

2007 2008

 **BMCC STUDENT HANDBOOK**

2007 2008
STUDENT HANDBOOK



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Directory

Academic Department/Program	Chairperson/ Director	Room	Phone
Accounting	Prof. Hatami	S620	8185
Allied Health Sciences	Prof. Flannery	N742	8335
Business Management	Dr. Ginsberg	S660	8205
Child Care/Early Childhood Education	Dr. Theilheimer	N601	1213
Cooperative Education	Prof. Dash	N757	8055
Computer Information Systems	Prof. Chorley	S150	1476
Developmental Skills	Prof. Brookes	N424	1403
Emergency Medical Technician/Paramedic	Prof. Flannery	N742	8335
Engineering Science	Dr. Penner	N645	1306
English	Dr. Harte	N716	8271
Ethnic Studies	Prof. Pantoja	S642	1370
Health Education	Dr. Belcastro	N740	1455
Health Information Technology	Prof. Carlson	N749	8339
Human Services	Dr. E. Anderson	N619	1248
Mathematics	Dr. Peskoff	N530	1336
Modern Languages	Dr. Consenstein	N540	8105
Multimedia Programming	Prof. Chorley	S150	1476
Multimedia Computer Art	Prof. Weinstein	S115	1464
Multimedia Video	Prof. C. Karasek	N667	8092
Music & Art	Prof. Weinstein	S115	1464
Nursing	Prof. Tacinelli	S785	8230
Office Administration	Prof. F. Campos	S645	8167
Respiratory Therapy	Prof. Flannery	N742	8335
Science	Dr. Penner	N645	1306
Small Business Entrepreneurship	Dr. Ginsberg	S660	8205
Social Science	Dr. Doviak	N620	1210
Speech Communication & Theatre Arts	Dr. Powell	N665	8090
Teacher Education: Childhood Education/ Bilingual Education	Dr. Theilheimer	N606	1213
Video Arts & Technology	Prof. Weisman	N677	8313

Support Service Office	Chairperson/ Director	Room	Phone
Academic Advisement & Transfer	F. McClean	S763	8315
Admission Services	E. Barrios	S300	1265
Athletics, Recreation & Intramurals	S. Kelly	N210	8261
Bursar	S. Reis	S320	1300
Career Development & Placement	M. Olmeda	N210	8170
College Computer Center	J. Giummo	S165	8360
College Discovery Program	O. Hill	S325	8152
COPE (College Opportunity to Prepare for Employment)	S. Salley	S404	8072
Computer Labs	T. Lew	N212	8123
Counseling and Advisement	M. Riley-Hodge	S330	8140
Early Childhood Center	C. Scott	N310	8257
Evening/Weekend Program	S. Rumayor	S720	8325
Financial Aid	H. Entin	N340	1430
Health Services	P. Jordan	N303	8255
Learning Resource Center	J. Tynes	S500	1376
Library	S. Eng	S400	8139
Registrar	G. Wist	S310	1291
Scholarship Services	S. Gyamfi	S343	8133
Security & Public Safety	E. Moss	S-202	8075
Services for Students with Disabilities	M. Gonzales	N320	8180
Student Activities	H. Mars	S206	8160
Student Affairs	M. Haynes	S338	8130
Testing	V. Russell	N700	8085
Women's Resource Center	D. Parker	S360	8165

ACADEMIC CALENDAR

Fall 2007

August

20-24	M-F	Registration
26	Sun	Last day to drop with 100% refund
27	M	Classes begin

September

1-3	Sat-M	Labor Day Weekend—No classes
2	Sun	Last day to add/ change a class
2	Sun	Last day to drop with 75% refund
9	Sun	Last day to drop with 50% refund
12-14	W-F	No classes
16	Sun	Last day to drop with 25% refund
16	Sun	Last day to drop a course so it does not appear on student's record
18	Tu	Classes follow a Friday schedule
21-22	F-Sat	No classes
28	F	Last day to file for January graduation
28	F	Deadline for CUNY transfer applications

October

8	M	Columbus Day—College is closed/No classes
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November

1	Th	Deadline for completion of INC, ABS and PEN grades
5	Mon	Last day to withdraw with a grade of "W"
20	Tu	Classes follow a Thursday schedule
21	W	Classes follow a Friday schedule
22-25	Th-Sun	Thanksgiving Recess—College is closed/no classes

December

12	W	Last day of classes (except Saturday classes)
13-14	Th-F	Reading Days—No classes
15	Sat	Last day for Saturday classes
16-22	Sun-Sat	Final Examinations

Winter 2008

January

2	W	Regular registration
3	Th	First day of classes/Late registration
21	M	Martin Luther King Day—College is closed/no classes
24	Th	Last day of class (including final examination)

Spring 2008

January

18, 21-24	F, M-Th	Registration
24	Th	Last day to drop with 100% refund
25	F	Classes begin
31	Th	Last day to add/change a class
31	Th	Last day to drop with 75% refund

February

7	Th	Last day to drop with 50% refund
12	Tu	Lincoln's Birthday—College is closed
14	Th	Last day to drop with 25% refund
14	Th	Last day to drop a course so it does not appear on the student's transcript
18	M	President's Day—College is closed
28	Th	Last day to file for June graduation

March

15	Sat	Deadline for completion of INC, ABS, and PEN grades
15	Sat	Deadline for CUNY transfer application
21-24	F-M	No classes
26	W	Classes follow a Monday schedule

April

3	Th	Last day to withdraw with a grade of "W"
19-27	Sat-Sun	Spring Recess—No classes

May

14	W	Last day of classes
15	Th	Reading Day—No classes
16-22	F-Th	Final Examinations
26	M	Memorial Day—College is closed
27	Tu	Honors Convocation
30	F	Commencement

Summer Session I 2008

May	28-29	W-TH	Registration
June	2	M	First day of classes
July	9	W	Last day of classes

Summer Session II 2008

July	10	TH	Registration
	14	M	First day of classes
August	13	W	Last day of classes





Academic Advisement & Transfer Center

Freda McClean, Director

Room S763/Phone 212 220-8315

www.bmcc.cuny.edu/transfercntr/index.php

eadvisement@bmcc.cuny.edu

Monday-Thursday 9 a.m.-9 p.m.

Friday 9 a.m.-7 p.m.

Saturday 10 a.m.-6 p.m.

Sunday 11 a.m.-4 p.m.

Come to the Academic Advisement & Transfer Center for accurate, comprehensive and timely academic advisement and audits, CUNY course equivalency information, and pertinent information on transferring to a four-year college. The Center also maintains the Out In two Scholarship Program that aims to assist students in graduating in two years; the *BMCC Transfer Times Newsletter* that outlines deadlines and services; an extensive transfer library composed of print catalogs, videos and online search, CollegeSource, that lists colleges across the country, and information about traditional and nontraditional careers. In addition, the Center sponsors transfer fairs with CUNY, SUNY and private colleges.

Accelerated Studies in Associate Programs (ASAP)

Sandra Rumayor

Room S641/Phone 212 346-8660

asap@bmcc.cuny.edu

ASAP is funded by Mayor Bloomberg's Center for Economic Opportunity, and emphasizes enriched academic support services, mentoring, block programs, and graduation with an Associate degree within two to three years. BMCC has enrolled 200 hundreds who are majoring in Accounting, Business Management, Early Childhood Education-Preschool, Human Services, and Liberal Arts. Students attend classes during the day, evening, and on the weekend.

Admissions

Eugenio Barrios, Director of Enrollment Management

Room S300/Phone 212 220-1265

www.bmcc.cuny.edu

admissions@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-Noon

The Admissions Office is usually the first contact a student has with BMCC. The Admissions Office staff processes admissions applications, evaluates transfer credits from other colleges, and admits students. If you are admitted to BMCC and your attendance at the College is interrupted, you should file a “readmit application” directly with the Admissions Office or via the web through the BMCC Panther System. If you wish to continue your studies at the College after you graduate, you must file a second degree or non-degree application. The staff will be happy to help you with any questions you may have.

Athletics, Recreation, and Intramurals

Steve Kelly, Director

Room N210/Phone 212 220-8261

www.bmcc.cuny.edu/activities-athletics/gym.html

Fitness Center Hours:

Monday-Thursday 7-9 a.m.; Noon-8:30 p.m.

Friday 7-9 a.m.; Noon-4 p.m.

Saturday 10 a.m.-1 p.m.

Intercollegiate Athletics

BMCC’s intercollegiate athletic program consists of baseball, men and women’s basketball, men and women’s soccer, swimming, and women’s volleyball. The college is a member of both Region XV of the National Junior College Athletic Association and the City University of New York Athletic Conference. Since 1998, BMCC has won the CUNY Athletic Conference Commissioner’s Cup for the outstanding intercollegiate athletic program among the community colleges seven of the last nine years.

Intramurals

BMCC students, faculty, and staff may participate in intramural volleyball, touch football, soccer, cricket, table tennis, and badminton. In addition, students may use the open gym for recreational basketball, soccer, and volleyball.

Recreation

A modern fitness center in the BMCC gym is equipped with weight training equipment and aerobic machines. Students may also use the modern, Olympic-style swimming pool with a diving tank.

Swimming Pool Hours

Monday-Thursday 7-10 a.m., Lap Swim only; Noon-6 p.m., Recreational Swim; 6-8 p.m., Lap Swim only

Friday, 7-10 a.m., Lap Swim only; Noon-4 p.m., Recreational Swim

Saturday, 8 a.m.-Noon, Lap & Recreational Swim

Bursar

Steven Reis, Bursar

Room S320/Phone 212 220-1300

www.bmcc.cuny.edu/bursar/about-us.html

bursar@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-Noon

The Bursar's Office is responsible for the billing and collection of tuition and fees, disbursement of financial aid checks, certification of TAP, and refunds. Applications for direct deposit of financial aid checks are available at the Bursar's Office. You can also use the Panther system on the College's website to pay tuition and fees with Visa, Mastercard, or Discover.

To learn more about paying your tuition bill, go to page 118 in the How Do I section of this handbook.

Cafeteria

Richard Halem, Manager

2nd Floor South/Phone 212 587-3330/Fax 212 587-3336

mbjfoodservice@bmcc.cuny.edu

Monday-Thursday 7 a.m.-9 p.m.

Friday 7 a.m.-7 p.m.

Saturday 8 a.m.-5 p.m.

Sunday 8 a.m.-2 p.m.

The cafeteria, located on the second floor of the Chambers Street building, serves delicious hot and cold food at reasonable rates. It also provides catering services for student activities and club events. Vending machines are located on the second floor south near the cafeteria as well as the first and second floors on the north side.

Campus Bookstore

Angie Mendez, Manager

2nd Floor, Main Lobby/Phone 212 267-3474

Monday-Tuesday 9 a.m.-7 p.m.

Wednesday-Thursday 9 a.m.-5 p.m.

Friday 9 a.m.-2 p.m.

Whatever you need—from textbooks and supplies to tee-shirts and fashion magazines—may be found at the campus bookstore.

Helpful Tip: During the first week of classes, the bookstore may be jammed, so try to stop in early in the morning to make your purchases.

Center for Career Development

Melba Olmeda

Room N210/Phone 212 220-8171

www.bmcc.cuny.edu/career/

career@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-5 p.m.

Trying to choose a career? Need a job? Want to brush up on your interviewing skills? The Center for Career Development will help you out. The staff will help you identify academic majors, careers, and employment options that will be right for you. The Center's website provides easy access to a comprehensive network of resources and links supporting student and alumni employment and career exploration efforts. Through the Center for Career Development website, employers are able to view candidates' résumés as well as post employment listings. Students are able to view employment postings, review the events calendar, register for career workshops, participate in career fairs, receive online career advisement, and post their own résumés after having them reviewed by the College career advisors.

College Computer Center (Student Helpdesk)

Joseph F. Giummo, Associate Director

Room S165/Phone: 212 220-8002

www.bmcc.cuny.edu/computing/students

student_helpdesk@bmcc.cuny.edu

The College Computer Center is responsible for the College's network infrastructure and connections. The Student Helpdesk is here to assist you with Panther, Student E-mail, My BMCC, CUNY Portal, Pay Per Print/Copy, and the Wireless Network.

These systems were designed with you and your busy schedule in mind, so most of your technical problems can be resolved without having to contact the Helpdesk. **To learn more, see the computer information in the How Do I section, on page 114, of this handbook.**

Help us help you!

If you do have questions, contact the Helpdesk and try to explain the problem in as much detail as possible. Include any error messages, time of day, and the software that you are using. The Student Helpdesk staff can resolve your technical problems much more expediently if you e-mail us from your BMCC Student E-mail account (never provide your SS# via e-mail). If you prefer to see us personally, please fill out the appropriate form (available from the rack) and wait behind the red line if someone else is being serviced to protect his/her privacy.

College Discovery Program

Orville Hill, Director

Room S330/Phone 212 220-8152

www.bmcc.cuny.edu/cd/

ohill@bmcc.cuny.edu

Monday-Thursday 9:00 a.m.-7:00 p.m.

Friday 9:00 a.m.-5:00 p.m.

The College Discovery (CD) Program is a developmental program staffed by professionally trained counselors, advisors, tutorial support, and administrative personnel. CD provides a wide range of support services such as counseling, academic and career advisement, tutorial/supplemental instructional services and extra financial assistance. Students are considered for the program on the basis of their high school average and family/household income. The support services include a variety of outreach and enrichment activities provided on an individual and group basis to enhance the student's growth and development, both academically and personally.

Computer Labs, Open Access

Thomas Lew, Director

Room S612/Phone 212 220-8122

it@bmcc.cuny.edu

Need a computer to write a paper? Conduct research? Check your e-mail? You'll find what you're looking for at one of the college's open access computer labs. The labs, open seven days a week during the semester, are equipped with Internet access, course specific software, word processing, Microsoft Office suite programs, online registration, financial-aid software, and technical assistance.

Location and hours of the open access labs are:

Main Campus at 199 Chambers Street

N212 Lab: Monday-Thursday, 8 a.m.-Midnight; Friday-Sunday, 9 a.m.-Midnight

Murray Street Building, 70 Murray Street

Monday-Thursday, 10 a.m.-8 p.m.; Friday, 10 a.m.-3 p.m.; Saturday-Sunday, closed

Theresa Tower Campus, 7th Avenue and 125th Street

T708 Lab: Monday-Thursday, 5 p.m.-7 p.m.

Inwood Campus, 207th and Isham Avenue

Monday & Wednesday, 2:15 p.m.-5:15 p.m.; Tuesday & Thursday, 4 p.m.-7 p.m.

During holiday and break periods, check the College website for up-to-date lab hours.

College Opportunity to Prepare for Employment (COPE) Program

Sondra Salley, Director

Room M-1216B (Murray Building)/Phone 212 346-8486

ssalley@bmcc.cuny.edu

Monday and Friday 8 a.m.-5:00 p.m.

Tuesday-Thursday 8 a.m.-7:00 p.m.

The College Opportunity to Prepare for Employment (COPE) program addresses the needs of non-traditional families and individuals meeting specific income guidelines to reduce student barriers to education and employment.

In addition, the program provides ongoing support to help COPE students identify and define personal and career goals, to develop effective life management skills, and better utilize services and appropriate systems to promote their long-term autonomy.

Counseling and Advisement Center

Marilyn Riley-Hodge, Director

Room S330/Phone 212 220-8140

www.bmcc.cuny.edu/counseling/index_noflash.html

mhodge@bmcc.cuny.edu

Monday-Friday 9 a.m.-7:30 p.m.

Saturday 10 a.m.-7 p.m.

Sunday 12 p.m.-6:30 p.m.

The staff of the Counseling and Advisement Center will become an integral part of helping you achieve your personal, academic, and career goals. The Center is staffed by professional psychologists and social workers who work in strictest confidence to address academic and personal concerns, while the Center's academic advisors help monitor your academic progress, and provide support. Counselors are available for individual and group sessions, both by appointment and on a walk-in basis. Visit the website at www.bmcc.cuny.edu/counseling/ for updated notices, events, helpful information and success strategies.

Disabilities, Services for Students with

Marcos A. Gonzalez, Director

Room N320/Phone 212 220-8180

www.bmcc.cuny.edu/disabled/

marcos_a_gonzalez@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-5 p.m.

Evening and weekend hours by appointment.

If you have a documented learning or physical disability, the Office of Services for Students with Disabilities will help you receive reasonable accommodations and academic adjustments. Accommodations such as extended time testing, readers, sign-language interpreters, note-taking services, and textbooks on tape, are determined on an individual basis

according to your documented need. In addition, you may take advantage of a state-of-the-art assistive technology computer lab that is equipped with programs for students who are blind or low-vision, students with learning disabilities, and students with physical disabilities. The office also offers assistance with registration and serves as a liaison to academic departments and various community resources.

Early Childhood Center

Cecilia Scott-Croff, Executive Director

Room N310/Phone 212 220-8250/Fax 212 748-7462

www.bmcc.cuny.edu/ecc

EarlyChildhoodCenter@bmcc.cuny.edu

Monday-Thursday 7:50 a.m.-9 p.m.

Friday 7:50 a.m.-5 p.m.

Saturday 9 a.m.-5 p.m. (pre-school, school age only)

Sunday 9 a.m.-5 p.m (pre-school, school age only)

One of the best things about BMCC is the quality of the child care and early education programs it offers students through the Early Childhood Center and its Family Child Care Network. A nationally accredited program, and licensed through the Department of Health and Mental Hygiene, the Early Childhood Center provides day, evening, and Saturday hours for children between the ages of two and six. In addition, the Early Childhood Center most recently implemented a weekend school age program for children 6-12 years of age. It serves approximately 90 children of student parents each week and about 150 families over a year. The Family Child Care Network consists of 28 licensed family childcare homes serving 15 children of BMCC students between the ages of two months and twelve years. Helpful Tip: If you are interested in taking advantage of this program, apply early—there's usually a waiting list.

E-mail, Student Accounts

See page 114 of the How Do I section.

Evening/Weekend Program

Sandra Rumayor, Director

Room S727/212 220-8325

srumayor@bmcc.cuny.edu

Wednesday-Friday 12 p.m.-8 p.m.

Saturdays 9 a.m.-7 p.m.

Sundays 9 a.m.-6 p.m.

As part of the Office of Academic Affairs, the Evening/Weekend Program Office provides services and activities for evening and weekend students, faculty, and staff and ensures that students receive the same academic support services as those offered students during the week. These include: counseling, library, academic advisement and transfer information, tutoring/supplemental instruction, and open access computer labs.

Financial Aid

Howard Entin, Director

Room N340/Phone 212 220-1430/Fax 212 220-2368

www.bmcc.cuny.edu/finaid/

finaid@bmcc.cuny.edu

Monday and Thursday 9 a.m.-5 p.m.

Tuesday and Wednesday 9 a.m.-7 p.m.

Friday 9 a.m.-Noon

There are many costs associated with attending BMCC. Tuition, fees, books, supplies, and travel to and from school are just some of these school-related expenses. Financial aid is money that comes from the federal, state and city governments to help you meet these costs.

Part of the mission of the Financial Aid Office is to ensure that every eligible BMCC student has access to the financial resources they need to attain a college education. Some of the services we provide are to:

- assist you and your family in planning for and meeting the expenses associated with attending BMCC
- furnish information about a range of federal, state, city and institutional sources of financial assistance
- provide the counseling and other services that you and your family need to establish and maintain eligibility for federal, state, city and institutional award programs

In order for the Financial Aid Office to assist you, you must take the first step! Your eligibility for financial aid can only be determined from processed financial aid applications. If you want financial aid, you should submit an application even if you think you might not be eligible.

To learn more about what kinds of financial assistance are available and how to apply, check out the financial aid information in the How Do I section, page 119, of this handbook. Visit our online financial aid office at www.bmcc.cuny.edu/finaid/ for eligibility requirements, application filing procedures, office contact information and a schedule of available application labs and workshops.

Health Services

Penelope S. Jordan, R.N., Director

Room N303/Phone 212 220-8255/Fax 212 220-2367

www.bmcc.cuny.edu/student_services/health-services/

healthservices@bmcc.cuny.edu

Monday-Thursday 8 a.m.-5 p.m.

Friday 8 a.m.-3 p.m.

Not feeling well? Need a doctor's referral? Head over to the Health Services Office where you will receive first aid treatment, evaluation of medical emergencies, and referral services on an individual basis. Health-related counseling is available as on a walk-in basis and by appointment. However, any injuries or medical emergencies should be referred to the Public Safety Office at 212 220-8080.

Throughout the year, the Health Services Office holds workshops on various health-related issues such as breast cancer, men's and women's health, sexually transmitted infections, asthma, and heart disease. The office also sponsors an annual health fair each spring, with screenings for cholesterol, diabetes, blood pressure, weight and fat analysis, as well as information about community health resources. Free flu vaccines are usually provided each fall. Also, free immunization clinics are provided for any student who needs measles, mumps and rubella vaccines.

N.Y.S. Health Law 2165 requires that students must show proof of immunization for measles, mumps, and rubella. In addition, N.Y.S. Health Law 2167 states that all students must receive information regarding Meningitis and that a Meningitis response form be completed and submitted. For questions regarding immunization requirements, visit the College website or call the Health Services Office.

International Student Services

Lily Yi-Elkin, Asst. Director of International and Transfer Services

Room S300/Phone 212 220-1265

www.bmcc.cuny.edu/admissions/international/

admissions@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-Noon

If you are an international student, the International Student Services Office (ISSO) will provide you with valuable information and assistance about immigration matters and F1 (student) status. It also collects Student Exchange Visitor Information System (SEVIS) information as mandated by Department of Homeland Security. Students on the F1 status are encouraged to attend the various workshops during the academic semester to become familiar with the federal regulations. Consequences for an F1 student who fails to maintain legal status can be serious. The ISSO also offers information about health insurance and employment options for F1 students. The ISSO staff will see students on a walk-in basis and by appointments.

Library, A. Philip Randolph Memorial

Sidney Eng, Chief Librarian

Rooms S400 & S422/Reference: 212 220-8139/Circulation: 212 220-1451

lib1.bmcc.cuny.edu/lib

Monday-Thursday 8 a.m.-10 p.m.

Friday 8 a.m.-7 p.m.

Saturday 10 a.m.-6 p.m.

Sunday Noon-5 p.m.

Quiet Study (S422) Mon.-Fri. 8 a.m.-Midnight, Sat. and Sun. 10 a.m.-7 p.m.

When classes are not in session, be sure to check the Library's website for hours when it will be open.

The BMCC library is named after the African-American labor leader and social activist A. Philip Randolph (1889-1979). It contains about 120,000 volumes of books and reference titles, 350 print magazine/

journal subscriptions, over 28,000 electronic journals, magazines, and newspapers, 10,000 electronic books, and 18,000 reels of microfilm. The Library, which also hosts classes and workshops, is divided into the Main Library and the Quiet Study Area (S422), providing seating for approximately 600 hundred students at individual carrels and tables. In addition to the 90 Internet stations on the open floor, there are three main service points in the Main Library, namely Circulation, Reference and Periodicals. The entire library is wireless-enabled and laptops are loaned to the students for on-site use.

The library has a staff of thirteen full-time and six part-time librarians who will help you with your academic and research needs.

Some of the library's services include:

Online Access to CUNY+ Library Catalog

Remote Access to Electronic Resources

Online and In-Person Research Help

Electronic Reserves

More than 1,300 Media Materials

Assistive Technology

Leisure Reading Collection

Group Study Rooms

Library Chatroom

For more information on CUNY libraries and NYC public libraries, go to the Libraries section, page 158, of this handbook.

Peer Mentoring Program

If you are looking for academic assistance from someone other than a faculty or staff member, check out the Peer Mentoring Program. The volunteers in this program serve as positive role models and offer academic and social support, as well as encouragement and assistance in adjusting to the rigors of college life. They are successful students who share their success strategies, and help their fellow students to work to their full potential.

Students are encouraged to apply for a Peer Mentor in the Counseling Center, Room S330, or on line at: www.bmcc.cuny.edu/counseling/mentoring/

Public Safety

Edwin Moss, Director

Room S202/Phone 212 220-8075/Fax 212 220-2374

Emergency: 212 220-8080 or 911

www.bmcc.cuny.edu/safety/

The BMCC Public Safety Service is here to foster the mission of the college by providing a safe, secure, and comfortable environment for students, faculty, staff, and visitors.

All members of the BMCC/Public Safety Service are expected to respect each individual, and treat each individual with professionalism and civility while maintaining the rules and guidelines that will ensure the safety and security of all persons at the college.

Registrar

Gregory J. Wist, Senior Registrar

Room S310/Phone 212 220-1291/Fax 212 220-1254

www.bmcc.cuny.edu/registrar/

Registrar@bmcc.cuny.edu

Monday-Thursday 9 a.m.-7 p.m.*

Friday 9 a.m.-12 p.m.

*Monday-Thursday 9 a.m.-5 p.m. (when classes are not in session)

The Registrar's Office maintains your academic records, schedules classes, registers you for courses, and certifies you for certain benefits, such as veteran's benefits. The Registrar's Office also issues transcripts to colleges and prospective employers. Transcripts may be requested on the web, in person, or by mail.

The Registrar's Office encourages you to register and change your programs by using the Panther System on the College website where many official forms—such as the request for graduation form, the name/address change form, and the curriculum change form—may be obtained. Just click on the Records and Registration link to see the forms. You can also pick up the forms in person from the Registration Office.

For a step-by-step description on how to use Panther for Web Registration, see page 117.

Make sure you print and keep all of PANTHER transactions for your records.

Scholarships, Awards and Other Opportunites Office

Sussie Gyamfi, Coordinator for Special Services

Room S343/Phone 212 220-8133/Fax 212 220-8129

www.bmcc.cuny.edu/scholarships/

Monday-Friday 9 a.m.-7 p.m.

BMCC offers a number of scholarships awards and other opportunities as well as emergency short-term loans. To view the scholarships available, go to the BMCC website at www.bmcc.cuny.edu/scholarships/ or visit the Scholarship Office.

Helpful tip: Having a history of volunteering plays a decisive role when applying for scholarships. If you are interested in, or want to perform, community service or volunteer work, visit the scholarship webpage for a list of volunteer sites.

Student Activities

Harry Mars, Director

Room S206C/Phone 212 220-8160/Fax 212 220-1282

www.bmcc.cuny.edu/studentactivities/

osa@bmcc.cuny.edu

Monday-Friday 9 a.m.-6 p.m.

Looking for a way to get involved at BMCC? Visit the Office of Student Activities (OSA). OSA oversees all student-sponsored activities and club

events by working with students to successfully plan and implement special events. Student clubs are a terrific way for you to form friendships and develop leadership and job skills. They also provide many networking opportunities that may help you in your academics and career.

For a full listing of the many diverse clubs the college offers—as well as how to start a new club—see page 144.

Student Government Association

Room S215/Phone 212 406-3980

The Student Government Association (SGA) represents BMCC students in the academic, cultural, and social affairs of the College. It depends heavily on energetic and interested representatives elected annually from the student body. SGA affects all levels of student participation at the College. There are 19 elected members, including four officers.

In addition to serving as the voice of the student body, SGA is responsible for recommending the allocation of student activity fees, shaping policies affecting student life, coordinating extracurricular activities, and chartering new clubs and organizations. It also selects students to specified standing committees of the Faculty Council. These committees are generally involved in the development of policies that affect the general operation of the College and its constituency.

To find out more about SGA committees and how you can become involved, visit the SGA Office, Room S215. To find out about SGA elections and whether you are eligible to run, visit the Student Activities Office and pick up a Student Elections Handbook.

Student Publications

Student Magazine, Hip Not Generation

Room S206B

Student Newspaper, Voice of the Voiceless

Room S206B

Student Yearbook

Room S206C/Phone 212 220-8160

Students at BMCC have the opportunity to express their creativity, concerns, perspectives, and interests through a newspaper and a magazine. Staffed entirely by students, both publications are continually seeking writers, editors, and photographers.

The student yearbook is published annually and highlights campus life, commencement, and the graduating classes of the previous academic year. The yearbook is always on the lookout for photographers, editors, and production coordinators. To join the yearbook, contact the Office of Student Activities.

Tribeca Performing Arts Center

Linda Herring, Executive Director

Room S110C/Box Office: 212 220-1460

www.tribecapac.org

info@tribecapac.org

Box Office hours: Tuesday-Saturday Noon-6 p.m.

Tribeca Performing Arts Center (TPAC) is a leading presenter of dance, theater, and music in downtown New York City. Their performing season includes educational theatre for schoolchildren, a weekend series for families, dance performances, a unique jazz program celebrating old venues and young emerging musicians, and residencies with some of New York City's most exciting emerging theatre artists.

Tutorial/Learning Assistance Programs

BMCC offers a variety of learning labs and resources that are specifically designed to offer you assistance in particular academic subjects or skills.

Basic Skills English Lab

John Short, Coordinator

Room S500R/Phone 212 220-8295

jshort@bmcc.cuny.edu

Monday-Thursday 10 a.m.-7 p.m.

Friday 10 a.m.-5 p.m.

Saturday 10 a.m.-5 p.m.

Sunday 11 a.m.-5 p.m.

The Basic Skills English Lab offers tutoring for students taking Intensive English 088 and 095. The English Lab also prepares students to re-take the CUNY-ACT.

College Discovery Learning Assistance

Frank Sinigaglia, Academic Support Coordinator

Room S330/Phone 212 220-8173

fsinigaglia@bmcc.cuny.edu

Monday-Thursday 9 a.m.-8 p.m.

Friday 9 a.m.-5 p.m.

If you are in the College Discovery program, you are eligible to take advantage of this service that provides individual and small group academic support. The staff will help you with English as a Second Language, Math, Science, Social Science, Modern Languages, English, Business, Accounting, and all remedial courses, as well as special preparation for the CUNY-wide examinations. Learning Assistants use a variety of teaching and coaching methods to help students understand their specific area of study.

Computer Lab Services

Gregory Farrell, Instructional Computer Service Coordinator

212 220-1379

gfarrel@bmcc.cuny.edu

Monday-Thursday 8 a.m.-10 p.m.

Friday 9 a.m.-7 p.m.

Saturday 9 a.m.-5 p.m.

Sunday 10 a.m.-5 p.m.

Tutorial services include individual and small group tutoring, course-specific study-skill tutoring, and walk-in tutoring. E-tutoring is also available.

Study skills workshops help you learn how to study and read your textbooks effectively, and how to apply these study skills to your coursework.

Workshop topics include test-taking techniques, note-taking techniques, procrastination and common study problems and techniques. The Learning Resource Center also maintains a library consisting of texts, audiotapes, videotapes, and microcomputer software.

Our computer labs provide a range of instructional, tutorial, and support services. The lab is staffed with coordinators, tutors, and student assistants, who provide lab users with assistance, whatever their level of need. The Learning Resource Center provides open lab hours for students to work on their own, computer training workshops, and support for classroom-related computing activities, study skills, and course specific software.

English as a Second Language Lab

Joshua Belknap, Coordinator

Room S503/Phone 212 220-1422

jbelknap@bmcc.cuny.edu

Monday-Thursday 9 a.m.-8 p.m.

Friday 9 a.m.-4 p.m.

Saturday 10 a.m.-2 p.m.

The ESL Lab offers tutoring for all ESL courses. The lab also has computer and word processing instruction for students enrolled in ESL classes. In addition, the lab stocks books, audiotapes, and videos (films and documentaries in English), as well as English grammar and writing computer software. ESL students regularly utilize the resources of the lab throughout the academic year, whether individually or in the context of class/tutorial groups.

Learning Resource Center

James Tynes, Director Tutorial Program

Nandrani Algu, Tutorial Coordinator

Room S500/Phone 212 220-1378

nalgu@bmcc.cuny.edu

If you need to strengthen your academic skills, come to the Learning Resource Center (LRC) where you will find tutorial and instructional

computer lab services and course-specific, supplemental instructional materials. The LRC is located in room S-500 and all services are available, free of charge, to registered students.

If you need tutorial assistance for any of your courses, try E-tutoring, an Internet based service that allows you to e-mail questions to an e-tutor, who will respond within 24 hours, Monday through Friday. Questions submitted over the weekend, will be answered the following Monday. To participate, visit the Learning Resource Center website at www.bmcc.cuny.edu/e-tutoring. Frequently Asked Questions (FAQs) are also available through this website.

Math Lab Tutorial Program

Alicia N. Cesar, College Lab Technician

Room S511/Phone 212 220-1366/67

acesar@bmcc.cuny.edu

Monday-Thursday 10 a.m.-8 p.m.

Friday 10 a.m.-4 p.m., 4-7 p.m. (S500)

Saturday 10 a.m.-4 p.m.

Sunday 10 a.m.-5 p.m. (S500)

The Math Lab will help you with a range of instructional, tutorial, and support services. These include tutoring, offered on a drop-in basis, and math workshops on certain special topics, such as review sessions if you are preparing to re-take the CUNY Mathematics Assessment Skills Test. In addition, the Math Lab houses a large selection of worksheets as well as make-up tests and retests for many courses. The Math Lab also stocks an extensive collection of computer programs and videos to supplement classroom instruction.

Other Lab Services:

- Regular lab sessions for each calculus section offered at the college.
- Open lab hours for students to work on their own to complete assignments, explore, and practice computer skills related to math courses
- Computer training workshops
- Support for classroom related computing activities and course specific software

Nursing Tutorial Lab

Monique Jean-Louis, College Lab Technician

Room S762/Phone 212 220-8245

mjeanlouis@bmcc.cuny.edu

See the bulletin board outside S762 for hours.

The Nursing Tutorial Lab offers textbooks, reference guides, and assistance in pharmacology, required nursing courses, and preparation of nursing care plans.

Reading Lab

Joseph Johnson, Reading Lab Supervisor

Room S500/Phone 212 220-1410

jjohnson@bmcc.cuny.edu

Monday-Thursday 8:30 a.m.-8:30 p.m.

Friday 8:30 a.m.-7 p.m.

Saturday 10 a.m.-3 p.m.

Sunday Noon-4 p.m.

With the use of computers, text, audio-visual materials, and teacher-prepared assignments, the Reading Lab helps you strengthen your reading comprehension abilities, and pass the final CUNY-ACT reading test.

Science Learning Center

Nanette van Loon, Coordinator

Room N734/Phone 212 220-1307

nvanloon@bmcc.cuny.edu

Monday, Wednesday and Thursday 10 a.m.-7 p.m.

Tuesday, Friday, Saturday and Sunday 10 a.m.-5 p.m.

The Science Learning Center (SLC) offers tutorial services for science courses. The SLC tutors also participate in e-tutoring. Students can do homework, study with an individual tutor or participate in small group discussions. There are 10 computers and two printers (bring paper). For anatomy studies there are posters and some 3D models. Tutoring is available in biology, chemistry, physics, engineering and astronomy courses.

Writing Center

Julia Lynn Butterfield, Director

Room S500/Phone 212 220-1384

writingcenter@bmcc.cuny.edu

Monday-Thursday 10 a.m.-8 p.m.

Friday 10 a.m.-5 p.m.

Saturday 10 a.m.-4 p.m.

Writing Assistants work with students in collaborative tutorials to develop and refine written assignments in all subject areas. They offer guidance in all aspects of the writing process: understanding the assignment, generating ideas, drafting, citing sources, revising, recognizing errors and correcting grammar and syntax. CPE preparation information and workshops are also provided, as is help with resumes, job application letters, and fellowship or college transfer application essays. Tutoring is offered on a drop-in basis, on-line, or by appointment.

Twenty-Four College Credit Program

Room S356/Phone 212 220-8224

Monday-Thursday 11 a.m.-7 p.m.

Friday 10 a.m.-6 p.m.

The Twenty Four College Credit Program is designed for non-traditional students who are at least 21 years of age and are seeking alternatives to earning their high school diploma and a college degree. This unique program provides assistance to non-traditional students who are simultaneously working towards a GED and the Associate Degree. The program guides and encourages students to participate in the Peer Mentoring Program, as well as actively take part in Academic and Success Workshops throughout their academic career at BMCC.

Women's Resource Center

Deborah Parker, Director

Room S360/Phone 212 220-8165

doparker@bmcc.cuny.edu

Monday-Friday 9 a.m.-5 p.m.

The Women's Resource Center (WRC) sponsors activities relating to women, family life, and community concerns. Special programs, seminars, and workshops, as well as individualized sessions are designed to address issues such as wellness, domestic violence, substance abuse, stress management, parenting, relationships, and academics.

In addition, the WRC staff members facilitate weekly support groups and works closely with the Peer Mentoring Program. The WRC also provides referral services to external social service agencies and acts as a network for resources within the College. Men and women are encouraged to visit us and participate in our programs.



Special Academic Programs

BMCC offers a number of programs for you if you wish to explore a subject or topic beyond the classroom.

Alliance for Minority Participation in Science, Engineering, and Mathematics (AMP)

AMP prepares African-American, Hispanic, and Native-American students for higher degrees and careers in science, engineering, and mathematics. AMP students work with mentors on research projects in their chosen areas. For more information, visit the Office of Academic Affairs, S720.

The Chi Alpha Epsilon National Honor Society/ Gamma Nu Chapter

Students enrolled in the College Discovery Program are eligible to apply for membership in the Gamma Nu chapter of Chi Alpha Epsilon, after completion of two full time semesters, and with Grade Point Average of at least 3.00 in each. Chi Alpha Epsilon is a national academic honor society for students in developmental/opportunity programs.

Meetings are held in Room N416 on Wednesdays during club hours (2-4 p.m.).

For further information, contact the faculty advisor, Orville Hill at 212 220-8152 or e-mail him at ohill@bmcc.cuny.edu.

Collegiate Science And Technology Entry Program (C-Step)

CSTEP offers BMCC students who are interested in pursuing baccalaureate and higher degrees and careers in science, technology, computer science, mathematics and health-related occupations a program of activities that explores these areas. Professionals and professors meet with students to offer academic and career counseling. Through mentoring, research,

workshops, internships and field trips CSTEP prepares students for higher education and career opportunities. A minimum Grade Point Average of 3.00 is required. Applications can be downloaded from the CSTEP website which is linked to the BMCC website. For more information please contact Profs. Jayant, Nguyen or van Loon in the Science department.

Computer Science, Engineering, and Mathematics Scholarship Program (CSEMS)

Students who are majoring in Mathematics, Computer Information Systems, Multimedia Programming and Design, and Engineering are eligible for this program, which offers individualized academic support services, mentoring, internships, research, and transfer counseling as well as scholarships. For more information, contact the Mathematics Department at 212 220-1335.

Exploring Transfer And Exploring Research Summer Programs At Vassar College

BMCC students are eligible to apply for two intensive academic summer programs at Vassar College: Exploring Transfer and Exploring Research. Both are five-week-long residential programs that introduce selected community college students to the rigors of academic life at a selective college. The goal of both programs is to encourage students to transfer to four-year colleges. Exploring Transfer concentrates in the liberal arts while Exploring Research focuses on the sciences. Both programs are free to selected participants. For more information and an application, contact Dr. Bill Roane in the Social Science Department at 212 220-1225 or e-mail him at broane@bmcc.cuny.edu

Honors Program

If you are seeking academic challenges beyond the normal parameters of course requirements, consider the Honors Program. The Honors Program requires a high degree of commitment and motivation, and participating students must meet eligibility criteria. In collaboration with a professor, students enter into an honors contract in which Honors Program options are offered by the instructor. Students who wish to pursue an honors project in a particular course should contact the course instructor. For more general information about the Honors Program, contact the Office of Academic Affairs at 212 220-8320.

Internships

Internships can provide you with an opportunity to explore different careers, gain practical experience, build a résumé, and help you network. BMCC has a wide range of internship sponsors in many different fields. For more information, contact the Cooperative Education Department at 212 220-8055.

Minority Science and Engineering Improvement Project in Computer Networking

This project introduces students in mathematics and science to computer networking as a means to produce collaborative multimedia portfolios that demonstrate their understanding of relevant theories and applications. For more information, contact Professors Alice Cohen or Mete Kok in the Computer Information Systems Department at 212 220-1476.

Phi Theta Kappa/Alpha Kappa Chapter

Students who have completed 12 credits, without remediation (or if they've completed remediation), and have a Grade Point Average of 3.50 or higher are eligible to apply for membership into Phi Theta Kappa, the International Honor Society. Join Alpha Kappa Chapter for a stimulating, scholarly fellowship. For information, contact Professor Precious Sellars-Mulhern in the Division of Student Affairs, S347, 212 220-8147, or e-mail her at psellarsmulhern@bmcc.cuny.edu.

Study Abroad Program

This program is a course of study that students pursue in a country outside of the United States. In recent years, the Study Abroad Program has taken students to Africa, Europe, the Middle East, and the Caribbean. Participants study the history and culture of the host country as well as subjects that relate to their majors and interests. For more information, contact the Office of Academic Affairs at 212 220-8320.

Salzburg Seminar

This seminar provides students with an intensive seven-day international experience for BMCC students to explore pressing issues of global concern and to view such issues from a perspective both literally and figuratively outside the borders of the United States. BMCC covers all travel and housing costs for the trip. For more information, contact the Office of Scholarship Services at 212 220-8133.



$$\frac{1}{(1 + 0.0863)^{12}}$$

$$104.279$$

HOW DO I?



Computers

What is Panther?

Panther, the student information system, can help you save tons of time throughout the semester. In addition to online registration, you can use Panther to obtain information about schedules, grades, advisement, graduation requirements, test results, and more.

Logging on

Using a Web browser, go to: www.bmcc.cuny.edu, and click onto Panther. Enter your log in Student ID and your 6-digit PIN to log onto the system. Initially, PIN numbers are set to your date of birth, in this format: MMDDYY. E.g. April 1, 1984 = 040184.

Students are encouraged to make sure their Student ID and password are working, prior to the start of registration.

For help on how to register online using Panther, please see page 117.

How do I get a student e-mail account?

Your BMCC e-mail address is automatically created within two business days of your registering for classes and settling your bill. Your e-mail address is displayed after you log into PANTHER next to your name at the top of the screen.

It is important to check your BMCC e-mail account on a regular basis, as important information will be sent to you from your instructors and administrative staff. Moreover, if you are enrolled in an online course taught through Blackboard, your instructor will contact you on your BMCC e-mail only.

Logging on

You can access your e-mail by logging in at stu.bmcc.cuny.edu. Your username is the portion of the address that precedes the @ symbol

(e.g. john_doe), and your password is your date of birth, in this format: MMDDYY (e.g. April 1, 1984 = 040184). We strongly recommend you change your password the first time you log in.

For help on using and troubleshooting student e-mail see:
www.bmcc.cuny.edu/computing/students/

What is the CUNY Portal?

The CUNY Portal helps you to quickly accomplish many academic tasks. Through the portal, you can access Blackboard, apply for an ePermit to attend multiple CUNY colleges simultaneously, or review how credits transfer from one CUNY college to another, and do research on E-Journals and Reference Databases and Gartner Reports, without having to go to the library. Take advantage of the eMail's deep discounts on goods and services offered to the CUNY Community, including free software downloads, such as Symantec Anti-Virus and Spyware Protection.

Logging on

First, you must register on the portal. Log on to www.cuny.edu, click on the "Log-in" link, located on the lower left-hand side of the screen, click on "Register," and follow instructions.

To reset your password, click on "Log-in," then on "Forgot Your Password?" Enter your username and click "E-mail Password." Your password will be e-mailed to your BMCC student e-mail account.

For help on navigating the CUNY Portal see:
www.bmcc.cuny.edu/computing/students/

Can I make copies on campus?

Use your BMCC ID card to print using a computer and make photocopies throughout the campus. Your account will be created on the second business day after you receive your BMCC ID card. You do not have to report to any office to activate your ID card.

Each printout or photocopy costs 10 cents.

All printouts generated from the Panther system are free of charge.

Machine Type	Campus	Location
Copy machines	199 Chambers	Library and Quiet Study area
Printers	199 Chambers	Cyber Cafés 1 and 2 (cafeteria)
Copy machines	Murray Street	Cyber Cafés on 2nd and 10th floors
Printers	Murray Street	Cyber Cafés on 2nd and 10th floors

Note: The copy machines at the Murray Street campus only accept cash (quarters, dimes, and nickels).

For help on using the Pay Per Print/Copy System, see:
www.bmcc.cuny.edu/computing/students/

Does BMCC have a wireless network?

Borough of Manhattan Community College offers free wireless networking throughout the 199 Chambers Street and Murray Street campuses, and also in Washington Market Park. So, enjoy free wireless Internet access from your laptop or PDA!

Authentication to the network is necessary by providing your Student E-mail ID and password to access the network. If you login as a guest, your bandwidth will be considerably decreased. Your laptop should be able to automatically pick up the wireless signal, if properly configured. After you configure your device to access the wireless network, you are ready to browse the Internet. It is possible for your laptop to pick up more than one wireless signal, depending on your physical location at the 199 Chambers Street campus. Choose the network name BMCC to connect to the open network.

For help on connecting and troubleshooting your wireless connection, see: www.bmcc.cuny.edu/wireless/

Registration

How do I register for classes using Panther?

1. Login to “Panther” from www.bmcc.cuny.edu, at the top of the page
2. Login using your student ID number and your PIN number (the default PIN is your birthday [mmddyy]).
3. Click on the semester for which you would like to register.
4. Click on “Add Course.”
5. Click on a discipline (For example: ENG = English).
6. Click on the specific course you would like to take.
7. Click on your desired section. *Note:* Only available courses that do not conflict with your current schedule will appear. Click on “Why” to find the reason that is preventing you from registering for a particular course. Closed sections will not appear.
8. Click on “Add Course” to add the next course. Continue until all courses have been added.
9. Click on “Finalize Registration.” If you omit this step, your courses will not be saved.
10. Click on “Bill and Schedule” and then on “Full Schedule With Bill” to print a copy for your records.

Remember:

If there are any problems with your registration, just click on the blue “Why” button to find out the reason/s why you cannot register for a particular class. Any of the following could be a reason:

1. You have a time conflict.
2. The class is full.
3. You haven’t satisfied a prerequisite.
4. You must register for a particular class in person.

Don’t forget to settle your bill, either online or at the Bursar’s Office. If you receive financial aid or a loan, you must still clear your bill with the Bursar’s Office to guarantee your classes.

For help on using and troubleshooting Panther see:
www.bmcc.cuny.edu/computing/panther/

Tuition

How do I receive the Resident Tuition Rate?

You may qualify for the resident tuition rate if you meet the following conditions:

1. Continuously maintained your principal place of residence in New York State for a period of at least twelve consecutive months immediately preceding the first day of classes, and:
2. Continuously maintained your principal place of residence in New York City for at least the last six months immediately preceding the first day of classes.

To see if you qualify for BMCC's New York City residency tuition rate visit www.bmcc.cuny.edu/admissions/residency/

How will I handle my tuition bill?

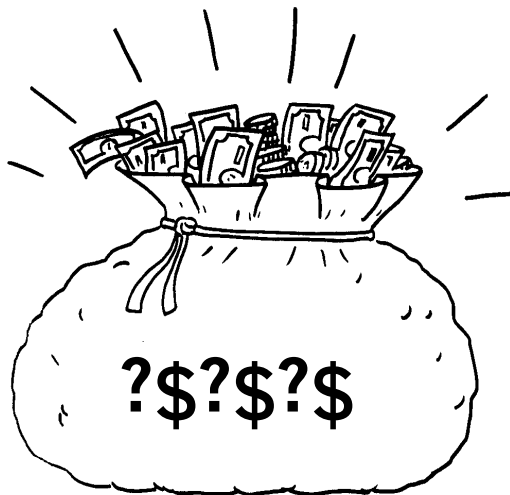
When you register for classes (either in-person or on-line), the Bursar's Office generates an invoice. The due date is indicated on the invoice. You need to settle your bill with the Bursar's Office to finalize your registration. Even if you are receiving financial aid that covers the cost of your bill, and your invoice shows a zero balance due, you need to settle with the Bursar's Office. Applications for direct deposit of financial aid checks are available at the Bursar's Office.

How do I pay my tuition bill?

You can pay for your tuition using cash, check, money order, Visa, Mastercard or Discover in person at the Bursar's Office on the 3rd floor or by going on line and using the College's Panther system. A tuition installment plan is available and administered by TuitionPay. Enroll on-line at www.tuitionpay.com or call 1-866-267-CUNY for additional information regarding the plan.

Use the Panther system on the college's website to pay with credit cards. Zero balance bills may also be processed on line using the Panther system. Here's how to pay for it on-line:

1. Go to the BMCC Website: www.bmcc.cuny.edu.
2. Click on "Panther."
3. Click on "Login to Panther."
4. Your user ID is your student ID number.
5. Enter your PIN (the default PIN is your date of birth in the following format: MMDDYY. We recommend all students to change their PIN upon their initial login.
6. From the main menu, click on "Register, Add, Drop or Change Classes, Pay Bill by VISA or MasterCard, Verify Zero Balance Bill."
7. Click on "Pay Bill By Visa, Mastercard or Discover."
8. You can also view your "Full Bill with Schedule" and print your bill and schedule.



Financial Aid

How do I receive information about financial aid?

BMCC's online financial aid office at www.bmcc.cuny.edu/finaid/ serves as the most comprehensive student resource for financial aid information of all types. You can:

- Learn about the various award programs and their eligibility requirements.
- Receive step-by-step guidance through the application and award process.
- File your financial aid applications online.
- Check your application and award status.
- Conduct your own scholarship searches.

You may also visit, phone or e-mail the Financial Aid Office during regular business hours for in-person assistance. Be sure to check your BMCC student e-mail frequently for important financial aid updates!

What types of financial aid are offered at BMCC?

Grants, loans, work-study, and scholarships are the most common sources of financial aid for BMCC students. Learn about each of the types of financial aid listed below at our online financial aid office.

Grants

Money that does not have to be repaid

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study (APTS)
- College Discovery

Loans

Money that you borrow and must pay back with interest

- Federal Perkins Loan
- Federal Direct Loan (subsidized & unsubsidized)

Work-Study

Money that you earn from a job obtained through the Financial Aid Office

Scholarships

Money awarded on the basis of financial need or academic merit

What kinds of scholarships are available?

BMCC awards hundreds of scholarships to students each year. Consult the Scholarship Office for a complete listing or log-on to: www.bmcc.cuny.edu/scholarships/. Significant numbers of BMCC students benefit from the following programs:

- BMCC Fund, Inc. Scholarships
- Out In Two Scholarships
- Peter F. Vallone Academic Scholarships

How do I apply for financial aid?

Apply for most types of federal and state financial aid by completing a Free Application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov. If you file FAFSA-on-the-Web, you will be able to link directly to TAP-on-the-Web so that you may apply for New York State tuition assistance grants. We encourage online filing because it is the quickest, easiest and most accurate way to apply.

You may also apply using a paper FAFSA which you may obtain from the Financial Aid Office. When your paper FAFSA is processed, you will receive instructions on how to apply for New York State tuition assistance.

What if I need access to a computer?

If you need access to a computer, use the campus cyber-café, open access web labs, or the Financial Aid Web Lab.

When should I apply?

Allow at least 4-6 weeks time to get your applications processed. If the Bursar's Office does not have enough information for your awards to print on your bill, you may have to settle the bill from your own resources until processing of your financial aid applications is completed.

Do I have to reapply for financial aid every year?

Yes. Financial aid is awarded for a single academic year and is based on your family's economic situation during the previous year. Continuing students must reapply as early as possible in the spring semester for the following academic year.

Financial Aid Application Deadlines

Try to meet the deadlines posted below. You may still apply for financial aid if you miss these deadlines, but funds from some sources may not be available to late filers. Some award programs with limited funding are awarded on a first-come, first-served basis.

For Fall Admission

January 2

Assemble your/your spouse's and/or your parents' income records. If you are not required to file federal tax returns, file your FAFSA now!

March 15

File your/your spouse's and/or your parents' federal income tax returns.

April 15

- File your FAFSA-on-the-Web at www.fafsa.ed.gov.
- Use your (and your spouse's, if married) and your parents' income documents or federal tax returns (if dependent).
- File TAP-on-the-Web using the link for New York State residents on the FAFSA Confirmation Page.

April 30

If you did not apply for TAP when you filed your FAFSA, file TAP-on-the-Web at: www.tapweb.org/totw/. You must have received Student Aid Report results from your FAFSA before using this link to apply for TAP.

Filing after April 30th for fall admission means that you risk having to pay a fall tuition bill before finding out your financial aid eligibility.

For Spring Admission

October 31

- File your FAFSA-on-the-Web at www.fafsa.ed.gov.
- Use your (and your spouse's, if married) and your parents' income documents or federal tax returns (if dependent).
- File TAP-on-the-Web using the link for New York State residents on the FAFSA Confirmation Page.

November 30

If you did not apply for TAP when you filed your FAFSA, file TAP-on-the-Web at: www.tapweb.org/totw/. You must have received Student Aid Report results from your FAFSA before using this link to apply for TAP.

Filing after November 30th for spring admission means that you risk having to pay a spring tuition bill before finding out your financial aid eligibility.

Financial Aid Award Deadlines

- **Federal Award Programs**—with few exceptions, issues with your FAFSA must be resolved and resolvable with the Financial Aid Office by your last day of attendance in any award period (usually the semester).
- **Federal Direct Loan Requests**—must be received by the Financial Aid Office no later than three weeks before the end of the fall or spring terms.
- **New York State TAP**—Issues with your NYS TAP application must be resolved by May 1 of the award year.
- **Aid for Part-Time Study (APTS)**—An application must be on file before the end of the third week of your first semester of attendance within the award year.

The deadlines posted above are meant to give you enough time to have your applications processed and any problems with your application information corrected before your tuition bill due date. Allow at least 4-6 weeks processing time for your financial aid application(s).

If the Bursar's Office does not have enough information for your awards to print on your bill, you may have to settle the bill from your own resources until processing of your financial aid applications is completed.

Often, the Financial Aid Office must request additional information or documents to complete the processing of your application. Please respond promptly to any requests for additional information. Most delays in processing result from delayed responses. Don't wait until the day your bill is due. It can take 2 weeks or longer to process you for an award AFTER you submit additional information.

Academic Performance and Financial Aid Eligibility

The federal and state financial aid programs require that you register for and maintain enrollment in your classes in order to receive financial aid awards. You are also expected to make satisfactory progress toward your degree in order to keep receiving your awards. The following is a summary of the enrollment and academic performance requirements for the federal and state financial aid programs.

Enrollment Requirements (Getting Your Aid)

Basic Enrollment Conditions

Federal Pell Grant: Maintain enrollment from 1 to 18 credits or equated credits per semester. (\$ amounts are pro-rated to your enrollment status)

Federal Loans, Work-Study & Supplemental Grant: Maintain enrollment in at least 6 credits or equated credits each semester.

New York State Tuition Assistance Program (TAP): Enroll full-time in a minimum of 12 credits or equated credits per semester

Part-Time TAP (PTAP): Enroll part-time in a minimum of 6 to 11 credits or equated credits per semester (Must earn 24 degree credits in the year preceding the 1st award)

NYS Aid for Part-Time Study (APTS): Enroll part-time in at least 6 to 11 credits or equated credits per semester (available to part-time students not receiving PTAP.)

Additional Enrollment Conditions

All Federal Aid Programs: 30 hour limit on payment for remedial [non-ESL] classes.

All Federal Aid Programs: Courses taken should count for the degree

TAP: Must include in full-time course load at least 3 degree credits in the 1st TAP semester and 6 degree credits every TAP semester thereafter

PTAP or APTS: Must include at least 3 degree credits each PTAP or APTS semester

All NYS Aid Programs: Courses counted toward the minimum full-time/part-time enrollment requirement **MUST** count for the degree.

Repeating Failed Courses

All Federal Aid Programs: Payments are available for repeating failed courses (subject to maintaining satisfactory progress)

All NYS Aid Programs: Payments are available for repeating failed courses (subject to maintaining satisfactory progress)

Repeating Courses Previously Passed

All Federal Aid Programs: Payments are available for repeating courses under the College's C- or lower policy (up to 16 credit maximum)

All NYS Aid Programs: Payments are **NOT AVAILABLE** for repeating any class for which an acceptable passing grade was received including those under the College's C- or below policy

Satisfactory Progress Requirements (Keeping Your Aid)

When Academic Progress Is Measured

All Federal Aid Programs: Measured once a year after spring term

All NYS Aid Programs: Measured after each term

Progress Conditions

All Federal Aid Programs: May attempt no more than 150% of courses needed for your current degree (that is, may attempt no more than 90 credits to earn 60)

All Federal Aid Programs: Must earn a certain number of credits toward the degree each year according to this formula: earned credits must be equal to or greater than attempted credits times .875 minus 21.

Associate Degree

Credits Attempted	15	30	45	60	75	90
Credits Earned	0	6	19	32	45	60

All NYS Aid Programs: Must complete a certain % of course work each semester a NYS payment is received

Semester	1	2	3	4	5	6
% to complete	50%	50%	75%	75%	100%	100%

All NYS Aid Programs: Must earn credits toward the degree and attain a minimum GPA each semester the equivalent of a full-time NYS payment is received

1st Payment Received before 2006-07

Semester	1	2	3	4	5	6
Credits for degree	0	6	18	31	45	60
Minimum GPA	0	1.0	1.2	2.0	2.0	2.0

1st Payment Received in 2006-07

Semester	1	2	3	4	5	6
Credits for degree	3	9	18	30	45	60
Minimum GPA	.5	.75	1.3	2.0	2.0	2.0

Is financial aid available for the summer?

TAP and Pell may be available to help pay for summer classes if you meet certain requirements:

- If you were enrolled part-time for either the prior fall or spring semesters, or were not enrolled at all, you may be eligible to receive a summer Pell Grant.
- If you earned 24 degree credits in the prior fall and spring terms, and have reapplied for TAP for the new academic year, you may be eligible for a TAP payment for summer study.

Information about summer awards may not always be available at the time you register for summer classes. You may have to pay your tuition from other resources and receive a financial aid refund from the College at a later time.

For more information about your eligibility for summer financial aid, read our information guide entitled “Summer Financial Aid” posted on our website or available from the Financial Aid Office.

How does withdrawing from classes affect my financial aid?

You may decide that you must withdraw from a class or classes sometime after the semester begins. Withdrawing from class can have both short-term and long-range effects on your financial aid eligibility. An immediate short-term effect can be the elimination or reduction of your eligibility for a payment or payments in your current semester. Since withdrawals will not generally eliminate your tuition charges for the term, you may discover that your withdrawal causes you an unexpected financial hardship. There may be long-range effects on your financial aid eligibility due to withdrawing from class. For example, you may not be able to meet one of the satisfactory academic performance requirements next semester or several semesters from now because of class withdrawals that happened in the current semester.

Before you withdraw from a class or classes, we suggest that you speak with your instructors and an academic advisor. Decisions related to your academic program should not be based solely on financial considerations, and an advisor can perhaps lead you to a solution that doesn't require you to withdraw.

Tips on How to Succeed in College

Curriculum Planning

Curriculum planning rather than semester planning, allows you to see the bigger picture and map out your academic career at BMCC. Curriculum planning will force you to ask yourself what you mean to accomplish at BMCC and how long it will take to accomplish those goals. You should meet with an academic or faculty advisor and plan your academic career as soon as possible.

Making Academic Changes

Before making an academic change, make sure you have researched the consequences of your decision. Speak with professor, an advisor, a counselor, anyone you feel comfortable speaking with, but make sure you get the facts first. But what are some academic changes?

- Withdrawing from courses
- Dropping courses
- Change of major
- Change of semester program
- Taking courses out of your curriculum
- Transferring to another college

Graduation & Transfer Checklist

1. Register to take the CPE. It is recommended that you take the CPE the semester that you will earn your 45th credit; however, once you have earned your 45th credit, you MUST take the CPE.
2. Register for your last semester's courses and make sure you will complete all of your program requirements.
3. Apply for graduation. (Check with the Registrar's Office for the appropriate deadline.)
4. Receive your graduation audit from the Registrar's Office.
5. Research the requirements for your intended transfer institution.
6. File a transfer application by the appropriate deadlines. CUNY transfer deadlines are due March 1st for fall admission and October 1st for spring admission. For all other institutions, please check with that institution.
7. Request an official BMCC transcript be sent to your intended institution

Grades

ABCD? 4.0? What's 3.2?

How do I compute my Grade Point Average (GPA)?

After you complete a course, you receive a letter grade. Most letter grades have a numerical point value (see Grading System Chart below).

Grade Conversion Chart

Grade	=	Quality Points
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
F		0.0

How to Calculate Your GPA

To calculate your semester GPA (grade point average), follow these easy five steps, also called DMAAD.

1. Determine the point value for each grade earned (remedial courses don't calculate into GPA).
2. Multiply the point value by the number of credits. This will give you your quality points.
3. Add the total number of credits attempted.
4. Add the total quality points.
5. Divide the total quality points by the total number of credits attempted to get your GPA.

GPA Calculation Example

Course	Final Grade	Quality Points		Credits	=	Points Earned
English I	B+	3.3	x	3	=	9.9
Accounting I	A	4.0	x	4	=	16.0
Intro. to Business	WU	0.0	x	3	=	0.0
Art Survey I	A-	3.7	x	2	=	7.4
Fundamentals of Speech	B	3.0	x	3	=	9.0
Health Education	F	0.0	x	2	=	0.0
Totals				17		42.3

$$\text{GPA} = \frac{\text{Total Points Earned}}{\text{Credits Attempted}} = \frac{42.3}{17.0} = 2.49$$

To compute your GPA online, use our GPA Calculator on the web at www.bmcc.cuny.edu/academics/grades/grading-policy/5_gpa.html. If you wish further explanation regarding grade-point average, see your counselor/academic advisor in the Counseling Center or your faculty advisor. You can also access your grades by visiting the College web site at www.bmcc.cuny.edu and clicking on "Panther."

Academic Grading Worksheet

Course	Final Grade	Quality Points		Credits	=	Points Earned
				x	=	
				x	=	
				x	=	
				x	=	
				x	=	
Totals						

$$\text{GPA} = \frac{\text{Total Points Earned}}{\text{Credits Attempted}} = \frac{\square}{\square} = \square$$

For a full view of the grading policies, go to www.bmcc.cuny.edu/academics/grades/rules/

Final grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

Grades	Numerical Equivalent	Quality Points
A	93 – 100%	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	Failure	0.0
S	Satisfactory	–
U	Unsatisfactory (counts as Failure)	0.0
W	Withdrawal	
WA	Administrative Withdrawal	–
WU	Unofficial Withdrawal (counts in GPA computation; same as Failure)	0.0
R	Course must be repeated	–
NC	No credit granted	–
ABS	Absent from final	–
INC	Semester’s work incomplete	–
AUD	Course not taken for credit or grade: “AUD” Audit appears on transcript	–
PEN	Grade pending	–
REP	Indicates a course already taken and successfully completed with a grade of “C” or better	–
FIN	“F” from incomplete	0.0
FAB	“F” from absent	0.0
FPN	“F” from pending	0.0
Z	No grade submitted by the instructor for course taken on permit	–
TR	Transfer credit from another institution or courses taken on permit at a non-CUNY college	–

How to Interpret Your Advisement Data Sheet

Credits

Academic units of measurement (PSY100 is 3 credits, and BIO110 is 4 credits).

GPA credits

Grade Point Average credits. These are credits that count toward your grade point average (i.e. basic skills credit hours do not count in calculating your GPA).

CUNY test data

CUNY exam data including date exam was taken, exam scores, and remedial courses, if needed.

CPE/Impound

CUNY CPE/Impound. This data appears below the CUNY placement scores and indicates whether or not the CUNY CPE Exam has been taken, and which, if any, departments have impounded you. An impound means that your records and registration are blocked. You must take care of impounds prior to registration.

Recommended Course Grid

An area for your advisor to write down recommended courses, including credits and hours. S/he may also suggest alternate courses.

LIB 1999 60 % 07/24/03

Transfer Credits : 49.0 CREDITS GPA COMMENTS
 Credits Earned : 49.0 SPRING 2002 17.0 3.88 DEAN'S LIST
 Ability to Progress : 188.0 SUMM 1 2002 0.0 0.00
 Required to Graduate: 0.0 SPRING 2003 14.0 3.74 DEAN'S LIST
 SPRING 2004 4.0 3.70
 SUMM 1 2003 4.0 3.70
 49.0 3.84

TEST DATE FORM SCORE SCALED PLACEMENT MESSAGE
 READING: 01/15/02 B2 81
 SKILLSHIFT: 01/15/02 03 9
 ALPHABETIC: ELEMPT

ELEM. ALG: ELEMPT NAIYED ON SAT SCORE
 INT. ALG: 01/07/03 GG ELEMPT
 PRE. CALC: MAT 206 IS ONLY REQUIRED IN SOME CURRICULA MATH DEPT TEST
 CPE REQUIREMENT SATISFIED

COURSES RECOMMENDED OR PRE-REGISTERED FOR NEXT SEMESTER ALTERNATIVE COURSES

COURSE	SEC	CREDIT	HOURS
BIO 220	111	4.0	6
ENG 371	131	3.0	3
MAT 301	082	4.0	6
POL 100	112	3.0	3

ADVISOR'S NAME: SIGNATURE:
 PLEASE SETTLE YOUR BILL AT THE BURSAR'S EVEN IF YOUR BILL HAS A ZERO BALANCE



COURSE REQUIREMENTS		LIB		19F9 60 Z	07/24/03	SELECT FROM:	EMACNELS
SPRING 02		PASSED	CREDITS	REQUIREMENT	CAN TAKE		
PROGRAM REQUIREMENTS:		TERM	REQ	COMPLETED ?	NEXT SEM		
ENGLISH COMPOSITION I	ENG 101	FA02	A-	3	3	YES	
ENGLISH COMPOSITION II	ENG 201	SP03	A	3	3	YES	
HEALTH EDUCATION	HED 100	SP02	B+	2	2	YES	
FUNDAMENTALS OF SPEECH	SPE 100	FA02	A	3	3	YES	
ENGLISH ELECTIVE	ENG 371	*REG*		3	3	*FA03*	
MATH FOR LIBERAL ARTS	MAT 205	FA02	A	4	4	YES	
MODERN FOREIGN LANGUAGE	FRN 101	FA02	A	4	4	YES	
ART OR MUSIC	MUS 110	SP02	A	2	2	YES	
LIB ARTS SCIENCE ELECTIVE	BIO 210	SP03	A	8	4	*FA03*	
	BIO 220	*REG*		8	4		
SOCIAL SCIENCE FOR LIB	ECO 201	SP02	A	12	3	YES	
	GEO 100	SP02	A	3	3	YES	
	PSY 100	SP02	A	3	3	YES	
	SOC 100	SP03	B-	3	3	YES	
LIB. ELECT. FOR LIB MAJOR	CHE 201	SP03	A	14	4	YES	
	CHE 202	SU03	A-	4	4	YES	
	MAT 301	*REG*		4	4	*FA03*	
	POL 100	*REG*		3	3	*FA03*	
COURSES NOT COUNTED FOR DEGREE:		SU02	A				
INTERM ALG & TRIG		MAT 056					

Can Take Next Sem? (Can take next Semester?)
 These are courses you are eligible to take in the following semester. You may have to check the prerequisites for some courses. In some cases, particularly in the social sciences, you may have to take courses in several different disciplines. (i.e. For the Liberal Arts major, 12 credits are needed from the Social Sciences in 4 different disciplines. Taking courses in Psychology, Ethnic Studies, History, and Sociology would satisfy this requirement as opposed to taking 12 credits in just Psychology.

Requirement Completed?
 Indicates whether you have completed the required number of credits in that specific area, or if you have only partially completed them.

Credits-Req/Tkn (Credits-Required/Taken)
 The number of credits required in this area, and how many you have taken.

Passed-Term/Grd (Passed-Term/Grade)
 This column indicated which semester (ex. Fa/02) you passed the course and your passing grade. This column will also include whether you are registered or enrolled in a course going towards your major curriculum.

TERM : *REG* = ALREADY REGISTERED *ENR* = CURRENTLY ENROLLED *S* = SUBSTITUTE *P* = PRE REQUISITE *DP* = DEPT. PERMIT
 COMPLETE : YES = COMPLETED *TERM* = ASSUMED COMPLETION DATE All Electives may not be shown; make
 PRE/CO : 1 OR MORE PRE/CO REQUISITES REQUIRED - CHECK CATALOG/BASIC SKILLS sure that prerequisites are satisfied

Course Requirements
 Courses you must take to complete your degree.

Courses Not Counted For Degree
 This section will list remedial courses, any extra courses you may have taken, as well as courses with a grade of F, W, WU, ABS, FAB, INC, FIN, or NC. If you have changed your major, some courses that do not fit into your new course of study may be listed here under this heading in error. If so, see advisor concerning the matter.

Academic Success Guide

The CUNY Placement Exams

All students who are accepted to BMCC must first take the CUNY Placement Exams in reading, English writing, and mathematics. Your performance on these placement exams will determine if you need developmental skill or remediation assistance.

Placement Exam Exemptions: There are several ways in which you may be given an exemption from taking the CUNY Placement Exams. Please find below the list of qualifications that must be met in order to receive exemption.

Exemption Criteria: You may be exempt from the CUNY Reading and Writing Tests if you have:

- SAT 1 Verbal score of 480 or greater
- SAT Reasoning Test - Critical Reading score of 480 or greater (Prior to March 2005, the Critical Reading section was known as the SAT 1 Verbal section.)
- ACT English score of 20 or greater
- New York State Regents score in English of 75 or greater
- Bachelor's Degree from an accredited domestic institution
- 45 or more credits from an accredited domestic institution outside of CUNY

You may be exempt from the CUNY Mathematics Test based on the following evidence:

- SAT 1 Math score of 480 or greater
- SAT Reasoning Test - Math score of 480 or greater
- ACT Math score of 20 or greater
- New York State Regents score in Math A or B, or Sequential II or III of 75 or greater
- Bachelor's Degree from an accredited domestic institution
- 45 or more credits from an accredited domestic institution outside of CUNY

If you are eligible for a waiver, you must submit all documentation (eg. official transcripts, SAT scores, etc.) in support of waivers to the Testing Office before registration. If you have taken the CUNY Tests at another CUNY college or through a high school program, please inform the Testing Office of the results before registration. All official documentation must be mailed or hand-delivered in a sealed envelope to the Testing Office, room N700.

After you have taken the CUNY Tests or submitted documentation in support of a wavier, the Registrar's Office will send you a letter setting an appointment for advisement and registration.

Other Placement Exams

Math Placement Exam (MAT056 & MAT206): If you are proficient in Math and are exempt from the remedial Math you were tested on during the Placement exams, you may go to the Math Lab, room S511, to take the Intermediate Algebra or Pre-Calculus exams, which are prerequisites for upper level math courses, some science, and other selected courses. MAT056 and at least one upper-level Math course (200 or above) are required for Engineering Science, Childhood Education, Bilingual Childhood Education, Science, Mathematics, Computer Science, and Business Administration.

Modern Foreign Language Exam (Spanish, French, Italian, Chinese): If you speak any of the languages listed and want to take a course in that same language, you will need to take a Language Placement exam PRIOR to registration. You can take the exam in the Modern Language Department in room N540 or at the Modern Language table during regular registration.

Immersion Program

If you are a newly admitted student, this program will provide you with an opportunity to acquire basic skills, complete your basic skills obligations, and get a head start on your college experience. The program:

- Offers basic skills courses to improve your proficiency in areas such as English (writing), English as a Second Language, Academic & Critical Reading, and Mathematics;
- Provides an opportunity to enroll in one or more courses to reduce or eliminate the number of basic skills courses you will be required to take in the fall or spring semester;
- Provides counseling, tutoring and other support services;
- Offers an opportunity to work with concerned and committed faculty in small class-size settings.

Transfer Students

As a transfer student it is important that you become familiar with BMCC's current policy and do not assume it will be the same as your former institution. Be certain to speak with an Admissions counselor to find out what—if any—credits BMCC will accept prior to registration. This will reduce the chance of you repeating courses taken from your prior college. It is also important that you speak with the Testing Office to find out if you are required to sit for the CUNY placement exams.

International Students

As an international student, you will have to acquaint yourself with the policies and procedures of not only BMCC, but also United States Citizenship and Immigration Services (USCIS). If you have a bachelor's

degree or higher from a non- U.S. college, that is acknowledged by CUNY's University Application Processing Center and/or Office of Admissions Services, you are EXEMPT from remedial or developmental skills requirements. However, you MUST still take the CUNY placements. If your scores indicates that you need further instruction in Basic English Reading, Writing, and/or Math, then you are required to register for the appropriate course(s).

There are many support services available to you in your academic journey, especially the International Student Office, located within the Admissions Office in room S300. It is critical that you familiarize yourself with this office and its guidelines. But if you still have questions, reach out to the faculty or staff who will be happy to help you any way they can.

Classroom Etiquette

Now that you are a college student enrolled at BMCC, you are expected to present yourself and act in and outside of the classroom the way a responsible college student is expected to behave. Proper college decorum helps the BMCC college community maintain a safe and scholarly environment conducive to academic success and college life. In addition, classroom protocol requires that students respect themselves, fellow students, professors, and staff by following simple rules, such as:

- You should come to class on time.
- When problems occur between members of the BMCC community, seek the proper venue for resolving the conflict.
- If you have been unavoidably detained and are arriving late for class, try to enter the classroom as quietly as possible in order not to disturb the class in session.
- While in class, you must turn off cell-phones, beepers, audio players, etc.
- Keep noise levels down throughout the building where instruction is going on.

General Education

No matter what your major is, BMCC believes in providing all its students with a foundation of specific knowledge and competencies necessary for life-long learning by fostering personal development, intellectual curiosity, and critical thinking that will enhance informed and effective participation in society. You will be provided with ample opportunities to develop and reinforce specific knowledge and competencies upon completion of the general education requirements in your program as well as in your major courses.

The information provided below outlines the General Education Goals at BMCC and gives examples of how you may fulfill them regardless of your selected major. It will also explain how meeting General Education Goals will prepare you for successful completion of the CUNY Proficiency Exam (CPE).

Communication Skills: You will write, read, listen and speak effectively.

Communication skills are as vital in the pursuit of higher education as they are in succeeding in the labor force. As a student, having effective communication skills will be crucial in report writing and in successfully articulating points in presentations. In the workforce, employers expect you to be able to get your message across in oral and written form. If you are planning to pursue a baccalaureate degree, you will be required to read written texts, listen to lectures, write reports, and make presentations. You will acquire these skills by taking courses such as English and Speech, enrolling in writing intensive courses, and through a variety of workshops offered by the college. These skills will be reinforced in other courses through content and assignments.

Quantitative Skills: Students will use quantitative skills and the concepts and methods of mathematics to solve problems across disciplines.

Quantitative reasoning will teach you how to think logically and solve difficult problems—in the classroom as well as in life outside of school. If you want to continue your education, these skills can help prepare you for upper-level courses where you need to use logical thinking and problem solving skills. In addition, almost every career at one time or another will require quantitative skills to prepare a budget, purchase equipment, and/or interpret quantitative data. You will be able to acquire these skills by enrolling in courses such as mathematics, science, etc. These skills will also be reinforced through other major courses and college activities.

Values: Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.

Your values and the choices you make define who you are in many ways. As a student, you will learn to appreciate diversity, work collaboratively, and reflect on ethical issues. You will be able to acquire these skills through courses and learning experiences offered by every academic department at BMCC. These skills will also be reinforced through extra-curricular activities and other college experiences.

Social & Behavioral Sciences: Students will understand and apply the concepts and methods of the social sciences.

Social and behavioral sciences will enable you to analyze the world in which you live, understand human behavior, develop sensitivity to various cultures and an appreciation of how societies change. The concepts, methods and theories learned in this area of study can be applied to your every day work and personal life. The Social Science Department and The Center for Ethnic Studies offer a wide range of courses and opportunities, including study abroad programs, to achieve this goal. Such knowledge and skills will be reinforced through other academic courses and college experiences and will prepare you for careers as varied as education, business and law.

Scientific Reasoning: Students will understand and apply concepts and methods of natural sciences.

You will gain an understanding of the natural sciences and learn the process to create and test a hypothesis. You will gain these skills primarily in science courses.

Arts & Humanities: Students will develop knowledge and understanding of languages, arts and cultures.

In any society, culture and the arts help people understand who they are while giving meaning to the world around them. In a city such as New York, with its diverse population and rich cultural heritage, the ability to interpret the world through arts and languages is very important. At BMCC, you will have many opportunities to build these skills by taking classes in art and music, language, theatre or literature. These skills may also be enforced through participation in school exhibits, plays, and attendance of events that showcase the arts and humanities.

Information & Technology Literacy: Students will collect, evaluate, and interpret information, and effectively use information technologies.

Information technology, the ability to find, understand and use information, is one of the foundational skills you will use throughout your entire academic career. Today, most information is found through one or more information technologies so you must learn to use them. The workplace will also put your information and technology skills to the test. You will be able to acquire these skills through courses and learning experiences offered by every academic department at BMCC. In addition, workshops, tutors, and the latest technology found in the Library, room S400, and the Learning Resource Center (LRC), room S500, will help you achieve this goal.

The CUNY Proficiency Examination (CPE)

You must pass the CUNY Proficiency Examination (CPE) in order to graduate from all CUNY community colleges and it may affect your ability to transfer to a CUNY senior college. The CPE is a comprehensive examination to test your understanding of, and ability to use, the skills you have learned throughout your curriculum at BMCC. While there are several resources to help prepare you for this exam, your best preparation will be the education you receive at BMCC.

Taking the CPE Exam

Task One

You will be given two reading selections, an eight to nine page selection to be studied in advance, and a 1 to 1½-page selection at the test. You will be asked to write a focused essay, drawing a relationship between specified elements of the two reading selections and extending it, as directed, to your own experience, understanding, or ideas.

Suggested Course Preparation: Writing intensive courses are designed to incorporate frequent, informal writing-to-learn activities to help students generate ideas and better engage with course reading and assignments.

While writing intensive courses do not specifically prepare you for the CPE, it is reasonable to think that you will be more likely to succeed on this exam if you have experience writing in discipline courses and not simply in English composition. There are several writing intensive courses listed each semester and are designated as “WI” in the course schedule book produced by the Registrar’s Office. These courses tie in with our general education student learning outcomes for Communication Skills.

Task Two

At the exam you will be given a set of materials (two charts or graphs and a brief reading passage) on the same or similar topics. These materials are not released prior to the testing session. You will be asked to identify and state accurately the claims in the reading selection and to explain the relationship between these claims and the relevant data in the figures with accuracy, clarity, and completeness.

Suggested Course Preparation (MAT 160, etc.): MAT 160 – Quantitative Reasoning aims to teach students how to think competently about quantitative information. Students learn how to take real-world problems, translate them into mathematics and solve them. Topics include critical thinking, numbers in the real world, financial management, statistical reasoning, probability, and mathematical modeling. This course is very helpful in preparing students for task two of the CPE.

CRT 100 – Critical Thinking is a course that helps students with other classes and is especially helpful in the skills needed for both tasks of the CPE. Students learn to support arguments and assess the statements of others, whether verbal, textual or visual. Critical Thinking teaches students to use problem-solving techniques and analyze personal, social, political, and other issues. This course will develop your analytical and critical thinking skills which will prepare you for the CPE.

BMCC Resources Available for You to Succeed:

The College has provided a number of support services to help you do well on the CPE. Many of these initiatives can be found at www.bmcc.cuny.edu/cpe/, such as an online CPE tutorial and a CPE CD ROM. In addition, each academic department has a designated CPE liaison to assist their majors with CPE issues. Also, the Writing Center, Learning Resources Center and Reading Lab offer you workshops to prepare for the exam.

CPE Exam Dates

The CPE is offered four times each academic year – October, January, March and June. The October and March exams are during regular testing periods and are open to everyone who is eligible. However, January and June are considered intercession testing and are available to special groups of students (i.e. multiple failures, deferrals, etc.) and those who appeal to sit for the exam. Please note that whatever date you sign-up or are assigned to, you MUST attend. Failure to do so will result in a forfeiture failure.

To Appeal the CPE

Once you have signed up for an exam date or if you have earned your forty-five degree credits, you **MUST** still show up for your scheduled CPE Exam appointment. But what if something urgent comes up and you can not attend?

There is an appeals process to allow for unplanned occurrences. You may want to appeal your test date, because you realize you will be out of town and cannot reschedule or you may have an unavoidable family obligation or need to attend a mandatory function for work. There are many different reasons you may need to reschedule the CPE, but you **MUST** file an appeal in order to postpone or reschedule your CPE. Visit the CPE website www.bmcc.cuny.edu/cpe/ for guidelines for appeal, the appeal form and a listing of the CPE liaisons in the various departments. All submitted appeals must have a written statement from the appellant as well as a letter of support from your department's CPE liaison. Appeals for the March exam must be submitted no later than March 1st, the June exam by June 1st, the October exam by October 1st and the January exam by January 1st.

Transfer Information

When should you begin thinking about and preparing for transfer to another college? The moment you enroll at BMCC! Early preparation and planning lead to more desirable results. Here are some of the benefits to early transfer preparation:

- You will be able to investigate different schools and find exactly the one that fits you both academically and socially;
- You will be able to research and apply for available scholarships;
- You will feel more in control of the transfer process;
- You can speak with admissions and transfer counselors from the different schools you are looking to transfer to.

Now that you know the benefits, here are the transfer steps:

- Research the major of your choice *as soon as possible*;
- Stop by the Academic Advisement & Transfer Center (room S763) to see which 4-year college(s) offers your major;
- Check to see if BMCC has any articulation agreements in that major, or with the college you are interested in; (An articulation agreement formally partners an associate degree program with a baccalaureate degree program. The agreement maximizes the number of credits the student transfers to the senior college and allows for a seamless transfer.)
- Attend a BMCC Transfer Fair or "Individual College Visit" to meet with a college representative for details about your intended program and general college information;
- Make sure all BMCC program and college requirements are or will be completed;

- Take and pass the CUNY Proficiency (CPE) exam;
- Have the college application and essay, if required, completed BEFORE the deadline. You can pick up a CUNY or SUNY transfer application from room S763 in the Academic Advisement & Transfer Center;
- Request that an official BMCC transcript be sent to the college(s) of your choice from the Registrar's Office, room S310.

Degree Completion and Transfer Benefit

Whether you wish to transfer to a CUNY senior college or a private or public institution, completing your associate degree at BMCC will go a long way to assuring your future academic success. Here are five other top reasons to consider:

5. You have something to walk away with!
You will have more than just a high school diploma or a GED.
4. You have an “insurance policy” on a completed body of work!
Schools are more likely to take all of your credits.
3. You save an awful lot of money by completing the first leg of your education here.
2. It demonstrates to other colleges and employers that you are capable of completing something!
1. Because when Start Here, and complete your 60 (-62) degree credits, you can Go Anywhere.

Articulation Agreements and How They Work

In order to further support the smooth transition from a two-year to a four-year college, the Office of Academic Affairs works diligently to foster articulation agreements with senior institutions. Although these agreements do *not* guarantee admission to a particular school, they do guarantee that all degree courses will be accepted if the guidelines are strictly followed. Please find below a complete list of BMCC's current articulation agreements listed by majors. For more detailed information, please visit our website at www.bmcc.cuny.edu/transfrcntr/transferinfo/agreements.html.

Sister College Recruitment

BMCC has developed strong relationships with Wellesley, Mt. Holyoke and Smith Colleges, three of the five prestigious sister colleges located in New England. These colleges visit our campus annually to recruit from our large group of academically successful female students who are 24 years and older. Some of these programs offer special housing and scholarship awards for those who qualify.

The Community College Transfer Opportunity Program (CCTOP)

CCTOP makes it easier for you transfer from any of the participating community colleges to the New York University - Steinhardt School of Education by offering transfer agreements that allow you to maximize the number of credits you transfer, scholarships to help you meet the cost of tuition, and an advisor to answer all of your questions and help you make a successful transition to NYU.

CUNY TIPPS

Don't you wish there was some way to tell whether or not your courses will transfer to CUNY senior colleges such as Baruch, City or Hunter?

Well there is! The CUNY TIPPS website will allow you to find out whether or not the CUNY senior college you wish to transfer to will accept your credits. There is also a listing of the many articulation agreements within CUNY itself. For more information, please visit the CUNY TIPPS website at www.tipps.cuny.edu .

Application Process

Now that you have decided which school(s) you want to apply to, where do you go from here? Once you have researched your choice school(s) and determined that you meet the minimum requirements, get an application! All you have to do after that is fill out the application and request your official transcripts.

The Academic Advisement & Transfer Center (S763) has CUNY, SUNY, and selected private college applications. However, you can always request applications from the individual colleges directly. Many, if not most, accept, and even prefer that you fill out their applications online. Make sure you visit each school's admissions website and check their application procedures.

Finally, if you have any questions or need help completing your applications, the Academic Advisement & Transfer Center is here to help you any way they can. Just stop in room S763 and speak with one of their advisors.

DegreeWorks

BMCC is committed to continuously improving its academic quality while providing you with the resources to excel. DegreeWorks is an online student degree audit and advising system tool that has revolutionized the academic experience. DegreeWorks will allow you to see all of your course requirements for your degree in an online, user-friendly format. It will also show you how the courses you have already taken will fit into another degree, should you decide to change your major. Check it out at www.sungardbi-tech.com/products/degreeworks.php.

Academic Development Days

Academic Development Days are held each semester before the start of early advisement. You are invited to meet with an advisor to review your current coursework, make an academic plan, and get a clear understanding of academic issues relating to BMCC.

Title V

If you are a Liberal Arts major with 30 or fewer credits, Title V is an initiative that will pair you with a faculty member to receive one-on-one academic advisement and mentoring throughout your entire BMCC academic career. A designated Educational Planner, housed in the Academic Advisement & Transfer Center, also assists you by providing supplemental advisement. For more information or to sign-up for this program, please contact the Title V office by phone at 212 220-8000 ext. 7130 or by e-mail at titleV@bmcc.cuny.edu.

Out-in-Two Scholarship

The BMCC Out in Two Scholarship is an academic program designed to help you graduate within two consecutive years. You are eligible for the program as soon as you have completed your first semester if you meet the eligibility criteria outlined here. If you are a first time college freshman, who has just completed your first semester at BMCC with 12 real degree credits and a minimum GPA of 3.0, you are eligible to apply for the Out in Two Scholarship. Students in the program who meet all the criteria and are selected receive a scholarship award in their last three consecutive semesters. For more information, please contact Lesley Leppert at 212 220-8315 ext. 5239.

E-Advisement

E-advisement is a service offered to all students (BMCC & non-BMCC), who have questions concerning academics at BMCC. All inquiries are answered via the Internet within 48 hours (during regular advisement periods). Please go to www.bmcc.cuny.edu/transfrcntr/e-advising.html to utilize this service.

Distance-Learning Advisement

In concert with BMCC's mission to provide quality education to all its students, distance-learning students are provided with an advisor to assist them while taking their courses online. You are provided with all the same services as traditional students, but it is conducted via the Internet. Prior to the start of class, you will be contacted via e-mail to ensure you understand the intricacies of distance-learning and to make sure you know how, and are able to log-on, to BlackBoard. Make sure that your e-mail is correct in the Panther system.

Pre-Business & Pre-Clinical Nursing Advisement

If you are majoring in the pre-business or pre-clinical nursing curriculum areas, in addition, to regular departmental (faculty) advisement, you will be given supplemental advisement by a professional staff advisor in the Academic Advisement & Transfer Center. You may receive semester advisement, transfer advisement, information on articulation agreements, and academic audits to ensure smooth transition into the Business & Nursing curriculum.

Liberal Arts Project

If you are a student in the Liberal Arts who has a GPA between 2.0 and 2.3, you may be selected to participate in the Liberal Arts project to ensure that you remain in good academic standing. You will be provided with intensive advisement before, during, and after the regular advisement periods. You will also be referred to other student services, as needed and requested.

Re-Admit Advisement

BMCC recognizes that students who have taken a brief or even extended break from college life, often require more assistance to ensure they attain their academic goals. These students will be assigned to a specific advisor from the Academic Advisement & Transfer Center to assist in their smooth transition back into higher education. The advisor will work closely with the Counseling Center and other student services, to make sure these students have access to all the resources they may need.

CPE Advisement

The Academic Advisement & Transfer Center provides general advisement with regards to the CPE for first-time and second-time test takers. These students will also be referred to their appropriate CPE liaison, by department. If they have failed the CPE two or more times, they will receive more extensive advisement regarding the exam, be referred to mandatory CPE intervention and be given assistance with the appeals process, if necessary.

Academic Audit

During the semester before your last, you will be invited to meet with an advisor to make sure you are on-track to graduate the next semester. At this time, you will be made aware of the need for completing any remaining degree requirements (including courses, remedial requirements, if any, and the CPE).

Non-Traditional Career Academic Services

More and more students are discovering that they have the abilities and interests to excel in careers that have traditionally been considered nontraditional. Nontraditional careers are careers in which at least 75% of the students in a particular major are of a different gender.

Below you will find the listing of majors that are considered nontraditional by gender:

For Men

Accounting
Health Information Technology
Nursing
Teacher Education

For Women

Business Administration
Business Management
Computer Operations
Small Business Entrepreneurship
Video Arts and Technology

If you are enrolled in a nontraditional program, you will be provided with advisement from one of the nontraditional career academic advisors. This advisement includes, but is not limited to, semester advisement, course and curriculum planning, transfer advisement, and nontraditional career mentorship. Special programs are also sponsored, such as transfer fairs to senior colleges offering nontraditional majors, round-table and panel discussions from people in specific nontraditional fields, site visits, and open houses. In addition, you will receive support from your peers through the Nontraditional Career Society (one of the many student government sponsored clubs).

Student Clubs

How do I find out about student clubs?

The Offices of Student Activities (S206c) oversees the clubs and will be happy to help you. Student Activities works in collaboration with the Student Government Association (SGA) to monitor clubs and assist students in forming new clubs. The SGA charters and funds all student clubs. Club leaders must maintain certain grade point averages. Visit our website for information about leadership requirements, as well as how to start a club.

Student Clubs & Organizations

Clubs meet every Wednesday from 2 to 4 p.m.

Club Name	Meeting Room
Accounting Club	S605
Acentos Latinas	S124
Actors Incorporated	N689
African Diaspora Cine Club	N414
Asian Film Society	S111
Asian, South Asian & Pacific Islander Club	S108
Association of Computing Machinery	S169
Beyond the Limits	N406
Business Enterprise Club	N412
Campus Animal Rights Educators	N409
Capoeira Club	S134
Caribbean Students Association	S603
Catholic Campus Ministry	N644
Cheerleading Club	W101
Chess Club	S602
Chi Alpha Epsilon Honor Society	N416
Chinese Culture Association	S631a
Chorus Club	N444
College Discovery Club	N680
Cricket Club	N439
Cultura Latinoamericana	S106
Cyber Security Club	S167
Dance Club	N604
Dominican Students Association	S601
Evening/Weekend Students Club	S754
Fashion Media Arts Club	S631
Health & Wellness Club	N410

Hip Hop 101	S706
Hip Not Generation Magazine	S206b
Honor Society of Black Student Scholars	S703
Human Services Club	N403
Institute of Electrical & Electronic Engineers	S168
International Socialist Organization	N442
Japanese Culture Club	N438
Jihad, the Struggle Magazine	N772
Latino Honor Society	S632
Life Drawing Club	S189
Math Club	N516
Monthly Movement	N682
Multimedia Club	S153
Music Club	S101
Muslim Students Association	N407
Non-Traditional Career Society	S412
Nursing Club	N721
N.Y. Tribeca Campus Lions Club	S632a
Out In Two Scholars Club	N775
Oversea Chinese Mission	S702
Peer Mentoring Club	N401
Phi Theta Kappa Honor Society	N736
Picture Perfect Photography Club	S136
Psychology Club	N408
Research Seminar Club	N738
Respiratory Therapy Club	N733
Resurgence in Christ Ministry	N440
Scholarship Club	N774
Sisterhood Society	N441
Soccer Club	N555
Street Smart Movement	S102
Student Association of Bangladesh	N553
Student World Assembly	S113
Teacher Education Club	N739
Theater Club	N213
Travel & Tourism Club	S606
United Nigerian Club	S104
Voice of the Voiceless Newspaper	S206b
Voice Out	S174
When One Voice is Not Enough	N413
Young Organized United Nations Group	N687



Borough of Manhattan
Community College
CUM GRAD

WAZZMAN

CITY LIFE

DIFFERENTIAL EQUATIONS
USED

Restaurants

We've eaten in a lot of these places—or value the opinions of the people who've told us about them.

Acapella

Italian
1 Hudson St.
212 240-0163

Agi

Japanese, Sushi
63 Reade St.
212 385-1910

Baluchi's

Indian
275 Greenwich St.
212 571-5343

Bangal Curry

111 Church St
212 267-8342

Big Wong

Chinese
67 Mott St.
212 964-0540

Bridge Café

279 Water St.
212 227-3344

Blimpie Subs & Salads

American
165 Chambers St.
212 964-3921

Burritoville

Mexican
144 Chambers St.
212 571-1144

Cafe Amore's

Pizzeria
147 Chambers St.
212 619-0802

Cornerstone Grill

Chicken, Barbecue, Burgers
327 Greenwich St.
212 966-3065

Darlene Restaurant

Latin American, Mexican, American
(Traditional)
251 Church St.
Btwn Leonard & Franklin St
212 219-8431

Dim Sum Go Go

Chinese
5 East Broadway
212 732-0796

Franklin Station Café

French, Malaysian, Bistro
222 West Broadway
212 274-8525

Flor de Sol

Spanish, Tapas
361 Greenwich St.
212 366-1640

Grace Restaurant

American
114 Franklin St.
212 343-4200

Jamba Juice

Smoothies
88 West Broadway
212 227-9065

Kitchenette

156 Chambers St.
New York, NY 10007
212 267-6740

Kiran

Continental Indian Cuisine
94 Chambers St.
212 732-5011

Kori

Korean
253 Church St.
212 334-4598

Little Italy Pizza

Italian

153 Chambers St.

212 227-2223

Mary Ann's

Mexican

107 W. Broadway

212-766-0911

McDonald's

American

317 Broadway

212 732-7376

Mudville 9 Saloon

Bar & Restaurant

Wings, Burgers, Bar Food

126 Chambers St.

212 349-0059

Pakistan Tea House

Pakistani

176 Church St.

212 240-9800

Nam

Vietnamese

110 Reade St.

212 267-1777

New Fresco Tortillas

Mexican

63 Reade St.

212 791-2438

Nyonya Cuisine Penang

Chinese

194 Grand St.

212 334-3669

Sophie's

Cuban, Caribbean

96 Chambers St.

212 608-9900

Spaghetti Western

Italian, Pizza

59 Reade St.

212 513-1333

Taste of Tandoor

Indian

149 Church St.

212 619-1200

Samurai Sam

Japanese

165 Chambers St.

(212) 227-6550

The Soda ShopAmerican (Traditional), Desserts &
Bakeries

125 Chambers St.

212 571-1100

Starbucks Coffee

Coffee

125 Chambers St.

212 791-6368

Subway Sandwiches & Salads

American, Italian fast food

153 Chambers St.

212 577-6779

Taco House

Tex-Mexican Express

178 Church St.

212 393-1026

Tribeca Pizzeria

Italian

378 Greenwich St.

212 732-5959

Taco Bell

155 Chambers St.

New York, NY 10007

212 285-2228

Quiznos Sub

84 Chambers St.

New York, NY 10007

212 571-3600

Neighborhood Pennysavers

The following are just a few of the businesses in the local Tribeca area that are dedicated to helping BMCC students thrive academically. The services below will either save you money on school-related purchases or may help you deal better with the stress of exams, internships, work—and life in general.

Capital Audio-Electronics

120 Duane St

212 608-3720

Mon-Fri 8:30 a.m.-5:45 p.m.

Fri 8:30 a.m.-5 p.m.

Sat Closed

Sun 10 a.m.-4 p.m.

5% discounts on all electronics including laptops with a valid student ID. BOSE, iPods and sale items excluded (Sorry!).

FedEx Kinko's

105 Duane St

212 406-1220

Mon-Sun 7 a.m.-11 p.m.

10% discount on copies with a valid student ID.

Jean-Paul Duplicating Center Inc.

275 Greenwich St

212 587-0579

fax 212 587-0719

www.jeanpaulgraphics.biz

Mon-Fri 8:30 a.m.-7 p.m.

Sat 10 a.m.-4 p.m.

You simply can't beat 7 cents a copy. Discount rates apply to high volume jobs.

Kings Pharmacy

5 Hudson St

212 791-3100

Mon-Fri 8 a.m.-8 p.m.

Sat 9 a.m.-7 p.m.

Sun 10 a.m.-5 p.m.

Wednesdays are student discount days at this conveniently located pharmacy. Everything from pens and notebooks to shampoo and pharmaceuticals is 10% off with a student ID.

Mail Boxes Etc.

295 Greenwich St

tel 212 964-5528

fax 212 964-5530

Mon-Fri 8 a.m.-7 p.m.

Sat 10 a.m.-5 p.m.

Sun 11 a.m.-4 p.m. (closed during summer months)

<http://www.mbe.com/usa/MBE2038.htm>

10% off all services with a Student Advantage card.

Pearl Paint

308 Canal St.

212 431-7932

Mon-Fri 9 a.m.-7 p.m.

Sat 10 a.m.-6:30 p.m.

Sun 10 a.m.-6:00 p.m.

10% discount with student ID card. There's far too much to name in this mega-mall for supplies: pens, pencils, notebooks, rulers, protractors, art supplies, folders, binders, calculators and every other student tool under the sun.

Postnet

130 Church St

212 608-8870

10% discount on 100 copies or more with a BMCC student ID. Great deal for club member presidents who need cheap flyers in a hurry!

Tribeca Fitness

107 Chambers St

212 267-7949

Mon-Sun: open 24 hours!

Membership rate for BMCC students is \$140 for nine months (regularly \$173), taxes included; \$190 for 12 months (regularly \$230), taxes included. Membership includes access to all facilities and free classes. Free orientation but personal training is extra.

Manhattan Books: Your Personal Bookseller

150 Chambers St

212 385-7395

Mon-Fri 9 a.m.-6 p.m.

Sat 11 a.m.-4 p.m.

Although this bookstore doesn't carry BMCC course loads, they do have both new and used textbooks and novels for as low as \$2.00. Best thing about this store is they'll buy back your used books in exchange for cash!

Museums

Bronx

Bronx Museum of the Arts

1040 Grand Concourse
Bronx, N.Y. 10456
718 681-6000

Brooklyn

Brooklyn Children's Museum

145 Brooklyn Avenue
Brooklyn, NY 11213
718 735-4400

Brooklyn Museum of Art

200 Eastern Parkway
Brooklyn, N.Y. 11238
718 638-5000

Micro Museum

123 Smith Street
Brooklyn, N.Y. 11201
718 797-3116

Manhattan

American Folk Art Museum

45 West 53rd Street
New York, N.Y. 10019
212 265-1040

American Museum of Natural History

Central Park West at 79th Street
New York, NY 10024-5192
212 769-5100

Asia Society

725 Park Avenue
New York, N.Y. 10021
212 288-6400

Children's Museum of the Native American

550 West 155th Street
New York, N.Y. 10032
212 283-1122

Chelsea Art Museum

556 West 22nd Street
New York, NY 10011
212 255-0719

Children's Museum of the Arts

182 Lafayette Street
New York, N.Y. 10013
212 941-9198

Frick Collection

1 East 70th Street
New York, N.Y. 10021
212 288-0700

Children's Museum of Manhattan

212 West 83rd Street
New York, N.Y. 10024
212 721-1234

Cooper-Hewitt National Design Museum

2 East 91st Street
New York, N.Y. 10128
212 849-8400.

Dahesh Museum of Art

580 Madison Avenue
New York, N.Y. 10022
212 759-0606

El Museo del Barrio

1230 Fifth Avenue
New York, N.Y. 10029
212 831-7272

Solomon R. Guggenheim Museum

1071 5th Avenue
New York, N.Y. 10128
212 423-3500

Jewish Museum

1109 5th Avenue
New York, N.Y. 10128
212 423-3200

Metropolitan Museum of Art

1000 5th Avenue
New York, N.Y. 10028
212 535-7710

Museum of Chinese in the Americas

70 Mulberry Street, 2nd Floor
New York, N.Y. 10013
212 619-4785

Museum of Modern Art

11 West 53 Street
New York, N.Y. 10019
212 708-9400

Museum of Television and Radio

25 West 52 Street
New York, N.Y. 10019
212 621-6800

International Center of Photography

1133 Avenue of the Americas
New York, N.Y. 10036
212 857-0000

**Hispanic Society of America
Museum**

613 West 155th Street,
New York, N.Y. 10032
212 926-2234

**Museum of American Financial
History**

28 Broadway
New York, N.Y. 10004
212 908-4110

Museum of Arts & Design

40 West 53rd Street
New York, N.Y. 10019
212 956-3535

Ellis Island Immigration Museum

Ellis Island, N.Y. 10004
212 363-6307

Metropolitan Museum of Art

1000 5th Avenue
New York, N.Y. 10028
212 535-7710

Whitney Museum of American Art

945 Madison Avenue
New York, N.Y. 10021
800-WHITNEY

Yeshiva University Museum

15 West 16th Street
New York, N.Y. 10011
212 294-8330

Museum of Jewish Heritage

18 First Place
Battery Park City, N.Y. 10009
212 968-1800

Museum of the City of New York

1220 Fifth Avenue at 103rd St
New York, N.Y. 10029
212 534-1672

**National Museum of the American
Indian**

One Bowling Green
New York, NY 10004
212 514-3700

Neue Galerie New York

1048 5th Avenue
New York, N.Y. 10028
212 628-2000

New Museum of Contemporary Art

556 West 22nd Street
New York, N.Y. 10011
212 219-1222

New York Historical Society

170 Central Park West
New York, N.Y.
212 873-3400

Queens**American Museum of the Moving
Image**

35 Avenue at 36 Street
Astoria, N.Y. 11106
718 784-4520

Museum for African Art

36-01 43rd Avenue at 36th Street
Long Island City, N.Y. 11101
718 784-7700

New York Hall of Science

47-01 111th Street
Queens, NY 11368
718 699-0005

Isamu Noguchi Garden Museum

36-01 43rd Avenue at 36th Street
Long Island City, N.Y. 11101
718 278-2348

P.S. I

22-25 Jackson Avenue
Long Island, NY 11101
718 442-1608

Staten Island

Staten Island Children's Museum

1000 Richmond Terrace
Staten Island, NY 10301
718 273-2060

Staten Island Museum

75 Stuyvesant Place
Staten Island, New York 10301
718 727-1135

Garbaldi-Meucci Museum

420 Tompkins Avenue
Staten Island, NY 10305
718 442-8635



ATM

Banks

Washington Mutual

270 Broadway
New York, NY 10007
212 349-0990

Independence Community Bank

110 Hudson St
New York, NY 10013
212 219-2008

Chase Manhattan Bank

280 Broadway Ste 2
New York, NY 10007-1801
212 935-9935

North Fork

90 W Broadway
New York, NY 10007-1009
212 406-0423

Social Services

By simply dialing 311, students can access the city's 311 phone information hotline, which provides easy access to all city social and professional services and agencies. Call center representatives will assist you by answering your questions and directing you to the appropriate resources. For a complete listing of NYC services, agencies, and their contact information, log-on to www.nyc.gov/html/311/





LIBRARIES

CUNY Libraries

As a BMCC student, you are entitled to full library privileges at all CUNY colleges. Books from other CUNY colleges may be obtained through intercollege leading services or by visiting the individual campus libraries. All you need to gain access to other CUNY campus libraries is your valid student ID.

Senior College Libraries

Baruch College

The William and Anita Newman Library

151 East 25 Street

NY, NY 10010

646 312-1600

newman.baruch.cuny.edu/

Brooklyn College Library

2900 Bedford Avenue

Brooklyn, NY 11210

718 951-5335

library.brooklyn.cuny.edu

City College

Morris R. Cohen Library

Convent Avenue 138th Street

NY, NY 10031

212 650-7155

www.ccny.cuny.edu/library

College of Staten Island Library

2800 Victory Boulevard

Staten Island, NY 10314

718 982-4010

www.library.csi.cuny.edu

Hunter College Libraries

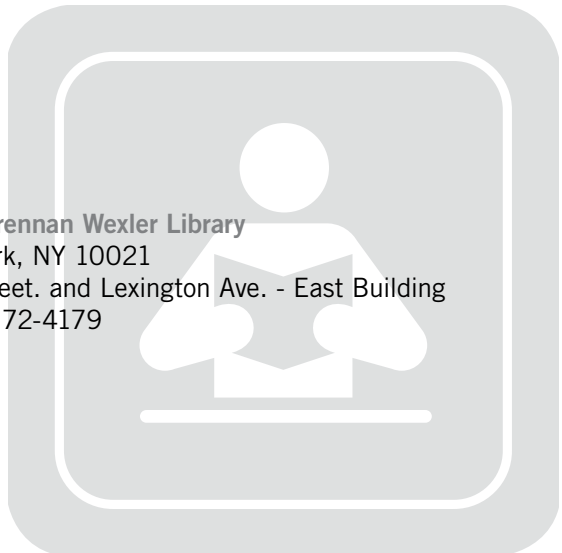
library.hunter.cuny.edu

Main Library-Jacqueline Grennan Wexler Library

695 Park Avenue, New York, NY 10021

Entrance on East 68th Street. and Lexington Ave. - East Building

Library Information: 212 772-4179



Art Slide Library

North Building, Room 1602
695 Park Avenue, New York, NY 10021
Entrance on East 68th St. between Lexington and Park Aves. and North building
Library Information: 212 772-5054

Health Professions Library

425 East 25th Street, New York, NY 10010
Between 1st Ave. and FDR Drive
Library Information: 212 481-5117

Social Work Library

129 East 79th Street and Lexington Ave.
New York, NY 10021
Library Information: 212 452-7076

John Jay College of Criminal Justice

Lloyd Sealy Library

899 10th Avenue
NY, NY 10019
212 237-8246
www.lib.jjay.cuny.edu/

Lehman College

250 Bedford Park Boulevard
West Bronx, NY 10468
718 960-7766
memex.lehman.cuny.edu/

Medgar Evers College

Charles Evans Inniss Memorial Library

1650 Bedford Avenue (bet Crown & Montgomery Sts)
Brooklyn, NY 11225
718 270-4871/4873
www.mec.cuny.edu/academic_affairs/library/library_home.htm

New York City College of Technology

Ursula C. Schwerin Library

300 Jay Street
Brooklyn, NY 11210
718 260-5470
library.citytech.cuny.edu/

Queens College
Rosenthal Library
65-30 Kissena Boulevard
Flushing, NY 11367
718 997-3700
www.qc.edu/Library

York College
94-20 Guy R. Brewer Boulevard
Jamaica, NY 11451
718 262-2033
sun3.york.cuny.edu/~lib/generalinfo.html

Community College Libraries

Borough of Manhattan Community College
199 Chambers Street
NY, NY 10007
212 220-1451
lib1.bmcc.cuny.edu/lib/

Bronx Community College
Library & Gerald S. Lieblich Learning Center
Bronx Community Center
West 181st Street and University Avenue
Bronx, NY 10453
718 289-5439/5429
www.bcc.cuny.edu/library/

Hostos Community College
Eugenio Maria de Hostos Community College
475 Grand Concourse
Bronx, NY 10451
718 518-4222
www.hostos.cuny.edu/library/index.htm

Kingsborough Community College
Robert J. Kibbe Library
2001 Oriental Boulevard
Brooklyn, NY 11235
718 368-5438
www.kbcc.cuny.edu/library/LIBRARY.HTM

LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY. 11101
718 482-5426/5441
www.lagcc.cuny.edu/library

Queensborough Community College
Kurt R. Schmeller Library
222-05 56th Avenue
Bayside, NY 11364
718 631-6241
web.acc.qcc.cuny.edu/library

Other CUNY College Libraries

CUNY School of Law Library
65-21 Main Street
Flushing, NY 11367
718 340-4240
www.law.cuny.edu/library

Graduate Center
Nina Rees Library
Graduate School and University Center
City University of New York
365 Fifth Avenue
NY, NY 10016
212 817-7040
library.gc.cuny.edu



Public Libraries

Borough Libraries

Bronx Central Library

Fordham Library Center Branch

310 Briggs Ave
Bronx, NY 10458
718 579-4244/TTY: 718 579-4234

Brooklyn Central Library

Central Library

Grand Army Plaza
Brooklyn, NY 11258
718 230-2100

Queens Central Library

89-11 Merrick Boulevard
Jamaica, NY 11432
718 990-0700

Garibaldi-Meucci Museum

420 Tompkins Avenue
Staten Island, NY 10305
718 442-1608

Staten Island Central Library

St. George Library Center

5 Central Avenue
Staten Island, NY 10301
718 442-8560

Manhattan Libraries

Andrew Heiskell Library for the Blind and Physically Handicapped

40 West 20th Street
New York, NY 10011
212 206-5400 General information;
212 206-5425 24-hour voicemail
212 206-5458 TDD for persons with hearing and or speech impairments
Send comments or questions to: ahlbph@nypl.org

Chatham Square

33 East Broadway
New York NY 10002
212 964-6598

Donnell Library Center

20 West 53rd Street
New York, NY 10019
212 621-0618

Humanities & Social Sciences Library

Fifth Avenue and 42nd Street
New York, NY 10018-2788
212 930-0830

Mid-Manhattan Library

455 Fifth Avenue
New York, NY 10016
212 340-0833

New Amsterdam Branch

9 Murray Street
New York NY 10007
212 732-8186

The New York Public Library for the Performing Arts

Dorothy and Lewis B. Cullman Center
40 Lincoln Center Plaza
New York, NY 10023-7498
212 870-1630
performingarts@nypl.org

Schomburg Center for Research in Black Culture

515 Malcolm X Boulevard
New York, NY 10037-1801
212 491-2200

Science, Industry and Business Library

188 Madison Avenue
New York, NY 10016
212 592-7000



Amplification

Use of bullhorns, public address, or any unauthorized amplification equipment is prohibited.

Attendance and Lateness

Absences

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a four-credit class that meets four times a week totaling four hours. You are allowed five hours of absence (not five days). In the case of excessive absence, the instructor has the option to lower the grade or assign an “F” or “WU” grade.

Class Attendance

If you do not attend class at least once in the first three weeks of the course and once in the fourth or fifth weeks, the Office of the Registrar is required to assign you a grade of WU.

Attendance in both regular and remedial courses is mandated by policy of the City University of New York. Instructors are required by New York State law to keep an official record of class attendance.

Lateness

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

Bicycles

Bicycles are not permitted inside college buildings at any time. Bicycle racks are available at the Harrison Street and North Moore Street entrances of the college. The racks are provided for your convenience and use on a daily basis; however, the college cannot accept responsibility or liability for the security of the bicycle. Bicycles may not be attached to any other fixture or structure of the college or interfere with pedestrian traffic. The college reserves the right to clip the locks of and dispose of any bicycles left overnight or attached to unauthorized fixtures.

Cell Phones and Radios

The use of cell phones is prohibited in classrooms, labs, the library, all theatres, and any other areas where instruction or an organized function is taking place. In addition, students are prohibited from playing radios on the college premises. A personal walkman is permitted in public areas, but not in any classrooms.

Children on Campus

The college has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to campus, and, of course, may not attend classes with their parent or guardian.

There may be occasions when brief visits by children of students may be

necessary. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted.

In no case, are children permitted in labs, shops, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

Drugs, Tobacco, and Alcohol

BMCC affirms its continuing commitment to drug, tobacco, and alcohol education on campus. It is committed to the development of educational and support programs directed toward eliminating the use and abuse of drugs, tobacco, and alcohol, whether legal or illegal.

The inappropriate use of alcohol and other drugs threatens the health and safety of students and the general public. Alcohol and drug use also adversely impairs performance. BMCC is committed to promoting health, safety, and a positive learning and working environment by preventing alcohol and other drug-related problems among the members of the college community.

The unlawful possession, use, or distribution of alcohol or other drugs by anyone, either on college property or at college-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by college officials. This policy and its requirements are consistent with the college's desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989.

Furthermore, BMCC is a no-smoking campus. Smoking is prohibited in all areas of campus, including classrooms, hallways, offices, stairways and dining facilities. For students or staff who wish to smoke outside the building, ashtrays are provided on the third floor plaza. Students who violate this regulation may be subject to disciplinary action.

Elevators

Elevators may not be used by students. This rule is waived only for students who have chronic or acute physical disabilities or who are non-ambulatory. Students should utilize the escalators and stairways.

Food

Food should not be eaten in classrooms and hallways. Food should be consumed in the cafeteria on the second floor. In addition to the cafeteria, students may obtain snacks from vending machines, which are also on the second floor. Students should bus their own trays and help to keep the cafeteria and snack bar areas clean.

Identification

Every BMCC student must wear a validated identification (ID) card at all times. Students need their ID card to enter the college, to enter the library, to borrow library books, or to collect student paychecks from the college. Students are expected to present their ID card to any college official (security officer,

administrator, faculty member, etc.) who requests such identification. For additional information on ID cards, contact the Office of Public Safety.

Literature

Posting of flyers, handouts, or other types of literature without authorization is prohibited. All literature posted in the college should be approved by the Student Activities Office.

Loitering

Loitering is prohibited at BMCC. Persons on campus without permission or proper ID may be subject to warning, suspension, expulsion, or arrest.

Plagiarism

Plagiarism is the presentation of someone else's ideas, words, or artistic/scientific/technical work as one's own creation. A student who copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism.

Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly.

Plagiarism carries a range of penalties commensurate with severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Disciplinary Committee. Cases referred to that committee could result in suspension or expulsion from the college.

Solicitation

Soliciting or fund raising of any kind without proper authorization is not permitted.

The City University of New York Policies

For full view of all University policies, please go to www.cuny.edu

Academic Integrity

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein. For full view of the Academic Integrity guidelines, please go to www.cuny.edu

- I. Definitions and Examples of Academic Dishonesty
- II. Methods for Promoting Academic Integrity
- III. Procedures for Imposition of Sanctions for Violations of CUNY Policy on Academic Integrity

Computer User Responsibilities

Note: City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

The computer resources* of The City University of New York must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY resources:

- You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purposes.
- You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources [that] you are using.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance.
- You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material.
- You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
- You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.
- You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.
- These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.

The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations.

Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

* "Computer Resources" is an inclusive term referring to any and all computing/information technology: hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, [and] peripheral devices. Software includes, but is not limited to; mainframe shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.

Henderson Rules

For full view of the Henderson Rules, please go to www.bmcc.cuny.edu/henderson

The tradition of The City University of New York as a sanctuary of academic freedom and as a center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy. Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges, which are to be administered in accordance with the requirements of due process as provided in the bylaws of the Board of Higher Education.

Sexual Assault

For full view of the CUNY Policy on sexual assault, go to www.cuny.edu

The Campus Sex Crimes Prevention Act is a Federal Law that was enacted on October 28, 2000 and provides for the tracking of convicted, registered sex offenders who work, attend or volunteer at institutions of higher education. As of October 28, 2002, each state must ensure that all registered sex offenders provide information concerning each institution of higher education where they work, attend or volunteer.

Sexual Harassment

For full view of the CUNY Policy on Sexual Harassment, go to www.cuny.edu

Borough of Manhattan Community College adheres to the Policy Against Sexual Harassment adopted by the Board of Trustees of The City University of New York (CUNY). It is the policy of the CUNY to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws and will not be tolerated within the University.

What is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or abusive work or academic environment.

This policy applies to all BMCC faculty, staff, and students, to all BMCC sponsored programs on or off the campus, and to visitors, vendors, contractors, etc., engaged in an activity or program on the campus.

Where should you go for assistance?

All members of the BMCC Sexual Harassment Awareness and Intake Committee have been certified through extensive training to respond to inquiries and complaints of sexual harassment from any member of the college community. Student or employee complaints should be directed any one of the committee members. All materials concerning Sexual Harassment are available in Room S750d and messages can be left there for other committee members. All committee members have an obligation to maintain confidentiality to the fullest extent possible.

Sexual Harassment Awareness and Intake Committee

Sexual Harassment Coordinator

Patricia A. Stein, Esq., *Affirmative Action & Compliance*,
Room S750d, 212 220-1236/Fax: 212 220-1244

Sexual Harassment Deputy Coordinator

Deborah Parker, *The Women's Center*,
Room S362, 212 220-8166

Sexual Harassment Deputy Coordinator

Angela Sales, *Community Development & Government Relations*,
Room S750e, 212 220-1237

Committee

Gloria Chao, *Human Resources*, Rm. S716, 212 220-8304

Ron Clare, *Business Management Faculty*, Rm. S658, 212 220-8211

Andrew Escobar, *Athletics*, Rm. N208, 212 220-8263

Rochelle Holland, *Counseling Faculty*, Rm. S345, 212 220-1505

Harry Mars, *Student Activities*, Rm. S360, 212 220-8161

Acte Maldonado, *Cooperative Education Faculty*, Rm. S768, 212 220-8053

Vinton Melbourne, *Media Services*, Rm. S506a, 212 220-1392

Antoinette Middleton, *Admissions*, Rm. S303, 212 220-1267

Mir Mohiuddin, *Public Safety*, Room S202, 212 220-8075

Edwin Moss, *Public Safety*, Rm. S202, 212 220-8076

Pedro Perez, *Counseling Faculty*, Rm. S326, 212 220-8154

Vanessa Rozzelle, *Counseling Faculty*, Rm. S335, 212 220-8157

Sandra Rumayor, *Evening/Weekend Programs*, Rm. S727, 212 220-8325

Chris Stein, *Computer Information Systems Faculty*, Rm. S130, 212 220-8383

Lily Yi-Elkin, *International and Transfer Services*, Rm. S305, 212 220-1270

Equal Opportunity/Affirmative Action Policy

BMCC is an Equal Opportunity and Affirmative Action Institution. The College is committed to providing equal employment and educational opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status, in its student admissions, employment, access to programs, and administration of educational policies. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination, or for participating in any proceeding to determine whether discrimination has occurred.

Patricia A. Stein, Esq. is the College's Affirmative Action Officer, Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs, and Coordinator for the Americans with Disabilities Act and Section 504, which prohibit discrimination on the basis of disability. Her office is located in Room S750d and her telephone number is 212 220-1236. Complaints, comments and/or questions regarding applicable policies, procedures or the College's affirmative action program, or discrimination generally, should be directed to Ms. Stein.

Student Complaint Procedure of The City University of New York

For full view of the Student Complaint Procedures, go to www.cuny.edu, effective February 1, 2007.

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff. For a step-by-step procedure for students to follow when filing a complaint, please refer to the CUNY Portal Website at www.cuny.edu.

Student Disciplinary Procedures from The City University of New York Bylaws

Article XV – Students

For full view of the Article XV, go to www.cuny.edu

Section 15.3, (Revised September 30, 1998)

Complaint Procedures:

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of the Dean of Students promptly by the individual, organization, or department making the charge.
- b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:
 1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
 2. Refer the matter to conciliation. If a matter is referred to conciliation, the accused student shall receive a copy of the notice required pursuant to section 15.3.e. of this by-law; or
 3. Prefer formal disciplinary charges.

Conciliation Conference:

- c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
 1. An effort will be made to resolve the matter by mutual agreement.
 2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
 3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.
 4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

- d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail, and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.
- e. The notice shall contain the following:
 1. A complete and itemized statement of the charge(s) being brought against the student including the rule, by-law, or regulation he/she is charged with violating, and the possible penalties for such violation.

2. A statement that the student has the following rights:
 - i. to present his/her side of the story;
 - ii. to present witnesses and evidence on his/her behalf;
 - iii. to cross-examine witnesses presenting evidence against the student;
 - iv. to remain silent without assumption of guilt; and
 - v. to be represented by legal counsel or an advisor at the student's expense.
3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

- f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:
 1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures, and his or her rights.
 2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee, the student shall be given an opportunity to present his or her defense.
 3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial, or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence, which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
 4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording, or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape, or equivalent without cost.
 5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.
 6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
 7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties, and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges, the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.
9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.
11. Where a student is represented by legal counsel, the president of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4. Appeals.

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5. Committee Structure.

- a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.
- b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary meetings and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.
- c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty

rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels, which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

- d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.
- e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6. Suspension or Dismissal.

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct, which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The chancellor or chancellor's designee, a president, or any dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in Bylaw Section 15.3. to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

Student Activity Fee

For full view of the Article XVI, go to www.cuny.edu

The student activity fee is the total of the fee for student government and other student activities. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

1. The right to inspect and review your educational records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record. Clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your educational records, except to the extent the FERPA authorizes disclosure without consent.

One exception with permits disclosure without consent is disclosure to college officials with legitimate educational interest. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee or assisting another college official in performing his or her task.

A college official has a legitimate educational interest in access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs
The City University Of New York
535 East 80th Street
New York, NY10021

5. The right to file a complaint with the U.S. Department of Education concerning

alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue. SW
Washington, D.C. 20202-4605

6. The college will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-term status, enrollment status (undergraduate, graduate, etc.) level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received, by filling a form with the Registrar’s Office, you may request that any or all of this directory information not be released without prior written consent. This form is available in the Registrar’s Office and may be filed, withdrawn, or modified at any time.

If you wish to prevent the disclosure of directory information, download a request form from [www.cuny.edu](#) and return it to the Registrar’s Office in Room S310.

Workplace Violence Policy & Procedures

To view the full policy on workforce violence go to www.cuny.edu

Policy

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University’s Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

Your Right to Know

For a full view of Your Right to Know, go to www.bmcc.cuny.edu/safety/statistics/

BMCC provides timely notice to the campus community and local police on crimes reported to the Department of Public Safety that are considered to be a threat to students and employees. The manner of notification depends upon the particular circumstance of the crime and may include means such as electronic mail, college publications, and the student newspaper.

The Public Safety Department also maintains a daily crime log making crime data readily available to the community.





Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

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