



# **Bmcc** STUDENT HANDBOOK

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

# 2013-2014



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## Directory

<b>Academic Department/Program</b>	<b>Chairperson/ Director</b>	<b>Room</b>	<b>Phone</b>
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	F730K	5226
Child Care/Early Childhood Education	Prof. Walters	S616P	5216
Communication Studies	Prof. Powell	S663	8090
Computer Information Systems	Prof. Ginsberg	F930	1476
Criminal Justice	Prof. Martin	F830N	8358
Developmental Skills	Prof. Brookes	N499	1396
Emergency Medical Technician/Paramedic	Prof. Flannery	N799E	8335
Engineering Science	Prof. Hernandez	N654	1305
English	Prof. Harte	N751	8270
Ethnic Studies	Prof. Mathews-Salazar	S638	1370
Health Education	Prof. Belcastro	N799	1453
Health Information Technology	Prof. Carlson	N799	8339
Mathematics	Prof. Han	N599	1335
Modern Languages	Prof. Enrico	S601	7245
Media Arts And Technology	Prof. Karasek	S622	8525
Multimedia Programming & Design	Prof. Karasek	S622	8525
Music & Art	Prof. Meltzer	S115	5032
Nursing	Prof. Nichols	S730	8230
Office Administration	Prof. Campos	F730	8167
Respiratory Therapy	Prof. Flannery	N799	8335
Science	Prof. Hernandez	N699	1305
Science for Forensics	Prof. Hernandez	N654	1311
Small Business Entrepreneurship	Prof. Ginsberg	F730	8205
Social Science & Human Services	Prof. Anderson	N651	1210
Speech Communication & Theatre Arts	Prof. Powell	S628	8090
Teacher Education: Childhood Education/ Bilingual Education	Prof. Walters	S616P	5216



<b>Support Service Office</b>	<b>Chairperson/ Director</b>	<b>Room</b>	<b>Phone</b>
Academic Advisement & Transfer Center	F. McClean	S746	8315
Accessibility Office	M. Gonzalez	S360	8180
Admissions	E. Barrios	S310	1265
Athletics, Recreation & Intramurals	S. Kelly	N255	8260
Bursar Office	S. Reis	S330	1300
Center for Career Development	M. Olmeda-Amaro	S342	8170
Co-Curricular Transcript	A. Bhatia	N255D	5277
College Computer Center S113 (Student Helpdesk)	A. Batra	S156	8002
College Discovery Program	P. Perez	S335	8152
COPE (College Opportunity to Prepare for Employment)	S. Salley	M1216B	8486
Computer Labs	T. Lew	S134	8122
Counseling Center	L. Hung	S335	8143
Early Childhood Center	C. Scott-Croff	N375	8250
Evening/Weekend Program	S. Rumayor	S715	8325
Financial Aid	R. Buxton	N365	1432
Health Services	P. Jordan	N380	8255
International Student Services	L. Yi	S310	1265
Learning Resource Center	J. Tynes	S510	1376
LGBT Services	M. Hutmaker	S350	8130
Library	S. Eng	S410	1442
Registrar	M. Alan	S315	1297
Scholarship Services	S. Gyamfi	S344	8130
Security & Public Safety	E. Moss	S215	8075
Single Stop	D. Harte	S235	8174
Student Activities	H. Mars	S234	8160
Student Affairs	M. Craig	S350	8130
Testing	C. Tsai	N769	8085
Veterans' Resource Center	W. Cotto	S115C	5365
Women's Resource Center	D. Parker	S340	8165

# ACADEMIC CALENDAR

## Fall 2013

### August

21-27	W-TU	Registration
27*	TU	Last day to drop with 100% tuition refund
28	W	Classes begin
31	S	Labor Day Weekend—COLLEGE CLOSED - NO CLASSES

### September

1-2	SU-M	Labor Day Weekend—COLLEGE CLOSED - NO CLASSES
3*	TU	Last day to drop with 75% tuition refund
3	TU	Last day to add/change a class
4-6	W-F	NO CLASSES SCHEDULED (Rosh Hashanah)
10*	F	Last day to drop with 50% tuition refund
13-14	F-S	NO CLASSES SCHEDULED (Yom Kippur)
15	SU	Priority Deadline for CUNY Transfer Application
17*	TU	Last day to drop with 25% tuition refund
17	TU	Last day to drop a course so that it does not appear on student's transcript
18*	W	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
27	F	Last day to file for January graduation

### October

13-14	SU-M	Columbus Day Weekend—COLLEGE CLOSED-NO CLASSES
15	TU	Classes follow a Monday schedule

### November

1	F	Deadline for completion of INC grade from Spring and Summer
8	F	Student Faculty Evaluations distributed
8*	F	Last day to withdraw with a grade of "W"
27	W	Classes follow a Friday Schedule
28-30	TH-S	Thanksgiving Recess—COLLEGE CLOSED- NO CLASSES

### December

1	Su	Thanksgiving Recess—COLLEGE CLOSED- NO CLASSES
8	Su	Student Faculty Evaluations due
15	Su	Last day of classes
16-22	M-Su	Final Examinations
23	M	Final Examination make-up day (If needed due to weather condition)
24-25	Tu-W	Christmas Eve/Day—COLLEGE CLOSED- NO CLASSES
31	Tu	New Year's Eve—COLLEGE CLOSED- NO CLASSES

### Winter 2014

#### January

1	W	New Year's Day—COLLEGE CLOSED- NO CLASSES
1*	W	Winter 2013 Registration
1*	W	Last day to drop with 100% tuition refund
2	Th	Classes begin / Late registration
2*	Th	Last day to add/change a class
3*	F	Last day to drop with 50% tuition refund
7*	Tu	Last day to drop with 25% tuition refund
7*	Tu	Last day to drop a course so that it does not appear on student's transcript
8*	W	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
15	W	Last day to withdraw with a grade of "W"
20	M	Dr. Martin Luther King Jr. Day— College is Closed/No Classes
23	T	Last day of classes (including final examinations)

\* STUDENTS MAY USE CUNYFirst 7 DAYS A WEEK TO REGISTER, ADD, DROP & WITHDRAW



# Spring 2014

## January

20	M	Dr. Martin Luther King Day - COLLEGE CLOSED - NO CLASSES
21-24	Tu-F	Registration
26	S	Last day to drop with 100% tuition refund
27	M	Classes Begin

## February

1	Sa	Priority Deadline for CUNY Transfer Application
3	M	Last day to add/change a class
3	M	Last day to drop with 75% tuition refund
10	M	Last day to drop with 50% tuition refund
12	W	Lincoln's Birthday Observed—COLLEGE CLOSED - NO CLASSES
17	M	President's Day—COLLEGE CLOSED - NO CLASSES
18	Tu	Last day to drop a course so that it does not appear on student's transcript & Last day to drop with 25% tuition refund
19	W	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
20	Th	Classes follow Monday schedule
28	F	Last day to file for June graduation

## March

14	F	Deadline for completion of INC grade from Fall and Winter
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## April

14-22	M-Tu	Spring Recess—NO CLASSES-COLLEGE OFFICES ARE OPEN
22	Tu	Student Faculty Evaluations distributed
24	Th	Last day to withdraw with a grade of "W"

## May

11	Su	Student Faculty Evaluations due
15	Th	Last day of classes
16-22	F-Th	Final Examination
23	F	Final Examination make-up day (if needed due to weather)
26	M	Memorial Day—COLLEGE CLOSED - NO CLASSES
27	Tu	Honors Convocation
30	F	Commencement

## Summer Session I 2014

May 28-29	W-Th	Registration
June 1	Su	Last day to drop with 100% tuition refund
June 2	M	Classes begin/Late registration
June 3	Tu	Last day to add/change a class
June 5	Th	Last day to drop with 50% tuition refund
June 9	M	Last day to drop a course, it does not appear on student's transcript
June 9	M	Last day to drop with 25% tuition refund
June 10	Tu	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
June 26	Th	Last day to withdraw with a grade of "W"
July 4	F	Independence Day—COLLEGE CLOSED - NO CLASSES
July 9	Wed	Last day of classes (including final examinations)

## Summer Session II 2014

July 10	Th	Registration
July 13	Su	Last day to drop with 100% tuition refund
July 14	M	Classes begin / Late registration
July 14	M	Last day to add/change a class
July 16	W	Last day to drop with 50% tuition refund
July 20	Su	Last day to drop with 25% tuition refund
July 20	Su	Last day to drop a course, it does not appear on student's transcript
July 21	M	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
August 4	M	Last day to withdraw with a grade of "W"
August 13	W	Last day of classes (including final examinations)

\* STUDENTS MAY USE CUNYFirst 7 DAYS A WEEK TO REGISTER, ADD, DROP & WITHDRAW

**Sunday**  
August  
**11**

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**Monday**  
August  
**12**

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**Tuesday**  
August  
**13**

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**Wednesday**  
August  
**14**

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# AUGUST 2013

*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

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**Thursday**  
August  
**15**

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**Friday**  
August  
**16**

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**Saturday**  
August  
**17**

**Sunday**  
August  
**18**

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**Monday**  
August  
**19**

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**Tuesday**  
August  
**20**

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**Wednesday**  
August  
**21**

*Registration*

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# AUGUST 2013

*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

*Registration*

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Thursday  
August  
**22**

*Registration*

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Friday  
August  
**23**

*Registration*

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Saturday  
August  
**24**

**Sunday**  
August  
**25**

*Registration*

**Monday**  
August  
**26**

*Registration*

**Tuesday**  
August  
**27**

*Registration*

*Last day to drop with 100% tuition refund*

**Wednesday**  
August  
**28**

*Classes begin*



# AUGUST 2013

*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

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**Thursday**  
August  
**29**

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**Friday**  
August  
**30**

*Labor Day weekend—College closed/no classes*

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**Saturday**  
August  
**31**

**Sunday**  
September

**1**

***Labor Day weekend—College closed/no classes***

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**Monday**  
September

**2**

***Labor Day—College closed/no classes***

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**Tuesday**  
September

**3**

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

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

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**Wednesday**  
September

**4**

***No classes scheduled***

***Rosh Hashanah Begins***

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# SEPTEMBER 2013

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					

*No classes scheduled*

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**Thursday**  
September

**5**

*No classes scheduled*

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**Friday**  
September

**6**

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**Saturday**  
September

**7**

**Sunday**  
September  
**8**

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**Monday**  
September  
**9**

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**Tuesday**  
September  
**10**

*Last day to drop with 50% tuition refund*

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**Wednesday**  
September  
**11**

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# SEPTEMBER 2013

*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					

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**Thursday**  
September

**12**

*No Classes Scheduled*  
*Yom Kippur Begins*

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**Friday**  
September

**13**

*No Classes Scheduled*

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**Saturday**  
September

**14**

**Sunday**  
September  
**15**

*Priority Deadline for CUNY Transfer Application*

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**Monday**  
September  
**16**

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**Tuesday**  
September  
**17**

*Last day to drop with 25% tuition refund*

*Last day to drop a course so that it does not appear on student's transcript*

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**Wednesday**  
September  
**18**

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

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# SEPTEMBER 2013

*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					

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**Thursday**  
September  
**19**

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**Friday**  
September  
**20**

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**Saturday**  
September  
**21**

*Fall Begins*

**Sunday**  
**September**  
**22**

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**Monday**  
**September**  
**23**

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**Tuesday**  
**September**  
**24**

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**Wednesday**  
**September**  
**25**

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# SEPTEMBER 2013

*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					

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**Thursday**  
September  
**26**

*Last day to file for January Graduation*

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**Friday**  
September  
**27**

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**Saturday**  
September  
**28**

**Sunday**  
**September**  
**29**

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**Monday**  
**September**  
**30**

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**Tuesday**  
**October**  
**1**

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**Wednesday**  
**October**  
**2**

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# OCTOBER 2013

IS BREAST CANCER,  
DOMESTIC VIOLENCE  
AWARENESS,  
AND LGBT 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		

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**Thursday**  
October

**3**

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**Friday**  
October

**4**

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**Saturday**  
October

**5**

**Sunday**  
October

**6**

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**Monday**  
October

**7**

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**Tuesday**  
October

**8**

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**Wednesday**  
October

**9**

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# OCTOBER 2013

*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		

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**Thursday**  
October  
**10**

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**Friday**  
October  
**11**

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**Saturday**  
October  
**12**

**Sunday**  
October  
**13**

*College closed- No classes*  
*Columbus Day Weekend*

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**Monday**  
October  
**14**

*College closed- No classes*  
*Columbus Day*

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**Tuesday**  
October  
**15**

*Classes follow a Monday schedule*

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**Wednesday**  
October  
**16**

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# OCTOBER 2013



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. 8th: deadline for  
official withdrawal***

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**Thursday**  
October  
**17**

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**Friday**  
October  
**18**

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**Saturday**  
October  
**19**

**Sunday**  
October  
**20**

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**Monday**  
October  
**21**

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**Tuesday**  
October  
**22**

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**Wednesday**  
October  
**23**

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# OCTOBER 2013



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. 8th: deadline for  
official withdrawal***

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**Thursday**  
October  
**24**

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**Friday**  
October  
**25**

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**Saturday**  
October  
**26**

**Sunday**  
October  
**27**

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**Monday**  
October  
**28**

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**Tuesday**  
October  
**29**

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**Wednesday**  
October  
**30**

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# NOVEMBER 2013

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

*Halloween*

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**Thursday**  
October  
**31**

*Deadline for completion of INC  
grade from Spring and Summer*

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**Friday**  
November  
**1**

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**Saturday**  
November  
**2**

*Daylight Savings Time Ends, set your clock back one hour*

**Sunday**

November

**3**

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**Monday**

November

**4**

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**Tuesday**

November

**5**

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**Wednesday**

November

**6**

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# NOVEMBER 2013

*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

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**Thursday**  
November  
**7**

***Student Faculty Evaluations Distributed***  
***Last day to withdraw with a grade of "W"***

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**Friday**  
November  
**8**

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**Saturday**  
November  
**9**

**Sunday**  
November  
**10**

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**Monday**  
November  
**11**

*Veteran's Day*

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**Tuesday**  
November  
**12**

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**Wednesday**  
November  
**13**

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# NOVEMBER 2013

*Knowledge is the food  
of the soul.*

PLATO

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

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**Thursday**  
November  
**14**

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**Friday**  
November  
**15**

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**Saturday**  
November  
**16**

**Sunday**  
**November**  
**17**

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**Monday**  
**November**  
**18**

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**Tuesday**  
**November**  
**19**

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**Wednesday**  
**November**  
**20**

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# NOVEMBER 2013

*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

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**Thursday**  
November  
**21**

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**Friday**  
November  
**22**

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**Saturday**  
November  
**23**

**Sunday**  
November  
**24**

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**Monday**  
November  
**25**

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**Tuesday**  
November  
**26**

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**Wednesday**  
November  
**27**

*Classes Follow a Friday schedule*  
*Winter Registration*

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# NOVEMBER 2013



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*

*Hanukkah Begins*

**Thursday**  
November

**28**

*Thanksgiving Recess*

*College closed/no classes*

**Friday**  
November

**29**

*Thanksgiving Recess*

*College closed/no classes*

**Saturday**  
November

**30**

**Sunday**  
December

**1**

***Thanksgiving Recess***  
***College closed/no classes***

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**Monday**  
December

**2**

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**Tuesday**  
December

**3**

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**Wednesday**  
December

**4**

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# DECEMBER 2013

*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				

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**Thursday**  
December

**5**

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**Friday**  
December

**6**

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**Saturday**  
December

**7**

*Student Faculty Evaluations due*

**Sunday**

December

**8**

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**Monday**

December

**9**

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**Tuesday**

December

**10**

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**Wednesday**

December

**11**

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# DECEMBER 2013

*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				

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**Thursday**  
December  
**12**

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**Friday**  
December  
**13**

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**Saturday**  
December  
**14**

**Sunday**  
December

**15**

*Last day of classes*

**Monday**  
December

**16**

*Final Examinations*

**Tuesday**  
December

**17**

*Final Examinations*

**Wednesday**  
December

**18**

*Final Examinations*

# DECEMBER 2013

*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*

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Thursday  
December  
**19**

*Final Examinations*

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Friday  
December  
**20**

*Final Examinations*

*Winter Begins*

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Saturday  
December  
**21**

**Sunday**  
December  
**22**

*Final Examinations*

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**Monday**  
December  
**23**

*Final Examinations Make-up day  
(If needed due to weather conditions)*

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**Tuesday**  
December  
**24**

*Christmas Eve—College closed*

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**Wednesday**  
December  
**25**

*Christmas Day—College closed*

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# DECEMBER 2013

*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				

*Kwanzaa begins*

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Thursday  
December  
**26**

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Friday  
December  
**27**

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Saturday  
December  
**28**

**Sunday**  
December  
**29**

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**Monday**  
December  
**30**

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**Tuesday**  
December  
**31**

*New Year's Eve-College closed*  
*College closed*

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**Wednesday**  
January  
**1**

*New Year's Day—College closed*  
*Winter 2013 Registration*  
*Last day to drop with 100% tuition refund*

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# JANUARY 2014

## 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	

*First day of classes/late registration* \_\_\_\_\_

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

**Thursday**  
January

**2**

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*Last day to drop with 50% tuition refund* \_\_\_\_\_

**Friday**  
January

**3**

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**Saturday**  
January

**4**

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**Sunday**

January

**5**

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**Monday**

January

**6**

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**Tuesday**

January

**7**

*Last day to drop with 25% tuition refund*

*Last day to drop a course so that it does not appear on student's transcript*

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**Wednesday**

January

**8**

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

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# JANUARY 2014

*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	

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**Thursday**  
January

**9**

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**Friday**  
January

**10**

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**Saturday**  
January

**11**

**Sunday**  
January  
**12**

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**Monday**  
January  
**13**

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**Tuesday**  
January  
**14**

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**Wednesday**  
January  
**15**

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

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# JANUARY 2014

*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	

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**Thursday**  
January  
**16**

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**Friday**  
January  
**17**

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**Saturday**  
January  
**18**

**Sunday**  
January  
**19**

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**Monday**  
January  
**20**

*Dr. Martin Luther King Day—College closed/No Classes.*

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**Tuesday**  
January  
**21**

*Registration*

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**Wednesday**  
January  
**22**

*Registration*

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# JANUARY 2014

*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	

**Registration**

**Last day of Winter Classes (including Final Examination)**

**Thursday  
January**

**23**

**Registration**

**Friday  
January**

**24**

**Saturday  
January**

**25**

**Sunday**  
January  
**26**

*Last day to drop with 100% tuition refund*

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**Monday**  
January  
**27**

*Classes Begin*

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**Tuesday**  
January  
**28**

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**Wednesday**  
January  
**29**

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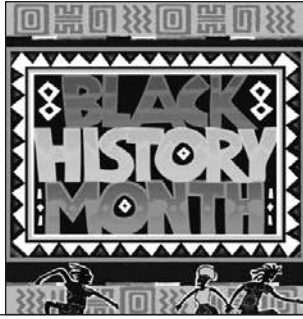
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# FEBRUARY 2014



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	

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Thursday  
January  
**30**

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Friday  
january  
**31**

*Priority Deadline for CUNY Transfer Application*

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Saturday  
February  
**1**

**Sunday**  
February

**2**

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**Monday**  
February

**3**

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

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**Tuesday**  
February

**4**

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**Wednesday**  
February

**5**

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# FEBRUARY 2014

*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	

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**Thursday**  
February

**6**

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**Friday**  
February

**7**

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**Saturday**  
February

**8**

**Sunday**  
February

**9**

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**Monday**  
February

**10**

*Last day to drop with 50% tuition refund*

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**Tuesday**  
February

**11**

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**Wednesday**  
February

**12**

*Lincoln's Birthday observed—College closed/no classes*

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# FEBRUARY 2014

*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	

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**Thursday**  
February  
**13**

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**Friday**  
February  
**14**

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**Saturday**  
February  
**15**

**Sunday**  
February  
**16**

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**Monday**  
February  
**17**

*President's Day—College closed/no classes*

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**Tuesday**  
February  
**18**

*Last day to drop with 25% tuition refund*

*Last day to drop a course so that it does not appear on the student's transcript*

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**Wednesday**  
February  
**19**

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

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# FEBRUARY 2014

*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	

*Classes follow a Monday schedule*

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**Thursday**  
February  
**20**

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**Friday**  
February  
**21**

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**Saturday**  
February  
**22**

**Sunday**  
February  
**23**

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**Monday**  
February  
**24**

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**Tuesday**  
February  
**25**

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**Wednesday**  
February  
**26**

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# MARCH 2014

# WOMEN'S HERSTORY 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					

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**Thursday**  
February  
**27**

*Last day to file for June graduation*

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**Friday**  
February  
**28**

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**Saturday**  
March  
**1**

**Sunday**  
March  
**2**

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**Monday**  
March  
**3**

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**Tuesday**  
March  
**4**

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**Wednesday**  
March  
**5**

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# MARCH 2014

*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
30	31					

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**Thursday**  
March  
**6**

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**Friday**  
March  
**7**

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**Saturday**  
March  
**8**

*Daylight Savings Time Begins, set your clock forward one hour*

**Sunday**

March

**9**

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**Monday**

March

**10**

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**Tuesday**

March

**11**

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**Wednesday**

March

**12**

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# MARCH 2014



**Reminder !!!**  
**April 24: 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					

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**Thursday**  
March  
**13**

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

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**Friday**  
March  
**14**

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**Saturday**  
March  
**15**

**Sunday**  
March  
**16**

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**Monday**  
March  
**17**

*St. Patrick's Day*

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**Tuesday**  
March  
**18**

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**Wednesday**  
March  
**19**

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# MARCH 2014



**Reminder !!!**  
**April 24: 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					

*Spring begins*

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**Thursday**  
March  
**20**

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**Friday**  
March  
**21**

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**Saturday**  
March  
**22**

**Sunday**  
March  
**23**

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**Monday**  
March  
**24**

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**Tuesday**  
March  
**25**

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**Wednesday**  
March  
**26**

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# MARCH 2014

*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
WARREN BENNIS	30	31				

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**Thursday**  
March  
**27**

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**Friday**  
March  
**28**

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**Saturday**  
March  
**29**

**Sunday**  
March  
**30**

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**Monday**  
March  
**31**

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**Tuesday**  
April  
**1**

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**Wednesday**  
April  
**2**

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# APRIL 2014

## 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			



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**Thursday**  
April  
**3**

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**Friday**  
April  
**4**

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**Saturday**  
April  
**5**

**Sunday**  
April  
**6**

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**Monday**  
April  
**7**

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**Tuesday**  
April  
**8**

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**Wednesday**  
April  
**9**

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# APRIL 2014

*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			

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**Thursday**  
April  
**10**

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**Friday**  
April  
**11**

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**Saturday**  
April  
**12**

**Sunday**  
April  
**13**

*Palm Sunday*

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**Monday**  
April  
**14**

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

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**Tuesday**  
April  
**15**

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

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**Wednesday**  
April  
**16**

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

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# APRIL 2014

*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

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

Thursday  
April  
**17**

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

Friday  
April  
**18**

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

Saturday  
April  
**19**

**Sunday**  
April  
**20**

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

**Monday**  
April  
**21**

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

**Tuesday**  
April  
**22**

*Spring Recess-No Classes*  
*College offices are open*  
*Student Faculty Evaluations distributed*

**Wednesday**  
April  
**23**



# APRIL 2014

*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			

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

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**Thursday**  
April  
**24**

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**Friday**  
April  
**25**

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**Saturday**  
April  
**26**

**Sunday**  
April  
**27**

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**Monday**  
April  
**28**

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**Tuesday**  
April  
**29**

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**Wednesday**  
April  
**30**

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# MAY 2014

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

***Priority Deadline for students to reapply for Financial Aid for the Fall 2014 and Spring 2015 semesters.***

**Thursday**  
May  
**1**

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**Friday**  
May  
**2**

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**Saturday**  
May  
**3**

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**Sunday**  
May  
**4**

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**Monday**  
May  
**5**

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**Tuesday**  
May  
**6**

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**Wednesday**  
May  
**7**

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# MAY 2014

*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

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**Thursday**  
May  
**8**

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**Friday**  
May  
**9**

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**Saturday**  
May  
**10**

**Sunday**  
May  
**11**

*Mother's Day*  
*Student Faculty Evaluations Due*

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**Monday**  
May  
**12**

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**Tuesday**  
May  
**13**

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**Wednesday**  
May  
**14**

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# MAY 2014

*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

*Last day of classes*

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**Thursday**  
May  
**15**

*Final Examinations*

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**Friday**  
May  
**16**

*Final Examinations*

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**Saturday**  
May  
**17**

**Sunday**  
May  
**18**

*Final Examinations*

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**Monday**  
May  
**19**

*Final Examinations*

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**Tuesday**  
May  
**20**

*Final Examinations*

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**Wednesday**  
May  
**21**

*Final Examinations*

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# MAY 2014

*The wisest mind has  
something yet to learn.*

GEORGE SANTAYANA

S	M	T	W	T	F	S
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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*

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Thursday  
May  
**22**

*Final Examination make-up day*

*(If needed due to weather condition)*

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Friday  
May  
**23**

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Saturday  
May  
**24**

**Sunday**  
May  
**25**

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**Monday**  
May  
**26**

*Memorial Day—College closed/No classes*

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**Tuesday**  
May  
**27**

*Honors Convocation*

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**Wednesday**  
May  
**28**

*Registration*

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# MAY 2014

*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

## *Registration*

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Thursday  
May  
**29**

## *Commencement*

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Friday  
May  
**30**

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Saturday  
May  
**31**





**SERVICES**



## **Academic Advisement & Transfer Center**

**Freda McClean, Director**

Room S746/Phone 212 220-8315

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

[eadvisement@bmcc.cuny.edu](mailto:eadvisement@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 9am- 5pm (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)**

**Lesley Leppert-McKeever, Director**

Room S642/Phone 866 917-4567

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

Monday - Friday 9 am - 7 pm

Sat and Sun 9 am - 5 pm

ASAP is a special program funded by Mayor Bloomberg's Center for Economic Opportunity. It emphasizes enriched academic support, personal academic advisement and career assistance, and block programming. Program perks include free use of textbooks, free monthly metrocards and tuition assistance, if eligible. Students in the program graduate with an Associate degree in fewer than three years.

## **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**

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

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

**Steve Kelly, Director**

Room N225/Phone 212 220-8261

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

Fitness Center Hours:

Monday-Friday 9am - 5pm

Saturday 10 am - 1 pm\*

### **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 nine of the last fifteen 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 other fitness classes.

## Swimming Pool Hours

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

Saturday, 8 am - Noon, Lap & Recreational Swim

## 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

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

The Bursar's Office is responsible for the billing and collection of tuition and fees, disbursement of financial aid checks, certification of TAP, and refunds. Applications for direct deposit of financial aid checks are available at the Bursar's Office. You can also use the College's website to pay tuition and fees with credit card or e-check.

***To learn more about paying your tuition bill, go to page 120 in the How Do I section of this handbook.***

## Cafeteria

### Richard Halem, Manager

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

[mbjfoodservice@bmcc.cuny.edu](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**

**Angie Mendez, 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 and fashion magazines—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**

**Melba Olmeda-Amaro, 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 - 7 pm\*

Friday 9 am - 5 pm

Saturday 10am - 5 pm

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

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 match 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)**

**Annette Bhatia, Coordinator**

Room N255D/Phone: 212 220-8000 x5277

<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 Computer Center (Student Helpdesk)**

**Amish Batra, Acting Deputy Director**

Room S113/Phone: 212 220-8002

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

student\_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 a student Helpdesk to assist you with BMCC Portal, your BMCC student e-mail, BMCC Solution Center, CUNY Portal login, Wireless Access, Pay Per Print/Copy, Library Database and logging into iCafe 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. Also, we have provided a suggestion box on our website to receive your recommendations.

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)
- 2) Get answers to frequently asked questions and technical solutions in the BMCC Solution Center: [www.bmcc.cuny.edu/bmccportal](http://www.bmcc.cuny.edu/bmccportal)
- 3) E-mail us at [student\\_helpdesk@bmcc.cuny.edu](mailto:student_helpdesk@bmcc.cuny.edu) from your BMCC Student E-mail (never provide your SS# and/or your DOB in an e-mail)
- 4) Call us (212-220-8002) or visit us in room S113.

***To learn more, see the computer information in the How Do I section, on page 116, 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.

## **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 staffed by professionally trained counselors, tutorial support and administrative personnel. CD provides a wide range of support services such as holistic counseling tutorial/supplemental instruction and extra financial assistance. The support services include a variety of outreach and enrichment activities

provided on an individual or small group basis to enhance the students' growth and development, both academically and personally. Students are considered for the program on the basis of their high school average and family/household income. Students must be admitted for the fall semester as an entering freshmen to be eligible for the program. Participation in the summer immersion programs preceding their fall entry semester, is an additional requirement.

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

**Thomas Lew, Director**

Room S604/Phone 212 220-8122

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. [WWW.BMCC.CUNY.EDU/IT](http://WWW.BMCC.CUNY.EDU/IT)

## **College Opportunity to Prepare for Employment (COPE) Program**

**Sondra Salley, Director**

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

ssalley@bmcc.cuny.edu

Monday and 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.

## **Counseling Center**

**Lily Hung, Director**

Room S335K/ Phone: 212 220-8143

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

Monday-Friday 9 am – 7 pm

Saturday 9 am - 5 pm

The staff of the Counseling Center provides services that help students achieve their personal, academic and career goals. The Center is staffed by licensed professionals with degrees in Counseling, Psychology, and Social Work. These professionals work in strictest confidence to address academic and personal concerns, while the Center's academic advisor helps monitor students' academic progress, and provides support. Counselors are available for individual and group sessions, both by appointment and on a walk-in basis. Visit the website for updated notices, events, helpful information and success strategies.

## **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

Monday-Thursday 7:50 am - 9 pm

Friday 7:50 am - 5 pm

Saturday 9 am - 5 pm (pre-school, school age only)

Sunday 9 am - 5 pm (pre-school, school age only)

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

## **E-Learning Center**

**Janey Flanagan, Director**

Room S-501A/ Phone 212-220-8000 x1243

<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 a.m. to 5 p.m.

E-learning courses offer an exciting way to learn for self-motivated students who enjoy reading and writing online. Both online and hybrid

courses give students flexibility in scheduling academic work with personal commitments. Online courses are delivered via the Internet and are between 80%-100% online. Hybrid courses are between 33%-67% 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 "Is E-Learning For You." Visit the E-Learning Center, S-501a, if you have questions or need technical assistance using Blackboard, the CUNY Portal, or other Internet based technologies.

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

*See page 117 of the How Do I section.*

## **Evening/Weekend Program**

**Sandra Rumayor, Director**

Room S727/Phone 212 220-8325

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

Wednesday-Friday 12 pm - 8 pm

Saturday 9 am - 7 pm

Sunday 9 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 students during the week. These include: counseling, library, academic advisement and transfer information, tutoring/supplemental instruction, and open access computer labs.

## **Financial Aid**

**Ralph Boxton, Acting 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

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, page 120, of this handbook.*** Visit our online financial aid office 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) offer first-time full-time liberal arts students a more fluent transition into college. Students participating in the FLA program will have 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](mailto: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 each spring, 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.

## International Student Services

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

Room S300/Phone 212 220-1265

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

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

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 (S300) will see students on a walk-in basis and by appointments.

## LGBT Services

Phone 212 220-8130 Room, S350

<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” handbook, page 142**

## 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 120,000 volumes of books and reference titles, 250 print magazine/journal subscriptions, over 80,000 electronic journals, magazines, and newspapers, 187,000 electronic books, and 21,473 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. Sixty

internet workstations are on the open floor for research. The entire library is completely WiFi –enabled and laptops and digital dictionaries are loaned to students for onsite use. There are three main service points in the Main Library, namely Circulation and 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 1,300 Media Materials • Assistive Technology • Leisure Reading Collection • Group Study Rooms • 24/7 Chat Reference • Laptop Loaners

***For more information on CUNY libraries and NYC public libraries, go to the Libraries section, page 156, of this handbook.***

## **Public Safety**

**Edwin Moss, Director**

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

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

*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>

## **Registrar**

**Mohammad K. Alam, Acting Senior Registrar**

Room S315/Phone 212 220-1297/Fax 212 220-1254

*www.bmcc.cuny.edu/registrar/*

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

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



Registrar's Office.

***For a step-by-step description on how to use the CUNYfirst for Web Registration, see page 119-120.***

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 C. Harte, Coordinator**

Room S235/Phone 212 220-8195

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—see page 143.***

## **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 S215. To find out about SGA elections and whether you are eligible to run, visit the Student Activities Office and pick up a Student Elections Handbook.

## **Student Publications**

Student Newspaper

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.

## **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 is a leading presenter of dance, theater, and music in downtown New York City. Their performing season includes educational theatre for schoolchildren, a weekend series for families, dance performances, a unique jazz program celebrating old venues and young emerging musicians, and residencies with some of New York City's most exciting emerging theatre artists. Special discounts and/or FREE tickets are often available to BMCC students.

## **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 - 5 pm

Saturday 10 am - 5 pm

Sunday 11 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 prepare you for your final writing exam.

## **College Discovery Tutorial Program/Lab**

**Deborah Skinner, Academic Support Coordinator**

Room S340D/Phone 212 220-8173

[dskinner@bmcc.cuny.edu](mailto:dskinner@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 and small group learning support in various subjects as well as midterm and finals review study sessions. The CD 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.

## **Computer Lab Services**

**Gregory Farrell, Instructional Computer Service Coordinator**

Room S505/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 9 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 lab is 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, and support for classroom - related computing activities, study skills, and course specific software.

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

**Joshua Belknap, Coordinator**

Room S503/Phone 212 220-1422

[jbelknap@bmcc.cuny.edu](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. The lab also has computer and word processing instruction for students enrolled in ESL classes. In addition, the lab stocks books, audiobooks, and DVDs (films and documentaries in English), as well as English grammar and writing computer software. ESL students regularly utilize the resources of the lab throughout the academic year, whether individually or in the context of class/tutorial groups.

## **Learning Resource Center 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**

**Mark Jagai, Sr. College Lab Technician**

Room S535/Phone 212 220-1344

[mjagai@bmcc.cuny.edu](mailto:mjagai@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 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.

### **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 S762/Phone 212 220-8390

nursingtutoring@bmcc.cuny.edu

See the bulletin board outside S762 for hours and [www.bmcc.cuny.edu/calendar/](http://www.bmcc.cuny.edu/calendar/)

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

### **Reading Lab**

**Joseph Johnson, Reading Lab Supervisor**

Room S500/Phone 212 220-1410

jjohnson@bmcc.cuny.edu

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

Friday 8:30 am - 7 pm

Saturday 10 am - 5 pm

Sunday 10 am - 5 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.

### **Writing Center**

**Jason Schneiderman, Director**

Room S500W/Phone 212 220-1384

jschneiderman@bmcc.cuny.edu

Monday-Thursday 10 am - 8 pm

Friday 10 am - 5 pm

Saturday 10 am - 3 pm

Writing Assistants work with students to create, develop and refine writing in all subject areas. They offer guidance in all aspects of the writing process: generating ideas; developing and organizing essays; identifying and documenting reliable sources; recognizing errors in logic, rhetoric and grammar; and learning to correct errors in grammar and syntax. The Writing Center also offers help with resumes, job application letters, and fellowship or college

transfer application essays. Tutoring is offered on a drop-in and appointment basis, or through E-Tutoring.

## **Veterans' Resource Center**

**Wilfred Cotto, Student Life Specialist for Veterans Services**

Room S115C/ Phone 212 220 5365

The Veterans' Resource Center serves the needs of prospective and enrolled service persons, veterans, their dependents, their survivors, and other persons eligible to receive education benefits under various Department of Veterans Affairs (DVA) programs. The purpose of this program is to facilitate a smooth transition from military life to the college experience by providing veterans a strong support system and services. For more information contact the office of Student Affairs or visit our website.

## **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, visit 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 Chi Alpha Epsilon (XAE) National Academic Honor Society. They may petition for induction into membership of the national society after completion of two full time semesters, with earned semester Grade Point Average of at least 3.00. Chi Alpha Epsilon is a national academic honor society for students in Special Opportunity Programs like SEEK, EOP, EOP and others.

*Meetings are held on Wednesdays during club hours 2 pm - 4 pm. For further information, contact the faculty advisor, Mr. Nelson Izquierdo at 212-220-8001 or email him 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, with a GPA of at least 3.0, and you must be a resident of the state of New York. Pick up an application from Mr. Everton Barrett in S430H. If you have any questions about this program call (212)-220-8000 ext: 5059 or email Mr. Everton Barrett at [ebarrett@bmcc.cuny.edu](mailto:ebarrett@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 Dr. Beryl Duncan Wilson in the Counseling Center, Room S343, at 212 220-8155 or e-mail her at [bduncanwilson@bmcc.cuny.edu](mailto:bduncanwilson@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 Internship Coordinators.

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, Computer Information Systems, and Liberal Arts. For more information, contact Prof. Joan Jeter-Moye, in room F730V/Phone 212-220-8059.

### **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, have a GPA of 3.50 or higher, and have completed or are exempt from remedial courses, come join us! For more information about this prestigious organization, contact Professor Alex d'Erizans in the Social Sciences and Human Services Department, N608, 212-220-8000 ext. 5244, or e-mail him at alex.derizans@gmail.com.

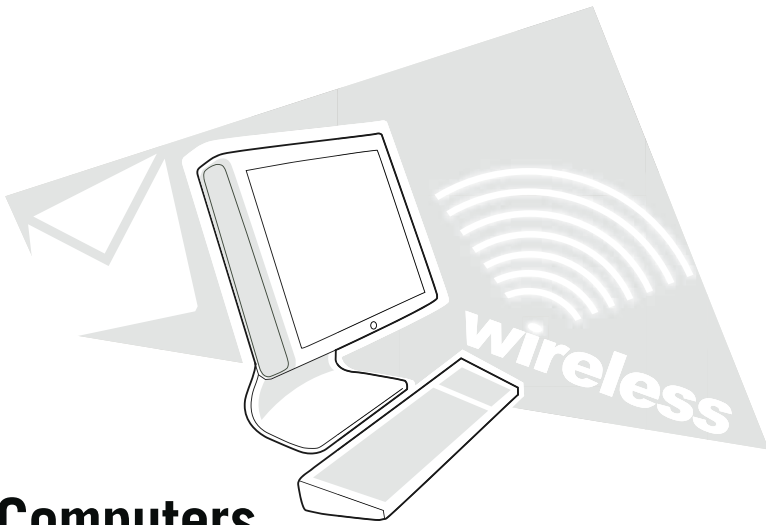
### **Study Abroad Program**

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 Offices of Academic Affairs at 212-220-8320 or Student Affairs at 212-220-8130.





HOW DO I?



# Computers

## What is CUNYfirst?

CUNY first stands for “Fully Integrated Resources and Services Tool.” This new system will replace Panther, the current BMCC student information system. CUNYfirst will streamline and standardize all processes throughout the entire City University of New York system, from registering for classes to paying your bill.

## What is BMCC Portal?

BMCC Portal is an online all access point for applications and resources. Through the BMCC Portal, Student, BMCC Solution Center, Scholarship Applications, Federal Work Study Information, Library Databases, CUNY Portal and more. The Portal also includes a Password lock box where you can store all of your BMCC related passwords for single sign on access to BMCC accounts. For first time users please follow directions below.

To Log in to BMCC Portal

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

Step 2: Click on BMCC Portal

Step 3: Click on Password Enrollment

Step 4: Enter Username = First name.Last name

Password = yymmdd ( date of birth) and the last 4 digits of your Student ID Number

*The password and username used for BMCC Portal Login can also be used to log in to WiFi on campus, iCafe computers, and BMCC library database. Your BMCC Portal password is also your student email password and will expire every 90 days.*

Step 5: Select 3 questions from the list and type in your answers. Enter the last 4 digits of your SS#, and the numbers below your picture on your BMCC ID card.

- *If you do not see the option to change your temporary password while doing the enrollment, go back to Password Reset.*
- *Enter your username and temporary password again, and click on Password Reset.*
- *Change your password following the guidelines shown on the page*

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

Your BMCC e-mail address is automatically created within two business days of registering for classes and settling your bill. Through a CUNY-wide partnership with Microsoft, Windows Live officially houses all BMCC student email accounts. Your BMCC e-mail is the primary source of communication from the college. Your student e-mail account allows you to take advantage of a wide array of services offered by MSN: address books, calendars, instant messaging, folders (where you could save papers and other documents) and more.

### **To Access Your E-mail**

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

Step 2: Click on e-mail, then click on Student E-mail

Step 3: Click on Login. Enter your BMCC e-mail address and password in the fields provided.

Step 4: Click on Sign In. (You can also access your student e-mail through the BMCC Portal).

Username: `Firstname.Lastname@stu.bmcc.cuny.edu`

Password: Same as BMCC Portal Password\*

*\*Note: if you are logging into your e-mail for the first time your password will be your birthday YYMMDD+the last 4 digits of your Social Security number (e.g. if your DOB is April 1, 1984 and your Social Security is 000561234, then your password = 8404011234)*

*In some cases a middle initial will follow the first name. If you have any questions about your BMCC Portal account or student e-mail account, please visit the Technical Support HelpDesk in room S-112 with a valid student ID.*

## **What is the BMCC Solution Center**

BMCC Solution Center is a knowledgebase that provides solutions to many of your frequently asked BMCC questions, as well as a host of answers to computer related concerns all in one place!

Access BMCC Solution Center on or off campus to find the answers you are looking for, or teach yourself a new skill. E-mail the Technical Support Help Desk your question, if you cannot find the answers you are looking for, we will find them!

The password and username used to login to the BMCC Solution Center can also be used to log into BMCC Portal, WiFi on campus, iCafé computers, and BMCC Library Database. Your BMCC Portal password is also your student e-mail password and will expire every 90 days.

## 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 make copies on campus?

Use your BMCC ID card to print using a computer and make photocopies throughout the campus. Your Pay Per Print account will be created on the second business day after you receive your BMCC ID card. Each printout or photocopy costs 10 cents. All printouts generated from the Panther system are free of charge.

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

*Note: There are Add Value machines at Murray St. Make sure there is value on your BMCC ID card, as the only Add Value machines are in the library on the main campus.*

If you are having trouble with the Pay Per Print/Copy System, please visit the Student Helpdesk in S112.

## Does BMCC have a wireless network?

BMCC offers free wireless access throughout the 199 Chambers Street and Murray Street locations, and also in Washington Market Park. You can enjoy free wireless Internet access from your laptop, or Wi-Fi capable phone or device.

Authenticate to the network using your BMCC Portal username and password to access the network. The only BMCC wireless network where you don't have to login is the one covering Washington Market Park, and the bandwidth is considerably decreased for this area. Your laptop should be able to automatically pick up the wireless signal, if properly configured.

After you configure your device to access the wireless network, you are ready to browse the internet. It is possible for your laptop to pick up more than one wireless signal, depending on your physical location at 199 Chambers or Murray Street locations. Choose the network name "BMCC" or "BMCC-Murray" to connect to the wireless network.

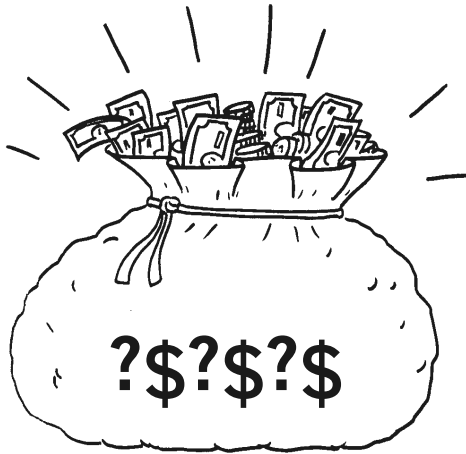
For help on connecting and troubleshooting your wireless connection, please visit the Student HelpDesk in room S112.

## Registration

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

1. Login to CUNYfirst at: <https://home.cunyfirst.cuny.edu>
- \* Important campus updates will be posted on your CF page once you log in.
2. Select **HR/Campus Solutions** from the left menu
3. Navigate to **Self Service** followed by **Student Center**
4. In the upper left corner, select **Enroll**
5. Choose your **registration term (e.g., Fall 2013)** and select **Continue**.
6. Enter the class number or select search to search the schedule of classes.
7. Under **Search Criteria**, select at least 2 search fields (subject, course number). To further refine your search, select **Additional Search Criteria**
8. Select **Search**
9. Review the search result and choose the sections that best fit your schedule. Once you have made your selection, choose **Select Class**
10. 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 and then select your Shopping Cart from this page. Your Shopping Cart is also accessible under the Plan tab at the top of the page.  
\*\*\*IMPORTANT NOTE\*\*\* Adding classes to your shopping cart does not confirm enrollment. Steps 11-13 instruct you on how to confirm enrollment (finalize your registration).

11. Once in the Shopping Cart, **check the boxes** next to the classes you wish to register for and **select Enroll**. You can also Delete and Validate classes. Validating classes lets you know if you have met the prerequisites before you enroll. Validation will also occur once you select **Enroll**.
12. Review registration information and click  
Proceed to **Step 2 of 3**
13. Confirm your classes by clicking **Finish Enrolling**  
\*Your registration is not complete until you click Finish Enrolling\*
14. For additional assistance with your registration, visit the CUNYfirst registration labs in S142 and S143, or call 212-220-8002 and select CF.



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

### What types of financial aid are offered at BMCC?

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

#### Grants

Money that does not have to be repaid.

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

#### Loans

Money that you borrow and must pay back with interest.

- Federal Perkins Loan

- Federal Direct Loan (subsidized & unsubsidized)

### **Work-Study**

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

### **Scholarships**

Money awarded on the basis of financial need or academic merit.

## **What kinds of scholarships are available?**

BMCC awards hundreds of scholarships to students each year. Consult the Scholarship Office for a complete listing or log-on to: [www.bmcc.cuny.edu/scholarships](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 Web Lab.

## **When should I apply for financial aid?**

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

## **Do I have to reapply for financial aid every year?**

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

## **Financial Aid Application Deadlines**

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

### **For Fall Admission**

**January 2**

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

### **March 15**

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

### **April 15**

- File your FAFSA-on-the-Web at [www.fafsa.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 Student Aid Report results from your 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 for your awards to print on your bill, you may have to settle the bill from your own resources until processing of your financial aid applications is completed.

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

## **Academic Performance and Financial Aid Eligibility**

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

### **Enrollment Requirements (Getting Your Aid)**

#### ***Basic Enrollment Conditions***

**Federal Pell Grant:** Maintain enrollment from 1 to 18 credits/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 3 degree credits each PTAP or APTS semester

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

### ***Repeating Failed Courses***

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

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

### ***Repeating Courses Previously Passed***

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

## Associate Degree

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

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

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

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

*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

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

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

Semester	1	2	3	4	5
Credits for degree	6	15	30	45	60
Minimum GPA	1.5	1.8	2.0	2.0	2.0

## Is financial aid available for the summer?

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

- 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 summer financial aid, read our information guide entitled "Summer Financial Aid" posted on our website or available from the Financial Aid Office.

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

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: As a 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.

## Grades

### ABCDF? 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) and clicking on "Panther."

### 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	Numerical Equivalent	Points
A	93 – 100%	4.0
A-	90 – 92%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	77 – 79%	2.3
C	73 – 76%	2.0
C-	70 – 72%	1.7
D+	67 – 69%	1.3
D	63 – 66%	1.0
D-	60 – 62%	0.7
F	Failure	0.0
S	Satisfactory	–
U	Unsatisfactory (counts as Failure)	0.0
W	Official Withdrawal	–
WA	Administrative Withdrawal	–
WU	Unofficial Withdrawal (counts in GPA computation; same as Failure)	0.0
*WN	Never Attended	–
R	The “R” grade means a Course must be repeated	–
NC <sup>1</sup>	No credit granted ( <i>restricted to credit bearing courses</i> )	–
INC	Semester’s work incomplete	–
AUD	Course not taken for credit or grade: “AUD” Audit appears on transcript	–
REP	Indicates a course already taken and successfully completed with a grade of “C” or better	–
FIN	To be used when an INC grade reverts to an F	0.0
Z	No grade submitted by the instructor for course taken	–
TR	Transfer credit from another institution or courses taken on permit at a non-CUNY college	–

<sup>1</sup> An “NC” grade can be assigned to a first semester freshman who has completed a course with a “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 Placement Exams

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

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

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

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

If you are eligible for a waiver, you must submit all documentation (eg. official transcripts, SAT scores, etc.) in support of waivers to the Testing Office before registration. If you have taken the CUNY Tests at another CUNY college or through a high school program, please inform the Testing Office of the results before registration. All official documentation must be mailed or hand-delivered in a sealed envelope to the Testing Office, room N769.

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

## Other Placement Exams

Math Placement Exam (MAT056 & MAT206): If you are proficient in Math and are exempt from the remedial math you were tested on during the Placement exams, you may go to the math Lab, room S511, to take the Intermediate Algebra or Pre-Calculus exams, which are prerequisites for upper level math courses, some science, and other selected courses. MAT056 and at least one upper-level math course (200 or above) are required for Engineering Science, Childhood Education, Bilingual Childhood Education, Science, Mathematics, Computer Science, and Business Administration 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: <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 within the Admissions Office in room S310. 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 in and outside of the classroom the way a responsible college student is expected to behave. Proper college decorum helps the BMCC college community maintain a safe and scholarly environment conducive to academic success and college life. In addition, classroom protocol requires that students respect themselves, fellow students, professors, and staff by following simple rules, such as:

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

## **General Education**

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

The information provided below outlines the General Education Goals at BMCC and gives examples of how you may fulfill them regardless of your selected major.

**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**

Starting Fall 2013, CUNY will implement the Pathways initiative across its undergraduate colleges. Pathways establishes a new system of general education requirements and new transfer guidelines across the University - and by doing so reinforces 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)

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 S746) 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 S310.

### **Degree Completion and Transfer Benefit**

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

5. You have something to walk away with!  
You will have more than just a high school diploma or a GED.
4. You have an “insurance policy” on a completed body of work!  
Schools are more likely to take all of your credits.
3. You save an awful lot of money by completing the first leg of your education here.
2. 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 (-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 S746 and speak with one of their advisors.

## **Academic Development Days**

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

## **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.

## **E-Learning / Distance-Learning Advisement**

In concert with BMCC's missions to provide quality education to all its students, e-learning students are provided with an advisor to assist them while taking their courses online. You are provided with all the same services as traditional students, but advising is conducted via the Internet. Prior to the start of class, you will be contacted via e-mail to ensure you understand the requirements of e-learning courses. Your advisor will ensure that you know how to log-on to Blackboard, assist you if you need help, and will guide you in activating your required BMCC e-mail account.

## **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

Nursing  
Health Information Technology  
Early Childhood Education

### For Women

Computer Networking  
Business Administration  
Business Management  
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. In addition, you will receive support from your peers through the NT Career Society one of the many student government sponsored clubs.



**Cultural/Ethnic Clubs**

African Students Association  
Beyond the Limits  
Caribbean Students Association  
Chinese Culture Association  
Filipinos Leading, Inspiring, & Promoting Prosperity  
French Speaking World  
Korean Culture Club  
LGBT for Success  
Puerto Rican Culture Club

**Political Clubs**

Chinese Cultural Studies  
International Students Club  
Students United

**Professional Clubs**

Computer Technology Club  
Paramedics Club  
Respiratory Therapy Club  
Robotics Club  
Students in Free Enterprise (SIFE)  
Travel & Tourism Club

**Religious Clubs**

Buddhist Meditation For All  
Chinese Christian Fellowship  
Muslim Students Association  
Resurgence in Christ Ministry  
Women in Islam

**Media Organizations**

Acentos Latinos

**Social Services Clubs**

Human Services Club  
N.Y. Tribeca Campus Lions Club  
Sisterhood Society  
The Scholarship Society  
Sustainability Club

**Special Interest Clubs**

BMCC Chess Club  
BMCC Writers Guild  
E-commerce Club  
Harlem Children's Zone Scholars  
Lady Panthers Cheerleading Club  
Organization for Students Veterans  
Photography Club  
Students Against Sexual & Domestic Assault  
The Knowledge Unit  
The Transfer Network

**Sports Clubs**

Badminton Club  
BMCC Rowing Club



Board of the  
Community



Student Government  
Association  
Room 5205 P.O. Box 1000

BY ARDS  
& PENNEY

DIFFERENTIAL EQUATIONS  
THE BOUNDARY VALUE PROBLEM





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 St.  
212 240-0163

## **Baluchi's**

Indian  
275 Greenwich St.  
212 571-5343

## **Big Wong**

Chinese  
67 Mott St.  
212 964-0540

## **Bridge Café**

279 Water St.  
212 227-3344

## **Cafe Amore's**

Pizzeria  
147 Chambers St.  
212 619-0802

## **Chipotle**

Mexican grill  
275 Greenwich Street  
New York, NY 10007  
646 412-3981

## **Cornerstone Grill**

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

## **Dim Sum Go Go**

Chinese  
5 East Broadway  
212 732-0796

## **Flor de Sol**

Spanish, Tapas  
361 Greenwich St.  
212 366-1640

## **Jamba Juice**

Smoothies  
88 West Broadway  
212 227-9065

## **Kitchenette**

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

## **Kori**

Korean  
253 Church St.  
212 334-0908

## **Mary Ann's**

Mexican  
353 Greenwich St.  
212 766-0911

## **Mudville 9 Saloon**

Bar & Restaurant  
Wings, Burgers, Bar Food  
126 Chambers St.  
212 964-9464

## **Pakistan Tea House**

Pakistani  
176 Church St.  
212 240-9800

## **Nam**

Vietnamese  
110 Reade St.  
212 267-1777

## **New Fresco Tortillas**

Mexican  
63 Reade St.  
212 791-2438

**Nyonya Cuisine Penang**

Chinese

199 Grand St.

212 334-3669

**Quiznos Sub**

84 Chambers St.

New York, NY 10007

212 571-3600

**Sophie's**

Cuban

96 Chambers St.

212 608-9900

**Starbucks Coffee**

Coffee

125 Chambers St.

212 791-6368

**Subway Sandwiches & Salads**

American, Italian fast food

153 Chambers St.

212 577-6779

**Taco House**

Tex-Mexican Express

178 Church St.

212 393-1026

**Taste of Tandoor**

Indian

149 Church St.

212 619-1200

**Tribeca Pizzeria**

Italian

378 Greenwich St.

212 732-5959

**Whole Foods Market**

270 Greenwich Street

New York, NY 10007

212 349-6555

# 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.

## **Kings Pharmacy**

5 Hudson St.

212 791-3100

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.

## **Mail Boxes Etc.**

295 Greenwich St.

tel 212 964-5528

fax 212 964-5530

Mon-Fri 8 am - 7 pm

Sat 10 am - 5 pm

Sun 11 am - 4 pm

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

10% discount for copies with a valid BMCC student ID.

## **Pearl Paint**

308 Canal St.

212 431-7932

Mon-Fri 9 am - 7 pm

Sat 10 am - 7 pm

Sun 10 am - 6 pm

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

## **BizDirect**

130 Church St.

212 608-8870

Mon-Thu 10 am - 6:30pm

Fri 10 am - 5 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!

**Manhattan Books: Your Personal Bookseller**

150 Chambers St.

212 385-7395

Mon-Thurs 9 am - 6:30 pm; Fri 9 am - 6 pm

Sat 10 am - 4 pm (Closed on Saturdays during the Summer)

They have both new and used textbooks and novels. Best thing about this store is they'll buy back your used books in exchange for cash!



## Museums

### **Bronx**

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

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

### **Brooklyn**

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

145 Brooklyn Avenue  
Brooklyn, NY 11213  
718 735-4400

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

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

#### **Micro Museum**

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

### **Manhattan**

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

2 Lincoln Square  
New York, N.Y. 10023  
212 265-1040

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

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

#### **Asia Society**

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

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

550 West 155th Street  
New York, N.Y. 10032  
212 694-2240

#### **Chelsea Art Museum**

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

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

103 Charlton Street  
New York, N.Y. 10014  
212 941-9198

#### **Frick Collection**

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

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

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

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

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

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

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

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

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

#### **Jewish Museum**

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

#### **Metropolitan Museum of Art**

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

**Museum of Chinese in the Americas**  
215 Center Street  
New York, N.Y. 10013  
212 334-1057

**Museum of Modern Art**  
11 West 53 Street  
New York, N.Y. 10019  
212 708-9400

**The Paley Center for Media**  
25 West 52 Street  
New York, N.Y. 10019  
212 621-6600

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

**Hispanic Society of America  
Museum**  
613 West 155th Street  
New York, N.Y. 10032  
212 926-2234

**Museum of American Finance**  
48 Wall Street  
New York, N.Y. 10005  
212 908-4110

**Museum of Arts & Design**  
2 Columbus Circle  
New York, N.Y. 10019  
212 299-7777

**Ellis Island Immigration Museum**  
Ellis Island, N.Y. 10004  
212 561-4588

**Whitney Museum of American Art**  
945 Madison Avenue  
New York, N.Y. 10021  
212 570-3600

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

**Museum of Jewish Heritage**  
36 Battery Place  
New York, N.Y. 10009  
646 437-4200

**Museum of the City of New York**  
1220 Fifth Avenue at 103rd St  
New York, N.Y. 10029  
212 534-1672

**National Museum of the  
American Indian**  
One Bowling Green  
New York, NY 10004  
212 514-3700

**Neue Galerie New York**  
1048 5th Avenue  
New York, N.Y. 10028  
212 628-6200

**New Museum of Contemporary Art**  
235 Bowery  
New York, N.Y. 10002  
212 219-1222

**New York Historical Society**  
170 Central Park West  
New York, N.Y. 10024  
212 873-3400

## **Queens**

**American Museum of  
the Moving Image**  
3601 35th Avenue  
Astoria, N.Y. 11106  
718 784-4520 / 718 777-6888

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

**New York Hall of Science**  
47-01 111th Street  
Queens, NY 11368  
718 699-0005

**Isamu Noguchi Garden Museum**  
9-01 33rd Road  
(at Vernon Boulevard)  
Long Island City, N.Y. 11106  
718 204-7088

**P.S. 1 Contemporary Art Center**  
22-25 Jackson Avenue  
Long Island, NY 11101  
718 784-2084

## **Staten Island**

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

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

### **Staten Island Museum**

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

### **Garbaldi-Meucci Museum**

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

## **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 Single Stop Office located in S206B.





# Banks

## Campus

### ATMs

Two ATMs are located on campus. The Chase ATM is in the main lobby. The Citibank ATM is located next to the Bursar's office (S330) on the third 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

270 Broadway  
New York, NY 10007  
212 349-0990

### Citibank

250 Broadway  
New York, NY 10007  
212 240-1820

### 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





**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  
[newman.baruch.cuny.edu/](http://newman.baruch.cuny.edu/)

### **Brooklyn College Library**

2900 Bedford Avenue  
Brooklyn, NY 11210  
718 951-5335  
[library.brooklyn.cuny.edu](http://library.brooklyn.cuny.edu)

City College

**Morris R. Cohen Library**  
North Academic Center  
Convent Avenue 138th Street  
New York, NY 10031  
212 650-7155  
[www.cuny.edu/library](http://www.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](http://www.library.csi.cuny.edu)

Hunter College Libraries  
[library.hunter.cuny.edu](http://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 1602  
695 Park Avenue  
New York, NY 10065  
Entrance on East 68th St. between  
Lexington and Park Aves. and North  
building  
Library Information: 212 772-5054

### **Health Professions Library**

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

### **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/](http://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  
[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  
718 289-5439/5429  
[www.bcc.cuny.edu/library/](http://www.bcc.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**

65-21 Main Street  
Flushing, NY 11367  
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  
212 817-7040  
*[library.gc.cuny.edu](http://library.gc.cuny.edu)*





## **Public Libraries**

### **Borough Libraries**

#### **Bronx Central Library**

310 East Kingsbridge Road  
Bronx, NY 10458  
718 579-4244

#### **Brooklyn Central Library**

Central Library  
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  
212 340-0833

#### **New Amsterdam Branch**

9 Murray Street  
New York NY 10007  
212 732-8186

#### **The New York Public Library for the Performing Arts**

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

#### **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







100 CHAMBERS STREET



POLICIES



# **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 college. The racks are provided for your convenience and use on a daily basis; however, the college cannot accept responsibility or liability for the security of the bicycle. Bicycles may not be attached to any other fixture or structure of the college or interfere with pedestrian traffic. The college reserves the right to clip the locks of and dispose of any bicycles left overnight or attached to unauthorized fixtures.

## **Cell Phones and Radios**

The use of cell phones is prohibited in classrooms, labs, the library, all theatres, and any other areas where instruction or an organized function is taking place. In addition, students are prohibited from playing radios on the college premises.

## **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**

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

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

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

Furthermore, BMCC is a no-smoking campus. Smoking is prohibited in all areas of campus, including classrooms, hallways, offices, stairways and dining facilities.

## **Elevators**

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

## **Food**

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

## **Identification**

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

## **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 fund raising of any kind without proper authorization is not permitted.

## **The City University of New York Policies**

*For full view of all University policies, please go to [www.cuny.edu](http://www.cuny.edu)*

## **Academic Integrity**

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

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

## **Computer User Responsibilities**

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

### **Policy on Acceptable Use of Computer Resources: 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.

## **Applicability**

This policy applies to all users of CUNY computer resources, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

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

## **Definitions**

“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, personal computers, handheld devices, workstations, mainframes, minicomputers, servers, network facilities, databases, memory, and associated peripherals and software, and the applications they support, such as e-mail and access to the internet.

“E-mail” includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.

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

1. Authorization. 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. This provision shall not prevent a user from authorizing 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 because of a disability. 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 taking ordinary security precautions.

2. **Purpose.** Use of CUNY computer resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities. 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.

Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of 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.

3. **Compliance with Law.** 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.

Examples of applicable federal and state laws include the laws of libel, obscenity and child pornography, as well as the following:

Family Educational Rights and Privacy Act  
Electronic Communications Privacy Act  
Computer Fraud and Abuse Act

New York State Freedom of Information Law

New York State Law with respect to the confidentiality of library records

Examples of applicable CUNY rules and policies include the following:

Sexual Harassment Policy

Policy on Maintenance of Public Order

Web Site Privacy Policy

Gramm-Leach-Bliley Information Security Program

University Policy on Academic Integrity

Information Security policies

**4. Licenses and Intellectual Property.** Users of CUNY computer resources 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. 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 of CUNY computer resources 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.

**5. False Identity and Harassment.** Users of CUNY computer resources may not employ a false identity, mask the identity of an account or computer, or use 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.** Users of CUNY computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. CUNY employees must take precautions to protect the confidentiality of personal or confidential 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 computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain 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 that they are not sure are safe.

**8. Disruptive Activities.** 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. This provision explicitly prohibits chain letters, virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service. Also prohibited are 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, as well as 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. CUNY has the right to require users of CUNY computer resources 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.** 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.

**10. Security.** 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 private information, as well as for following CUNY's Information Security policies and procedures. Users must report incidents of Information Security policy non-compliance or other security incidents to CUNY's Chief Information Officer and Chief Information Security Officer, and the IT director at the affected user's college.

**11. Filtering.** CUNY reserves the right to install spam, virus 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. Notwithstanding the foregoing, CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content.

**12. Confidential Research Information.** Principal investigators and others who use CUNY computer resources to store or transmit 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 confidential research information from unauthorized access or modification. In general, this means storing the information on a computer 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 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., 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.

**13. CUNY Access to Computer Resources.** CUNY does not routinely monitor, inspect, or disclose individual usage of its 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 contained in computer storage in any CUNY electronic device dedicated to their use will not be intruded upon by CUNY except as outlined in this policy. 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 protect CUNY from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a 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, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a 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, 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 CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
- g. as otherwise required by law.

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: (i) the college president 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; and (ii) 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.

A CUNY employee may apply to the General Counsel for an exemption from some or all of the circumstances under which CUNY may inspect and monitor computer resource activity and accounts, pursuant to subparagraphs (a)-(f) above, with respect to a CUNY computer resource used solely for the collection, examination, analysis, transmission or storage of confidential research data. In considering such application, the General Counsel shall have the right to require the employee to affirm in writing that the computer resource will be used solely for the confidential research. Any application for exemption should be made prior to using the computer resource for the confidential research.

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.

In addition, users should be aware that CUNY may be required to disclose to the public under the New York State Freedom of Information Law communications made by means of CUNY computer resources in conjunction with University business.



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.

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. 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. Enforcement.** 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. 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.

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.

**15. 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.

**16. Disclaimer.** 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.

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.

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.

*Last Updated: 8/11/08*

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

Ilyana Titus, Esq., is the College's Affirmative Action Officer, Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs, and Coordinator for the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which prohibit discrimination on the basis of disability. Her office is located in Room S701I 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.

## 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**

#### *Chief Diversity Officer*

Ilyana Titus, Esq., *Affirmative Action & Compliance*, Room S7011, 212 220-1236/  
Fax: 212 220-1244

#### *Sexual Harassment Deputy Coordinator*

Gloria Chao, *Human Resources*, Room S717, 212 220-8304

#### *Sexual Harassment Deputy Coordinator*

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

Ron Clare, *Business Management*, Room F730, 212 220-8211

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

Acte Maldonado, *Cooperative Education*, Room F530, 212 220-8053

Harry Mars, *Student Activities*, Room S234, 212 220-8161

Carmen Martinez-Lopez, *Business Management*, Room F730, 212 220-8389

Vinton Melbourne, *Media Services*, Room S531, 212 220-1392

Antoinette Middleton, *Admissions*, Room S310, 212 220-1267

Edwin Moss, *Public Safety*, Room S215, 212 220-8076

Walida Najeeullah, *Manhattan Educational Opportunity Center*, Room 1501, 125th  
Street location, 212-961-4383

Nancy Natelli, *Human Resources*, Room S717, 212-220-8303

William Roane, *Social Sciences and Human Services*, Room N651, 212 220-1225

Chris Stein, *Computer Information Systems*, Room S632, 212 220-8383

Lily Yi-Elkin, *International and Transfer Services*, Room S310, 212 220-1270

### **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 freedom: 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 a Instructional 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.

## **Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students**

RESOLVED, That the CUNY Board of Trustees approves the Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence against Students, effective July 1, 2010.

### ***I. POLICY STATEMENT***

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University's policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University's Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible.

In order to eliminate sexual assaults and other forms of violence perpetrated against students, and to create a safe college community, it is critical to provide an appropriate prevention education program and have trained professionals to provide vital supportive services.

Accordingly, CUNY is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they or someone they know have been the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or offcampus.

- Providing the most informed and up-to-date education and information to its students about how to identify situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence.
- Educating and training all staff members, including counselors, public safety officers and student affairs staff and faculty, to assist victims of sexual assault, domestic/intimate partner violence, or stalking.
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a CUNY student or employee.

## *II. PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE*

Obtaining assistance after a student is sexually assaulted, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff, including the Public Safety Department, Women's/Men's Centers and Counseling Departments, and/or the Dean of Student Development/Student Affairs. Each provides different forms of assistance which together address many of the needs of survivors.

### **Contact Law Enforcement Personnel Immediately**

CUNY urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the college Public Safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. Each college shall be provided with a list of emergency contact numbers as part of its orientation and training programs.

### **Seek Immediate Medical Attention**

It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual assault in particular, immediate treatment and the preservation of evidence of the attack (i.e. retain the clothing worn during the attack and do not shower) is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. In all other circumstances, public safety and police personnel can assist the victim in obtaining medical care. Each college shall be provided with a list of local hospitals, some of which are designated as SAFE (Sexual Assault Forensic Examiner) hospitals that are specially equipped to handle sexual assaults and are trained to gather minute evidence from such assaults. Rape crisis advocates at emergency rooms are also trained to handle domestic violence. EMS will be directed to bring victims to a SAFE hospital at their request. Medical attention is critical not only to treat internal and external injuries and to combat the possibilities of sexually transmitted infections and/or pregnancy, but also to collect evidence that can be used against the alleged perpetrator. It is also vital to ongoing safety and recovery that victims receive emotional support and professional counseling as soon as possible after the attack.

### **Seek On-Campus Assistance**

CUNY encourages student victims to contact the Dean of Student Affairs/Student Development to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the alleged perpetrator. Victims can also file a complaint with the College against an alleged perpetrator who is a student or employee of the University with the Dean of Student Affairs/Student Development and the Public Safety Office.

### **Obtaining an On-Campus Advocate**

Student victims of a sexual assault, stalking or domestic or intimate partner violence shall be provided with oncampus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as:

- 1) explaining to victims their options of whether or not to report the incident to campus or law enforcement authorities;
- 2) providing guidance if they require medical attention;
- 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and
- 4) assisting victims throughout the College's disciplinary process if they choose to file a complaint against another student in connection with the incident.

### **Handling Sexual Assault, Stalking and Domestic and Intimate Partner Violence Complaints On-Campus**

The Colleges shall act promptly in response to information that a student has been sexually assaulted, or has been the victim of domestic or intimate partner violence or stalking by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures or collective bargaining agreement. If the alleged perpetrator is a student and the matter is brought before a hearing, the victim and alleged perpetrator are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

In addition, if during the course of the investigation and/or disciplinary process the alleged perpetrator, or anyone on his/her behalf, seeks to contact the victim so as to harass, intimidate, threaten or coerce the victim in any way, the College reserves the right to bring additional disciplinary action against the actor. Such conduct by any member of the CUNY community will not be tolerated.

### **Confidentiality**

The University recognizes that confidentiality is particularly important to victims of sex crimes, domestic and intimate partner violence and stalking. If the victim seeks counseling with a licensed professional and/or works with an advocate from the campus, those communications will be confidential. CUNY encourages victims in all circumstances to seek counseling in order to speak about her/his options and to begin the recovery period. While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a "need to know" basis. Generally, the wishes of a victim not to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police will prevail, though the College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. Such notification, however, will generally be done without divulging the victim's identity and for the purpose of providing a campus-wide safety alert. In addition, the College must adhere to legal mandates such as Title IX, medical reporting laws, and the Campus Security Act. For example, CUNY is required to make an annual report documenting the occurrences of violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes.



### *III. IMPLEMENTATION OF THE POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE AGAINST STUDENTS*

The President and Vice President for Student Affairs/Student Development of each college shall be responsible for implementing this policy in accordance with the most up-to-date information and resources pertaining to sexual assault, stalking and domestic/intimate partner violence education and prevention, and victim assistance. The following steps must be taken to implement this policy:

- 1. Publication:** A copy of this policy shall be easily accessible on the CUNY website and on the website administered by each College. A summary shall also be incorporated into every College student handbook. In addition, copies of the policy and procedures shall be made available in student centers, residence halls, student affairs/student development offices, women's/men's centers, counseling centers, health clinics and public safety departments, and shall be distributed to all new students during orientations.
- 2. Prevention/Risk Reduction Education:** Each College shall develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. Prevention education should provide up-to-date and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility. Prevention education materials and programs shall be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and shall be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls shall have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse.
- 3. Professional Training:** Each College shall provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training shall also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer.
- 4. Oversight by CUNY Central Administration:** The University Vice Chancellor for Student Affairs shall monitor compliance with this policy at all of the campuses, shall review the policies and procedures on an annual basis, and shall make recommendations in the event that updates to prevention and education information are necessitated. In addition, the Office of the Vice Chancellor for Student Affairs shall provide educational materials that may be needed to ensure full implementation of this policy on every campus. Liaisons will be identified from each campus who will receive standardized training in order to fulfill their responsibilities on their campuses. The policies, procedures and outreach materials and programs will be subject to a periodic process of assessment in order to maintain efficacy.

*EXPLANATION:* A CUNY-wide Sexual Assault Task Force comprised of CUNY students, faculty members, counselors, administrative staff and attorneys was charged with the responsibility to formulate a policy to address the prevention of sexual assaults, stalking and domestic violence against its students, and to

establish a uniform protocol for handling cases in which CUNY students have been the victims of sexual assaults or other acts of violence, on or off campus. New York State Education Law requires colleges to adopt such a policy.

The Policy creates a comprehensive plan for handling sexual assaults and other acts of violence on our campuses in the event that a student is victimized. It also requires each CUNY campus to educate students concerning ways to reduce the occurrence of sexual assaults, stalking and domestic violence.

Further, the Policy requires that peace officers, counselors, student affairs administrators, and other relevant CUNY staff members obtain periodic training so as to provide the most effective education, outreach, and counseling to CUNY students. CUNY's Vice Chancellor for Student Affairs will monitor compliance with the Policy and Procedures at all of the campuses and will review its implementation on an annual basis.

## **Sexual Assault**

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

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

## **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 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.*

## **Workplace Violence Policy & Procedures**

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

### **Policy**

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment. The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

### **Your Right to Know**

*For a full view of Your Right to Know, go to [www.bmcc.cuny.edu/safety/statistics/](http://www.bmcc.cuny.edu/safety/statistics/) BMCC provides timely notice to the campus community and local police on crimes reported to the Department of Public Safety that are considered to be a threat to students and employees. The manner of notification depends upon the particular circumstance of the crime and may include means such as electronic mail, college publications, and the student newspaper.*

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



*For More Information, visit [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)*



## Location Codes

*The room number consists of a letter and a number which indicate the following:*

### **Letters Location**

A/B	Brooklyn College
C	Lehman College
E	Educational Opportunity Center (EOC), State Office Building, 125th Street
F	Fiterman Hall, 245 Greenwich Street
I	Inwood/Washington Heights Site/207th Street
J	John Jay College
M	Murray Street (between West Broadway and Greenwich Street)
N	North end of building (near Gymnasium)
S	South end of building (near Lobby)
RTBA	Room to be arranged



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

Start Here

