Student Services

DIVISION OF STUDENT AFFAIRS
Dr. Athos K. Brewer
Vice President for Student Affairs
Loew Hall [LO], Room 201 | 718.289.5869

Mr. Bernard J. Gantt
Dean of Enrollment Management
Colston Hall [CO], Room 510 | 718.289.5515

Vacant
Associate Dean of Student Support Services
Loew Hall [LO], Room | 718.289.5866

Dr. Fenix N. Arias
Associate Dean of Student Engagement and Student Success
Roscoe Brown Student Center [BC], Room 305 | 718.289.5210

The Division of Student Affairs provides direction for all activities related to student services which includes the area of Enrollment Management (Admissions and Recruitment, Financial Aid, Registrar, Welcome Center, and Veterans Affairs); the area of Student Support Services (Career and Transfer Services, College Opportunity to Prepare for Employment (COPE)/Graduate Success Initiative (GSI), General Counseling, Psychological Services, Student Disability Services and Judicial Affairs) the area of Student Engagement and Student Success (Academic Success Center, Athletics, Health Services, Single Stop Program, Student Life and Multicultural Center, and finally the areas of the Early Childhood Center, and Bronx Community College Association Inc..

EARLY CHILDHOOD CENTER
Director: Ms. Jitinder Walia
The Children’s Center [CC], Room 221 | Phone: 718.289.5461

The Early Childhood Center was founded in 1972 and one of the first childcare centers within the City University of New York. The ECC has been committed to offering excellent early care and education services. The Center offers affordable service to the children of BCC students. Classes are available for toddlers and pre-school children. There is also an after school program for children 6-12.

BRONX COMMUNITY COLLEGE ASSOCIATION INC.
Chair: Dr. Athos K. Brewer
Loew Hall [LO], Room 201 | Phone: 718.289.5869

The Bronx Community College Association, Inc., is a chartered corporation with a Board of Directors comprised of students, faculty and administrators, and chaired by the College president or a designee. The principle purpose for which the Association has been created is to fund co-curricular programming and activities including, but not limited to, student publications, honor societies, clubs, college-wide organizations, athletic teams, the early childhood center, and health services.

DEAN OF ENROLLMENT MANAGEMENT
The Dean of Enrollment Management is responsible for the development, integration, implementation and evaluation of the strategic enrollment plan for the College, including key student services of recruitment, admissions, financial aid, registration, welcome center, and veteran affairs. The Dean of Enrollment Management also provides oversight of the Enrollment Communications Specialist who will serve as the liaison for Hobsons related services including Hobsons Connect and Hobsons Retain for the sister offices of Admissions, Testing, Financial Aid, Academic Advising, Registrar, Bursar, Counseling and the Welcome Center.

ADMISSION AND RECRUITMENT
Director: Ms. Patricia A. Ramos
Loew Hall [LO], Room 224 | Phone: 718.289.5889

The Office of Admissions and Recruitment is responsible for facilitating the admissions process for all incoming students, assisting with the development and implementation of a comprehensive marketing and recruitment plan, diversifying the recruitment pool, and attracting new student markets. The Recruitment Office is responsible for hosting the College’s Open House for future students and facilitating campus tours for future students and interested guests. In addition to promoting the College and providing information, the Admissions Office has the responsibility of obtaining and maintaining accurate student records while safeguarding their privacy and confidentiality.

OFFICE OF ENROLLMENT MANAGEMENT
Director: Dean Bernard J. Gantt
Colston Hall [CO], Room 509 | Phone: 718.289.5883

The Office of Enrollment Management provides leadership and administration directions in the ongoing development of strategic programs which enhance the College’s ability to recruit, retain, and graduate students. This Office supervises the areas of Admissions and Recruitment, Financial Aid, Registrar, the Welcome Center and Veterans Affairs. Students encountering any difficulties related to one of these reporting areas are welcome to visit our office to make an appointment to discuss the matter with the Dean of Enrollment Management.
OFFICE OF FINANCIAL AID

Director: Mr. Sinu Jacob
Colston Hall [CO], Room 502 | Phone: 718.289.5608

The Office of Financial Aid administers all federal, state, city and college funded aid programs and provides applications, counseling and other information. Financial Aid program descriptions are based on current statuses and regulations, and may be changed periodically. 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.

OFFICE OF THE REGISTRAR

Director: Mr. Sanjay Ramdath
Colston Hall [CO], Room 513 | Phone: 718.289.5705

The Office of the Registrar is responsible for providing an efficient maintenance of student records and ensuring the integrity of the student records system through the implementation of operational methods that change as institutional infrastructure changes. Several areas under the supervision of the Registrar include: registration, degree certification, and grade reporting. Services provided include enrollment and degree verifications; re-admission to the College; residency; transcript requests; transfer credit evaluations and grading assistance for faculty.

VETERANS AND MILITARY RESOURCES

Coordinator: Ms. Betsy Montañez
Loew Hall [LO], Room 123 | Phone: 718.289.5447

The Office of Veteran and Military Resources provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary resources, as well as other Veterans and service members. This office assists veterans and service members with educational benefits, provides information on financial aid, assistance with academic advisement, registration, and withdrawals due to active duty recalls.

WELCOME CENTER

Director: Mr. Orlando Lopez
Loew Hail [LO], Room 202 | Phone: 718.289.5693

The Welcome Center serves as a liaison to our students, faculty, and staff by providing information regarding all aspects of the campus including college programs and services, office hours and locations, directions to and within the campus, promoting the value of attending our college to visitors, and offering exceptional customer service to our students. The Welcome Center fulfills its mission by partnering with our Admission’s Office, NYC high schools and community organizations, attending recruitment events/college fairs, offering pre-admissions orientations and workshops, hosting informational events and weekly information session tours to educate prospective students about Bronx Community College and its offerings.

ASSOCIATE DEAN OF STUDENT ENGAGEMENT AND STUDENT SUCCESS

The Associate Dean of Student Engagement and Student Success is responsible for the development, integration, implementation and evaluation of support services provided to freshman students in the area of academic advising, early alert, health services, athletics, student life and the Single Stop Program.

ACADEMIC SUCCESS CENTER

Interim Director: Mr. Octavio Melendez
Sage Hall [SA], Room 201 | Phone: 718.289.5401

Focused on supporting freshman students’ academic progress, the Academic Success Center, is committed to delivering comprehensive academic advising services, and assisting freshmen in the development of individualized educational plans that will inform their academic and professional aspirations.

The Academic Success Center’s staff also serves as a valuable resource for freshman students by:

- Providing accurate and timely information regarding testing, placement and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of DegreeWorks, CUNY web-based degree audit tool, that allows students to easily track their progress toward degree completion.
- Providing effective referral to institutional and/or electronic resources.

The Academic Success Center is open Monday through Saturday with evening hours available. For further information call 718.289.5401 or visit our website at: www.bcc.cuny.edu/AcademicAdvising/AcademicSuccessCenter/.
ATHLETICS

Director: Mr. Michael Belfiore
Alumni Gym Building [AG], Room 403 | Phone: 718.289.5289

The Athletics Program at Bronx Community College provides opportunities for students to compete against neighboring community college and other intercollegiate athletic teams. Men's intercollegiate teams include baseball, basketball, cross country, soccer, and indoor and outdoor track. Women's intercollegiate teams include basketball, cross country, indoor and outdoor track, and volleyball. Participation in the program fosters the values of discipline, cooperation and collaboration as well as the spirit of competition. Through team play, student-athletes learn how to work with others for the achievement of individual and group goals. Individual contributions may include increased confidence, self-esteem, leadership abilities and time management skills. Membership on individual teams is determined by the recruiting efforts of our coaching staff and open tryouts. Full-time students who meet NJCAA eligibility requirements may tryout and become a member of an athletic team. In addition, an acceptable medical report must be on file with the Health Services Office prior to participation.

Bronx Community College is a member of the National Junior College Athletic Association (NJCAA Region XV) and the City University of New York Athletic Conference (CUNYAC).

Recreation and Intramurals

The Recreation and Intramural Sports program offers a wide variety of activities for our students, faculty and staff. Open Recreation opportunities include the use of the cardio room, weight training areas, gymnasium and pool. Available hours vary based on the academic and athletics schedules. In addition, a variety of intramural tournaments are held throughout the semester in sports like basketball, soccer, tennis, handball, dodgeball and volleyball. Students can sign up as a team or as individuals.

OFFICE OF STUDENT LIFE

Interim Director: Dean Fenix Arias
Roscoe Brown Student Center [BC], Room 305 | Phone: 718.289.59194

The Office of Student Life includes a variety of activities, special programs, college-wide organizations and clubs that are an integral part of college life. The purpose of this office is to enhance the overall student experience through exposure to diverse perspectives, leadership development, service learning, co-curricular programming, and volunteer service. Student Life, the Student Government Association (SGA), the Inter-Organizational Council (IOC) and the Multicultural office work collaboratively for the benefit of students and the campus community.

The Student Activities Committee, a Senate sub-committee, is comprised of students, faculty, and administrators. This body serves in an advisory capacity to the Office of Student Life. They review and approve clubs and College-wide organizations and provide direction for campus-wide programs and activities. Visit http://www.bcc.cuny.edu/Student-Life/ for more information.

Student Government Association (SGA)

The Student Government Association is comprised of 15 senators elected by the student body each spring semester. An internal election is conducted for executive positions. As a body, SGA provides direction and guidance on all student-related matters, including student activities and campus programming. SGA members participate fully in the College Senate and its many sub-committees.

Roscoe C. Brown Student Center

The Roscoe C. Brown Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students, and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, club programming space, meeting rooms and the Barnes and Noble bookstore. For information regarding use of the facilities for programs, meetings or conferences, contact the Events Management office at 718.289.5993.

Shuttle Bus

A free shuttle bus service provides evening students with transportation from campus to several subway and bus lines. The hours of operation are 4:30 to 10:30 p.m. in the fall semester and 5:30 to 10:30 p.m. during the spring semester. Service is provided Monday through Thursday, September through May, when classes are in session. Student activity fees cover the cost of this service.

Clubs and Organizations

The Inter-Organizational Council (IOC) is the representative body that deals with the welfare and governance of all student clubs and College-wide organizations, except the Student Government Association. The IOC is comprised of one student from each chartered club, organization and honor society at Bronx Community College.

There are over 30 student clubs and organizations at BCC with academic, cultural, and social themes. BCC students can join an existing club or start a new club with other BCC students of similar interests. Joining a BCC club is an excellent way to enhance the academic experience at BCC. Students who participate in BCC clubs can explore academic programs and majors, develop leadership skills, practice teamwork, build cross-cultural appreciation, and provide community service.

For more information, visit the IOC Office in Roscoe C. Brown Student Center [BC], Room 309; call 718.289.5201; or visit our website at http://www.bcc.cuny.edu/Student-Life/
HEALTH SERVICES
Wellness Manager: Ms. Victoria King
Loew Hall [LO], Room 101 | Phone: 718.289.5858

The Office of Health Services provides health education and wellness activities to BCC's diverse student body. Services offered on a walk-in basis include physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as needed. Referrals to community resources are also provided.

Over-the-counter medications are available upon request. HIV screening is offered once a week through a local community health organization. Free immunizations during registration periods may include measles, mumps and rubella, HPV, Hepatitis B. Flu vaccine may also be offered during Flu season. For information regarding CUNY student health options, visit the following CUNY web site: http://web.cuny.edu/administration/sa/services/student-health.html

Under Public Health Law 2165, all matriculated students born after January 1, 1957 must show proof of immunity to measles, mumps and rubella. Free immunizations are available during new student registration. Under Public Health Law 2167 all students must be given information about meningococcal meningitis and the benefits of vaccine. By law, all student information is confidential and released only with the student’s signed consent.

SINGLE STOP PROGRAM
Senior Project Coordinator: Ms. Dedra Polite
Loew Hall [LO], Room 118 | Phone: 718.289.5179

The mission of the Single Stop USA is to partner with community colleges and fully integrate their successful economic empowerment model with student service centers and financial aid departments. Further, they seek to harness two of the country’s effective anti-poverty tools: coordinated access to America's safety net and a post-secondary education. Our goal, in collaboration with Single Stop USA, is to be a reliable resource where students at Bronx Community College can be informed of their eligibility for benefits, legal services, low-income housing and financial coaching. Students are then guided through the application process.

ASSOCIATE DEAN OF STUDENT SUPPORT SERVICES
Vacant/Interim: Dr. Athos K. Brewer

The Associate Dean of Student Support Services is responsible for the development, integration, implementation and evaluation of the strategic support services provided to students in the areas of general counseling, psychological services, disability services, career and transfer services, judicial affairs and special programs such as College Discovery and College Opportunity to Prepare for Employment (COPE)/Graduate Success Initiative (GSI).

CAREER AND TRANSFER SERVICES
Director: Alán Fuentes
Interim Associate: Kennybel Peña
Loew Hall [LO], Room 330 | Phone: 718.289.5759
www.bcc.cuny.edu/CareerTransfer/
www.collegecentral.com/ctsbcc

The Career and Transfer Services Office provides an array of advisement and educational services for students and alumni/alumnae that assist individuals to successfully achieve their academic and career goals and objectives. Career and Transfer Services offer the College Work Experience (CWE 31) course. This course is for students who have at least 30 credits and wish to receive real life work experience. In this class students learn about workplace protocols, how to write a resume and job interview skills. This course is for students in the Associates in Applied Sciences Degree (Marketing, Management, Accounting, Office Administration and Technology, and Computer Information Systems).

Other specific services provided by the unit may include:

Career Services
- Introduction to College majors and career options
- Career assessments, and assessment of academic strengths and needs
- Internships and career fairs
- Online internship and employment opportunities along with a number of additional career related activities

Transfer Services
- Academic advisement and registration assistance for transfer students
- Senior college, H/EOP, and SEEK/CD (educational opportunity program) transfer admission information, assistance, application, and acceptance
- Activities and events, including on-campus recruitment, internship, career and transfer fairs, and senior college field trips
Transfer Planning

www.bcc.cuny.edu/TransferCounseling/

The primary reason for early and continuing transfer planning is to ensure that degree program and curriculum are consistent with future career or educational plans. Waiting until the last semester may limit options. Articulation agreements are excellent tools for transfer planning. They provide a course of action for students, including an outline of the most appropriate courses to schedule. Furthermore, some articulation agreements encourage students to continue in the same course of study they started at BCC, while others gear students toward a particular career or educational pathway.

NOTE: Students applying to CUNY senior colleges must have completed at least one college-level course in mathematics and English with a grade of “C” or better or must demonstrate college-level readiness based on SAT, ACT or New York Regents test scores. Students who do not demonstrate college-level readiness are strongly advised to complete mathematics and English courses before their final semester.

Use this convenient transfer planning timeline to help you determine what to do and when to do it.

0-12 Credits
• Read the College Catalog
• Explore career and educational pathways
• Select your degree program
• Read articulation agreements

13-24 Credits
• Check for new articulation agreements
• Visit college websites
• Read the CUNY transfer policy
• Write your resume

25-30 Credits
• Explore transfer options
• Attend senior college open house events
• Check for new articulation agreements
• Begin scholarship search

35-35 Credits
• Complete required mathematics and English courses
• Check for new articulation agreements
• See academic adviser for pre-graduation audit
• Update your resume
• Apply for scholarships

Final Semester
• Apply for graduation
• Send applications
• Apply for financial aid and scholarships

Post-Graduation
• Send final transcript to the school you have been accepted to

TRANSFER APPLICATION ESSENTIALS

BCC CEEB Code: 2051
Secure other college and high school CEEB codes at http://www.suny.edu/Student/apply_tables_codes.cfm

CUNY and SUNY Application Priority Deadlines
• Spring Admissions: September 15
• Fall Admissions: February 1

CUNY Transfer Application is available online at the CUNY Portal (www.cuny.edu).
Students should log into the CUNY Portal, click on “apply to CUNY” and look for the transfer application.

CUNY Application Processing Center: 212-997-CUNY (2869)

SUNY Transfer Application is available online at http://www.suny.edu/student/apply_online.cfm
SUNY Recruitment Response Center: 1-800-342-3811

DISABILITY SERVICES

Director: Patricia Fleming
Loew Hall [LO], Room 211 | Phone: 718.289.5874

Our mission is to provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally. Once students have self-identified, applied for services, and provided documentation of their disability, our staff works to determine eligibility for reasonable accommodations. Accommodations may include Exams administered and proctored in a distraction free environment, Class notes provided, accessible formatted class material, Academic and Career Counseling, use of assistive technology from our Technology lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner. The Office of Disability Services also acts as a liaison between the student and faculty and staff.

The Office of Disability Services is an official New York State Voter Registration site. Individuals who visit our office are given the opportunity to register as New York State voters. Assistance is available to complete the registration.
OFFICE OF STUDENT CONDUCT
Interim Student Conduct Officer: Ms. Jessenia Paoli
Loew Hall [LO], Room 222 | Phone: 718.289.5630

The Office of Student Conduct falls under the jurisdiction of the Division of Student Affairs. This Office serves as the primary recipient of complaints filed by faculty, staff and/or students against a fellow student or students who have violated the Student Code of Conduct or the Rules and Regulations for the Maintenance of Public Order on Campuses of the City University - Pursuant to Article 129A of the Education Law. This law is also known as the “Henderson Rules” (For more information about these rules, please refer to the Campus Policies and Procedures section on this catalog). The Office of Student Conduct provides the Associate Dean of Student Support Services and the Vice President for Student Affairs with recommended courses of action to adjudicate complaints received.

COLLEGE DISCOVERY PROGRAM (CD)
Manager: Cynthia Suarez-Espinal
Loew Hall [LO], Room 406 | Phone: 718.289.5882
Email: collegediscovery@bcc.cuny.edu
www.bcc.cuny.edu/CollegeDiscovery/default.cfm

College Discovery is the higher education opportunity program at the two year CUNY colleges. It has been a part of The City University since 1964 when it was established by a resolution of the Board of Higher Education. It provides comprehensive academic support to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances. Students are admitted without regard to age, sex, sexual orientation, race, disability or creed.

The overall purpose of the CD Program is to provide a range of supportive services to ensure students’ ability to succeed. Students apply directly to The City University of New York’s Office of Admissions Services, and must also satisfy certain economic eligibility criteria. Students that have previously attended college are not eligible to enter the CD Program, except transfer from Percy Ellis Sutton SEEK Program or other opportunity programs such as EOP andHEOP.

If you are eligible for CD you will receive the following benefits and service:

Counseling
• Meet with a College Discovery counselor who will help you plan classes, teach you how to succeed academically, explore careers, and guide you throughout your time at BCC.

Academic Support
• Provides small group or one-on-one tutoring from current BCC students and alumni as well as faculty. Tutors will help you learn the material from class, teach you how to study, and help you prepare for exams and papers.

Book Stipend
• CD provides you with a book stipend each semester to help pay for your books.

The Pre-College Summer Experience
• This six-week program will introduce you to college life and to the academic demands of BCC. The summer experience prepares you for academic life at BCC. The dates for the program are end of June to the beginning of August.

Developmental Education Workshop
• A series of developmental education workshops and seminars provide you with college survival and other life skills. These workshops are provided in addition to the Orientation and Career Development course (OCD-01) and/or Freshmen Year Seminar course (FYS 11).

OFFICE OF GENERAL COUNSELING
Interim Coordinator: Dr. Ted Ingram
Loew Hall [LO], Room 432 | Phone: 718.289.5866

The Department of General Counseling is both an academic department as well as a service department housed in Student Affairs. The mission of General Counseling is to provide educational, developmental and preventive counseling services to enable students to meet their academic and career goals while having the opportunity to develop intellectually and emotionally.

The department offers the Orientation and Career Development Course (OCD-01) and Career Exploration Course (OCD-11) for incoming first year students. The OCD courses orient students to the college, foster critical thinking, self-reflection and adjustment to the academic environment. Students registered in the OCD courses are assigned a faculty who is their counselor and advisor for the year, and provides personal and career counseling, as well as course and curriculum advisement. The Office of General Counseling also provides career inventories and other assessment instruments that are administered to help students better understand their interests, abilities, values, and psychological needs.
PSYCHOLOGICAL SERVICES
Interim Coordinator: Amy Ojerholm
Loew Hall [LO], Room 216 | Phone: 718.289.5223

The Office of Psychological Services offers free and confidential assistance to all registered students to support their academic success, emotional well-being and personal growth. Counselors provide short-term individual and group counseling to help students work through personal, family and relationship issues. Other services include crisis intervention, educational workshops and referrals for long-term counseling and for a wide range of community services.

COLLEGE OPPORTUNITY TO PREPARE FOR EMPLOYMENT PROGRAM (C.O.P.E)
Director: Barbara Martin
Loew Hall [LO], Room 106A | Phone: 718.289.5849

The College Opportunity to Prepare for Employment Program is funded by the Human Resources Administration (HRA) and is a collaborative effort with BCC and CUNY. C.O.P.E.’s mission is to provide students with comprehensive services, while helping them to successfully meet the relevant requirements of the Human Resources Administration. Services are available to anyone who is a current or former student or applicant, and who is either receiving public assistance cash benefits (Temporary Assistance to Needy Families, Safety Net Family Assistance, Safety Net Single Assistance), or who meets federal income guidelines for families with income under 200% of the federal poverty level. Staff assists students with job placement, academic advisement, childcare referrals, personal counseling, educational career workshops and HRA advocacy.

COPE-GSI (GRADUATE SUCCESS INITIATIVE)
Director: Barbara Martin
Coordinator: Denise Comara
Loew Hall [LO], Room 113 | Phone: 718.289.5047

The is a unique program that has the purpose of improving the retention and graduation rates of motivated CUNY community college students receiving public assistance. Traditionally COPE students have greater demands of their time with academic, work and family responsibilities.

The GSI program will utilize a comprehensive set of services and strategies, including exemption from concurrent work activities to support students vulnerable to challenges that impede degree completion. Collectively GSI program services will help second year COPE students complete college successfully and transition into the workforce with confidence.

GSI eligible students will have the following:
• 30-45 units towards completion of an AAS or AS degree
• 2.0 GPA or higher and in good academic standing
• Eligibility for at least two semesters of TAP and PELL
• Meet all HRA eligibility requirements

GSI provides the following:
• Free use of laptops
• Free monthly metro cards for the academic year
• Tuition Assistance (if qualified)
• Tutoring and other support services
• Study groups
• Peer mentoring
• Weekly senior seminars
• Guaranteed priority registration
• Advisement and ongoing assessment
• Professional development and career planning support
• Social services support/individual counseling
• Personal academic advisement
• Job placement assistance