

For additional information about **Microsoft Office 365 Student Email**, please go to:

www.bcc.cuny.edu/email - Click on Student

Office 365 BCC Student Email – Login

1. Go to <http://www.bcc.cuny.edu/email>
2. Click on Student E-mail
3. Click on login. You will be directed to the Microsoft Windows Office 365 login page.
4. Enter your full student e-mail address -- e.g. `firstname.lastname@stu.bcc.cuny.edu` and your password.



Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Click here to change your password.

Campus Map

BRONX COMMUNITY COLLEGE campus directory

AL	ALTSCHUL HOUSE
AG	ALUMNI GYM
BA	BROWN ANNEX
BH	BEGRISCH HALL
BL	BLISS HALL
BU	BUTLER HALL
CC	CHILDREN'S CENTER
CPH	CARL POLOWCZYK HALL
CH	COMMUNITY HALL
CO	COLSTON HALL
GH	GOULD HALL
GML	GOULD MEMORIAL LIBRARY
G	GREENHOUSE
GU	GUGGENHEIM HALL
HOF	HALL OF FAME FOR GREAT AMERICANS
HA	HAVEMEYER ANNEX
HL	HAVEMEYER LAB
LH	LANGUAGE HALL
LA	LOEW ANNEX
LO	LOEW HALL
MH	MACCRACKEN HALL
ME	MEISTER HALL
NH	NEW HALL
NI	NICHOLS HALL
PH	PHILOSOPHY HALL
BC	ROSCOE BROWN STUDENT CENTER
SA	SAGE HALL
SH	SOUTH HALL



2155 University Avenue
Bronx, NY 10453
718.288.5100

BRONX COMMUNITY COLLEGE

NOTES

[illegible]