

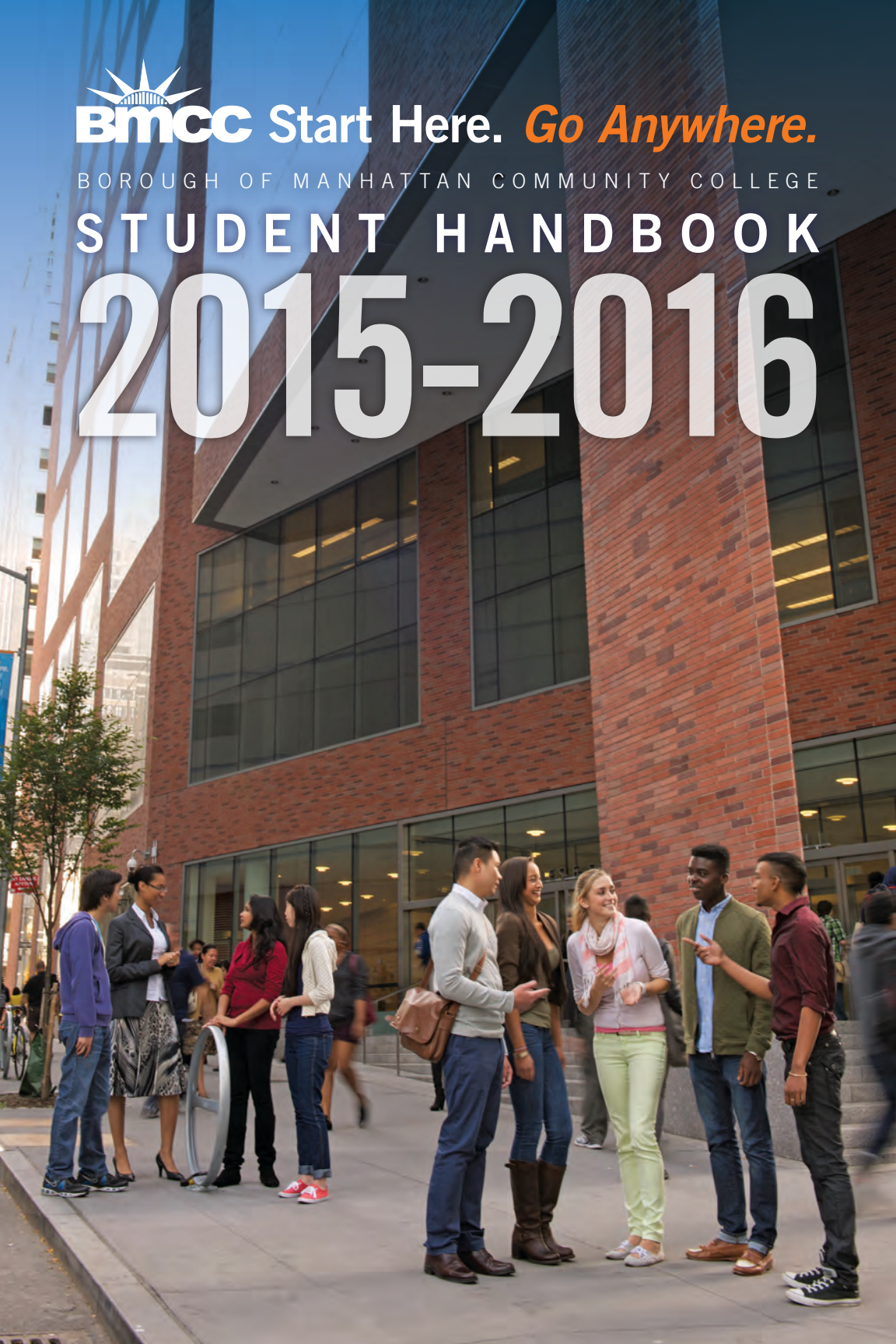


**Bmcc** Start Here. *Go Anywhere.*

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

**STUDENT HANDBOOK**

**2015-2016**





**MAIN CAMPUS**  
199 Chambers St.



HUDSON RIVER

GREENWICH VILLAGE

NEW YORK CITY FIRE MUSEUM

SoHo

ALTERNATIVE MUSEUM AND MUSEUM OF COMIC & CARTOON ART

CHILDREN'S MUSEUM OF THE ARTS

MUSEUM OF CHINESE-AMERICANS

LITTLE ITALY

ITALIAN AMERICAN MUSEUM

TriBeCa

**Bmcc**  
75 Park Pl. & 70 Murray St.

**Bmcc**  
FITERMAN HALL  
245 Greenwich St.

NEW YORK PUBLIC LIBRARY: NEW AMSTERDAM BRANCH

AFRICAN BURIAL GROUND

THOMAS PAINE PARK

COLUMBUS PARK

NEW YORK PUBLIC LIBRARY CHATHAM SQUARE BRANCH

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

ST. PETER'S CHURCH

ST. PAUL'S CHAPEL

BARTHOLOMEW JEWELER'S CLOCK

JOHN STREET METHODIST CHURCH

NEW YORK DOWNTOWN HOSPITAL

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

ZUCCHOTTI PARK

CHASE MANHATTAN PLAZA

LOUISE NEVELSON PLAZA

SOUTH ST. SEAPORT MUSEUM

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

AMERICAN STOCK EXCHANGE

FEDERAL RESERVE BANK OF NEW YORK

MUSEUM OF AMERICAN FINANCE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

TRINITY CHURCH

LOUISE NEVELSON PLAZA

HANOVER SQUARE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

NEW YORK STOCK EXCHANGE

MUSEUM OF AMERICAN FINANCE

FRANCES TAVERN

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

SPORTS MUSEUM OF AMERICA

NEW YORK CITY POLICE MUSEUM

VIETNAM VETERANS MEMORIAL PLAZA / THE ELEVATED ACRE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

NATIONAL MUSEUM OF THE AMERICAN INDIAN

NEW YORK CITY POLICE MUSEUM

VIETNAM VETERANS MEMORIAL PLAZA / THE ELEVATED ACRE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

FRANCES TAVERN

NEW YORK CITY POLICE MUSEUM

VIETNAM VETERANS MEMORIAL PLAZA / THE ELEVATED ACRE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

FRANCES TAVERN

NEW YORK CITY POLICE MUSEUM

VIETNAM VETERANS MEMORIAL PLAZA / THE ELEVATED ACRE

SOUTH ST. SEAPORT

**Bmcc**  
Center for Continuing Education and Workforce Development  
25 Broadway

FRANCES TAVERN

NEW YORK CITY POLICE MUSEUM

VIETNAM VETERANS MEMORIAL PLAZA / THE ELEVATED ACRE

SOUTH ST. SEAPORT



EAST RIVER

Brooklyn Bridge

478

78

9A

9A

9A

9A

9A

9A

9A

9A

78

78

78

78

78

78

78

78

78

M

M

M

M

M

M

M

M

M

M

M

M

M

M

M

M

M

M

## Table of Contents

Directory.....	4
----------------	---

### CALENDAR

Academic Calendar .....	6
Weekly Planner.....	12

### SERVICES

Academic Advisement & Transfer Center .....	98
Accelerated Studies in Associate Programs (ASAP).....	99
Accessibility Office .....	99
Admissions .....	99
Athletics, Recreation, and Intramurals.....	100
BMCC CUNY Service Corps. ....	100
BMCC Engaged in Service Together (BEST) .....	101
Bursar .....	101
Cafeteria.....	102
Campus Bookstore.....	102
Center for Career Development.....	102
Co-Curricular Transcript.....	103
College Discovery Program.....	103
College Opportunity to Prepare for Employment (COPE) Program/Graduation Success Initiative (G.S.I.) Program .....	103
Counseling Center.....	104
Early Childhood Center .....	104
E-Learning Center .....	105
Evening/Weekend Program.....	105
Financial Aid.....	106
Freshman Learning Academy Program (FLA).....	106
Health Services .....	107
Instructional Technology Open Access Computer Labs .....	107
International Student Services.....	108
LGBTQ Services .....	108
Library, A. Philip Randolph Memorial .....	108
Public Safety .....	109

Registrar.....	109
Scholarships, Awards, and Other Opportunities Office.....	110
Single Stop .....	110
Student Activities .....	110
Student Government Association .....	111
Student Peer Mentoring Program.....	111
Student Publications.....	111
Technology Helpdesk .....	112
Tribeca Performing Arts Center.....	112
Tutorial/Learning Assistance Programs .....	113
Basic Skills English Lab.....	113
College Discovery Tutorial Program .....	113
English as a Second Language Lab .....	113
Learning Resource Center .....	114
Learning Resource Center Center Tutorial Program.....	114
Math Lab Tutorial Program.....	114
Online Tutoring .....	115
Nursing Tutorial Lab.....	115
Reading Lab.....	116
The Writing Center .....	116
Veterans Resource Center .....	116
Women’s Resource Center .....	116

### **Special Academic Programs**

Louis Stokes Alliance for Minority Participation in Science, Engineering, and Mathematics (LSAMP) .....	117
The Chi Alpha Epsilon National Honor Society/ Gamma Nu Chapter.....	117
Collegiate Science and Technology Entry Program (C-STEP) .....	118
Exploring Transfer Summer Program at Vassar College .....	118
Honors Program .....	118
Internships.....	119
Phi Theta Kappa/Alpha Kappa Chapter.....	119
Study Abroad Program .....	119

## HOW DO I?

Computers .....	122
CUNY First .....	122
BMCC Portal .....	122
Student E-mail .....	123
CUNY Portal .....	123
Copies on Campus .....	123
Wireless Network .....	124
Registration .....	125
Tuition .....	126
Financial Aid .....	127
Tips on How to Succeed in College .....	133
DegreeWorks .....	133
Grades .....	136
Academic Success Guide .....	139
Transfer Information .....	144
E-Advisement .....	146
Academic Audit .....	146
Non-Traditional Career Services .....	147
Student Clubs .....	148

## CITY LIFE

Restaurants .....	152
Neighborhood Pennysavers .....	154
Museums .....	156
Social Services .....	158
Banks .....	159

## LIBRARIES

CUNY Libraries .....	162
Public Libraries .....	165

## POLICIES

BMCC Campus Policies .....	168
The City University of New York Policies .....	170

The information contained herein is subject to change.

## Directory

<b>Academic Department/Program</b>	<b>Chairperson/ Director</b>	<b>Room</b>	<b>Phone</b>
Academic/Literacy and Linguistics	Prof. Levinson	N499	1396
Accounting	Prof. Wolfson	F530	8185
Accounting for Forensic Accounting	Prof. Wolfson	F530	8185
Allied Health Sciences	Prof. Flannery	N799	8335
Biotechnology	Prof. Hernandez	N699	1305
Business Management	Prof. Palit	F730	8205
Child Care/Early Childhood Education	Prof. Walters	S616	1274
Communication Studies	Prof. Glaser	S628	8090
Computer Information Systems	Prof. Ginsberg	F930	1476
Criminal Justice	Prof. Martin	N651	1210
Emergency Medical Technician/Paramedic	Prof. Flannery	N799	8335
Engineering Science	Prof. Hernandez	N699	1305
English	Prof. Harte	N751	8270
Ethnic Studies	Prof. Mathews-Salazar	S632	1374
Health Education	Prof. Belcastro	N799	1453
Health Information Technology	Prof. Carlson	N799	8339
Mathematics	Prof. Richard	N599	1335
Modern Languages	Prof. Enrico	S601	8105
Media Arts And Technology	Prof. Stein	S622	8525
Multimedia Programming & Design	Prof. Stein	S622	8525
Music & Art	Prof. Meltzer	F1130	1464
Nursing	Prof. Nichols	S730	8230
Office Administration	Prof. Campos	F730	8205
Respiratory Therapy	Prof. Flannery	N799	8335
Science	Prof. Hernandez	N699	1305
Science for Forensics	Prof. Hernandez	N699	1305
Small Business Entrepreneurship	Prof. Palit	F730	8205
Social Science & Human Services	Prof. Bishop	N651	1210
Speech Communication & Theatre Arts	Prof. Glaser	S628	8090
Teacher Education: Childhood Education/ Bilingual Education	Prof. Walters	S616	1274

<b>Support Service Office</b>	<b>Chairperson/ Director</b>	<b>Room</b>	<b>Phone</b>
Academic Advisement & Transfer Center	C. Thomas	S108	8315
Accessibility Office	M. Gonzalez	N360	8180
Admissions	E. Barrios	S310	1265
Athletics, Recreation & Intramurals	S. Kelly	N255	8260
Bursar Office	S. Reis	S330	1300
Center for Career Development	W. Kang	S342	8170
Co-Curricular Transcript	H. Mars	S115E	5277
College Discovery Program	P. Perez	S335	8152
COPE (College Opportunity to Prepare for Employment)	A. Rodriguez	M1216B	8486
Computer Labs	T. Lew	S604	8122
Counseling Center	C. Horsham-Brathwaite	S343	8140
Early Childhood Center	C. Scott-Croff	N375	8250
Evening/Weekend Program	S. Rumayor	S715	8325
Financial Aid	R. Buxton	N365	1430
Health Services	P. Jordan	N380	8255
International Student Services	L. Yi-Elkin	S310	1265
Learning Resource Center	G. Farrell	S510	1383
LGBTQ Services	M. Hutmaker	S350	8130
Library	S. Eng	S410	1442
Registrar	M. Alam	S315	1290
Scholarship Services	S. Gyamfi	S350	8130
Security & Public Safety	M. Korn	S215	7080
Single Stop	D. Harte	S233	8195
Student Activities	H. Mars	S234	8160
Student Affairs	M. Craig	S350	8130
Study Abroad Program	D. Stengle	S103G	5013
Technology Helpdesk	S. Grant	S112	8002
Testing	D. Walcott	S103	8085
Veterans' Resource Center	W. Cotto	S115C	5363
Women's Resource Center	D. Parker	S340	8165

# Fall 2015 ACADEMIC CALENDAR<sup>†</sup>

## August

17-21	M-F	In-Person Registration †
26*	W	Last day to drop with 100% tuition refund
27	TH	Classes begin
28	F	Application for graduation opens for January 2016 Graduates

## September

2*	W	Last day to add/change a class
2*	W	Last day to drop with 75% tuition refund
3	TH	Commencement of Attendance begins
3	TH	Drop Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class.
5	S	No classes scheduled
6-7	SU-M	Labor Day Weekend - COLLEGE CLOSED- NO CLASSES
9	W	Last day to drop with a 50% tuition refund
9	W	Commencement of Attendance submission deadline
10	TH	Classes follow a Monday schedule
13-15	SU-TU	No classes scheduled
15	TU	Priority Deadline for CUNY Transfer Application†
16*	W	Last day to drop with 25% tuition refund
16*	W	Drop Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
16	W	Last day to change major for Fall 2015
17*	TH	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
22-23	TU-W	No classes scheduled

## October

12	M	COLLEGE CLOSED-NO CLASSES
20	TU	Tentative Early Advisement Begins for Winter/Spring 2016

## November

1	SU	Deadline for completion of INC grade from Spring and Summer
9*	M	Last day to withdraw with a grade of "W"
9*	M	Last day to apply for January 2016 Graduation
9	M	Tentative Early Registration Begins for Winter/Spring 2016
10	TU	Student Faculty Evaluations distributed
26-29	TH-SU	COLLEGE CLOSED- NO CLASSES

## December

11	F	Last day of classes
15	TU	Student Faculty Evaluations due
16-22	W-TU	Final Examinations
23	W	Final Examination make-up day (If needed due to weather condition)
24-25	TH-F	COLLEGE CLOSED
31	TH-F	COLLEGE CLOSED

† DATES SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP



# Winter 2015 ACADEMIC CALENDAR<sup>†</sup>

## November

23 M Tentative In-Person Registration†

## January

1	F	COLLEGE CLOSED
3*	SU	Last day to drop with 100% tuition refund
4*	M	Classes begin / Late registration
4*	M	Last day to add/change a class
4	M	Last day to drop with 50% tuition refund
5	T	Commencement of Attendance begins
5	T	Drop Withdrawal (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
6	W	Commencement of Attendance submission deadline
6	W	Drop Withdrawal (WD) period ends. Last day to drop without the grade of "W"
7	TH	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
8	F	Last day to drop with 25% tuition refund
18	M	Dr. Martin Luther King Jr. Day- COLLEGE CLOSED- NO CLASSES
19	TU	Last day to withdraw with a grade of "W"
25	M	Last day of classes (including final examinations)

† DATES SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP

# Spring 2016 ACADEMIC CALENDAR†

## January

20-22	W-F	Tentative In-Person Registration†
25-26	M-TU	Tentative In-Person Registration†
28*	TH	Last day to drop with 100% tuition refund
29	F	Classes begin
29	F	Application for graduation open for June 2016 Graduates

## February

1	M	Priority Deadline for CUNY Transfer Application †
4*	TH	Last day to add/change a class
4*	TH	Last day to drop with 75% tuition refund
5*	F	Commencement of Attendance begins
5*	F	Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class.
11	TH	Commencement of Attendance submission deadline
11	TH	Last day to drop with 50% tuition refund
12	F	Lincoln’s Birthday Observed- COLLEGE CLOSED- NO CLASSES
15	M	President’s Day- COLLEGE CLOSED- NO CLASSES
18*	TH	Last day to drop with 25% tuition refund
18*	TH	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”.
18	TH	Last day to change major effective for Spring 2016
19*	F	Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)

## March

15	TU	Deadline for completion of INC grade from Fall and Winter
20	SU	Tentative Early Advisement Begins for Summer/Fall 2016
24	TH	Classes follow a Friday schedule
25-27	F-SU	No classes scheduled

## April

11	M	Last day to withdraw with a grade of “W”
11	M	Last day to apply for June 2016 Graduation
11	M	Tentative Early Registration Begins for Summer/Fall 2016
13	W	Student Faculty Evaluations available online
22-30	F-S	Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

## May

17	TU	Student Faculty Evaluations submission deadline
17-18	TU-W	Reading Day
22-28	SU-S	Final Examinations
30	M	Memorial Day- COLLEGE CLOSED- NO CLASSES
31	TU	Tentative Honors Convocation

## June

3	F	Tentative Commencement
---	---	------------------------

† DATS SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP

# Summer 2016 ACADEMIC CALENDAR†

## FIVE WEEKS SECOND (5W2)

### July

12	T	Registration†
18	M	Last day to drop with 100% tuition refund
19	T	Classes begin / Late registration
20	W	Last day to add / change a class
21	TH	Last day to drop with 50% tuition refund
22	F	Commencement of Attendance begins
22	F	Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class
24	S	Commencement of Attendance submission deadline
24	S	Last day to drop with 25% tuition refund
24	S	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”
25	M	Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)

### August

8	M	Last day to withdraw with a grade of “W”
18	TH	Last day of classes (including final examinations)

## SIX WEEKS FIRST (6W1)

### May

25-26	W-TH	Registration†
30	M	Last day to drop with 100% tuition refund
30	M	COLLEGE CLOSED - NO CLASSES
31	T	Classes begin/Late registration

### June

2	TH	Last day to add/change a class
3	F	Last day to drop with 50% tuition refund
4	S	Course withdrawal Drop (WD) period begins (A grade of “WD” is assigned to students who officially drop a class)
4	S	Commencement of Attendance begins
7	T	Last day to drop with 25% tuition refund
7	T	Commencement of Attendance submission deadline
7	T	Course withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”
8	W	Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)

### July

2	S	Last day to withdraw with a grade of “W”
4	M	COLLEGE CLOSED- NO CLASSES
11	M	Last day of classes (including final examinations)

† DATES SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP

# Summer 2016 ACADEMIC CALENDAR†

## SEVEN WEEKS FIRST (7W1)

### May

25-26	W-TH	Registration†
30	M	Last day to drop with 100% tuition refund
30	M	COLLEGE CLOSED - NO CLASSES
31	T	Classes begin / Late registration

### June

3	F	Last day to add / change a class
4	S	Last day to drop with 50% tuition refund
5	SU	Commencement of Attendance begins
5	SU	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
9	SU	Commencement of Attendance submission deadline
9	TH	Last day to drop with 25% tuition refund
9	TH	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
10	F	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

### July

2	S	Last day to withdraw with a grade of "W"
4	M	COLLEGE CLOSED- NO CLASSES
18	M	Last day of classes (including final examinations)

## TEN WEEKS (10W)

### May

25-26	W-TH	Registration†
30	M	Last day to drop with 100% tuition refund
30	M	COLLEGE CLOSED - NO CLASSES
31	T	Classes begin / Late registration

### June

4	F	Last day to add / change a class
6	M	Last day to drop with 50% tuition refund
7	T	Commencement of Attendance begins
7	T	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
13	M	Commencement of Attendance submission deadline
13	M	Last day to drop with 25% tuition refund
13	M	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
14	T	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

### July

4	M	COLLEGE CLOSED- NO CLASSES
16	S	Last day to withdraw with a grade of "W"

### August

8	M	Last day of classes (including final examinations)
---	---	--

† DATES SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP

# Summer 2016 ACADEMIC CALENDAR<sup>†</sup>

## TWELVE WEEKS (12W)

### May

25-26	W-TH	Registration†
30	M	Last day to drop with 100% tuition refund
30	M	COLLEGE CLOSED - NO CLASSES
31	T	Classes begin / Late registration

### June

5	SU	Last day to add / change a class
7	T	Last day to drop with 50% tuition refund
8	W	Commencement of Attendance begins
8	W	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
15	W	Commencement of Attendance submission deadline
15	W	Last day to drop with 25% tuition refund
15	W	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
16	TH	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

### July

4	M	COLLEGE CLOSED- NO CLASSES
22	F	Last day to withdraw with a grade of "W"

### August

18	TH	Last day of classes (including final examinations)
----	----	--

† DATES SUBJECT TO CHANGE, PLEASE CHECK CUNY WEBSITE

\* STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP

**Sunday**  
August  
**9**

---

---

---

---

---

---

---

---

**Monday**  
August  
**10**

---

---

---

---

---

---

---

---

**Tuesday**  
August  
**11**

---

---

---

---

---

---

---

---

**Wednesday**  
August  
**12**

---

---

---

---

---

---

---

---

# AUGUST 2015

*Knowledge is more  
than equivalent to force.*

SAMUEL JOHNSON

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

---

---

---

---

---

---

---

---

**Thursday**  
August  
**13**

---

---

---

---

---

---

---

---

**Friday**  
August  
**14**

---

---

---

---

---

---

---

---

**Saturday**  
August  
**15**

**Sunday**  
August  
**16**

---

---

---

---

---

---

---

---

**Monday**  
August  
**17**

*In-Person Registration*

---

---

---

---

---

---

---

---

**Tuesday**  
August  
**18**

*In-Person Registration*

---

---

---

---

---

---

---

---

**Wednesday**  
August  
**19**

*In-Person Registration*

---

---

---

---

---

---

---

---



# AUGUST 2015

*The things taught in schools and colleges are not an education, but the means of education.*

RALPH WALDO EMERSON

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*In-Person Registration*

---

---

---

---

---

---

---

---

Thursday  
August  
**20**

*In-Person Registration*

---

---

---

---

---

---

---

---

Friday  
August  
**21**

---

---

---

---

---

---

---

---

Saturday  
August  
**22**

**Sunday**  
August  
**23**

---

---

---

---

---

---

---

---

**Monday**  
August  
**24**

---

---

---

---

---

---

---

---

**Tuesday**  
August  
**25**

---

---

---

---

---

---

---

---

**Wednesday**  
August  
**26**

*Last day to drop with 100% tuition refund*

---

---

---

---

---

---

---

---

# AUGUST 2015

*If a man would move the world,  
he must first move himself.*

SOCRATES

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*Classes begin*

Thursday  
August  
**27**

*Application for graduation opens for  
January 2016 graduates.*

Friday  
August  
**28**

Saturday  
August  
**29**

**Sunday**  
August  
**30**

---

---

---

---

---

---

---

---

**Monday**  
August  
**31**

---

---

---

---

---

---

---

---

**Tuesday**  
September  
**1**

---

---

---

---

---

---

---

---

**Wednesday**  
September  
**2**

*Last day to add/change a class*  
*Last day to drop with 75% tuition refund*

---

---

---

---

---

---

---

---

# SEPTEMBER 2015

IS NATIONAL CAMPUS  
SAFETY MONTH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

---

***Commencement of Attendance begins.***

***Drop Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class.***

---

---

---

---

---

---

**Thursday**  
September

**3**

---

---

---

---

---

---

**Friday**  
September

**4**

---

---

---

---

---

---

***No Classes Scheduled***

**Saturday**  
September

**5**

**Sunday**  
September

**6**

***Labor Day weekend begins***  
***No Classes***

---

---

---

---

---

---

---

---

**Monday**  
September

**7**

***Labor Day***  
***No Classes***

---

---

---

---

---

---

---

---

**Tuesday**  
September

**8**

---

---

---

---

---

---

---

---

**Wednesday**  
September

**9**

***Last day to drop with 50% tuition refund***  
***Commencement of Attendance submission deadline.***

---

---

---

---

---

---

---

---

# SEPTEMBER 2015

*Liberty cannot be preserved  
without general knowledge  
among the people.*

JOHN ADAMS

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Classes follow a Monday schedule*

---

---

---

---

---

---

---

---

---

---

**Thursday**  
September  
**10**

*Patriots' Day*

---

---

---

---

---

---

---

---

---

---

**Friday**  
September  
**11**

---

---

---

---

---

---

---

---

---

---

**Saturday**  
September  
**12**

**Sunday**  
September  
**13**

*Rosh Hashanah begins*

*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Monday**  
September  
**14**

*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Tuesday**  
September  
**15**

*No Classes Scheduled*

*Priority Deadline for CUNY Transfer Application.*

---

---

---

---

---

---

---

---

**Wednesday**  
September  
**16**

*Last day to drop with 25% tuition refund*

*Last day to change major for Fall 2015*

*Drop Withdrawal Drop (WD) period ends*

*Last day to drop without the grade of "W"*

---

---

---

---

---

---

---

---



# SEPTEMBER 2015

*Luck is what happens when  
preparation meets opportunity.*

DARRELL ROYAL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Course withdrawal period begins (A grade of "W" is  
assigned to students who officially withdraw from a class)*

Thursday  
September

17

*National POW/MIA Recognition Day*

Friday  
September

18

Saturday  
September

19

**Sunday**  
September  
**20**

---

---

---

---

---

---

---

---

**Monday**  
September  
**21**

*International Day of Peace*

---

---

---

---

---

---

---

---

**Tuesday**  
September  
**22**

*Yom Kippur begins*  
*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Wednesday**  
September  
**23**

*Yom Kippur*  
*No Classes Scheduled*  
*Fall Begins*

---

---

---

---

---

---

---

---

# SEPTEMBER 2015

*Never let formal education  
get in the way of your learning.*

MARK TWAIN

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

---

---

---

---

---

---

---

---

**Thursday**  
September  
**24**

---

---

---

---

---

---

---

---

**Friday**  
September  
**25**

---

---

---

---

---

---

---

---

**Saturday**  
September  
**26**

**Sunday**  
**September**  
**27**

---

---

---

---

---

---

---

---

**Monday**  
**September**  
**28**

---

---

---

---

---

---

---

---

**Tuesday**  
**September**  
**29**

---

---

---

---

---

---

---

---

**Wednesday**  
**September**  
**30**

---

---

---

---

---

---

---

---

# OCTOBER 2015

IS BREAST CANCER,  
DOMESTIC VIOLENCE  
AWARENESS,  
AND LGBTQ MONTH



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

---

---

---

---

---

---

---

**Thursday**  
October

**1**

---

---

---

---

---

---

---

---

**Friday**  
October

**2**

---

---

---

---

---

---

---

---

**Saturday**  
October

**3**

**Sunday**  
October

**4**

---

---

---

---

---

---

---

---

**Monday**  
October

**5**

---

---

---

---

---

---

---

---

**Tuesday**  
October

**6**

---

---

---

---

---

---

---

---

**Wednesday**  
October

**7**

---

---

---

---

---

---

---

---

# OCTOBER 2015

*The only place where  
success comes before  
work is in a dictionary.*

VIDAL SASSOON

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

---

---

---

---

---

---

---

**Thursday**  
October  
**8**

---

---

---

---

---

---

---

---

**Friday**  
October  
**9**

---

---

---

---

---

---

---

---

**Saturday**  
October  
**10**

**Sunday**  
October  
**11**

---

---

---

---

---

---

---

---

**Monday**  
October  
**12**

*Columbus Day*  
*College Closed- No Classes*

---

---

---

---

---

---

---

---

**Tuesday**  
October  
**13**

---

---

---

---

---

---

---

---

**Wednesday**  
October  
**14**

---

---

---

---

---

---

---

---



# OCTOBER 2015



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

***Reminder !!!  
Nov. 9th: deadline for  
official withdrawal***

---

---

---

---

---

---

---

---

**Thursday**  
October  
**15**

---

---

---

---

---

---

---

---

**Friday**  
October  
**16**

---

---

---

---

---

---

---

---

**Saturday**  
October  
**17**

**Sunday**  
October  
**18**

---

---

---

---

---

---

---

---

**Monday**  
October  
**19**

---

---

---

---

---

---

---

---

**Tuesday**  
October  
**20**

*Tentative Early Advisement begins for Winter & Spring  
2016*

---

---

---

---

---

---

---

---

**Wednesday**  
October  
**21**

---

---

---

---

---

---

---

---

# OCTOBER 2015



***Reminder !!!  
Nov. 9th: deadline for  
official withdrawal***

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

---

---

---

---

---

---

---

**Thursday**  
October  
**22**

---

---

---

---

---

---

---

---

**Friday**  
October  
**23**

---

---

---

---

---

---

---

---

**Saturday**  
October  
**24**

**Sunday**  
October  
**25**

---

---

---

---

---

---

---

---

**Monday**  
October  
**26**

---

---

---

---

---

---

---

---

**Tuesday**  
October  
**27**

---

---

---

---

---

---

---

---

**Wednesday**  
October  
**28**

---

---

---

---

---

---

---

---

# OCTOBER 2015

IS HISPANIC  
HERITAGE MONTH  
AND CUNY MONTH



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

---

---

---

---

---

---

---

**Thursday**  
October  
**29**

---

---

---

---

---

---

---

---

**Friday**  
October  
**30**

*Halloween*

---

---

---

---

---

---

---

---

**Saturday**  
November  
**31**

**Sunday**  
November

**1**

*Daylight Savings Time Ends, set your clock back one hour*  
**Deadline for completion of INC grade from Spring & Summer**

---

---

---

---

**Monday**  
November

**2**

***Election Day***

---

---

---

---

---

---

---

---

**Tuesday**  
November

**3**

---

---

---

---

---

---

---

---

**Wednesday**  
November

**4**

---

---

---

---

---

---

---

---

# NOVEMBER 2015

*Reading is to the mind  
what exercise is to the body.*

SIR RICHARD STEELE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

---

---

---

---

---

---

---

---

**Thursday**  
November

**5**

---

---

---

---

---

---

---

---

**Friday**  
November

**6**

---

---

---

---

---

---

---

---

**Saturday**  
November

**7**

**Sunday**  
November  
**8**

*Last day to withdraw with a grade of "W"*

**Monday**  
November  
**9**

*Last day to apply for January 2016 Graduation*

*Tentative Early Registration begins for Winter & Spring  
2016*



**Tuesday**  
November  
**10**

*Student Faculty Evaluations distributed*

**Wednesday**  
November  
**11**

*Veteran's Day*



# NOVEMBER 2015

*Knowledge is the food  
of the soul.*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PLATO

---

---

---

---

---

---

---

---

**Thursday**  
November  
**12**

---

---

---

---

---

---

---

---

**Friday**  
November  
**13**

---

---

---

---

---

---

---

---

**Saturday**  
November  
**14**

**Sunday**  
November  
**15**

---

---

---

---

---

---

---

---

**Monday**  
November  
**16**

---

---

---

---

---

---

---

---

**Tuesday**  
November  
**17**

---

---

---

---

---

---

---

---

**Wednesday**  
November  
**18**

---

---

---

---

---

---

---

---

# NOVEMBER 2015

*I am a part of all  
that I have touched  
and that has touched me.*

THOMAS WOLFE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

---

---

---

---

---

---

---

---

**Thursday**  
November  
**19**

---

---

---

---

---

---

---

---

**Friday**  
November  
**20**

---

---

---

---

---

---

---

---

**Saturday**  
November  
**21**

**Sunday**  
November  
**22**

---

---

---

---

---

---

---

---

**Monday**  
November  
**23**

*Winter Registration*

---

---

---

---

---

---

---

---

**Tuesday**  
November  
**24**

---

---

---

---

---

---

---

---

**Wednesday**  
November  
**25**

---

---

---

---

---

---

---

---

# NOVEMBER 2015



IS HIV/AIDS  
AWARENESS MONTH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*Thanksgiving Recess*  
*College Closed-No Classes*

Thursday  
November  
**26**

*Thanksgiving Recess*  
*College Closed-No Classes*

Friday  
November  
**27**

*Thanksgiving Recess*  
*College Closed-No Classes*

Saturday  
November  
**28**

**Sunday**  
November  
**29**

*Thanksgiving Recess*  
*College Closed-No Classes*

---

---

---

---

---

---

---

---

**Monday**  
November  
**30**

*Cyber Monday*

---

---

---

---

---

---

---

---

**Tuesday**  
December  
**1**

---

---

---

---

---

---

---

---

**Wednesday**  
December  
**2**

---

---

---

---

---

---

---

---

# DECEMBER 2015

*As long as you  
have the courage to learn,  
change, grow, and keep moving  
forward, you can never fail.*

CAROL H. WILLIAMS

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

---

---

---

---

---

---

---

---

**Thursday**  
December

**3**

---

---

---

---

---

---

---

---

**Friday**  
December

**4**

---

---

---

---

---

---

---

---

**Saturday**  
December

**5**

**Sunday**  
December

**6**

---

---

---

---

---

---

---

---

**Monday**  
December

**7**

*Hanukkah/Chanukah begins*  
*Pearl Harbor Remembrance Day*

---

---

---

---

---

---

**Tuesday**  
December

**8**

*Hanukkah/Chanukah*

---

---

---

---

---

---

---

**Wednesday**  
December

**9**

*Hanukkah/Chanukah*

---

---

---

---

---

---

---



# DECEMBER 2015

*I never failed once. I invented the light bulb. It just happened to be a 2,000-step process.*

THOMAS EDISON

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Human Rights Day*  
*Hanukkah/Chanukah*

Thursday  
December

10

*Last Day of Classes*  
*Hanukkah/Chanukah*

Friday  
December

11

*Hanukkah/Chanukah*

Saturday  
December

12

**Sunday**  
December

**13**

*Hanukkah/Chanukah*

---

---

---

---

---

---

---

---

**Monday**  
December

**14**

*Last Day of Hanukkah/Chanukah*

---

---

---

---

---

---

---

---

**Tuesday**  
December

**15**

*Student Faculty evaluations due*

---

---

---

---

---

---

---

---

**Wednesday**  
December

**16**

*Final Examinations begin*

---

---

---

---

---

---

---

---

# DECEMBER 2015

*Lessons are usually  
where you look for them:  
you can learn something  
from anyone.*

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***Final Examinations***

---

---

---

---

---

---

---

---

**Thursday**  
December  
**17**

***Final Examinations***

---

---

---

---

---

---

---

---

**Friday**  
December  
**18**

***Final Examinations***

---

---

---

---

---

---

---

---

**Saturday**  
December  
**19**

**Sunday**  
December  
**20**

*Final Examinations*

---

---

---

---

---

---

---

---

**Monday**  
December  
**21**

*Final Examinations*  
*Winter Begins*

---

---

---

---

---

---

---

---

**Tuesday**  
December  
**22**

*Final Examinations*

---

---

---

---

---

---

---

---

**Wednesday**  
December  
**23**

*Final Examinations Make-up Day*  
*(if needed due to weather conditions)*

---

---

---

---

---

---

---

---

# DECEMBER 2015

*A book is like a garden  
carried in the pocket.*

AMERICAN PROVERB

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Christmas Eve*  
*College Closed*

Thursday  
December  
**24**

*Christmas Day*  
*College Closed*

Friday  
December  
**25**

*Kwanzaa Begins*

Saturday  
December  
**26**

**Sunday**  
December  
**27**

*Kwanzaa*

---

---

---

---

---

---

---

---

**Monday**  
December  
**28**

*Kwanzaa*

---

---

---

---

---

---

---

---

**Tuesday**  
December  
**29**

*Kwanzaa*

---

---

---

---

---

---

---

---

**Wednesday**  
December  
**30**

*Kwanzaa*

---

---

---

---

---

---

---

---

# JANUARY 2016

IS GREAT AMERICAN  
HEALTH CHECK  
MONTH



S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*New Year's Eve*  
*College Closed*  
*Kwanzaa*

Thursday  
December  
**31**

*New Year's Day*  
*College Closed*  
*Kwanzaa*

Friday  
January  
**1**

Saturday  
January  
**2**

**Sunday**  
January

**3**

*Last day to drop  
with 100% tuition refund*

**Monday**  
January

**4**

*Classes begin/Late Registration  
Last day to add/change class  
Last day to drop with 50% tuition refund*

**Tuesday**  
January

**5**

*Commencement of attendance begins  
Drop withdrawal period begins  
A grade of "WD" is assigned to students*

**Wednesday**  
January

**6**

*Commencement of attendance submission deadline  
Drop withdrawal period ends  
Last day to drop without the grade of "W"*



# JANUARY 2016

*Practice is the best instruction  
of them all.*

PUBLILIUS SYRUS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Course withdrawal period begins**

**(A grade of "W" is assigned to students who officially  
withdraw from a class)**

**Thursday  
January**

**7**

**Last day to drop with 25% tuition refund**

**Friday  
January**

**8**

**Saturday  
January**

**9**

**Sunday**  
January  
**10**

---

---

---

---

---

---

---

---

**Monday**  
January  
**11**

---

---

---

---

---

---

---

---

**Tuesday**  
January  
**12**

---

---

---

---

---

---

---

---

**Wednesday**  
January  
**13**

---

---

---

---

---

---

---

---

# JANUARY 2016

*The point is not to pay back  
kindness but to pass it on.*

JULIA ALVAREZ

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

---

---

---

---

---

---

---

---

**Thursday**  
January  
**14**

---

---

---

---

---

---

---

---

**Friday**  
January  
**15**

---

---

---

---

---

---

---

---

**Saturday**  
January  
**16**

**Sunday**  
January  
**17**

---

---

---

---

---

---

---

---

**Monday**  
January  
**18**

*Dr. Martin Luther King Day*  
*College Closed-No Classes*

---

---

---

---

---

---

---

---

**Tuesday**  
January  
**19**

*Last day to withdraw with a grade of "W"*

---

---

---

---

---

---

---

---

**Wednesday**  
January  
**20**

*Tentative In-Person Registration*

---

---

---

---

---

---

---

---

# JANUARY 2016

*A book gives knowledge, but it is  
life that gives understanding.*

HEBREW PROVERB

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*Tentative In-Person Registration*

---

---

---

---

---

---

---

---

Thursday  
January  
**21**

*Tentative In-Person Registration*

---

---

---

---

---

---

---

---

Friday  
January  
**22**

---

---

---

---

---

---

---

---

Saturday  
January  
**23**

**Sunday**  
January  
**24**

---

---

---

---

---

---

---

---

**Monday**  
January  
**25**

*Last day of classes  
(including examinations)  
Tentative In-Person Registration*

---

---

---

---

---

---

---

---

**Tuesday**  
January  
**26**

*Tentative In-Person Registration*

---

---

---

---

---

---

---

---

**Wednesday**  
January  
**27**

---

---

---

---

---

---

---

---

# JANUARY 2016

*Admission of ignorance is often  
the first step in our education.*

STEPHEN COVEY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*Last day to drop with 100% tuition refund*

---

---

---

---

---

---

---

---

**Thursday**  
January  
**28**

*Classes begin*

*Application for graduation opens for June 2016 Graduates*

---

---

---

---

---

---

---

---

**Friday**  
January  
**29**

---

---

---

---

---

---

---

---

**Saturday**  
January  
**30**

**Sunday**  
January  
**31**

---

---

---

---

---

---

---

---

**Monday**  
February  
**1**

*Priority Deadline for CUNY Transfer Application*

---

---

---

---

---

---

---

---

**Tuesday**  
February  
**2**

---

---

---

---

---

---

---

---

**Wednesday**  
February  
**3**

---

---

---

---

---

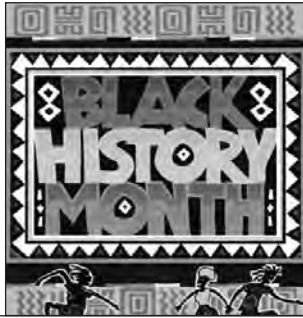
---

---

---



# FEBRUARY 2016



S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	27	28
29						

*Last day to add/change a class* \_\_\_\_\_

*Last day to drop with 75% tuition refund* \_\_\_\_\_

---

---

---

---

---

---

---

---

**Thursday**  
February

**4**

*Commencement of Attendance begins* \_\_\_\_\_

*Course withdrawal Drop (WD) period begins* \_\_\_\_\_

*A grade of "WD" is assigned to students who officially drop a class* \_\_\_\_\_

---

---

---

---

---

---

---

---

**Friday**  
February

**5**

---

---

---

---

---

---

---

---

**Saturday**  
February

**6**

**Sunday**  
February

**7**

---

---

---

---

---

---

---

---

**Monday**  
February

**8**

*Chinese New Year*

---

---

---

---

---

---

---

---

**Tuesday**  
February

**9**

---

---

---

---

---

---

---

---

**Wednesday**  
February

**10**

---

---

---

---

---

---

---

---

# FEBRUARY 2016

*There is nothing harder than the softness of indifference.*

JUAN MONTALVO

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

***Commencement of attendance submission deadline  
Last day to drop with 50% tuition refund***

**Thursday  
February**

**11**

***Lincoln's Birthday  
College Closed - No Classes***

**Friday  
February**

**12**

**Saturday  
February**

**13**

**Sunday**  
February  
**14**

*Valentine's Day*

---

---

---

---

---

---

---

---

**Monday**  
February  
**15**

*President's Day*  
*College Closed-No Classes*

---

---

---

---

---

---

---

---

**Tuesday**  
February  
**16**

---

---

---

---

---

---

---

---

**Wednesday**  
February  
**17**

---

---

---

---

---

---

---

---

# FEBRUARY 2016

*We are not what we know.  
We are what we are  
willing to learn.*

COUNCIL ON IDEAS

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

*Last day to drop with 25% tuition refund*

*Course withdrawal drop (WD) period ends*

*Last day to drop without the grade of "W"*

*Last day to change major effective for Spring 2016*

**Thursday**  
February

**18**

*Course withdrawal period begins*

*(A grade of "W" is assigned to students who officially  
withdraw from a class)*

**Friday**  
February

**19**

**Saturday**  
February

**20**

**Sunday**  
February  
**21**

---

---

---

---

---

---

---

---

**Monday**  
February  
**22**

---

---

---

---

---

---

---

---

**Tuesday**  
February  
**23**

---

---

---

---

---

---

---

---

**Wednesday**  
February  
**24**

---

---

---

---

---

---

---

---

# FEBRUARY 2016

*The day someone quits school  
he is condemning himself to a  
future of poverty.*

JAIME ESCALANTE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

---

---

---

---

---

---

---

---

**Thursday**  
February  
**25**

---

---

---

---

---

---

---

---

**Friday**  
February  
**26**

---

---

---

---

---

---

---

---

**Saturday**  
February  
**27**

**Sunday**  
February  
**28**

---

---

---

---

---

---

---

---

**Monday**  
February  
**29**

---

---

---

---

---

---

---

---

**Tuesday**  
March  
**1**

---

---

---

---

---

---

---

---

**Wednesday**  
March  
**2**

---

---

---

---

---

---

---

---



# MARCH 2016

# WOMEN'S HERSTORY MONTH

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

---

---

---

---

---

---

---

---

**Thursday**  
March  
**3**

---

---

---

---

---

---

---

---

**Friday**  
March  
**4**

---

---

---

---

---

---

---

---

**Saturday**  
March  
**5**

**Sunday**  
March  
**6**

---

---

---

---

---

---

---

---

**Monday**  
March  
**7**

---

---

---

---

---

---

---

---

**Tuesday**  
March  
**8**

---

---

---

---

---

---

---

---

**Wednesday**  
March  
**9**

---

---

---

---

---

---

---

---

# MARCH 2016



***Reminder!!!  
April 11: deadline for  
official withdrawal***

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

---

---

---

---

---

---

---

---

---

---

**Thursday**  
March  
**10**

---

---

---

---

---

---

---

---

---

---

**Friday**  
March  
**11**

---

---

---

---

---

---

---

---

---

---

**Saturday**  
March  
**12**

*Daylight Savings Time starts*

**Sunday**

March

**13**

---

---

---

---

---

---

---

---

**Monday**

March

**14**

---

---

---

---

---

---

---

---

**Tuesday**

March

**15**

*Deadline for completion of INC grade from Fall and Winter*

---

---

---

---

---

---

---

---

**Wednesday**

March

**16**

---

---

---

---

---

---

---

---

# MARCH 2016



**Reminder!!!**  
**April 11: deadline for**  
**official withdrawal**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**St. Patrick's Day**

---

---

---

---

---

---

---

---

---

---

**Thursday**  
March  
**17**

---

---

---

---

---

---

---

---

---

---

**Friday**  
March  
**18**

---

---

---

---

---

---

---

---

---

---

**Saturday**  
March  
**19**

**Sunday**  
March  
**20**

*Tentative Early Advisement  
begins for Summer/Fall 2016  
Spring Begins*

**Monday**  
March  
**21**

**Tuesday**  
March  
**22**

**Wednesday**  
March  
**23**

# MARCH 2016

*Taking charge of your own learning is an art of taking charge of your life, which is the sine qua non in becoming an integrated person.*

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WARREN BENNIS

*Classes follow a Friday schedule*

---

---

---

---

---

---

---

---

**Thursday**  
March  
**24**

*Good Friday*

*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Friday**  
March  
**25**

*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Saturday**  
March  
**26**

**Sunday**  
March  
**27**

*Palm Sunday, Easter Sunday*  
*No Classes Scheduled*

---

---

---

---

---

---

---

---

**Monday**  
March  
**28**

---

---

---

---

---

---

---

---

**Tuesday**  
March  
**29**

---

---

---

---

---

---

---

---

**Wednesday**  
March  
**30**

---

---

---

---

---

---

---

---



# APRIL 2016

## ASIAN HERITAGE MONTH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



---

---

---

---

---

---

---

---

**Thursday**  
March  
**31**

---

---

---

---

---

---

---

---

**Friday**  
April  
**1**

---

---

---

---

---

---

---

---

**Saturday**  
April  
**2**

**Sunday**  
April  
**3**

---

---

---

---

---

---

---

---

**Monday**  
April  
**4**

---

---

---

---

---

---

---

---

**Tuesday**  
April  
**5**

---

---

---

---

---

---

---

---

**Wednesday**  
April  
**6**

---

---

---

---

---

---

---

---

# APRIL 2016

*Praise does wonders  
for our sense of hearing.*

ARNOLD H. GLASOW

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

---

---

---

---

---

---

---

---

**Thursday**  
April  
**7**

---

---

---

---

---

---

---

---

**Friday**  
April  
**8**

---

---

---

---

---

---

---

---

**Saturday**  
April  
**9**

**Sunday**  
April  
**10**

---

---

---

---

---

---

---

---

**Monday**  
April  
**11**

*Last day to withdraw with a grade of "W"*  
*Last day to apply for June 2016 Graduation*  
*Tentative Early Registration begins for Summer/Fall 2016*

---

---

---

---

---

---

---

---



**Tuesday**  
April  
**12**

---

---

---

---

---

---

---

---

**Wednesday**  
April  
**13**

*Student Faculty Evaluations are available online*

---

---

---

---

---

---

---

---

# APRIL 2016

*Reason does not work instinctively, but requires trial, practice, and instruction in order to gradually progress from one level of insight to another.*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

IMMANUEL KANT

---

---

---

---

---

---

---

---

**Thursday**  
April  
**14**

---

---

---

---

---

---

---

---

**Friday**  
April  
**15**

---

---

---

---

---

---

---

---

**Saturday**  
April  
**16**

**Sunday**  
April  
**17**

---

---

---

---

---

---

---

---

**Monday**  
April  
**18**

---

---

---

---

---

---

---

---

**Tuesday**  
April  
**19**

---

---

---

---

---

---

---

---

**Wednesday**  
April  
**20**

---

---

---

---

---

---

---

---

# APRIL 2016

*Accumulate learning by study,  
understand what you learn  
by questioning.*

MINGJIAO, JIUFENG ANNALS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

---

---

---

---

---

---

---

---

**Thursday**  
April  
**21**

*Spring Recess-No Classes*  
*College offices are open*  
*Earth Day*

---

---

---

---

---

---

---

---

**Friday**  
April  
**22**

*Spring Recess-No Classes*  
*College offices are open*

---

---

---

---

---

---

---

---

**Saturday**  
April  
**23**

**Sunday**  
April  
**24**

*Spring Recess-No Classes*  
*College offices are open*

**Monday**  
April  
**25**

*Spring Recess-No Classes*  
*College offices are open*

**Tuesday**  
April  
**26**

*Spring Recess-No Classes*  
*College offices are open*

**Wednesday**  
April  
**27**

*Spring Recess-No Classes*  
*College offices are open*





# APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

***Spring Recess-No Classes***  
***College offices are open***

**Thursday**  
April  
**28**

***Spring Recess-No Classes***  
***College offices are open***

**Friday**  
April  
**29**

***Spring Recess-No Classes***  
***College offices are open***

**Saturday**  
April  
**30**

**Sunday**

May

**1**

---

---

---

---

---

---

---

---

**Monday**

May

**2**

---

---

---

---

---

---

---

---

**Tuesday**

May

**3**

---

---

---

---

---

---

---

---

**Wednesday**

May

**4**

---

---

---

---

---

---

---

---

# MAY 2016

*All of us do not have  
equal talent, but all of us should  
have as an equal opportunity  
to develop our talents.*

JOHN F. KENNEDY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Cinco de Mayo*

---

---

---

---

---

---

---

---

---

---

Thursday  
May  
**5**

---

---

---

---

---

---

---

---

---

---

Friday  
May  
**6**

---

---

---

---

---

---

---

---

---

---

Saturday  
May  
**7**

*Mother's Day*

**Sunday**

May

**8**

---

---

---

---

---

---

---

---

**Monday**

May

**9**

---

---

---

---

---

---

---

---

**Tuesday**

May

**10**

---

---

---

---

---

---

---

---

**Wednesday**

May

**11**

---

---

---

---

---

---

---

---

# MAY 2016

*Never compromise who you are  
personally for who you wish  
to be professionally.*

JANE BRYANT HOWROYD

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

---

---

---

---

---

---

---

---

**Thursday**  
May  
**12**

---

---

---

---

---

---

---

---

**Friday**  
May  
**13**

---

---

---

---

---

---

---

---

**Saturday**  
May  
**14**

**Sunday**  
May  
**15**

---

---

---

---

---

---

---

---

**Monday**  
May  
**16**

---

---

---

---

---

---

---

---

**Tuesday**  
May  
**17**

***Student Faculty Evaluation submission deadline***  
***Reading Day***

---

---

---

---

---

---

---

---

**Wednesday**  
May  
**18**

***Reading Day***

---

---

---

---

---

---

---

---

# MAY 2016

*The wisest mind has  
something yet to learn.*

GEORGE SANTAYANA

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

---

---

---

---

---

---

---

---

Thursday  
May  
**19**

---

---

---

---

---

---

---

---

Friday  
May  
**20**

*Armed Forced Day*

---

---

---

---

---

---

---

---

Saturday  
May  
**21**

**Sunday**  
May  
**22**

*Final Examinations*

**Monday**  
May  
**23**

*Final Examinations*

**Tuesday**  
May  
**24**

*Final Examinations*

**Wednesday**  
May  
**25**

*Final Examinations*



# MAY 2016

*Research is formalized  
curiosity. It is poking and  
prying with a purpose.*

-ZORA NEALE HURSTON

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

***Final Examinations***

---

---

---

---

---

---

---

---

**Thursday**  
May  
**26**

***Final Examinations***

---

---

---

---

---

---

---

---

**Friday**  
May  
**27**

***Final Examinations***

---

---

---

---

---

---

---

---

**Saturday**  
May  
**28**





SERVICES



## **Academic Advisement & Transfer Center**

**Carei Thomas, Interim Director**

Room S108/Phone 212 220-8315

[www.bmcc.cuny.edu/advisement](http://www.bmcc.cuny.edu/advisement)

[advisementandtransfer@bmcc.cuny.edu](mailto:advisementandtransfer@bmcc.cuny.edu)

Monday-Thursday 9 am - 8 pm\*

Friday 9 am - 7 pm\*

Saturday 10 am - 6 pm\*

Sunday 11 am - 4 pm\*

*\*Monday-Friday 9 am - 5 pm (when classes are not in session)*

Come to the Academic Advisement & Transfer Center (AATC) for accurate, comprehensive and timely academic advisement and audits, CUNY course equivalency information, and pertinent information on transferring to a four-year college. The AATC also maintains the BMCC Transfer Times Newsletter that highlights various transfer opportunities; an extensive transfer library comprised of print catalogs, videos and the online search, *CollegeSource*, that lists colleges across the country, and information about traditional and nontraditional careers. In addition, the AATC sponsors annual transfer fairs with CUNY, SUNY and private colleges.

## **Accelerated Studies in Associate Programs (ASAP)**

**Nadine Browne, Director**

Room S642/Phone 866 917-4567 or 212 346-8660

[www.bmcc.cuny.edu/asap](http://www.bmcc.cuny.edu/asap)

Monday-Friday 9 am - 7 pm

Saturday and Sunday 9 am - 5 pm

ASAP is a special program designed to help motivated community college students earn their degrees as quickly as possible, with a goal of graduating at least 50% of students within three-years. Due to a variety of stresses and responsibilities, too many community college students are not able to complete their Associate degrees in a timely manner, if at all. ASAP helps to eliminate these stresses by providing select community college students with the academic, social, and financial support they need to graduate with an Associate in Arts or Associate in Applied Science degree in no more than three years. Key ASAP program features include a consolidated block schedule, comprehensive advisement and career development services, and requires full-time study. Financial incentives include tuition waivers for financial aid eligible students, textbook assistance and the ability to earn unlimited monthly Metrocards during the academic year.

## **Accessibility Office**

**Marcos A. Gonzalez, Director**

Room N360/Phone 212 220-8180

[www.bmcc.cuny.edu/disabled/](http://www.bmcc.cuny.edu/disabled/)

[magonzalez@bmcc.cuny.edu](mailto:magonzalez@bmcc.cuny.edu)

Monday-Thursday 9 am - 7 pm

Friday 9 am - 5 pm

Evening and weekend hours by appointment.

If you have a documented learning or physical disability, the Accessibility Office 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.

## **Admissions**

**Dr. Eugenio Barrios, Director of Enrollment Management**

Room S310/Phone 212 220-1265

[www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

[admissions@bmcc.cuny.edu](mailto:admissions@bmcc.cuny.edu)

Monday-Thursday 9 am - 7 pm

Friday 9 am - 5 pm

The Admissions Office is usually the first contact a student has with BMCC, and the entrance point for all new students into the CUNYfirst enrollment system. The office staff admits, matriculates and term activates students

into the CUNYfirst system. The office also evaluates transfer credits for all entering transfer students. If you wish to continue your studies at the College after you graduate, you must file a second degree or non-degree application with the Admissions Office. You are welcomed to visit the Admissions Office at any time for assistance with questions you may have.

## **Athletics, Recreation, and Intramurals**

**Steve Kelly, Director**

Room N255/Phone 212 220-8261

[www.bmccathletics.com](http://www.bmccathletics.com)

**Office Hours:** Monday-Friday 9am - 5pm

**Fitness Center Hours:**

Monday-Friday 8am - 10am

Monday-Thursday 12 Noon - 9pm

Friday 12 Noon - 4pm

Saturday 10am - 1pm

### Intercollegiate Athletics

BMCC's intercollegiate athletic program consists of baseball, men and women's basketball, men and women's soccer, men and women's 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 ten of the last seventeen years.

### Intramurals

BMCC students, faculty, and staff may participate in intramural volleyball, tennis, soccer, 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, as well as, attend yoga, zumba, and spin fitness classes.

*Swimming Pool Hours - Currently closed due to renovation.*

Monday-Thursday 7 am - 10 am, Lap Swim only; Noon - 6 pm, Recreational Swim;

6 pm - 8 pm, Lap Swim only

Friday, 7 am - 10 am, Lap Swim only; Noon - 4 pm, Recreational Swim, 6 pm - 8

pm, Lap Swim only

Saturday, 8 am - Noon, Lap & Recreational Swim

## **BMCC CUNY Service Corps**

**Lisa O' Connor, Program Manager**

Room S-115E / Phone: (212) 220-8172

[www.bmcc.cuny.edu/servicecorps](http://www.bmcc.cuny.edu/servicecorps)

[bmccservicecorps@bmcc.cuny.edu](mailto:bmccservicecorps@bmcc.cuny.edu)

Monday-Friday 9 am - 5 pm

The CUNY Service Corps mobilizes CUNY students to work on projects that improve the short and long-term civic, economic and environmental sustainability of New York City and of its residents and communities. Students

who become Service Corps members will make a meaningful difference through service while gaining valuable real work-experience, earning a wage (up to \$12/ hour), and where appropriate, receive college credit.

Service Corps projects are focused on meeting the City's most pressing needs in four major themes: a healthier city, a greener & more resilient city, a better educated city, and an economically stronger city. In addition, Service Corps projects help support participating students' success in college and preparation for the workplace by offering students valuable work experience and exposure to real-world careers. Service Corps members participate in pre-service training and receive ongoing supports that make meaningful links between project placements, college coursework and majors, and students' civic and professional goals.

## **BMCC Engaged in Service Together (BEST)**

### **Office of Student Activities**

Room S234/Phone: 212 220-8160

[www.bmcc.cuny.edu/volunteer](http://www.bmcc.cuny.edu/volunteer)

[cct@bmcc.cuny.edu](mailto:cct@bmcc.cuny.edu)

Monday-Friday 9 am - 5 pm

The Mission of BMCC Engaged in Service Together (BEST) is to provide co-curricular opportunities for students to engage in their communities while enriching their academic careers through service. Through BEST, the BMCC community of students, faculty and staff work together to provide volunteer services to the broader New York community.

BEST provides a variety of monthly on-going volunteer opportunities for students as well as one to two large service projects throughout the academic year. BEST creates these opportunities for civic and community engagement by partnering with several not-for-profit volunteer agencies throughout the five boroughs. Volunteer experiences have included: Disaster Relief, Food Pantry Relief, Fundraising, Park Clean Up, and Tutoring.

## **Bursar**

### **Steven Reis, Bursar**

Room S330/Phone 212 220-1300

[www.bmcc.cuny.edu/bursar](http://www.bmcc.cuny.edu/bursar)

[bursar@bmcc.cuny.edu](mailto:bursar@bmcc.cuny.edu)

Monday-Thursday 9 am - 7 pm\*

Friday 9 am - 5 pm

*\*Extended hours until 7 pm during Fall and Spring only when classes are in session.*

*Hours are 9 am-5 pm at all other times*

The Bursar's Office is responsible for the billing and collection of tuition and fees, processing of refunds and certification of TAP. Applications for direct deposit of financial aid disbursements are available at the Bursar's Office. Students may access their tuition account information in the 'finances' tab of the CUNYfirst self service center.

***To learn more about paying your tuition bill, go to 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](mailto:mbjfoodservice@bmcc.cuny.edu)

Monday-Thursday 7 am - 9 pm

Friday 7 am - 7 pm

Saturday 8 am - 5 pm

Sunday 8 am - 2 pm

The cafeteria, located on the second floor of the Chambers Street building, serves 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. Microwave ovens are also available on the second floor on the south side of campus.

## Campus Bookstore

### Bob Jungdahl, Manager

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

Monday-Thursday 9 am - 5pm

Friday 9 am - 2 pm

*During the first month of classes, hours are extended(see website during this time)*

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

**Helpful Tip:** During the first week of classes, the bookstore may be busy, so try to stop in early in the morning to make your purchases, or visit us on the web at <http://bmcc.bncollege.com>.

## Center for Career Development

### Won Kang, Director

Room S342/Phone 212 220-8170

[www.bmcc.cuny.edu/career/](http://www.bmcc.cuny.edu/career/)

[career@bmcc.cuny.edu](mailto:career@bmcc.cuny.edu)

Monday-Thursday 9 am - 6 pm

Friday 9 am - 5 pm

Please call the office to schedule a visit on alternate Saturdays, 10 am - 4 pm

*When classes are not in session, the Center is open Monday–Friday 9 am - 5 pm*

The Center for Career Development provides comprehensive career planning and employment counseling services that motivate students to develop a career plan and prepare for their timely graduation.

Students learn how to select an academic major and develop a career plan that matches their personal interests, abilities, and occupational goals. In addition, students are taught job interviewing, how to develop and write an effective resume, and job search skills essential to seeking meaningful experiential and employment opportunities. Students establish relationships with employers through on-campus networking events. Networking opportunities include on-campus interviews and Career Fairs.



## **Co-Curricular Transcript (CCT)**

### **Office of Student Activities**

Room S234/Phone: 212 220-8160

[www.bmcc.cuny.edu/cct](http://www.bmcc.cuny.edu/cct)

[cct@bmcc.cuny.edu](mailto:cct@bmcc.cuny.edu)

Monday-Friday 9 am - 5 pm

The Co-Curricular Transcript (CCT) is a student-initiated comprehensive record of one's own campus involvement outside of the classroom while enrolled at Borough of Manhattan Community College (BMCC). It is an official transcript that bears the BMCC seal and is offered as a supplement to the academic transcript. The CCT will be of value to the student when applying to colleges, for scholarships or a professional position. The document will only be sent at the request of the student. All entries listed on the transcript are validated by the Division of Student Affairs. The CCT is organized around six categories that reflect various co-curricular activities at BMCC. The six categories are the following: Athletics, Clubs and Organizations, Community Service, Honors and Awards, Leadership Training, and Workshops and Seminars.

## **College Discovery Program**

### **Pedro Perez, Director**

Room S335/Phone 212 220-8152

[www.bmcc.cuny.edu/cd](http://www.bmcc.cuny.edu/cd)

Monday-Thursday 9 am - 7 pm

Friday 9 am - 5 pm

College Discovery (CD) is an Opportunity Program offered in community colleges in the City University of NY. CD was established in 1964 with the primary goal of demonstrating that, given proper support services, students who were being excluded from the University because of existing admissions criteria could attain a college degree. Students are considered for the program as entering freshmen on the basis of their high school average and family/household income. CD provides individual professional counseling, tutoring, and a stipend of up to \$350 per semester. The CD program also pays for the cost of the Student Activities Fees in the amount of \$59.85. Upon transferring to four-year colleges, students will be eligible for Opportunity Programs in CUNY (SEEK), SUNY (HEOP), and Private Colleges (EOP or EOF).

## **College Opportunity to Prepare for Employment (COPE) Program/Graduation Success Initiative (G.S.I.) Program**

### **Argenis Rodriguez, Director**

Room M1216B (Murray Building)/Phone 212 346-8486

[arodriguez@bmcc.cuny.edu](mailto:arodriguez@bmcc.cuny.edu)

[www.bmcc.cuny.edu/cope](http://www.bmcc.cuny.edu/cope)

Monday-Friday 8 am - 5 pm

Appointments after 5 pm, by request only

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.

The CUNY Graduation Success Initiative (GSI) is a program designed to help motivated community college students accomplish their educational and personal goals. To accomplish this, GSI provides a comprehensive set of academic and support services that foster positive student outcomes including academic achievement, timely graduation, and workforce preparedness. It is a pioneering effort to show that by addressing key academic, social, and financial barriers, students can focus on what matters most while they are in college – their education.

## **Counseling Center**

**Cicily Horsham-Brathwaite, Director**

Room S343/ Phone: 212 220-8140

[www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling)

Monday-Thursday 9:00 am–7:00 pm

Friday 9:00 am–6:00 pm (When Classes Are in Session)

The Counseling Center supports the academic mission of the university and the academic success of students by providing high quality counseling and mental health services to students and consultative services to faculty and staff. Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and problems or issues including stress/time management that can negatively impact academic performance, student retention, graduation rates, and quality of life. The Center works collaboratively with students, faculty, and staff to create and maintain a campus environment that encourages and supports psychological well-being. Counseling is free for all currently enrolled students.

## **Early Childhood Center**

**Cecilia Scott-Croff, Executive Director**

Room N375/Phone 212 220-8250/Fax 212 748-7462

[www.bmcc.cuny.edu/Ecc](http://www.bmcc.cuny.edu/Ecc)

[EarlyChildhoodCenter@bmcc.cuny.edu](mailto:EarlyChildhoodCenter@bmcc.cuny.edu)

Monday-Thursday 7:45 am - 9 pm (spring and fall only)

Friday 7:45 am - 5 pm

Saturday 8 am - 5 pm (pre-school, school age only)

Sunday 8 am - 5 pm (pre-school, school age only)

One of the best things about BMCC is the quality child care and early education program offered to the students through the Early Childhood Center and its Family Child Care Network. A nationally accredited program, licensed through the Department of Health and Mental Hygiene, the Early Childhood Center provides day, evening and evening services for preschool and school age children. The program serves approximately 90 children each week and 150 families over a year. The Family Child Care Network consists of 20 licensed family child care homes serving children of BMCC students between ages three months to twelve years.

## **E-Learning Center**

**Janey Flanagan, Director**

Room S510A/ Phone 212-220-1243

<http://www.bmcc.cuny.edu/elearning>

For E-Learning Technical Support: [esupport@bmcc.cuny.edu](mailto:esupport@bmcc.cuny.edu)

Monday-Thursday 9 am - 7 pm

Friday and Saturday 9 am - 5 pm

Sunday 10 am to 5 pm

E-learning courses offer an exciting way to learn for self-motivated students who enjoy reading and writing online. E-Learning courses are limited to 25 students, so faculty are able to provide personalized instruction. Fully online, online, and hybrid courses give students flexibility in scheduling academic work with personal commitments. Fully online courses are delivered via the Internet and 100% online, with no face-to-face meetings. Online courses are between 80%-99% online, which means you will be required to attend 2-3 face-to-face meetings for orientations, presentations, and/or exams. Hybrid courses are between 33%-80% online, many requiring one weekly face-to-face meeting.

To see a list of e-learning courses, specific course requirements, and a readiness assessment to determine if e-learning courses would be a good option for you, please visit the e-learning website at <http://www.bmcc.cuny.edu/elearning/> and complete our virtual tour. "What is E-Learning?" E-learning courses are available for registration through CUNY First for all freshmen students and for returning students who maintain a 2.0 grade point average (GPA).

Visit the E-Learning Center in room S-510a, email [esupport@bmcc.cuny.edu](mailto:esupport@bmcc.cuny.edu), or call 212-220-8126 if you have questions or need technical assistance using Blackboard, the CUNY Portal, Digication, or other Internet-based technologies. E-Learning support is available seven days a week, except when the college is closed.

## **E-mail, Student Accounts**

*For more information, see the "How Do I" section of this handbook.*

## **Evening/Weekend Program**

**Sandra Rumayor, Director**

Room S715J/Phone 212 220-8325

[srumayor@bmcc.cuny.edu](mailto:srumayor@bmcc.cuny.edu)

Wednesday-Friday 12 pm - 6:30 pm

Saturday 8 am - 6 pm

Sunday 8 am - 6 pm

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 to students during the week. These include: library, academic advisement and transfer information, tutoring/supplemental instruction, career services and open access computer labs.

## Financial Aid

### Ralph Buxton, Director

Room N365/Phone 212 220-1430/Fax 212 220-2368

[www.bmcc.cuny.edu/finaid/](http://www.bmcc.cuny.edu/finaid/)

[finaid@bmcc.cuny.edu](mailto:finaid@bmcc.cuny.edu)

Monday and Thursday 9 am - 5 pm

Tuesday and Wednesday 9 am - 7 pm (*Evening hours only when classes are in session*)

Friday 9 am - 5 pm

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 of this handbook.***

Visit the financial aid website at

[www.bmcc.cuny.edu/finaid/](http://www.bmcc.cuny.edu/finaid/) for eligibility requirements, application filing procedures, office contact information and a schedule of available application labs and workshops.

## Freshman Learning Academy Program (FLA)

### Alexandra Pyak, Program Supervisor

Room M1413(Murray Building)/Phone 212 346-8640

[www.bmcc.cuny.edu/fla](http://www.bmcc.cuny.edu/fla)

Monday-Friday 9 am - 5 pm

Freshman Learning Academy (FLA) offers first-time full-time liberal arts students a more fluent transition into college. Students participating in the FLA program will have a designated advisor through their first year of college. As liberal arts students historically are undecided about their academic choices, the FLA advisor actively helps students navigate the transition to college and figure out academic interests and career paths quickly.

## **Health Services**

**Penelope S. Jordan, R.N., Director**

Room N380/Phone 212 220-8255/Fax 212 220-2367  
[www.bmcc.cuny.edu/student\\_services/health-services/](http://www.bmcc.cuny.edu/student_services/health-services/)  
healthservices@bmcc.cuny.edu  
Monday-Friday 8 am - 5 pm

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 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, with screenings for cholesterol, diabetes, blood pressure, weight and fat analysis, as well as information about community health resources. 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 to the Health Services Office. For questions regarding immunization requirements, visit the College website or call the Health Services Office.

## **Instructional Technology Open Access Computer Labs**

**Thomas Lew, Director**

Room S604/Phone 212 220-8122  
[www.bmcc.cuny.edu/it](http://www.bmcc.cuny.edu/it)  
it@bmcc.cuny.edu

Open access computer labs available for: completing class assignments, accessing the internet, accessing blackboard and courseware, writing papers, conducting research, checking e-mail, online registration and technical assistance. Please bring your validated BMCC ID card.

### **Locations and Hours of Operation:**

#### **Chambers Street, 199 Chambers Street, Room N261**

Monday-Thursday, 8 am - Midnight; Friday, 9 am - Midnight; Saturday-Sunday, 8:30 am – Midnight

#### **Murray Street Building, 70 Murray Street, Room M1109**

Monday-Thursday, 9 am - 8 pm; Friday, 9 am - 3 pm; Saturday-Sunday, closed

#### **Fiterman Hall, 245 Greenwich Street, Room LL03**

Monday-Friday, 8am - 10 pm; Saturday 8 am - 6 pm; Sunday-closed  
Please check the College website for updates to the schedules.

## International Student Services

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

Room S115N/Phone 212 220-1265

[internationalstudents@bmcc.cuny.edu](mailto:internationalstudents@bmcc.cuny.edu)

<http://www.bmcc.cuny.edu/admissions/applyinfo-international.jsp>

Monday-Thursday 9 am - 7 pm

Friday 9 am - 5 pm

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 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 located in the Admissions Office (S310) will see students on a walk-in basis and by appointments.

## LGBTQ Services

Room S350, Phone 212 220-8130

<http://www.bmcc.cuny.edu/safezone/index.jsp>

[safezone@bmcc.cuny.edu](mailto:safezone@bmcc.cuny.edu)

LGBT students receive support through a number of programs including the BMCC Safe Zone and the student club “LGBT for Success.” The Safe Zone program provides support to members of the BMCC lesbian, gay, bisexual, and transgender (LGBT) community by training faculty and staff to be understanding advocates for LGBT students. The trained Allies display their “Safe Zone” designation, creating a more inclusive environment here at BMCC. If you would like to contact one of the Allies, please visit our website or email us.

***For more information on Clubs, go to the “How Do I” section of this handbook.***

## Library, A. Philip Randolph Memorial

Sidney Eng, Chief Librarian

Rooms S410 & S430/Reference: 212 220-8139/Circulation: 212 220-1451

[lib1.bmcc.cuny.edu/lib](http://lib1.bmcc.cuny.edu/lib)

Monday-Thursday 8 am - 10 pm

Friday 8 am - 7 pm

Saturday 10 am - 6 pm

Sunday Noon - 5 pm

Quiet Study (S430) Mon.-Fri. 8 am - Midnight, Sat. and Sun. 10 am - 10 pm

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

It contains over 132,000 volumes of books and reference titles, 262 print magazine/journal subscriptions, over 80,000 electronic journals, magazines, and newspapers, 187,000 electronic books, and 10,668 reels of microfilm. The Main Library (S410) and the Quiet Study Area (S430) offer seating, electrified worktables and group study rooms for over 600 students. Forty internet workstations are on the open floor for research. The entire library is WiFi-enabled and iPads, laptops, e-readers, digital dictionaries and calculators are loaned to

students for on-site use. There are three main service points in the Main Library, namely Circulation/Reserve, Reference, and Periodicals. In addition, we have an active instructional program to teach information literacy.

The library has a staff of fourteen full-time and eleven 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 1,423 Media Materials plus seven film databases • Assistive Technology • Leisure Reading Collection • Group Study Rooms • 24/7 Chat Reference • iPads • Laptop Loaners • E-readers • Electronic dictionaries • Calculators • Electronic journals • E-books

***For more information on CUNY libraries and NYC Public Libraries, go to the "Libraries" section of this handbook.***

## **Public Safety**

**Michael Korn, Director**

Room S215/Phone 212 220-8075/Fax 212 220-2374

***Emergency: 212 220-8080 or 911 (also blue call boxes are located around the campus)***

[www.bmcc.cuny.edu/safety](http://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. The 2012 Annual Security Report is available at <http://www.bmcc.cuny.edu/safety/form/index.html>

***For more information on Domestic Violence Policies, go to the "Policies" section of this handbook.***

## **Registrar**

**Mohammad K. Alam, Senior Registrar**

Room S315/Phone 212 220-1290/Fax 212 220-1254

[www.bmcc.cuny.edu/registrar](http://www.bmcc.cuny.edu/registrar)

[Registrar@bmcc.cuny.edu](mailto:Registrar@bmcc.cuny.edu)

Monday-Thursday 9 am - 7 pm\*

Friday 9 am - 5 pm

*\*Monday-Friday 9 am - 5 pm (when classes are not in session)*

The Registrar's Office maintains your academic records, schedule of 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 program by using CUNYfirst. The office website has many forms, such as request for graduation, the name/address change form, and curriculum change, etc. Click on the Records and Registration link from Offices and Services option found on BMCC main page to see the forms. You can also pick up the forms in person from the Registrar's Office.

If you are admitted to BMCC and your attendance at the College is interrupted, you should file a “readmit application” directly with the Registrar’s Office.

***For a step-by-step description on how to use the CUNYfirst for Web Registration, go to the “How Do I” section of this handbook.***

Please be sure you print and keep all of your CUNYfirst records.

## **Scholarships, Awards and Other Opportunities Office**

**Sussie Gyamfi, Coordinator for Special Services**

Room S350/Phone 212 220-8133/Fax 212 220-8129

[www.bmcc.cuny.edu/scholarships/](http://www.bmcc.cuny.edu/scholarships/)

Monday-Thursday 9 am - 6:30 pm

Friday 9 am - 5 pm

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/](http://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.

## **Single Stop**

**Deborah Harte, Student Life Manager**

Room S235/Phone 212 220-8195

Monday-Friday 9 am - 6 pm

Single Stop provides FREE referrals to services that can help address the needs of BMCC matriculated students so they can remain in school and succeed academically. The areas of service include legal and financial counseling; tax preparation and screening for government and community benefits.

## **Student Activities**

**Harry Mars, Director**

Room S234/Phone 212 220-8160/Fax 212 220-1282

[www.bmcc.cuny.edu/studentactivities/](http://www.bmcc.cuny.edu/studentactivities/)

[osa@bmcc.cuny.edu](mailto:osa@bmcc.cuny.edu)

Monday-Friday 9 am - 6 pm

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—go to the “How Do I” section of this handbook.***



## **Student Government Association**

Room S242/Phone 212 220-8208

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 assisting with 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 legislative bodies of the college: the Academic Senate and the College Council. These bodies 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 S242. To find out about SGA elections and whether you are eligible to run, visit the Student Activities Office and pick up an official Elections Guidelines.

## **Student Peer Mentoring Program**

**Denise Dellaporta**

Room S115E/Phone 212 220-8130

[www.bmcc.cuny.edu/peermentor](http://www.bmcc.cuny.edu/peermentor)

Monday-Friday 9 am - 5 pm

The BMCC Peer Mentoring Program connects successful continuing students with new students and those in academic difficulty. To alleviate the confusion when transitioning to college, the Peer Mentor program at BMCC aims to match students with mentors who will provide information, support and guidance toward their degree completion.

Mentors and mentees will develop personal, leadership and academic skills, become familiar with the various resources available to students on campus and develop healthy and comfortable mentoring relationships.

## **Student Publications**

**Student Yearbook**

Room S234/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 staff, contact the Office of Student Activities.

## Technology Helpdesk

**Sheldon Grant, Helpdesk Manager**

Room S112/Phone: 212 220-8002

[www.bmcc.cuny.edu/computing](http://www.bmcc.cuny.edu/computing) or [ccc.bmcc.cuny.edu](http://ccc.bmcc.cuny.edu)

[helpdesk@bmcc.cuny.edu](mailto:helpdesk@bmcc.cuny.edu)

Monday-Friday 8 am - 8 pm

Saturday-Sunday 9 am - 5 pm

The College Computer Center is responsible for the college's network infrastructure and maintains the Student Helpdesk to assist you with CUNYfirst, BMCC Portal, BMCC Student E-mail, CUNY Portal, Wireless Access, Pay Per Print/Copy, Library Database and logging into iCafe and lab computers.

We have designed these systems with you and your busy schedule in mind, so that most of the technical issues you may encounter can be resolved remotely via a touch screen kiosk. Also, we have provided a suggestion box on our website to receive your IT-related suggestions.

There are several ways to get assistance from the Help Desk:

1. Visit the Computer Center website which contains a host of information and system alerts: [www.bmcc.cuny.edu/computing](http://www.bmcc.cuny.edu/computing) or [ccc.bmcc.cuny.edu](http://ccc.bmcc.cuny.edu)
2. Get answers to frequently asked questions at our touch screen kiosks deployed throughout the campus or by accessing the BMCC Solution Center via BMCC portal: [mybmcc.bmcc.cuny.edu](http://mybmcc.bmcc.cuny.edu)
3. E-mail us at [helpdesk@bmcc.cuny.edu](mailto:helpdesk@bmcc.cuny.edu) from your BMCC Student E-mail (never provide your social security number and/or your DOB in an e-mail)
4. Call us at (212-220-8002) or visit us in room S112 in the 199 Chambers St. building

***For more information, see the computer information in the "How Do I" section of this handbook.***

Help us help you!

If you do have questions, contact the HelpDesk and explain the problem in as much detail as possible. Include any error messages, time of day error occurred, 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# and/or your DOB via e-mail). In-person service is also available with your BMCC ID card in room S113.

## BMCC Tribeca Performing Arts Center

**Linda Herring, Executive Director**

Room S115K/Box Office: 212 220-1460

[www.tribecapac.org](http://www.tribecapac.org)

[info@tribecapac.org](mailto:info@tribecapac.org)

Box Office hours: Tuesday-Saturday Noon - 6 pm

BMCC Tribeca Performing Arts Center, the longest operating performance venue in lower Manhattan, is dedicated to identifying, supporting and presenting established and emerging artists in a variety of disciplines, including music, dance and children's theater to the diverse Metropolitan audience.

BMCC staff, faculty & alumni receive a 20% discount to events in the Tribeca Spotlight, Dance, Family, Lost Jazz Shrines and Monk-in-Motion: Next Face of Jazz series. Students may receive an additional discount to Monk-in-Motion and Lost Jazz Shrines.

## **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](mailto:jshort@bmcc.cuny.edu)

Monday-Thursday 10 am - 7 pm

Friday 10 am - 7 pm

Saturday 10 am - 5 pm

The Basic Skills English Lab offers tutoring for students taking English 088 and 095. We will train you to find and fix your own errors, as well as, show you strategies that will help you pass your final writing and the CATW.

### **College Discovery Tutorial Program (Lab: Room S510)**

**Ebony Medas, Academic Program Specialist**

Room S340D/Phone 212 220-8173

[cdp@bmcc.cuny.edu](mailto:cdp@bmcc.cuny.edu)

Monday-Thursday 9 am - 8 pm

Friday 9 am - 6 pm

Saturday 9 am - 2 pm

If you are a student in the College Discovery Program (CDP), you are eligible to take advantage of the academic support services that are offered each semester. These services consist of individual, small group, and walk-in tutoring sessions in various subjects as well as midterm and finals review study sessions. The CDP Learning Assistants will help students with all college level and basic skills courses. In addition, they will prepare students for the CUNY-wide entrance and exit examinations. The Learning Assistants use a variety of teaching and coaching methodologies to help students comprehend their specific area of study. CD students can also work on course assignments, do research, and sharpen their computer and academic skills in our Open Lab.

### **English as a Second Language Lab**

**Joshua Belknap, Coordinator**

Room S510J/Phone 212 220-1422

[jbelknap@bmcc.cuny.edu](mailto:jbelknap@bmcc.cuny.edu)

Monday-Thursday 9 am - 9 pm

Friday 9 am - 4 pm Saturday 10 am - 4 pm

The ESL Lab offers tutoring for all ESL courses. Tutorial services include individual and small group tutoring, walk-in tutoring, and tutoring to help ESL students to prepare for the CUNY CATW Writing exam and E-tutoring. In addition, the lab stocks books, audiobooks, and DVDs (films and documentaries in English), as well as English grammar and writing computer software. The lab also provides computer

instruction for students enrolled in ESL classes. Students can access online English writing and grammar resources on the BMCC ESL Lab web site (<http://bmccesllab.wikifoundry.com/>). 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**

### **Gregory Farrell, Acting Director**

Room S510L/Phone 212 220-1379

[gfarrell@bmcc.cuny.edu](mailto:gfarrell@bmcc.cuny.edu)

[www.bmcc.cuny.edu/lrc](http://www.bmcc.cuny.edu/lrc)

Monday-Thursday 8 am – 10 pm

Friday 8 am – 7 pm

Saturday 9 am – 5 pm

Sunday 10 am – 5 pm

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

## **Learning Resource Center Tutorial Program**

### **Nandrani Algu, Coordinator**

Room S510/Phone 212 220-1378

[nalgu@bmcc.cuny.edu](mailto:nalgu@bmcc.cuny.edu)

[www.bmcc.cuny.edu/lrc](http://www.bmcc.cuny.edu/lrc)

The Learning Resource Center provides tutorial services which include individual and small group tutoring, study-skills workshops, 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. The Learning Resource Center also maintains a library consisting of texts, videotapes, and computer software.

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](http://www.bmcc.cuny.edu/e-tutoring). Frequently Asked Questions (FAQs) are also available through this website.

## **Math Lab Tutorial Program**

### **David Lorde, Coordinator/Senior College Lab Technician**

Room S535/Phone 212 220-1344

[dlorde@bmcc.cuny.edu](mailto:dlorde@bmcc.cuny.edu)

Monday, Tuesday 10 am - 9 pm

Wednesday, Thursday 10 am - 8 pm

Friday 10 am - 4 pm, 4 pm - 7 pm (S535)

Saturday 10 am - 5 pm

Sunday 10 am - 5 pm (S535)

The Math Lab offers tutoring and technological resources to support students in all of BMCC's mathematics courses. Tutoring is offered on a drop-in basis; students need not make appointments. Additionally, the Math Lab offers workshops for special topics including preparation for the Pre-algebra and Algebra COMPASS/CUNY Maple T.A. exams. The Math Lab houses a large collection of instructional video tapes, computer software for mathematics, and topic-specific worksheets. Instructors may administer make-up tests for their students in the Lab. In addition, during finals the Math Lab will have extended hours for students.

### **Online Tutoring**

**Nadia Sandy-Bruce, Coordinator**

Room S510/Phone 212 220-8359

[nsandybruce@bmcc.cuny.edu](mailto:nsandybruce@bmcc.cuny.edu)

[www.bmcc.cuny.edu/onlinetutoring](http://www.bmcc.cuny.edu/onlinetutoring)

Online Tutoring is one of the many ways that BMCC is extending its academic support services to students to make their college career a success. Online Tutoring provides students with live online tutorial sessions from anywhere they have internet access, as well as E-Tutoring (email tutoring) services.

Live online tutoring utilizes audio, video, electronic whiteboard and chat technology to provide students with virtual tutoring sessions anywhere they have internet access. Students can register for a virtual tutoring appointment or drop in to a live chat session with a certified tutor, using a desktop, laptop, tablet or smartphone. Visit the Online Tutoring website: [www.bmcc.cuny.edu/onlinetutoring](http://www.bmcc.cuny.edu/onlinetutoring) to join a virtual tutoring session today!

### **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, and support for classroom related computing activities and course specific software.

### **Nursing Tutorial Lab**

**Heather Evans-Tracey, Senior College Lab Technician**

**Persio Pereyra, Senior College Lab Technician**

Room S745/Phone 212 220-8390 or 212 220-8240

[nursingtutoring@bmcc.cuny.edu](mailto:nursingtutoring@bmcc.cuny.edu)

See the bulletin board outside S745 for hours and [www.bmcc.cuny.edu/calendar](http://www.bmcc.cuny.edu/calendar)

The Nursing Tutorial Lab offers reference guides and assistance in drug calculation, required nursing courses, and preparation of nursing care plans. We also offer e-tutoring.

## **Reading Lab**

### **Joseph Johnson, Reading Lab Supervisor**

Room S510E/Phone 212 220-1410

[jjohnson@bmcc.cuny.edu](mailto:jjohnson@bmcc.cuny.edu)

Monday-Thursday 8:30 am - 8:30 pm

Friday 8:30 am - 7 pm

Saturday 10 am - 3 pm

Sunday 10 am - 1 pm

With the use of Supplemental Instruction assistants and tutors, computers, text, and teacher prepared assignments, the Reading Lab helps you strengthen your reading comprehension abilities and helps you pass the CUNY Assessment Test in Reading. Reading across the curriculum text materials are available for the college-wide student community as well.

## **The Writing Center**

### **Franklin Winslow, Director**

Room S510/Phone 212 220-1384

[writingcenter@bmcc.cuny.edu](mailto:writingcenter@bmcc.cuny.edu)

Monday-Thursday 10 am - 8 pm

Friday 10 am - 5 pm

Saturday 10 am - 3 pm

The BMCC Writing Center offers a variety of services that help students make their professional and personal writing more clear, concise, imaginative, and reflective. The Center guides students in all aspects of the writing process: from developing ideas to polishing final drafts of essays for submission. The Center also assists students with writing for resumes, cover letters, fellowships and college transfer applications. Tutoring is offered on an appointment and drop-in basis, through E-Tutoring, and via the Online Tutoring Program.

## **Veterans Resource Center**

### **Wilfred Cotto, Veterans Services Coordinator**

Room S115C/ Phone 212 220-8000 x5364/x5367

Monday & Wednesday 9 am to 7 pm

Tuesday, Thursday & Friday 9 am to 5 pm

The Veterans Resource Center serves the needs of prospective and enrolled service members, veterans, their dependents, their survivors, and others eligible to receive education benefits under various Department of Veterans Affairs (DVA) programs. The primary purpose of the Veterans Resources Center is to facilitate a smooth transition from military life to the college experience by providing veterans a strong support system, resources and services. For more information contact the Veterans Resource Center or visit our website: [www.bmcc.cuny.edu/veteranstudents](http://www.bmcc.cuny.edu/veteranstudents).

## **Women's Resource Center**

**Deborah Parker, Director**

Room S340/Phone 212 220-8165

doparker@bmcc.cuny.edu

Monday-Wednesday, Friday 9 am - 5 pm

Thursday 9 am - 6 pm

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 leadership development, wellness, gender identification, domestic violence, stress management, parenting, relationships, and academics.

In addition, the WRC staff members facilitate weekly support groups and work 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.

### **Louis Stokes Alliance for Minority Participation in Science, Engineering, and Mathematics (LSAMP)**

LSAMP prepares African-American, Hispanic, and Native-American students for higher degrees and careers in science, engineering, and mathematics. LSAMP students work with mentors on research projects in their chosen areas. For more information, contact Helene Bach, in the Office of Academic Affairs, S715.

### **The Chi Alpha Epsilon National Honor Society/Gamma Nu Chapter**

Students enrolled in the College Discovery Program are encouraged to join the Gamma Nu Chapter of the Chi Alpha Epsilon (XAE) National Honor Society. They may petition for induction into membership of the national society after completion

of two full time semesters, with an earned semester Grade Point Average of at least (3.00). Chi Alpha Epsilon is a national academic honor society for students enrolled in Special Opportunity Programs such as SEEK, EOP, HEOP and others.

*Meetings are held on Wednesdays during club hours from 2 pm - 4 pm. For further information, please contact the faculty advisor, Mr. Nelson Izquierdo at 212-220-8001 or email at [nizquierdo@bmcc.cuny.edu](mailto:nizquierdo@bmcc.cuny.edu).*

## **Collegiate Science and Technology Entry Program (C-STEP)**

Collegiate Science and Technology Entry Program (C-STEP) gives students the opportunity to conduct research projects with faculty mentors, and to participate in hands-on workshops during biweekly C-STEP meetings. Students doing individual research give a presentation on their projects at the end of each semester. Some students are selected to represent BMCC at the C-STEP Student Conference in Lake George, NY. We also organize visits to other colleges and sites of interest. For example, C-STEP students visited Long Island University, Brookhaven National Laboratories, Liberty Science Center and the Bodies Museum (the last two in collaboration with the Science Seminar Club). At the biweekly C-STEP meetings you can also learn about science, math and technology careers, and how to prepare yourself for one. Students have done summer internships at Clarkson University, Tufts University, and at the BMCC Science Research Institute.

The program is geared toward historically underrepresented groups in the sciences, math and technology, and/or students with financial need. To qualify for C-STEP you must belong to either of these categories, as well as be a full-time BMCC student, be working toward a degree, maintain a GPA of 3.0 or higher, and you must be a resident of the state of New York. If you have any questions about this program call (212)-220-8000 ext: 7980 or email Dr. Helene Bach, Director of Research [hbach@bmcc.cuny.edu](mailto:hbach@bmcc.cuny.edu).

## **Exploring Transfer Summer Program At Vassar College**

BMCC students are eligible to apply for an intensive academic summer program at Vassar College. Exploring Transfer is a five-week-long residential program that introduces selected community college students to the rigors of academic life at a selective college. The goal of the program is to encourage students to transfer to four-year colleges. Exploring Transfer concentrates in the liberal arts and also includes a course in the sciences. The program is free to selected participants. For more information and an application, contact Professor William M. Roane, Room N651T, at 212-220-1225 or email [wroane@bmcc.cuny.edu](mailto:wroane@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 are field experiences that enable students to integrate the theories and principles learned in the classroom with practice in the workplace. Internships can provide you with an opportunity to explore different careers, gain practical experience, build a resume, and help you network with professionals in a wide range of businesses and organizations.

Students receive two academic credits working a minimum of 15 hours per week for the length of the academic semester in work sites related to their majors. Interns are advised by Cooperative Education Faculty.

Internships are available to students who have completed a minimum of 24 credits, including at least two courses within the student's major field of study. Students majoring in Accounting, Business Management, Multimedia Programming and Design, Office Automation, Small Business Entrepreneurship, and Video Arts and Technology are required to participate in an internship. Internships are also available to students majoring in Business Administration, Communication Studies, Computer Information Systems, GIS (Geographic Information Science) and Liberal Arts. For more information, contact Prof. La-Dana Jenkins, in room F-530L (Fiterman Hall), 212-220-8058.

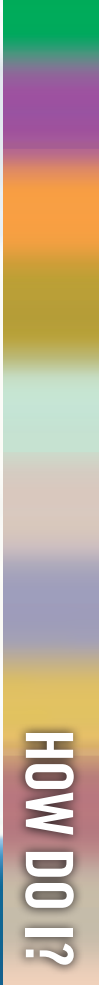
## **Phi Theta Kappa (Alpha Kappa Chapter)**

Phi Theta Kappa is the only internationally recognized honor society at BMCC. Membership carries a wealth of benefits, including unique scholarships; leadership, service, and fellowship opportunities; and the chance to work with BMCC's best and brightest on truly meaningful projects. If you have completed 12 or more credits at BMCC, and have achieved a GPA of 3.50 or higher, come join us! For more information about this prestigious organization, contact Professor Alex d'Erizans in the Social Sciences and Human Services Department, N651Z, 212-220-8000 ext. 5244, or e-mail him at [alex.derizans@gmail.com](mailto:alex.derizans@gmail.com).

## **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, Asia, 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 Academic Study Abroad Programs Manager Deborah Stengle, in room S130G, 212.220.8000 ext. 5013, or e-mail her at [dstengle@bmcc.cuny.edu](mailto:dstengle@bmcc.cuny.edu), or Student Affairs at 212-220-8130.





HOW DO I?



# Computers

## What is CUNYfirst?

CUNYfirst stands for “Fully Integrated Resources and Services Tool.” This is a student information system that contains your entire academic record. Activities such as registering and paying for classes can be done through CUNYfirst.

## What is BMCC Portal?

BMCC Portal is single access point to various applications and resources. Access is available to Scholarship Application, Federal Work Study Information, Library Databases and much more. Your BMCC Account will give you access to the BMCC Portal as well as WiFi on campus, iCafe, Library, classrooms and lab computers, library databases and E-Books. This password will expire every 180 days.

Firs time users should follow the directions below to active their BMCC Account.

Step 1: Go to [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Step 2: Click on BMCC Portal in the upper right hand corner

Step 3: Click on Account and Password Help, then choose New Account Activation.

Step 4: Fill in the required fields and activate your BMCC Account and Email.

For instructions on how to configure your BMCC email on your phone or mobile device please go here [https://ccc.bmcc.cuny.edu/V2/BMCC/media/BMCCLibrary/Document/Email/Revisedstu\\_e-mail\\_inst\\_iphone-android.pdf](https://ccc.bmcc.cuny.edu/V2/BMCC/media/BMCCLibrary/Document/Email/Revisedstu_e-mail_inst_iphone-android.pdf)

## How do I get a student e-mail account?

Your BMCC email address is automatically created within two business days of registering for classes and settling your bill. Through a CUNY wide partnership with Microsoft, Office 365 officially houses all BMCC student email accounts. You can access your BMCC email by logging to <https://outlook.office365>. Your student email is the primary source of communication from the college.

First time users should follow the directions below to active their BMCC Email Account.

Step 1: Go to [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Step 2: Click on BMCC Portal in the upper right hand corner

Step 3: Click on Account and Password Help, then choose New Account Activation.

Step 4: Fill in the required fields and activate your BMCC Account and Email.

## What is the CUNY Portal?

CUNY Portal is your gateway to all CUNY services: college Web sites, information about applying or transferring to CUNY, university-wide events, obtaining ePermits, Blackboard\*, CUNY shopping discounts, free software downloads and more.

### To Log in to CUNY Portal

Step 1: Go to [www.cuny.edu](http://www.cuny.edu) and click on Portal Login

Step 2: Enter Your username and password. Click on Login.

Once you log in, a personalized page called my page is available to you on this page, you can access Blackboard and other resources.

*If you do not have a CUNY Portal account click on the create new account on the login screen and follow the instructions to create your account.*

*\*If no classes are listed on your Blackboard homepage and you have registered, please visit the e-learning center in room S-510a or call 212-220-8000 ext. 1243.*

## Can I print and make photocopies on campus?

Use your BMCC ID card and your BMCC account username to print and make photocopies throughout the campus. Money value added to your ID card or account is exclusively used for making copies and printing.

**Printing** - Printing in the computer labs and Learning Resource Center (S510) is available at no cost; however, the number of printed pages is limited. Color or black & white printing is available in the Library (S410) at a per-page cost. In order to print in the library, students must know their BMCC account user name and password. **For a list of Computer Labs locations, go to the “Services” section of this handbook.**

**Photocopying** - Students can photocopy in the Library-S410, Fiterman Hall-7th floor, and Murray Street Building-10th floor. Copies can be paid for by adding money to the BMCC Account username, BMCC ID card or by cash/coins. There are add-value computer stations near the copy machines so cash/coin value can be added to the BMCC account username/ID Card. Photocopying is \$0.10/page (one-sided) and \$0.15/page (double-sided). Money value can also be added online by using a credit card. Go to the [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) website and log into the BMCC Portal by typing in your username and password, and then click on the green PaperCut icon for credit card payment instructions.

### Photocopy Machine Locations

<b>Library, S410</b>	Use cash/coins, the BMCC account username or BMCC ID card to pay for copies.
<b>Fiterman Hall, 7th Floor</b>	Only use the BMCC account username or BMCC ID card to pay for copies.
<b>Murray Street, 10th Floor</b>	Use cash or coins only to pay for copies.

### Does BMCC have a wireless network?

BMCC offers free wireless access through the 199 Chambers Street, Murray Street, and Fiterman locations, and also in Washington Mark Park

Below is a listing of all available wireless networks on campus:

- “BMCC-SECURED” (this is the preferred network)
- “BMCC-OPEN”
- “BMCC-FreeWifi” (Wi-Fi network to use when in Washington Park, outside of Fiterman Hall, and World Trade Park only)

**BMCC-OPEN:** Basic authentication, no encryption, bandwidth limitation, filtering, session limit, inactivity time-out, and users need to logon every 24 hrs. For faculty, staff, and students.

**BMCC-SECURED:** 802.1x authentication, full encryption, higher throughput, one-time logon, no inactivity time-out and users stay connected for 30 days. For faculty, staff, students and guests.

**BMCC-FreeWifi:** A wireless network that is ONLY available in Washington Park and around Fiterman Hall outdoor areas, including the park in front of World Trade Tower 7. No authentication is needed and users only need to accept BMCC’s security policy.

Visitors to the BMCC campus can connect to BMCC-OPEN and a user can claim the account from the Self-Service Guest Portal.

For help on connecting and troubleshooting your wireless connection please visit the Help Desk in room S112.

# Registration

Visit [www.bmcc.cuny.edu/cunyfirst](http://www.bmcc.cuny.edu/cunyfirst) for more information on using CUNYfirst.

1. Login to CUNYfirst at: **[www.bmcc.cuny.edu/cunyfirst/student.jsp](http://www.bmcc.cuny.edu/cunyfirst/student.jsp)**  
*Note: Important campus updates will be posted on your CUNYfirst page once you log in.*
2. Once you log in, follow the navigation below to begin adding classes to your shopping cart: HR/Campus Solutions > Self Service > Enrollment > Enrollment: Add Classes.
3. Choose your registration term (e.g., Spring 2014) and select Continue.
4. Click the green search button to search the schedule of classes.
5. Under Search Criteria, select at least 2 search fields (subject, course number). To further refine your search, select **Additional Search Criteria**. Select **Search**.
6. Review the search result and choose the sections that best fit your schedule. Once you have made your selection, choose **Select Class**.
7. Review the class details and select **Next** to add the class to your Shopping Cart. Keep adding classes to your Shopping Cart until you have selected all the classes needed for registration. Your Shopping Cart is also accessible under the **Plan** tab at the top of the page.  
*NOTE: Adding classes to your shopping cart does not confirm enrollment. Complete the next 2 steps to confirm enrollment.*
8. Review the classes in your Shopping Cart and then click **Proceed to Step 2 of 3**.
9. Confirm your classes by clicking **Finish Enrolling**.



# 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/](http://www.bmcc.cuny.edu/admissions/residency/)

## How do I pay my tuition bill?

1. Login to CUNYfirst at: <https://home.cunyfirst.cuny.edu>.
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self Service followed by Student Center.
4. In the Finances section, click the Account Inquiry link to see the details of the Account Summary.

**Note: Financial Aid information will be available 2 business days after your registration activity.**

Under the Account Inquiry Tab, you will be able to view your pending financial aid. If you have pending financial aid that will cover your tuition and fee charges, you do not need to proceed with the additional payment steps.

5. If you need to make a payment, select Make a Payment.
6. Enter dollar amounts in the Payment Amount column and select next. Payment should be made in full.
7. Select your payment method – Credit Card or Electronic Check and select Next.
8. Enter Payment Details and select next.
9. Confirm Payment and Submit.



# Financial Aid

## How do I receive information about financial aid?

BMCC's financial aid website at [www.bmcc.cuny.edu/finaid/](http://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 phone, e-mail or visit the Financial Aid Office during regular business hours for one-on-one 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 website.

### 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](http://www.bmcc.cuny.edu/scholarships). Significant numbers of BMCC students benefit from BMCC Fund, Inc. Scholarships, Out In Two Scholarships, and others.

## 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.gov](http://www.fafsa.gov). If you file your 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.

Online filing allows you to receive your application results in as little as 72 hours.

## 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 Support Team (F.A.S.T.) Web Services Center, Room S143.

## When should I apply for financial aid?

Allow at least 4-6 weeks to get your applications processed. If you haven't filed your applications early enough, you will have no pending financial aid to put against your tuition charges and may have to settle the charges 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.gov](http://www.fafsa.gov)
- If eligible use the IRS Data Retrieval option for you, your spouse (if married) and your parents (if dependent) to transfer your income information directly from IRS records to your FAFSA.
- 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/](http://www.tapweb.org/totw/). You must have received Student Aid Report results from your FAFSA before using this link to apply for TAP.

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

### **For Spring Admission**

#### **October 31**

- File your FAFSA-on-the-Web at [www.fafsa.gov](http://www.fafsa.gov)
- If eligible use the IRS Data Retrieval option for you, your spouse (if married) and your parents (if dependent) to transfer your income information directly from IRS records to your FAFSA.
- 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/](http://www.tapweb.org/totw/). You must have received your Student Aid Report results from FAFSA before using this link to apply for TAP.

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

## How to view financial aid in CUNYfirst Self-Service?

The Student Center will provide information about your financial aid awards by term.

Step 1: Login to CUNYfirst.

Step 2: Select **HR/Campus Solutions** from the left menu.

Step 3: Navigate to **Self Service** followed by **Student Center**.

Step 4: Click the Financial Aid tab to view your awards.

Financial Aid information will be available on your account 1 to 2 business days after your registration activity is completed. You will also be able to view your estimated financial aid budget for the academic year and the scheduled disbursement dates of each award.

## 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/equated credits per semester. (Dollar amounts are pro-rated to your enrollment status at the end of the add/drop period.)

**Federal Loans, Work-Study & Supplemental Grant:** Establish & 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 6 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 a one-time repeat of any course previously passed.

**All NYS Aid Programs:** Payments are **NOT AVAILABLE** for repeating any class for which an acceptable passing grade was received.

## 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:** Must meet the college's minimum retention standard or be granted academic probation.

**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:** You must successfully complete a certain percentage of the total number of credits that you attempt according to the following table:

### **Associate Degree**

Credits Attempted	15	30	45	60	75	90
Credits Earned	0	6	20	33	45	61

**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.

*Note: Students enrolled in a remedial program of study will be evaluated using the first chart without regard to the academic year TAP was first received.*

### **1st Payment Received before 2007-08 through 2009-10**

<b>Semester</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Credits for degree	0	3	9	18	30	45
Minimum GPA	0	.5	.75	1.3	2.0	2.0

### **1st Payment Received in 2010-11 or thereafter**

<b>Semester</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Credits for degree	0	6	15	27	39	51
Minimum GPA	0	1.3	1.5	1.3	2.0	2.0

## **Is financial aid available for the winter and summer sessions?**

The Spring Term will consist of two sessions: a winter session and a spring session. Enrollment in either or both the winter session and the spring session may be considered eligible enrollment for payment of Federal Pell Grant. New York State tuition assistance is not available for the winter session.

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

- You may be eligible for a summer PELL grant if you have not used all of your scheduled PELL grant eligibility in the prior fall or spring terms.
- You may be eligible for a summer TAP award if you earned 24 degree credits in the prior fall and spring terms and have reapplied for TAP for the new academic year.

Note that information about summer awards may not always be available at the time you register for summer classes. Although the Bursar attempts to defer summer tuition based on the best available financial aid information, it may not always be possible to do so. 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 winter and summer financial aid, read our information guide posted on our website and, also available at the Financial Aid Office.

## **How does withdrawing from classes affect my financial aid?**

Financial aid is awarded with the expectation that you will attend your classes for the entire period for which the aid was awarded. 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 also 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 want to accomplish at BMCC and how long it will take to reach 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 a 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

**Access DegreeWorks**, an online advisement system which provides you with details about the courses and requirements you have taken and those which are still required for graduation. All students will need to create (if they have not done so already) a Username and Password through the CUNY Portal in order to access BMCC DegreeWorks. Login information can be found at [www.cuny.edu](http://www.cuny.edu).

# DegreeWorks

## DegreeWorks Features

Step by step Instructions for DegreeWorks:

Step 1: Go to [www.cuny.edu](http://www.cuny.edu)

Step 2: Click on the Log-In link on the right side of the page.

Step 3: Enter your Username & Password and click the Login button.

Step 4: Click on the Student Advisement/ DegreeAudit link.

Step 5: Students will be taken to their own customized audit.

Advisors and Staff will need to enter the student's EMPLID or CF ID Number and hit ENTER on your keyboard to pull the students degree audit.

Note: If you need help with CUNY Portal go to [www.cuny.edu](http://www.cuny.edu) and click on the Portal Help link on the left side of the page.

## DegreeWorks Features

### Worksheet Tab

This tab displays the student's degree progress based on the student's major on file. This also displays the student's remedial placement information, impoundment, if any, and academic notes.

### What If Tab

What-If audits allow you to check into other majors using your current class history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new curriculum.

### Planner Tab

The Planner contains a grid organized by academic term. Advisors can plan student's future course offering for as many as eight semesters. Students can only view a planned schedule.

### Notes Tab

Often advisors would like to make a permanent note of what was discussed and what needs to be done next. They may also want to see what has been discussed with the student by a previous advisor. The Notes feature of Degree Audit can be used for this.

### GPA Calculator Tab

There are three different GPA calculators: Graduation, Term, and Advice. The calculators, in conjunction with current DegreeWorks functions, can help students in realistic goal-setting at the beginning of the term, precise calculation of their end-of-term GPA using students' actual academic information, and accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations.



## **Look Ahead Tab**

Students can use this tab to see exactly how a future course can be applied to their graduation requirement. This is similar to running a Planner Audit. Students mostly use this tab since they do not have access to process an audit from Planner.

## **Links:**

-Link to the Transfer Information & Program Planning System (TIPPS) learn if the course you selected transfers to a senior college in CUNY.

-Link to BMCC e-mail.

-Link to eAdvisement.

## **Help**

The dynamic Help button, at the upper right hand corner of the screen, includes a detailed description of all the functions and features. If you need further help, please email the DegreeWorks implementation team at: [dwhelp@bmcc.cuny.edu](mailto:dwhelp@bmcc.cuny.edu).

## **Graduation & Transfer Checklist**

1. Register for your last semester's courses and make sure you will complete all of your program requirements.
2. Apply for graduation. (Check the Academic Calendar for the deadlines.)
3. A graduation evaluation will be mailed from the Registrar's Office.
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. Please visit [www.cuny.edu](http://www.cuny.edu) for the transfer deadline for fall and spring admission to CUNY senior institutions. For all other institutions, please check directly with them.
7. Request an official BMCC transcript be sent to your intended institution if you are applying for a non-CUNY 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 earned 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
<b>Totals</b>				<b>17</b>		<b>42.3</b>

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

To compute your GPA online, use our GPA Calculator on the web at [http://www.bmcc.cuny.edu/degreeworks/SD\\_HelpGPACalculator.html](http://www.bmcc.cuny.edu/degreeworks/SD_HelpGPACalculator.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](http://www.bmcc.cuny.edu).

## GPA Calculation Worksheet

Course	Final Grade	Quality Points		Credits	=	Points Earned
				x	=	
				x	=	
				x	=	
				x	=	
				x	=	
				x	=	
<b>Totals</b>						

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

For a full view of the grading policies, go to: <http://www.bmcc.cuny.edu/academics/page.jsp?pid=1040&n=Grading%20Policies>.

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	Definition	Index
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
R	Course must be repeated; minimum level of proficiency not attained.	–
S	Satisfactory	–
U	Unsatisfactory (counts as Failure)	0.0
W	Student withdrew from class between 4th and 10th week; non Failure.	–
Z	No grade submitted by the instructor.	-
CR	Transfer credit from another institution or course taken on permit	–
NC	No credit granted. Restricted to credit bearing courses, first time freshmen and Nursing students.	–
WA	Administrative Withdrawal (assigned by the Registrar's Office for administrative reasons, e.g. lack of immunization)	–
WD	Drop Withdrawal (assigned by the Registrar's Office for drops during 2nd and 3rd week of classes)	–
WN	Never attended (instructor initiates this grade during commencement of attendance for not attending at all during the first week of classes)	–

Grades	Definition	Index
WU	Withdrew Unofficially (Same as “F”. If a student stopped attending at any time during the term then he/she should receive a WU grade)	0.0
AUD	Audit. Course not taken for credit or grade.	–
INC	Term’s work is incomplete. The “INC” grade reverts to an “FIN” if a change is not made by the following deadlines: Spring and Summer terms- November 1; Fall term- March 15.	–
FIN	“F” from incomplete.	–
PEN	Grade Pending disciplinary action	0.0

<sup>1</sup> An “NC” grade can be assigned to a first semester freshman who has completed a course with a “D-, D, D+” (with the student’s permission) or an “F” grade. An “NC” grade can also be assigned to a Nursing course one time only during the 2nd-4th clinical semesters, when a student has earned a grade lower than “C.” Students who transfer to another institution should note that “NC” grades may be treated as “F” grades

## Academic Success Guide

The information contained in this section highlights several important aspects of academic life at BMCC. These aspects are presented to help you focus on achieving academic success.

### The CUNY Skills Assessment Tests

All students who are accepted to BMCC must first take the CUNY Skills Assessment Tests in reading, English writing, and mathematics. Your performance on these placement exams will determine if you need developmental skills or remedial assistance.

*Placement Exam Exemptions:* There are several ways in which you may be given an exemption from taking the CUNY Skills Assessment Tests. 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 80 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 500 or greater.
- SAT Reasoning Test - Math score of 500 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 80 or greater and completed high school Algebra 2/Trigonometry or a higher level course.
- Successful completion of a credit-bearing math course at a CUNY college or other regionally or New York State accredited institution (if the learning outcomes are deemed appropriate). Successful completion is a passing grade within CUNY and “C” grade or better for non-CUNY courses.
- Successful completion of elementary algebra at a CUNY college or other regionally or New York State accredited institution (if the learning outcomes are deemed appropriate). Successful completion is a passing grade within CUNY and “C” grade or better for non-CUNY courses.
- CUNY Associate’s degree holders.
- 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 Admissions Office before registration. If you have taken the CUNY Skills Assessment Tests at another CUNY college or through a high school program, please inform the Testing Office of the results before registration. All official exemption documentation must be mailed or hand-delivered in a sealed envelope to the Admissions Office, room S310.

After you have taken the CUNY Assessment Tests or submitted documentation in support of a waiver, you will receive an invitation for orientation from the college.

## **Other Placement Exams**

**Math Placement Exam (MAT 56 & MAT 206):** 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 S535, to take the Intermediate Algebra or Pre-Calculus exams, which are prerequisites for upper level math courses, some science, and other selected courses. MAT 56 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 majors.

**Modern Foreign Language Exam (Spanish, French, Italian, Chinese):** If you speak any of the languages listed above 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 S601 or at the Modern Language table during regular registration.

## **Immersion Program**

If you are a newly admitted student who needs to take a developmental course(s) because of your placement scores, 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 course 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 transfer credit policy since transfer credit requirements vary from one institution to another. For details, visit: [www.bmcc.cuny.edu/admissions/apply/transfer.html](http://www.bmcc.cuny.edu/admissions/apply/transfer.html). Be certain to speak with an Admissions counselor to find out what – if any – transfer credits BMCC will accept prior to registration. This will reduce the chance of your repeating courses at BMCC that you have 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 Department of Homeland Security (DHS) federal immigration regulations. 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 may still be required to test in English. Colleges may test ESL students who have completed a baccalaureate to assess their proficiency in English. If the assessment indicates a need for ESL Instruction, the college may require the student to take it and set standards for proficiency in English.

There are many support services available to you in your academic journey, especially the International Student Office, located in room S511N. 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 in any way they can.

## **Classroom Etiquette**

Now that you are a college student enrolled at BMCC, you are expected to present yourself and act the way a responsible college student is to behave in and outside of the classroom. 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 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 silence cell phones and other devices.
- Keep noise levels down throughout the building.

## 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.

### **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 and Human Services 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 at 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 S410, and the Learning Resource Center (LRC), room S510, will help you achieve this goal.

## CUNY Pathways at BMCC

In fall 2013, CUNY implemented the Pathways initiative across its undergraduate colleges. Pathways established a new system of general education requirements and new transfer guidelines across the University - and by doing so reinforced CUNY's educational excellence while easing student transfer between CUNY colleges.

The Pathways Common Core framework at BMCC is made up of two elements - the **Required Common Core** and the **Flexible Common Core**.

**Common Core** - 30 credits

**Required Common Core** (12 credits / 4 courses)

English Composition (2 courses)

Mathematical and Quantitative Reasoning (1 course)

Life and Physical Sciences (1 course)

**Flexible Common Core** (18 credits/6 courses)\*\*

World Cultures and Global Issues (1 course)

U.S. Experience in its Diversity (1 course)

Creative Expression (2 courses)\*\*

Individual and Society (1 course)

Scientific World (1 course)

*\*\* BMCC has specified how the sixth Flexible Common Core course must be chosen, depending on your major.*

For more information on Pathways, please visit [www.bmcc.cuny.edu/pathways](http://www.bmcc.cuny.edu/pathways)

## 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 S108) 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.
- Have the college application and essay, if required, completed BEFORE the deadline.
- Request that an official BMCC transcript be sent to the college(s) of your choice from the Registrar’s Office, room S315.

### **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. You become a more desirable candidate to other colleges and employers because you complete your degree!
1. Because when you “Start Here,” and complete your 60 (to 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. For a complete list of BMCC’s current articulation agreements listed by majors, please visit our website at:  
[www.bmcc.cuny.edu/transfrcntr/transferinfo/agreements.html](http://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 to transfer from any of the participating community colleges, including BMCC, to New York University - Steinhardt School of Education, Silver School of Social Work and School of Continuing and Professional Studies-Paul McGhee Division. This is done by offering transfer agreements that allow you to maximize the number of credits you can 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 any CUNY senior college, such as Baruch, City College 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](http://www.tipps.cuny.edu).

### **Transfer 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 CUNY application can be accessed online at [www.cuny.edu](http://www.cuny.edu). Many, if not most, colleges prefer that you fill out their applications online; however you can request the applications from the individual colleges directly.

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 S108 and speak with one of their advisors.

## **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](http://www.bmcc.cuny.edu/transfrcntr/e-advising.html) to utilize this service.

## **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 and remedial requirements).

## Nontraditional Career Academic Services

More and more students are discovering that they have the abilities and interests to excel in careers that have been traditionally been considered nontraditional. **Nontraditional careers defy conventional gender-based roles.** Below you will find the listing of majors that are considered nontraditional by gender:

### For Men

Accounting  
Early Childhood Education  
Health Information Technology  
Nursing

### For Women

Business Administration  
Business Management  
Computer Network Technology  
Video Arts & Technology  
Small Business Entrepreneurship

If you are enrolled in any of the above mentioned programs, you will be provided with personalized academic advisement. This advisement includes, but is not limited to, semester advisement, course and curriculum planning, transfer advisement, and career mentorship. Special programs, such as transfer fairs to senior colleges offering nontraditional majors, round-table and panel discussions from leaders in the career fields, site visits, and open houses are available.



Sisterhood



Society



# Student Clubs

## How do I find out about student clubs?

The Offices of Student Activities (S234) oversees the clubs and will be happy to help you find a club. Student Activities works in collaboration with the Student Government Association (S242) 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 at [www.bmcc.cuny.edu/clubs](http://www.bmcc.cuny.edu/clubs) for information about leadership requirements, as well as how to start a club.

## Student Clubs & Organizations

*Clubs meet on Wednesdays 2 pm to 3:50 pm*

### Academic Clubs

- BMCC Accounting Club
- Business Enterprise Club
- Chi Alpha Epsilon Honor Society
- College Discovery Club
- Communication Studies Club
- Criminal Justice Club
- Economics & Finance Club
- Health & Wellness Club
- Health Information Technology
- Honor Society of Black Student Scholars
- Life Drawing Club
- Math Club
- Music Club
- Out-In-Two Club
- Photography Club

- Psychology Club
- Science Club
- Sculpture Club
- Sociology Club
- Student Nurses' Association
- Teacher Education Club
- Video Production Club

### Multicultural/Diversity Clubs

- African Students Association
- Beyond the Limits
- BMCC Desi Club
- Caribbean Club
- Chinese Culture Association
- French Speaking World
- Japanese Culture Club
- LGBT for Success



### **Political Clubs**

Dream Team  
International Students Club

### **Professional Clubs**

Computer Technology Club  
Modern Engineering Club  
Respiratory Therapy Club  
Travel & Tourism Club

### **Religious Clubs**

Biblical Greek Learners Club  
Buddhist Meditation For All  
Chinese Christian Fellowship  
Muslim Students Association  
Resurgence in Christ

### **Media Organizations**

Acentos Latinos  
BMCC Radio Club  
BMCC Journal  
Our Words Online Journal

### **Social Services Clubs**

Outreach Club  
N.Y. Tribeca Campus Lions Club  
Scholarship Society  
Sisterhood Society  
Social Service Club

### **Special Interest Clubs**

Anime Club  
Art History Club  
BMCC Chess Club  
BMCC Dance Ensemble  
BMCC Writers Guild  
Chorus Club  
Debate Club  
Fashion and Beauty Club  
Jewelry Making Club  
League of Legends Club  
Organization for Student Veterans  
Painting Club  
Panthers Cheerleading Club  
Parent Club  
Physics & Nanotechnology Club  
Programming Club  
Salsa Sazon Club  
Students Against Sexual  
& Domestic Assault

### **Sports Clubs**

BMCC Rowing Club  
Soccer Club







**CITY LIFE**

# 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 Street

212 240-0163

*acapellarestaurant.com*

## **Baluchi's**

Indian

275 Greenwich Street

212 571-5343

*Baluchis.com*

## **Barclay Street Cafe**

80 Barclay Street

*facebook.com/barclaystreetcafe*

## **Big Wong**

Chinese

67 Mott Street

212 964-0540

*bigwongking.com*

## **Bridge Café**

279 Water Street

212 227-3344

*bridgecafenyc.com*

## **Cafe Amore's**

Pizzeria

147 Chambers Street

212 619-0802

*cafeamorepizza.com*

## **Chipotle**

Mexican grill

275 Greenwich Street

646 412-3981

*chipotle.com*

## **Cornerstone Grill**

Chicken, Barbecue, Burgers

327 Greenwich Street

212 966-3065

*tribecascornerstonenyc.com*

## **Dim Sum Go Go**

Chinese

5 East Broadway

212 732-0797

*dimsumgo.com*

## **Jamba Juice**

Smoothies

88 West Broadway

212 227-9065

*jambajuice.com*

## **Kitchenette**

156 Chambers Street

212 267-6740

*kitchenetterestaurant.com*

## **Kori**

Korean

253 Church Street

212 334-0908

*korinyc.com*

## **Dahlia's**

Mexican

353 Greenwich Street

212 766-0911

**Mudville 9 Saloon**

Bar & Restaurant  
Wings, Burgers, Bar Food  
126 Chambers Street  
212 964-9464  
[mudville9.com](http://mudville9.com)

**Pakistan Tea House**

Pakistani  
176 Church Street  
212 240-9800  
[pakteahouse.zoomshare.com](http://pakteahouse.zoomshare.com)

**Nam**

Vietnamese  
75 Baxter Street  
212 267-1777  
[namnyc.com](http://namnyc.com)

**New Fresco Tortillas**

Mexican  
63 Reade Street  
212 791-2438  
[newfrescotortillas.com](http://newfrescotortillas.com)

**Nyonya Cuisine Penang**

Malaysian  
199 Grand Street  
212 334-3669  
[nyonya.com](http://nyonya.com)

**Quiznos Sub**

84 Chambers Street  
212 571-3600  
[quiznos.com](http://quiznos.com)

**Ruben's Empanadas**

Latin American  
149 Church Street  
212 513-1448

**Sophie's**

Cuban  
96 Chambers Street  
212 608-9900  
[sophiescuban.com](http://sophiescuban.com)

**Starbucks Coffee**

Coffee  
125 Chambers Street  
212 791-6368  
[starbucks.com](http://starbucks.com)

**Subway Sandwiches & Salads**

American, Italian fast food  
153 Chambers Street  
212 577-6779  
[subway.com](http://subway.com)

**Taco House**

Tex-Mexican Express  
178 Church Street  
212 393-1026  
[tacohousenewyork.com](http://tacohousenewyork.com)

**Taste of Tandoor**

Indian  
149 Church Street  
212 619-1200

**Tribeca Pizzeria**

Italian  
378 Greenwich Street  
212 732-5959  
[ordertribecipizza.com](http://ordertribecipizza.com)

**Whole Foods Market**

270 Greenwich Street  
212 349-6555  
[wholefoodsmarket.com](http://wholefoodsmarket.com)

# 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.

## **BizDirect**

130 Church Street  
Tel. 212 608-8871  
Mon-Thu 10 am - 6:30pm  
Fri 10 am - 3 pm

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!

## **Duane Reade**

352 Greenwich Street (store #14412)  
Tel. 212 406-3700  
Mon-Fri 7 am-9 pm  
Sat-Sun 10 am-7 pm  
walgreens.com

Duane Reade with over 250 convenient locations to fill your prescription, photo, and day-to-day health, wellness and beauty needs. The conveniently located stores carry an extensive assortment of items, including pharmacy, vitamins, nutritional products, cosmetics, greeting cards and photo processing.

## **FedEx Office**

105 Duane Street  
Tel. 212 406-1220  
Mon-Fri 7 am –11 pm  
Sat-Sun 9am – 9 pm  
fedex.com/us/office

FedEx Office your destination for printing, copying, packaging and shipping. We have professional printers for color copies, signs & banners, business cards, and presentations. You can even print directly from your mobile device. FedEx Kinko's is now FedEx Office.

## **Housing Works**

Tribeca Thrift Shop  
119 Chambers St., (*between W. Broadway & Church*)  
housingworks.org  
Tel. 212 732-0584  
Mon-Fri: 11 am - 7 pm  
Sat 11 am - 6 pm  
Sun 12 pm - 5 pm  
Offerings: Shop, Donate, and Volunteer.

Housing Works' mission is to end the dual crises of homelessness and AIDS through relentless advocacy. Proceeds from the Thrift Stores go to HIV/AIDS research, job-training programs, medical facilities and housing. Every Tuesday, 20% discount to students and seniors.

**Kings Pharmacy**

5 Hudson Street

Tel. 212 791-3100

*kingspharmacy.org*

Mon-Fri 8 am - 8 pm

Sat 9 am - 7 pm

Sun 10 am - 6 pm

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, except for sale items and prescriptions.

**Lot-Less Closeouts**

97 Chambers Street

Tel. 212 233-0607

*lot-less.com*

Mon-Fri: 7:30 AM-8:30 PM

Sat-Sun: 10 AM-7 PM

Savings up to 80% off Department store prices, on the brand names you know and love EVERYDAY! Exciting deals on everything from Apparel to Electronics, Health and Beauty Aids, Housewares, Linens, Gourmet Food, School Supplies and much, much more!



## Museums

### **Bronx**

#### **Bronx Museum of the Arts**

1040 Grand Concourse  
Bronx, NY 10456  
718 681-6000  
[bronxmuseum.org](http://bronxmuseum.org)

### **Brooklyn**

#### **Brooklyn Children's Museum**

145 Brooklyn Avenue  
Brooklyn, NY 11213  
718 735-4400  
[brooklynkids.org](http://brooklynkids.org)

#### **Brooklyn Museum of Art**

200 Eastern Parkway  
Brooklyn, NY 11238  
718 638-5000  
[brooklynmuseum.org](http://brooklynmuseum.org)

#### **Micro Museum**

123 Smith Street  
Brooklyn, NY 11201  
718 797-3116  
[micromuseum.com](http://micromuseum.com)

### **Manhattan**

#### **American Folk Art Museum**

2 Lincoln Square  
New York, NY 10023  
212 265-1040  
[folkartmuseum.org](http://folkartmuseum.org)

#### **American Museum of Natural History**

Central Park West at 79th Street  
New York, NY 10024-5192  
212 769-5100  
[amnh.org](http://amnh.org)

#### **Asia Society**

725 Park Avenue  
New York, NY 10021  
212 288-6400  
[asiasociety.org](http://asiasociety.org)

#### **Children's Cultural Center of Native America**

550 West 155th Street  
New York, NY 10032  
646-330-2125  
[childrensculturalcenterofnativeamerica.org](http://childrensculturalcenterofnativeamerica.org)

#### **Children's Museum of the Arts**

103 Charlton Street  
New York, NY 10014  
212 274-0986  
[cmany.org](http://cmany.org)

#### **Frick Collection**

1 East 70th Street  
New York, NY 10021  
212 288-0700  
[frick.org](http://frick.org)

#### **Children's Museum of Manhattan**

212 West 83rd Street  
New York, NY 10024  
212 721-1234  
[cmom.org](http://cmom.org)

#### **Cooper-Hewitt National Design Museum**

2 East 91st Street  
New York, NY 10128  
212 849-8400  
[cooperhewitt.org](http://cooperhewitt.org)

#### **El Museo del Barrio**

1230 Fifth Avenue  
New York, NY 10029  
212 831-7272  
[elmuseo.org](http://elmuseo.org)

#### **Solomon R. Guggenheim Museum**

1071 5th Avenue  
New York, NY 10128  
212 423-3500  
[guggenheim.org](http://guggenheim.org)

**Jewish Museum**

1109 5th Avenue  
New York, NY 10128  
212 423-3200  
*thejewishmuseum.org*

**Metropolitan Museum of Art**

1000 5th Avenue  
New York, NY 10028  
212 535-7710  
*metmuseum.org*

**Museum of Chinese in the Americas**

215 Center Street  
New York, NY 10013  
212 334-1057  
*mocanyc.org*

**Museum of Modern Art**

11 West 53 Street  
New York, NY 10019  
212 708-9400  
*moma.org*

**The Paley Center for Media**

25 West 52 Street  
New York, NY 10019  
212 621-6600  
*paleycenter.org*

**International Center of Photography**

1133 Avenue of the Americas  
New York, NY 10036  
212 857-0000  
*icp.org*

**Hispanic Society of America Museum**

613 West 155th Street  
New York, NY 10032  
212 926-2234  
*hispanicsociety.org*

**Museum of American Finance**

48 Wall Street  
New York, NY 10005  
212 908-4110  
*moaf.org*

**Museum of Arts & Design**

2 Columbus Circle  
New York, NY 10019  
212 299-7777  
*madmuseum.org*

**Ellis Island Immigration Museum**

Ellis Island, NY 10004  
212 561-4588  
*ellisland.org*

**Whitney Museum of American Art**

99 Gansevoort Street  
New York, NY 10014  
212 570-3600  
*whitney.org*

**Yeshiva University Museum**

15 West 16th Street  
New York, NY 10011  
212 294-8330  
*yumuseum.org*

**Museum of Jewish Heritage**

36 Battery Place  
New York, NY 10009  
646 437-4200  
*mjhny.org*

**Museum of the City of New York**

1220 Fifth Avenue at 103rd Street  
New York, NY 10029  
212 534-1672  
*mcny.org*

**National Museum of the  
American Indian**

One Bowling Green  
New York, NY 10004  
212 514-3700  
*nmai.si.edu*

**Neue Galerie New York**

1048 5th Avenue  
New York, NY 10028  
212 628-6200  
*neuegalerie.org*

**New Museum of Contemporary Art**

235 Bowery  
New York, NY 10002  
212 219-1222  
*newmuseum.org*

**New York Historical Society**

170 Central Park West  
New York, NY 10024  
212 873-3400  
*nyhistory.org*

## Queens

### **American Museum of the Moving Image**

3601 35th Avenue  
Astoria, NY 11106  
718 784-4520 / 718 777-6888  
[movingimage.us](http://movingimage.us)

### **Museum for African Art**

36-01 43rd Avenue at 36th Street  
Long Island City, NY 11101  
718 784-7700  
[africanart.org](http://africanart.org)

### **New York Hall of Science**

47-01 111th Street  
Queens, NY 11368  
718 699-0005  
[nysci.org](http://nysci.org)

### **Isamu Noguchi Garden Museum**

9-01 33rd Road  
(at Vernon Boulevard)  
Long Island City, NY 11106  
718 204-7088  
[noguchi.org](http://noguchi.org)

### **P.S. 1 Contemporary Art Center**

22-25 Jackson Avenue  
Long Island, NY 11101  
718 784-2084  
[momaps1.org](http://momaps1.org)

## Staten Island

### **Staten Island Children's Museum**

1000 Richmond Terrace  
Staten Island, NY 10301  
718 273-2060  
[statenislandkids.org](http://statenislandkids.org)

### **Staten Island Museum**

75 Stuyvesant Place  
Staten Island, NY 10301  
718 727-1135  
[statenislandmuseum.org](http://statenislandmuseum.org)

### **Garbaldi-Meucci Museum**

420 Tompkins Avenue  
Staten Island, NY 10305  
718 442-1608  
[garibaldimeuccimuseum.org](http://garibaldimeuccimuseum.org)

# 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/](http://www.nyc.gov/html/311/) or visit the BMCC Single Stop office located in S233.





# Banks

## Campus

### ATMs

Three ATMs are located on the BMCC campus. The Chase ATM is in the main lobby on the 2nd floor. The Citibank ATM is located next to the Bursar's office (S330) on the 3rd floor. Santander ATM is located in Fiterman Hall, Barclay Place entrance, 1st floor.

## Neighborhood Branches

### Bank of America

260 Greenwich Street  
New York, NY 10007  
212 571-2404

### Capital One Bank

90 West Broadway  
New York, NY 10007  
212 406-5900

### Chase Manhattan Bank

65 Worth Street  
New York, NY 10013  
646 613-2460

### Chase Manhattan Bank

101 Barclay Street  
New York, NY 10007  
212 923-3140

### Citibank

250 Broadway  
New York, NY 10007  
646 502-4187

### HSBC

City Hall Office  
265 Broadway  
New York, NY 10007  
800 975-4722

### Sovereign Bank

108 Hudson Street  
New York, NY 10013  
212 219-1955

### TD Bank

25 Hudson Street  
New York, NY 10013-3802  
646 613-1165

# ATM



Oxford

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Palgrave  
A Dictionary of  
Economics

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology

Oxford  
Handbook of  
Economic Psychology



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  
New York, NY 10010  
646 312-1600/1610  
*newman.baruch.cuny.edu*

**Brooklyn College Library**  
2900 Bedford Avenue  
Brooklyn, NY 11210  
718 951-5342  
*library.brooklyn.cuny.edu*

City College  
**Morris R. Cohen Library**  
North Academic Center  
Convent Avenue 138th Street  
New York, NY 10031  
212 650-7292  
*www.ccny.cuny.edu/library*

**College of Staten Island Library**  
2800 Victory Boulevard  
Building 1L  
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 10065  
Entrance on East 68th Street and Lexington Ave. - East Building  
Library Information: 212 772-4179

**Zabar Art Library**  
North Building, Room 1608  
695 Park Avenue  
New York, NY 10065  
Entrance on East 68th St. and Lexington Ave. - East 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: 212 481-4328

**Schools of Social Work and Public Health Library**  
2180 Third Avenue  
New York, NY 10035  
Library Information: 212 396-7654

John Jay College of Criminal Justice  
**Lloyd Sealy Library**  
899 10th Avenue  
New York, NY 10019  
212 237-8246  
*www.lib.jjay.cuny.edu*

Lehman College  
**Leonard Lief Library**  
250 Bedford Park Boulevard West  
Bronx, NY 10468  
718 960-7766  
[www.lehman.cuny.edu/library](http://www.lehman.cuny.edu/library)

Medgar Evers College  
**Charles Evans Inness  
Memorial Library**  
1650 Bedford Avenue (bet. Crown &  
Montgomery Streets)  
Brooklyn, NY 11225  
718 270-4880/4802  
[www.mec.cuny.edu/library](http://www.mec.cuny.edu/library)

New York City College of Technology  
**Ursula C. Schwerin Library**  
300 Jay Street  
Brooklyn, NY 11201  
718 260-5470  
[library.citytech.cuny.edu](http://library.citytech.cuny.edu)

Queens College  
**Rosenthal Library**  
65-30 Kissena Boulevard  
Flushing, NY 11367  
718 997-3700  
[www.qc.edu/library](http://www.qc.edu/library)

**York College**  
94-20 Guy R. Brewer Boulevard  
Jamaica, NY 11451  
718 262-2033  
[york.cuny.edu/library](http://york.cuny.edu/library)

### **Community College Libraries**

Borough of Manhattan  
Community College  
**A. Philip Randolph  
Memorial Library**  
199 Chambers Street, Room S400  
New York, NY 10007  
212 220-1451  
[lib1.bmcc.cuny.edu/lib](http://lib1.bmcc.cuny.edu/lib)

Bronx Community College  
**Library & Gerald S. Lieblich  
Learning Resources Center**  
Meister Hall  
2155 University Avenue, Suite#3  
Bronx, NY 10453  
718 289-5441/3595  
[www.bcc.cuny.edu/library](http://www.bcc.cuny.edu/library)

**Guttman Community College**  
Guttman Information Commons  
50 West 40th Street, 1st floor  
New York, NY 10018  
646-313-8091  
[ncc.brooklyn.cuny.edu/library](http://ncc.brooklyn.cuny.edu/library)

Hostos Community College  
**Eugenio Maria de Hostos  
Community College**  
475 Grand Concourse, A308  
Bronx, NY 10451  
718 518-4222  
[www.hostos.cuny.edu/library/index.htm](http://www.hostos.cuny.edu/library/index.htm)

Kingsborough Community College  
**Robert J. Kibbe Library**  
2001 Oriental Boulevard  
Brooklyn, NY 11235  
718 368-5632  
[www.kbcc.cuny.edu/kcclibrary](http://www.kbcc.cuny.edu/kcclibrary)

LaGuardia Community College  
**Library Media Resources Center**  
31-10 Thomson Avenue  
Long Island City, NY 11101  
718 482-5426/5441  
[www.lagcc.cuny.edu/library](http://www.lagcc.cuny.edu/library)

Queensborough Community College  
**Kurt R. Schmeller Library**  
222-05 56th Avenue  
Bayside, NY 11364  
718 631-6241  
[www.qcc.cuny.edu/library](http://www.qcc.cuny.edu/library)

**Other CUNY College Libraries**

**CUNY School of Law Library**

2 Court Square, 6th Floor

L.I.C, NY 11101

718 340-4240

*[www.law.cuny.edu/library](http://www.law.cuny.edu/library)*

Graduate Center

**Mina Rees Library**

Graduate School and University Center

City University of New York

365 Fifth Avenue

New York, NY 10036

212 817-7083

*[library.gc.cuny.edu](http://library.gc.cuny.edu)*



## **Public Libraries**

### **Borough Libraries**

#### **Bronx Central Library**

310 East Kingsbridge Road  
Bronx, NY 10458  
718 579-4257

#### **Brooklyn Central Library**

Central Library  
10 Grand Army Plaza  
Brooklyn, NY 11238  
718 230-2100

#### **Queens Central Library**

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

#### **Staten Island Central Library**

**St. George Library Center**  
5 Central Avenue  
Staten Island, NY 10301  
718 442-8560

### **Manhattan Libraries**

#### **Andrew Heiskell Braille and Talking Book Library**

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

#### **Chatham Square**

33 East Broadway  
New York, NY 10002  
212 964-6598

#### **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  
212 340-0863

#### **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

#### **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









# **BMCC Policies**

## **Amplification**

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

## **Attendance and Lateness**

### **Absences**

The maximum number of absence hours is limited to one more class hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. 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, the instructor is required to assign a grade of WN.

### **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 main building and at the Park Place entrance inside Fiterman Hall. 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 Other Devices**

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.

## **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 and Alcohol**

It is the policy of The City University of New York and BMCC that any action or situation which recklessly or intentionally endangers the mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization, is prohibited. BMCC is a drug and alcohol free campus, except in cases of educational purposes authorized by the college. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by the students or employees on the university/college premises or as part of any university/college activities is prohibited. Employees of the university must also notify the college personnel director of any criminal drug statute conviction for a violation occurring in the work place not later than (5) days after such conviction.

The unlawful possession, use, or distribution of alcohol, by students or employees on university/college premises or as part of any university/college activities is prohibited. The legal age for drinking alcohol in New York State is 21, and state law deals harshly with underage drinking. It is also against the law in New York State to sell or give alcohol to anyone under the age of 21.

The possession or use of illegal drugs is a crime in the State of New York. Anyone found in possession of or using such drugs on college property will be severely dealt with and will face criminal charges.

## **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, of the main building 199 Chambers St. At the Fiterman Hall building, vending machines accept ATM debit/credit cards and are located on floors 7, 9, and 11. In the Murray building, vending machines are located on floors 2 and 10. 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 and staff 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 Office of Student Activities, room S234.

## **Loitering**

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

## **Pets**

Animals or pets of any type are not permitted on the BMCC Campus. The presence of animals or pets violates the Public Health Law and College Policy. Seeing eye dogs are exempt from this policy.

## **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 fundraising 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](http://www.cuny.edu)*

## **Academic Integrity**

Academic dishonesty is prohibited in The City University of New York. Penalties for academic Dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or Disciplinary sanctions, including suspension or expulsion. For full view of the Academic Integrity guidelines, please go to [www.cuny.edu](http://www.cuny.edu).

I. Definitions and Examples of Academic Dishonesty

II. Methods for Promoting Academic Integrity

III. Reporting

IV. Procedures for Imposition of Sanctions

## **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 City University of New York Policy on Acceptable Use of Computer Resources:**

#### **I. Introduction**

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

CUNY recognizes that there is a concern among the University community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements

of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY Computer Resources in favor of a User's privacy interest.

However, the use of CUNY Computer Resources, including for electronic transactions and communications, like the use of other University-provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

## **II. Applicability**

This policy applies to all Users of CUNY Computer Resources, as defined in Article III below.

This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy.

## **III. Definitions**

1. "CUNY Computer Resources" refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, desktop and laptop computers, handheld devices that allow or are capable of storing and transmitting information (e.g., cell phones, tablets), mainframes, minicomputers, servers, network facilities, databases, memory, memory sticks, and associated peripherals and software, and the applications they support, such as e-mail, cloud computing applications, and access to the internet.
2. "E-mail" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.
3. "Faculty" includes full-time, part-time, and adjunct faculty.
4. "FOIL" is the New York State Freedom of Information Law.
5. "Non-Public University Information" has the meaning set forth in CUNY's IT Security Policies and Procedures found at [security.cuny.edu](http://security.cuny.edu), namely: personally identifiable information (such as an individual's Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; personal electronic mail address; Internet identification name or password; and parent's surname prior to marriage); information in student education records that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to the administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially .
6. "User" means a user of CUNY Computer Resources, including all current and former users, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

## **IV. Rules for Use of CUNY Computer Resources**

### **1. Authorization.**

- a. Users may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY Computer Resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the User's account.
- b. Notwithstanding subsection 1.a. above, a User may authorize a colleague or clerical assistant to access information under the User's account on the User's behalf while away from a CUNY campus or when the User is unable to efficiently access the information on the User's own behalf (including as a result of a disability), but delegated access will be subject to the rules of Section 10 – Security, below.
- c. CUNY Computer Resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by following ordinary security precautions. CUNY advisories and resources are available at [security.cuny.edu](http://security.cuny.edu).

### **2. Purpose.**

- a. Use of CUNY Computer Resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities and by students in connection with their college courses and activities. For example, use of CUNY Computer Resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY Computer Resources for partisan political activity is also prohibited.
- b. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of CUNY Computer Resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY Computer Resources, does not interfere with the User's employment or other obligations to CUNY, and is otherwise in compliance with this policy, including subsection 2.a. above. Users should be aware that personal messages, data and other information sent or received through a User's CUNY account or otherwise residing in a CUNY Computer Resource are subject to CUNY review pursuant to Section 13 of this policy and may also be subject to public disclosure pursuant to FOIL.

### **3. Compliance with Law.**

- a. CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.
- b. Examples of applicable federal and state laws include those addressing defamation, invasion of privacy, obscenity and child pornography, and online gambling, as well as the following:

Computer Fraud and Abuse Act Copyright Act of 1976 Electronic Communications Privacy Act Export control regulations issued by the U.S. Departments of Commerce, State and Treasury Family Educational Rights and Privacy Act FOIL New York State Law with respect to the confidentiality of library records

- c. Examples of applicable CUNY rules and policies include those listed below. Other rules and policies may be found in the Manual of General Policy and on the CUNY Legal Affairs website:
  - Gramm-Leach-Bliley Information Security Program
  - IT Security Policies & Procedures
  - Policy on Maintenance of Public Order (the “Henderson Rules”)
  - Sexual Harassment Policy University Policy on Academic Integrity
  - Web Site Privacy Policy

#### **4. Licenses and Intellectual Property.**

- a. Users may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.
- b. Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software. Additional information regarding copyright and file sharing is available on the CUNY Legal Affairs website.

**5. False Identity and Harassment.** Users may not employ a false identity, mask the identity of an account or computer, or use CUNY Computer Resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.

#### **6. Confidentiality.**

- a. Users may not invade the privacy of others by, among other things, viewing, copying, redistributing, posting such data to the Internet, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so.
- b. CUNY employees must take precautions by following all IT Security Policies and Procedures to protect the confidentiality of Non-Public University Information encountered in the performance of their duties or otherwise.

**7. Integrity of Computer Resources.** Users may not install, use or develop programs intended to infiltrate or damage a CUNY Computer Resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain or theft of confidential data on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs on CUNY Computer Resources that they are not sure are safe or may cause excess strain.

#### **8. Disruptive Activities.**

- a. CUNY Computer Resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users, including:

- i. chain letters, virus hoaxes or other e-mail transmissions that potentially disrupt normal e-mail service;
  - ii. spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it;
  - iii. the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business; and
  - iv. downloading of large videos, films or similar media files for personal use.
- b. CUNY has the right to require Users to limit or refrain from other specific uses if, in the opinion of the IT director at the User's college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.

## **9. CUNY Names and Trademarks.**

- a. CUNY names, trademarks and logos belong to the University and are protected by law. Users of CUNY Computer Resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
- b. Notwithstanding subsection 9.a. above, CUNY employees and students may indicate their CUNY affiliation on e-mail, other correspondence, and in academic or professionally-related research, publications or professional appearances, so long as they do not state or imply that they are speaking on behalf of the University.

## **10. Security.**

- a. CUNY employs various measures to protect the security of its computer resources and of Users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting Non-Public University Information, as well as for following CUNY's IT Security Policies and Procedures.
- b. Users must report incidents of non-compliance with IT Security Policies and Procedures or other security incidents to the University Chief Information Officer and Chief Information Security Officer, and the Chief Information Officer at the affected User's college.

**11. Filtering.** CUNY reserves the right to install spam, anti-malware, and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY Computer Resources. CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content, unless such content is illegal, such as child pornography sites.

**12. Confidential Research Information.** Principal investigators and others who use CUNY Computer Resources to collect, examine, analyze, transmit or store research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given are responsible for taking steps to protect such confidential research information from unauthorized access or modification. In general, this means storing the information on a computer or auxiliary hard drive that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent



or unauthorized disclosure while in storage or in transit over data networks. Robust encryption and passwords must be used to protect Non-Public University Information, and is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., auxiliary hard drives, memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY's Office of Information Technology. In addition, the steps taken to protect such confidential research information should be included in submissions to the CUNY Institutional Review Board reviewing the research protocol.

### **13. CUNY Access to Computer Resources.**

- a. Copying. CUNY may copy a User's account and/or hard drive on a CUNY Computer Resource, without monitoring or inspecting the contents of such account and/or hard drive, at any time for preservation of data or evidence, without notice to the User.
- b. General Monitoring Practices. CUNY does not routinely monitor, inspect, or disclose individual usage of CUNY Computer Resources without the User's consent. In most instances, if the University needs information located in a CUNY Computer Resource, it will simply request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of web sites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, Users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials stored in any CUNY Computer Resource dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.
- c. Monitoring without Notice.
  - i. Categories. CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:
    - A. when the User has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
    - B. when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
    - C. when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
    - D. when it is reasonably necessary to determine whether CUNY may be vulnerable to liability, or when failure to act might result in significant

bodily harm, significant property loss or damage, or loss of evidence, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;

- E. when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- F. when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
- G. as otherwise required by law.

ii. Procedures. In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply:

- A. if the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law; and
- B. the college president or the Chancellor, as the case may be, shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law.

iii. Other Disclosure.

- A. CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.
- B. In addition, users should be aware that CUNY may be required to disclose to the public under FOIL communications made by means of CUNY Computer Resources whether in conjunction with University business or as incidental personal use.
- C. Any disclosures of activity of accounts of individual Users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the

disclosure of the actions taken and the reasons for them.

- iv. Annual Statement. The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories D through G above. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.
- v. Privacy Policy. See CUNY's Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at [www.cuny.edu](http://www.cuny.edu).

#### **14. Waiver of Policy.**

- a. A CUNY employee or student may apply to the General Counsel for an exception or waiver from one or more of the provisions of this policy. Such application may be for a single use or for periodic or continuous uses, such as in connection with a course or program. Any application for a waiver should be made prior to using the CUNY Computer Resource for the purposes described in the application.
- b. The written waiver application must state:
  - i. the policy provision or provisions for which the User is seeking a waiver;
  - ii. how the User plans to use CUNY Computer Resource to be covered by the waiver and the reasons why the User believes a waiver should be approved;
  - iii. if the waiver involves confidential research information, what steps will be taken to protect such information;
  - iv. the length of time for which the waiver is being requested; and
  - v. if a student, how and by whom the student will be supervised.
- c. The General Counsel shall consult with the CUNY's chief information officer and the president of the applicant's college (or, if the applicant is a Central Office employee, the Chancellor) or their designees, prior to making a determination regarding the application.
- d. Users should be aware that CUNY cannot waive federal, state or local law; for example, the contents of CUNY Computer Resources (including confidential research information) may be subject to a valid subpoena regardless of the terms of any waiver.

#### **15. Enforcement.**

- a. Violation of this policy may result in suspension or termination of an individual's right of access to CUNY Computer Resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.
- b. Violations will normally be handled through the University disciplinary procedures applicable to the relevant User. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.
- c. CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the president of each college or the Chancellor.

**16. Additional Rules.** Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems, or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications or

information contained in or delivered by or over CUNY Computer Resources will be subject to the substantive and procedural safeguards provided by this policy.

### **17. Disclaimer.**

- a. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY Computer Resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY Computer Resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.
- b. Users receive and use information obtained through CUNY Computer Resources at their own risk. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY Computer Resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY Computer Resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.
- c. CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

## **Domestic Violence and the Workplace** *(revised 12/15/13)*

*To view the full policy on Domestic Violence go to [www.cuny.edu](http://www.cuny.edu)*

### **Policy Statement**

The City University of New York ("CUNY") disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence ("OPDV") of any revisions.

### **Definitions**

For purposes of this policy, the following terms will be defined as follows.

**Domestic Violence:** A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Intimate Partner:** Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

**Abuser:** A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Victim:** The person against whom an abuser directs coercive and/or violent acts.

# Equal Opportunity and Non-Discrimination Policy, and Against Sexual Harassment Policy

For full view of the CUNY Policy, go to [www.cuny.edu](http://www.cuny.edu)

## I. Equal Opportunity/Affirmative Action Policy

BMCC is an Equal Opportunity and Affirmative Action Institution. It is the policy of BMCC to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. It is also BMCC's Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Iyana Titus, Esq., is the College's Chief Diversity Officer, Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and Coordinator for the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability. Her office is located in Room S7011 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. Titus or the Office for Civil Rights (OCR), United States Department of Education.

## II. Sexual Harassment Policy

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 to 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*

Iyana Y. Titus, Esq., *Affirmative Action & Compliance*, Room S701I, 212 220-1236

#### *Sexual Harassment Deputy Coordinator*

Gloria Chao, *Human Resources*, Room S717D, 212 220-8304

#### *Sexual Harassment Deputy Coordinator*

Deborah Parker, *The Women's Center*, Room S340, 212 220-8166

Susie Boydston White, *Science*, Room N753, 212-220-8000 ext. 5198

Marie Deckinger, *Human Resources*, S717G, 212-220-1496

Andrew Escobar, *Athletics*, Room N255, 212-220-8263

Adrian Solomon, *College Discovery*, Room S340E, 212-220-8159

Vinton Melbourne, *Media Services*, Room S506A, 212-220-1392

Antoinette Middleton, *Admissions*, Room S310E, 212-220-1267

Colette Johnson, *MEOC*, Room 1501, 212-961-4383

Edi Peterson, *Counseling Center*, Room S334, 212-220-8000 ext. 5373

William Roane, *Social Sciences*, Room N651T, 212-220-1225

Chris Stein, *Media Arts & Technology*, Room S622G, 212-220-8383

### **Henderson Rules**

The tradition of the University as a sanctuary of academic freedom and 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.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

“THE PRESIDENT. The president, with respect to his/her education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- b. Be the advisor and executive agent of the Board and of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities;

- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.”

### *RULES*

1. A member of the academic community shall not intentionally obstruct and/ or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University College equipment and/or supplies.
4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/College-owned or controlled property is prohibited.
8. No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any university or college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

## *PENALTIES*

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the Instruction staff or member of the classified staff engaging in any manner in conduct prohibited under substantive rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

## *APPENDIX*

Sanctions defined:

- A. Admonition. An oral statement to the offender that he/she has violated university rules.
- B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- C. Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. Expulsion. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- H. Complaint to Civil Authorities.
- I. Ejection.

## **Non-Discrimination of Students on the Basis of**



# Pregnancy, Childbirth and Related Conditions

*For full view of the CUNY Policy, please go to [www.cuny.edu](http://www.cuny.edu)*

BMCC does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility, Marcos A. Gonzalez, Director, 212 220-8180 or Chief Diversity Officer, Iyana Titus, Esq., 212 220-1236.

## Sexual Misconduct

RESOLVED, That the Board of Trustees of The City University of New York hereby adopts the Policy on Sexual Misconduct and rescind its prior Policy on Sexual Assault, which is superseded by the new Policy on Sexual Misconduct, effective January 1, 2015.

### I. Policy Statement

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

- The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than sexual harassment, gender-based harassment or sexual violence covered by this policy.
- The CUNY Workplace Violence Policy addresses workplace violence and the

CUNY Domestic Violence in the Workplace Policy addresses domestic violence in or affecting employees in the workplace.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

## **II. Prohibited Conduct**

### **A. Sexual Harassment, Gender-Based Harassment and Sexual Violence.**

This policy prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes sexual assault, such as rape/ attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter "stalking") and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below.

**B. Retaliation.** This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

**C. Certain Intimate Relationships.** This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section X below.

## **III. Title IX Coordinator**

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. The name and contact information for all Title IX Coordinators at CUNY can be found on the university's dedicated Title IX website at Campus Title IX Webpages.

## **IV. Immediate Assistance in Cases of Sexual Violence**

### **A. Reporting to Law Enforcement**

Students or employees who experience any form of sexual violence on or off-

campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention, counseling and other services.

### **B. Obtaining Immediate Medical Attention and Emotional Support**

CUNY is committed to assisting anyone who experiences sexual violence to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the attack are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible, either on or off-campus.

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

For off-campus resources, CUNY maintains a list of emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. This list includes a designation of which local hospitals are designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

### **V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College**

CUNY encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as “complainants”) to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement, and regardless of whether the incident took place on or off-campus. Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action. However, individuals should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below.

#### **A. Filing a Complaint with Campus Authorities**

**(i) Students.** Students who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of the Vice President for Student Affairs and/or Dean of Students;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

**(ii) Employees.** Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;

- Director of Human Resources;
- Office of Public Safety.

**(iii) Visitors.** Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence, she/he will coordinate with the appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. All information in connection with the complaint, including the identities of the complainant and the respondent, will be kept as confidential as possible and will only be shared with those who have a legitimate need for the information.

### **B. Support Assistance for Complainants**

When a Title IX Coordinator receives a complaint of sexual or gender-based violence, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services and accommodations.

### **C. Request that the College Maintain a Complainant's Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement**

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement. In all such cases, the Title IX Coordinator will weigh the complainant's requests against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the college will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request.

In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York's Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complaint's identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality.

If the Title IX Coordinator determines that the college must report the incident to

outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

#### **D. Action by Bystanders and Other Community Members**

While those employees designated as “responsible” employees are required reporters as set forth in Section VI below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual harassment, gender-based harassment or sexual violence that they may witness. Although these actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report an incident of sexual harassment, gender-based harassment or sexual violence that they observe or become aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or Dean of Students at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

#### **E. Amnesty for Drug and Alcohol Use**

CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, a student who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY’s Policy Against Drugs and Alcohol in connection with the reported incident, subject to the conditions in CUNY’s Medical Amnesty/Good Samaritan policy.

#### **F. Reporting Suspected Child Abuse**

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

#### **G. Reporting Retaliation**

An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section VIII of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

#### **VI. Reporting/Confidentiality Obligations of College and University Employees**

An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation

to maintain a complainant's confidentiality regarding the incident(s); (2) "responsible" employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

### **A. Confidential Employees**

**(i) For Students.** Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other staff member in the college health office;
- Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
- Staff member in a women's or men's center, if one exists at their college.

The above individuals will not report any information about an incident to the college's Title IX Coordinator or other college employees without the student's permission. The only exception is in the case where there is an imminent threat to the complainant or any other person.

A student who speaks solely to a "confidential" employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

**(ii) For Employees.** Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, free confidential support services are available through CUNY's Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City:

<http://newyorkcity.ny.networkofcare.org/mh/services/subcategory.aspx?tax=RP-1400.8000-800> <http://nownyc.org/service-fund/get-help/rape-sexual-assault/medical-help-counseling-for-sexual-assault/>

### **B. "Responsible" Employees**

"Responsible" employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant's confidentiality. To the extent possible, information reported to responsible employees will be shared only with the Title IX Coordinator, the "responsible" employee's supervisor, and other people responsible for handling the college's response to the report.

Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee's reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as "responsible" employees:

- (i) Title IX Coordinator and her/his staff
- (ii) Office of Public Safety employees (all)
- (iii) Vice President for Student Affairs and Dean of Students and all staff housed in those offices

- (iv) Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
- (v) College President, Vice Presidents and Deans
- (vi) Athletics Staff (all)
- (vii) Department Chairpersons/Executive Officers
- (viii) Human Resources staff (all)
- (ix) University Office of the General Counsel employees (all)
- (x) College/unit attorney and her/his staff
- (xi) College/unit labor designee and her/his staff
- (xii) Faculty members at times when they are leading off-campus trips
- (xiii) Faculty or staff advisors to student groups
- (xiv) Employees who are Managers (all)
- (xv) SEEK/College Discovery staff (all)

### **C. All Other Employees**

Employees other than those identified in subsections “A” and “B” above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are encouraged by CUNY to make such a report.

It is important to emphasize that faculty members other than those specifically identified in subsection “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are encouraged to do so.

### **VII. Interim and Supportive Measures**

The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant.

Interim and supportive measures may include, among other things:

- (i) Making necessary changes to academic programs, including a change in class schedule, making appropriate accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant to attend a class via skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;
- (ii) Making necessary changes to residential housing situations or providing assistance in finding alternate housing;
- (iii) Changing an employee’s work assignment or schedule;
- (iv) Providing the complainant with an escort to and from class or campus work location;
- (v) Arranging appropriate transportation services to ensure safety;
- (vi) Prohibiting contact between the complainant and the respondent (“no contact” orders);
- (vii) Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;
- (viii) Providing the complainant assistance in obtaining medical and other services, including access to rape crisis centers;
- (ix) Providing the complainant assistance with filing a criminal complaint and seeking an order of protection;
- (x) Enforcing an order of protection;
- (xi) Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;
- (xii) In exceptional circumstances, seeking an emergency suspension of a student

or an employee under applicable CUNY By laws, rules, policies and collective bargaining agreements.

### **VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence**

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual harassment, gender-based harassment or sexual violence may have been committed against a student, employee or visitor, unless the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so.

#### **A. The Investigation**

The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall inform the respondent of the allegations of the complainant. If there is a written complaint, the respondent shall be provided with a copy of the complaint unless circumstances warrant otherwise. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview conducted as part of such investigation.

The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the investigation; and (vii) drafting a report of findings, which is to be submitted to the College President.

#### **B. Conflicts**

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person's duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

#### **C. Mediation**

While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent of both the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session.

#### **D. Timing**

The college shall make every reasonable effort to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible.



However, the college may need to delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

### **E. Report of Findings**

Following the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing. Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

### **F. Disciplinary Action**

Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.

**(i) Discipline against students.** In cases where a student is accused of a violation of this policy, including retaliation, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws, which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to appear through a representative of their choice, including an attorney, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University.

**(ii) Discipline against employees.** In cases where an employee is accused of a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include reprimand, suspension or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by collective bargaining agreements.

**(iii) Action against visitors.** In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is neither a CUNY student nor a CUNY employee, the college's ability to take action against the accused is extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, the matter shall be referred to local law enforcement for legal action where appropriate.

**(iv) No disciplinary action.** In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other support services to both the complainant and the respondent.

### **G. False and Malicious Allegations**

Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to

complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

## **H. Relationship of CUNY's Investigation to the Actions of Outside Law Enforcement**

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

## **I. Filing External Complaints**

Complainants have the right at any time to file complaints with the Office for Civil Rights ("OCR") of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on the CUNY Title IX web page.

## **IX. College Obligations under this Policy**

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

### **A. Dissemination of Policies, Procedures and Notices**

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life materials. The CUNY offices of Student Affairs, Human Resources Management and Legal Affairs shall assist in such training and educational programming.

### **B. Training and Educational Programming**

The college Title IX Coordinator, in coordination with other applicable offices, is responsible for training all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence under this policy, for ensuring that designated offices are offering and administering the appropriate educational programming to all incoming and transfer students, residence hall students, athletes, fraternity/sorority groups, student leaders, and/or any other student groups which the college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence, and ensuring that designated offices promote awareness and prevention of sexual harassment, gender-based harassment and sexual violence among all students and employees.

### **C. Assessing Campus Attitudes**

The college's Vice President for Student Affairs, Vice President responsible for human resources, Title IX Coordinator and/or such employees designated by the college President, in coordination with other applicable offices, are responsible for obtaining current information regarding student experiences with sexual harassment, gender-based harassment and sexual violence. Any survey or assessment instrument shall be structured to be in compliance with any

requirements set forth in applicable law and shall be reviewed and approved in advance by the University Title IX Coordinator.

#### **D. Dating, Domestic and Intimate Partner Violence**

As noted above, CUNY's Domestic Violence in the Workplace policy provides that colleges shall assist employees who are victims of dating, domestic or intimate partner violence that affects their employment. Similarly, colleges shall assist students who are the victims of dating, domestic or intimate partner violence, including referring them to resources and taking other appropriate supportive measures.

In addition, if a student or employee makes a complaint of dating, domestic or intimate partner violence and the alleged perpetrator is a CUNY student or employee, the college shall investigate the matter if the alleged conduct may constitute a violation of this policy, and take appropriate action based on such investigation, which may include disciplinary action.

#### **X. Rules Regarding Intimate Relationships**

##### **A. Relationships between Faculty or Employees and Students**

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

##### **B. Relationships between Supervisors and Employees**

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

## **XI. Definitions of Terms in this Policy**

**A. Sexual harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

- (i) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
- (ii) such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- (i) Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
- (ii) Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
- (iii) Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
- (iv) Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

- (i) Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- (ii) Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
- (iii) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

**B. Gender-based harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

**C. Sexual violence** is an umbrella term that includes: sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching and sexual abuse, as well as dating, domestic and intimate partner violence. Stalking, while not necessarily sexual in nature, can be a form of sexual violence depending upon the circumstances.

**(i) Sexual assault** is any form of sexual contact (i.e., any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party) that occurs without consent and/or through the use of force, threat of force, intimidation, or coercion. Examples of sexual assault include:

**(a) Rape and attempted rape** is engaging or attempting to engage in sexual intercourse with another person: (a) without such person's consent; (b) where such person is incapable of giving consent by reason of being mentally disabled, mentally incapacitated or physically helpless; or (c) where such person is less than seventeen years old. Sexual intercourse includes vaginal or anal penetration, however slight.

**(b) Criminal sexual act** is engaging in oral or anal sexual conduct with another person without such person's consent.

**(c) Forcible touching** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.

**(d) Sexual abuse** is subjecting another person to sexual contact without the latter's consent.

**(ii) Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

(1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

(2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

(3) is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

**(ii) Dating, domestic and intimate partner violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may

occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

**D. Consent** is a knowing, informed, voluntary and mutual decision to engage in agreed upon sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or failure to resist does not, in and of itself, demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent can be withdrawn at any time. Past consent to sexual activity between individuals does not constitute consent to subsequent sexual activity between those individuals, and consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Whether one party to sexual activity is in a position of authority or influence over the other party is a relevant factor in determining consent.

In order to give consent, one must be of legal age (17 years or older) and not mentally or physically incapacitated, or physically helpless, unconscious or asleep. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent is not valid if it is the result of coercion, intimidation, force or threat of harm.

**E. Complainant** refers to the individual who alleges that she/he has been the subject of sexual harassment, gender-based harassment or sexual violence, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.

**F. Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

**G. Respondent** refers to the individual who is alleged to have committed sexual harassment, gender-based harassment or sexual violence against a CUNY student, employee, or visitor.

**H. Complaint** is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.

**I. Retaliation** is adverse treatment of an individual as a result of that individual's reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

**J. Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

## **The City of New York Student Sexual Misconduct Complainants' Bill of Rights**

CUNY students who experience campus-related sexual harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To be provided with confidential on-campus counseling, and to be notified of other available services on- and off-campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable them to continue their education without undue stress or trauma.
- To have their complaints handled respectfully by the campus, to be informed about how the campus will protect their privacy and confidentiality, and to have any allegations of retaliation addressed by the campus.
- To file a criminal complaint and to seek an Order of Protection, with the assistance of the college, if they so choose.
- To make a formal complaint at the campus as the first step in the disciplinary process against the respondent(s).
- To have their complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that they experience while under the influence of alcohol or drugs without receiving discipline for their alcohol or drug use, if they agree to complete appropriate education or treatment as the circumstances warrant.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be represented by a person of their choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, receive notice of the outcome of the hearing, and to appeal from the decision. Questions about your College's sexual misconduct policy and procedures may be directed to the campus Title IX Coordinator.

## **Student Complaint Procedure of The City University of New York**

EXPLANATION: Although the University and its Colleges have a variety of procedures for dealing with student related issues, those procedures generally have not covered 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. At the same time, however, the University recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. The proposed procedures will accomplish this goal.

*Procedures for handling student complaints about faculty conduct in academic settings:*

- I. Introduction. 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.

- II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
- IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.
  - A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
  - B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.
  - C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.



- D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
- E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.
- F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
- V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.
- VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the

faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college, whether interim or final, must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

## **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](http://www.cuny.edu)*

#### **Section 15.3. 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 chief student affairs officer 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 allegation 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:
  - (i) 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;
  - (ii) Refer the matter to mediation; or
  - (iii) Prefer formal disciplinary charges.
- c. In the event that a student withdraws from the college after a charge, accusation or allegation against the student has been made, and the college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the college may proceed with the disciplinary hearing in absentia and any decision and sanction will be binding.

#### **Mediation Conference:**

- d. The mediation conference shall be conducted by 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 faculty or staff member conducting the conference shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.

3. If no agreement is reached, or if the student fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges.
4. The faculty or staff member conducting the mediation conference is precluded from testifying in a college hearing regarding information received during the mediation conference.

**Notice of Hearing and Charges:**

- e. 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 certified or overnight mail and by regular mail and e-mail to students who have a college e-mail address. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the student. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation 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.
- f. The notice shall contain the following:
  1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw, 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:**

- g. 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 respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the college shall be given an opportunity to respond. If the student denies the conduct charged, 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 record 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 to have committed the conduct charged, the committee shall then determine the penalty to be imposed.
8. At the end of the presentations by both sides, 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 have committed the conduct alleged in 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 shall issue a written decision, which 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, by regular mail and e-mail for students who have a college e-mail address. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the student. 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 or his or her designee may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.
12. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the student will be barred from admission to any other unit of the university while the penalty is being served.
13. Disciplinary penalties shall be placed on a student's transcript and shall remain there unless the committee's decision, the decision on any appeal under section 15.4 below, or a mediation agreement expressly indicates otherwise.

#### **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 one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. 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 or his or her designee.

#### **Section 15.5. Committee Structure.**

- a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chair and any two members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) 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 committee 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 biennially 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 respective 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 his/her designee or a president or his/her designee 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 ten (10) business 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.

#### **Section 15.7. The University Student Senate.**

There shall be a university student senate responsible, subject to the board, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies, or by their student governments from the elected members of the respective student governments.

#### **Section 15.8. College Governance Plans.**

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article.

### **Student Activity Fee**

*For full view of the Article XVI, go to [www.cuny.edu](http://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**

Annually, Colleges inform students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the Registrar will disclose FERPA information by publishing a notice in the College Catalog, Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College's education 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. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

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 education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests.

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 a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if 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, NY 10021

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  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

For additional information: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

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-time 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.

## **Tobacco Policy**

*To view the full policy on tobacco go to [www.cuny.edu](http://www.cuny.edu)*

The Board of Trustees of The City University of New York has approved an expanded tobacco policy that will make CUNY the largest smoke-free public university system in the United States. The policy prohibits the use of tobacco on all grounds and facilities under CUNY’s jurisdiction—indoor and outdoor—as well as tobacco industry promotions and marketing on campus properties, and tobacco industry sponsorship of athletic events and athletes.

The Board’s resolution updates and supersedes the University’s previous policy, which prohibited smoking inside all facilities, including vehicles operated by the University. The revised tobacco policy must be implemented University-wide no later than September 4, 2012.

*The action was approved by the Board at its meeting on January 24, 2011.*

## **Your Right to Know**

*For a full view of Your Right to Know, go to [www.bmcc.cuny.edu/safety/upload/clery2013.pdf](http://www.bmcc.cuny.edu/safety/upload/clery2013.pdf)*

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.

**The information contained herein is subject to change.**



*For More Information, visit [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)*







**Letters Location**

<b>B</b>	<b>Brooklyn College</b> 2900 Bedford Avenue, Brooklyn, NY 11210
<b>CA</b>	<b>Lehman College</b> 250 Bedford Park Boulevard West, Bronx, NY 10468
<b>E</b>	<b>Educational Opportunity Center (EOC), State Office Building</b> 163 West 125th Street, New York, NY 10027
<b>F</b>	<b>Fiterman Hall</b> 245 Greenwich Street, New York, NY 10007
<b>I</b>	<b>Inwood/Washington Heights Site / 207th Street</b> 5030 Broadway, New York, NY 10034
<b>J</b>	<b>John Jay College, Westport Building</b> 500 West 56th Street, New York, NY 10019
<b>M</b>	<b>Murray Street (between West Broadway and Greenwich Street)</b> 70 Murray Street, New York, NY 10007
<b>N</b>	<b>North end of building (near Gymnasium)</b> 77 Harrison Street, New York City, NY 10007
<b>S</b>	<b>South end of building (near Lobby)</b> 199 Chambers Street, New York City, NY 10007
<b>RTBA</b>	Room to be arranged



Borough of Manhattan Community College  
The City University of New York

199 Chambers Street, New York 10007  
212-220-8000

[www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

[facebook.com/CUNY.BMCC](https://www.facebook.com/CUNY.BMCC)

[@bmcc\\_cuny](https://twitter.com/bmcc_cuny)

[bmcc\\_cuny](https://www.instagram.com/bmcc_cuny)

Start  
Here