College Discovery Program
Student Handbook

ENTER TO LEARN,
DEPART TO SUCCEED

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
2014 – 2016
Dear College Discovery Student:

Welcome to the College Discovery (CD) Program at Borough of Manhattan Community College (BMCC). For more than four decades, CD has been in the forefront of Special Opportunity Programs. We have provided comprehensive services through personal counseling, tutoring, and financial assistance to more than 20,000 students since 1990. Our Fall 2013 Status Report issued by the Central Office of Special Programs, shows that BMCCs CD students graduated at higher rates than regular students in more than three consecutive years. Our CD students’ first-semester average GPAs are higher as well.

I believe these achievements are very connected to the quality of the services that we provide. Our counselors are professionally trained with degrees in counseling, social work, and psychology (master and above). Our tutors are also trained and skilled in helping students better understand content. We also provide a stipend to help offset some of the financial constraints of our students.

College Discovery prides itself in producing a family environment for our students to grow and learn. This handbook is intended to give you some tools and resources to get you started. Please take time to read it thoroughly. When you finish, sign the Student Agreement located on page 23 and return it to your counselors. You should become familiar with the regulations of the program and the expectations of our students. Welcome again into your educational journey as you Enter to Learn, and Depart to Succeed.

Sincerely,

Dr. Pedro Pérez  
Director & Licensed Mental Health Counselor  
College Discovery Program

College Discovery Handbook 2014-16
# College Discovery Program Staff & Faculty

## Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Pedro Pérez, <em>Director</em></td>
<td>S- 335B</td>
<td>(212) 220-8152/4</td>
</tr>
<tr>
<td>Mr. Howard Harris, <em>Administrative Support Staff</em></td>
<td>S- 335</td>
<td>(212) 220-8152</td>
</tr>
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<td>Ms. Carina Camacho, <em>Administrative Support Staff</em></td>
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<td>Mr. Eric Kazadi, <em>Administrative Support Staff</em></td>
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<td>(212) 220-8152</td>
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<tr>
<td>Ms. Yuliya Meltreger, <em>Financial Aid Advisor</em></td>
<td>N- 365</td>
<td>(212) 220-1430</td>
</tr>
</tbody>
</table>

## College Discovery Counselors & CD Scholar Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Beryl Duncan Wilson</td>
<td>S- 335M</td>
<td>(212) 220-8155</td>
</tr>
<tr>
<td>Dr. Adrienne Faison</td>
<td>S- 335F</td>
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</tr>
<tr>
<td>Mr. Nelson Izquierdo</td>
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</tr>
<tr>
<td>Prof. Vanessa Rozzelle</td>
<td>S- 335T</td>
<td>(212) 220-8157</td>
</tr>
<tr>
<td>Mr. Adrian Solomon, <em>Counseling Coordinator</em></td>
<td>S- 340E</td>
<td>(212) 220-8159</td>
</tr>
</tbody>
</table>

## College Discovery Academic Support Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Deborah Skinner</td>
<td>S- 340D</td>
<td>(212) 220-8173</td>
</tr>
</tbody>
</table>
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**CHECK OUT THE CD WEBSITE**

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

College Discovery Handbook 2014-16
History of College Discovery

The College Discovery (CD) Program was established in 1964 as a Special Program in the City University of New York (CUNY). It was launched by CUNY and the Governor as a result of persistent efforts and demands made by African-American, Puerto Rican and other concerned politicians of New York State. College Discovery was established to provide access to higher education to those previously excluded because of financial and/or prior educational circumstances.

Since the inception of the College Discovery Program, thousands of students have graduated with Associate’s degrees. Many have transferred to senior colleges to complete advanced degrees. Our students have distinguished themselves in such fields as law, politics, journalism, health services, the arts, social work, business, and education.

Responsibilities of College Discovery Students

Each student accepted by the college is required to recognize and accept obligations as a citizen and as a student. In addition to the general rules that apply to all students (see BMCC Bulletin: Rules & Regulations), CD students are expected to adhere to the following requirements:

- Students are strongly encouraged to complete at least two-thirds of all remedial requirements within the first two semesters of attendance.
- Students are expected to meet regularly with their assigned counselor. Freshman students meet with their counselor three times each semester for the first two semesters. Continuing students meet with their counselor at least twice during each subsequent semester. One contact during the first month of the semester is encouraged.
- Students are responsible for keeping themselves informed and up-to-date with program information and activities.
- Students must consult with their counselor before dropping or adding courses or changing their curriculum.
- Students on academic probation are required to participate in the Personal Enrichment Program (P.E.P.) Workshops and meet with their counselor monthly.
- Students must attend the annual CD Convocation held during the fall semester.
FAILURE TO ADHERE TO THE ABOVE RESPONSIBILITIES CAN JEOPARDIZE YOUR STATUS AS A COLLEGE DISCOVERY STUDENT AND MAY RESULT IN TERMINATION FROM THE COLLEGE DISCOVERY PROGRAM

SUPPORT SERVICES

**Professional Counseling**

**Personal Counseling**

The College Discovery Program at BMCC is committed to providing individual and group professional counseling for our students. Students can discuss personal concerns especially as they relate to their educational goals. The counselors hold graduate degrees in the areas of counseling, psychology, and social work and have extensive training in their fields. Counseling is also available in Spanish.

All CD students are assigned a counselor. You can make an appointment to meet with your counselor at the CD office or by contacting your counselor by telephone or through e-mail* (always identify your name in the subject line of the e-mail message). Facetime options may also be available. Discuss with your counselor to see what works.

*Due to non-secure internet environments, confidentiality cannot be assured.

**Group Counseling and Workshops**

Group counseling and workshops are planned on a variety of topics throughout the semester. Some of these topics have included: stress management, test anxiety, relationship issues, and other personal and academic success skills. Don’t forget to read your regular mail and college assigned e-mail carefully for exact dates and times of scheduled activities. Students are strongly encouraged to attend when possible.

**Career Counseling**

Making a career decision can be one of the most important decisions a student makes. Numerous issues, such as interests, aptitudes, educational requirements, career mobility, projections of growth and salary must be considered. Counselors can help by offering guidance and information that may be useful in making informed decisions and in choosing a curriculum. You should feel free to raise questions and discuss this topic with your assigned counselor.
Academic Advisement

The College Discovery counselors provide assistance in program and course planning. The goal of academic advisement is to provide you with basic knowledge of curriculum and degree requirements, academic policies, curriculum choices, and placement scores as outlined in the BMCC Bulletin.

Your counselor will assist you with:

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

ALL LIBERAL ARTS WILL BE ADVISED BY THEIR ASSIGNED COUNSELOR. ALL OTHER MAJORS ARE ADVISED IN THEIR RESPECTIVE DEPARTMENTS.

THE COUNSELING RELATIONSHIP IS A SPECIAL ONE – SEE YOUR COUNSELOR

Academic Support

The Program provides academic support to all CD students and encourages all students to utilize these services. The Academic Support Coordinator, arranges tutorial sessions, facilitates study groups, and supervises the staff of trained, dedicated learning assistants.

Students can register for academic support in room S340D or on the CD webpage. Students are matched with trained learning assistants and are scheduled for individual or small group sessions. CD students may choose to register for academic support or be referred by their course instructor or counselor. All CD students who are on academic probation or enrolled in a basic skills (remedial) course are required to register for extra help.

After a student registers for academic support in the CD office, they will meet with their assigned learning assistant in the CD-designated area of the Learning Resource Center (LRC), room S-510,
for each session. Registered students are expected to attend each session and bring class notes and textbook(s). Records are kept to document students’ use of the academic support services.

In addition to traditional academic support, the CD Program utilizes learning software to assist students. A student can also take advantage of E-Tutoring by emailing a question to www.cdtutoring@bmcc.cuny.edu and receive a response within 24 hours, or by the next weekday if using the service on weekends or holidays.

Academic support is available in most subject areas and at various times to accommodate your schedule. Most students respond positively and benefit from tutorial support.

**ACADEMIC EXCELLENCE IS OUR GOAL**

**Financial Aid**

College Discovery students are required to apply for federal and state financial aid each year but proof of family income must be documented only in your first semester to determine program eligibility. Review the following guidelines before filing for financial aid:

- All students must file the Free Application for Federal Student Aid (FAFSA) and the Tuition Assistance Program (TAP) applications annually in order to be eligible for the CD book stipend and other forms of financial assistance. Incoming College Discovery students must file their financial aid applications before eligibility is determined. Failure to file for financial aid will lead to the loss of program support. Students are encouraged to complete financial aid forms online at www.fafsa.ed.gov. Financial aid checks are mailed to your home address or, if requested, may be processed for direct bank deposit.

- Attend scheduled financial aid orientations.

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

- If a student with 12 or more credits or equated credits drops a course with the advice of his/her counselor, he or she may be entitled to the CD book stipend as long as the number of credits or equated credits does not fall below nine (9). Students enrolled in their graduating semester may register for less than nine (9) credits with permission from their counselor.

- If you are registering **Part-Time** (11 credits or less) you must first get permission by seeing your CD Counselor. Failure to do so will affect your ability to register.
Types of financial aid available for eligible students:

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

If you have any problems concerning College Discovery financial aid, please contact Ms. Yuliya Meltreger, the Financial Aid advisor for College Discovery students. The Financial Aid Office is located in room N-365 and the telephone number for Ms. Yuliya Meltreger is (212) 220-1433.

Scholarships, Awards, and Special Opportunities for High Achievers

College Discovery students are encouraged to apply for scholarships and awards administered by BMCC and from outside sources. You can research scholarship information and eligibility requirements at [www bmcc cuny edu scholarships](http://www.bmcc.cuny.edu/scholarships). A list of scholarships and awards is also available in the Office of Student Affairs, room S350. Your counselor can assist you in identifying scholarship and award information for continuing, transferring and graduating BMCC students.
New York University- Community College Transfer Opportunity Programs (CCTOP)

NYU has arranged a special transfer opportunity for students who are interested in attending the Steinhardt School of Education. Eligible students must be U.S. citizens or permanent residents; have completed at least 48 transfer credits of which 30 must be from BMCC; have a minimum 3.0 cumulative GPA; and enroll full-time in one of the qualifying majors at NYU. If you meet the requirements, your counselor can nominate you for the CCTOP Scholarship. Scholarship packages cover up to 50% of annual expenses and are renewable.

BMCC Fund, Inc. Scholarship

Each year the BMCC Fund, Inc. awards scholarships to selected students who have completed at least 12 credits, earned a GPA of 3.00, and have fulfilled all of their remediation requirements. Applications are available in the Office of Student Affairs (S350) during the spring semester. A personal essay indicating financial need, career goals, and service to the community and/or college are required for the application.

Exploring Transfer and Exploring Research Programs at Vassar College

The Exploring Transfer and Exploring Research Program is a five-week, intensive, residential summer session at Vassar College in Poughkeepsie, New York for high achieving community college students. To be eligible for the program, students must have completed at least 15 credits, completed English Composition I with a B+ or better grade, have strong writing and analytical skills, and a cumulative GPA of 3.2 or better.
**Academic Requirements**

**Minimum Credit Load**

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

**Contact Hours and Equated Credits**

Do not confuse contact hours and equated credits. Contact hours are the number of hours a course meets each week. Contact hours may be equal to credits or more than the number of credits (e.g., Biology is 4 credits, but 5 contact hours). Normally, students register for 12-18 credits/contact hours. Equated credits apply only to remedial courses. The contact hours for remedial courses are counted and called "equated credits" to determine tuition, fees, and status (full-time or part-time). For example, ENG 095 carries 0 credits, but 6 equated credits. Full-time students must maintain 12 or more credits or equated credits.

**Reinstatement**

CD students who stop attending for one (1) semester or more must apply for reinstatement. Students may be reinstated into the CD Program if they have taken a leave of absence for military, financial, health, or personal reasons. Each student's application will be considered for reinstatement at the discretion of the director, subject to budgetary constraints, and space availability. Students, who have been away for more than two semesters, are required to file a "leave of absence waiver" form that is subject to approval by the Office of Special Programs.

A reinstatement application should be completed when the student returns to BMCC and registers full-time for the semester. The procedure involves completing the reinstatement application with an attached copy of the current semester’s course enrollment. You must meet with your assigned counselor for a recommendation prior to submitting the application.
Academic Standing

Academic Probation and Academic Dismissal

College Discovery students are subject to the University’s minimum retention standard as amended by the Faculty Council of the Borough of Manhattan Community College. The following table outlines the Minimum Retention Standards for all BMCC students.

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted</th>
<th>Minimum Cumulative Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 – 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student who falls below the Minimum Retention Standards for one semester is placed on “Academic Probation.” If the student does not increase his/her GPA to meet the minimum standards at the end of the successive semester, he/she will be placed on “Academic Dismissal.” Thus, any student with a GPA that is below the minimum retention standard for two (2) consecutive semesters will be dismissed. If this occurs, the student may meet with their counselor to discuss filing an appeal to return to BMCC under “Special Probation”.

Program Reports

Academic Progress Report Forms are distributed to College Discovery students by their counselor. The student gives these forms to each of their instructors to be completed. The forms are returned to the counselor by the student or instructor and discussed during a scheduled appointment. The feedback and comments are useful in assessing your academic progress.

Remediation and Placement Testing

All entering freshman students are given placement exams in mathematics, reading and writing. Those students whose results indicate a need for additional skill development will be required to take the appropriate course(s) and will be limited to 18 contact hours for the semester. In some cases, students will have to fulfill the basic skill requirements before registering for some credit-bearing courses. Students have an opportunity to complete basic skill requirements in the Summer and Winter Immersion Programs that are free for participants.
Three departments of the college offer basic academic skill courses:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Skills</td>
<td>ESL, 062, 094, 095&lt;br&gt;ACR 094, 095</td>
</tr>
<tr>
<td>English</td>
<td>ENG 088, 095</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT 008, 012, 041, 051, 056</td>
</tr>
</tbody>
</table>

Students are encouraged to complete the basic skills requirements in the first two semesters at BMCC.

Academic Advisement and Registration

College Discovery students receive academic advisement for registration, as follow:

**Liberal Arts Majors**

- All College Discovery students who are in the LIBERAL ARTS PROGRAM must see their assigned counselor for advisement. The courses will be listed on the program planner in DegreeWorks. Students will be able to access the planner anytime. Once advised, students should stop by the information booth for priority registration appointment.

**All Other Majors**

- All College Discovery students who are NOT IN THE LIBERAL ARTS PROGRAM are advised by the department faculty for their degree programs. For example, if your major is Computer Programming, you should go to the Computer Information Systems Department. Once advised, students must see their assigned College Discovery counselor to review and discuss planned courses before registering online. Students should stop by the information booth for priority registration appointment.

DO NOT RUSH THROUGH THIS PROCESS COURSE SELECTIONS ARE IMPORTANT
# Grading System

## Grading Policies

### GRADING SYSTEM

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

<table>
<thead>
<tr>
<th>Grade Definition</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A- 90-92%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+ 87-89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B 83-86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B- 80-82%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+ 77-79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C 73-76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C- 70-72%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+ 67-69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D 63-66%</td>
<td>1.0</td>
</tr>
<tr>
<td>D- 60-62%</td>
<td>0.7</td>
</tr>
<tr>
<td>F Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>S Satisfactory</td>
<td>--</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>W Withdrew</td>
<td>--</td>
</tr>
<tr>
<td>WN Never Attended</td>
<td>0.0</td>
</tr>
<tr>
<td>WA Administrative Withdrawal</td>
<td>--</td>
</tr>
<tr>
<td>WU Withdrew Unofficially</td>
<td>0.0</td>
</tr>
<tr>
<td>R The &quot;R&quot; grade means a course must be repeated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For remedial courses, no student may receive a grade of &quot;R&quot; more than once for the same course. A letter grade other than &quot;R&quot; must be assigned the second time that course is taken.</td>
</tr>
<tr>
<td>NC No credit granted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(restricted to regular courses)</td>
</tr>
<tr>
<td>INC Semester's work incomplete</td>
<td>--</td>
</tr>
</tbody>
</table>

If you receive a C- or lower, see the F/C-grading policy.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Course not taken for credit or grade: &quot;AUD&quot; appears on Transcript</td>
</tr>
<tr>
<td>PEN</td>
<td>Grade Pending</td>
</tr>
<tr>
<td>REP</td>
<td>Repeated Course</td>
</tr>
<tr>
<td>FIN</td>
<td>&quot;F&quot; from Incomplete-to be used when an &quot;INC&quot; grade&quot; reverts to an &quot;F&quot;.</td>
</tr>
<tr>
<td>Z</td>
<td>No grade submitted by the instructor. &quot;Z&quot; is an administrative grade which cannot be assigned by the instructor</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer credit from another institution or courses taken on permit</td>
</tr>
</tbody>
</table>

**Official Forms You Should Know About**

**Withdrawal Form**

There is a difference between dropping and withdrawing from a course. Dropping a course is when a student withdraws during the first three weeks of the semester and the dropped course will not appear on his/her transcript. If a student withdraws from a course between the fourth and tenth weeks of the semester, a “W” grade will appear on the student’s transcript. You can drop or withdraw from a course online using CUNY FIRST or by completing and submitting the withdrawal form to the Registrar’s Office (S315). **Always consult with your counselor before dropping or withdrawing from a class because it could affect your financial aid and/or your status as a CD student.**

**Curriculum Change Form**

Changing your major is an important decision that should be discussed with your counselor. The procedure to change your major is as follows:

- Go to the Registrar’s Office or download from the website the *Curriculum Change* form.
- Consult with your counselor before completing the form.
- Have the chairperson or deputy chairperson from the selected department sign the form.
- Return the completed form to the Registrar’s Office in room S-315.
Request for Graduation

Prior to your last semester you must file a *Request for Graduation* form (available online or at the Registrar’s Office) and submit it to the Registrar’s Office. The Registrar’s Office will conduct a graduation audit which is an official review of your transcript. Based on this audit, it will be determined that you have met the requirements for your Associate’s degree.

Change of Information Form

The *Change of Information* form must be completed for changes in your name, address, and/or phone number. Go to the Registrar’s Office or download from the website the *Change of Information* form. The completed form must be returned to the Registrar’s Office, room S-315.

SEE YOUR CD COUNSELOR ABOUT THESE FORMS
ALWAYS KEEP A COPY FOR YOUR RECORDS

TRANSFER INFORMATION

Requirements for Transfer to Special Programs at a Senior College

CD students are encouraged to continue their higher education at a senior college. Students may be eligible for Special Program status after they transfer to a CUNY, SUNY, or a private college. The requirements are as follows:

TRANSFER TO A CUNY SENIOR COLLEGE – Search for Education, Elevation and Knowledge (SEEK) Programs

- Student must complete requirements for the Associate’s degree at BMCC.
- Student must complete the CUNY Transfer Application online.
- A *Special Programs Transfer Request Form (SPTR)* must be completed by your CD counselor to be considered for the SEEK Program. This form will be sent directly to the City University’s Application Processing Center (UAPC) and to the SEEK Program for the senior college you would like to attend.
The following conditions exist for transfers within the CUNY system:

- A student may transfer from a senior college’s SEEK Program into the junior college’s College Discovery (CD) Program only if the student has used three or fewer semesters of program benefits at the senior college.

- A College Discovery student may transfer to the College Discovery Program at another junior college within CUNY, within six semesters of benefits.

- College Discovery students must complete their Associate’s degree to be eligible for the SEEK Program at a senior college.

- College Discovery students may receive six regular semesters of program benefits at the junior college, and another four semesters at the senior college.

- After you have received your acceptance letter from the senior college, follow the necessary steps for financial aid, admissions and orientation.

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**TRANSFER TO A SUNY COLLEGE -Educational Opportunity Programs (EOP)**

CD students are eligible to transfer into a participating SUNY college’s Educational Opportunity Program (EOP). These Special Programs are similar in structure to the CD Program. The services and resources they provide are intended to help you achieve your educational goals.

- Complete the transfer application for the SUNY College.

- Request information regarding Special Programs and follow application procedures.

- Request to have Special Program status transferred through the appropriate verification forms of the college.

- After you have received your acceptance letter from the senior college, follow the necessary steps for financial aid and admissions.
TRANSFER TO ALL OTHER COLLEGES OR UNIVERSITIES - Higher Education Opportunity Programs (HEOP)
Private colleges offer Special Program benefits through their Higher Education Opportunity Programs (HEOP). Students should contact the college or university to determine if they offer such programs.

- Complete the transfer application for the private college.
- Request information regarding Special Programs and follow application procedures.
- Request to have Special Program status transferred through the appropriate verification forms of the college.
- After your have received your acceptance letter from the senior college, follow the necessary steps for financial aid and admissions.

*SOME OF THESE APPLICATIONS MAY BE AVAILABLE ONLINE*

*IT’S NEVER TOO EARLY TO DISCUSS TRANSFER WITH YOUR COLLEGE DISCOVERY COUNSELOR*
Every College Discovery student is automatically a member of the CD’ers Club. The purpose of the Club is to help students in the College Discovery Program with academic, cultural and personal development while studying at BMCC. Club members actively engage in community projects by participating or sponsoring cultural, educational, and outreach activities.

Some of the activities developed and sponsored by the CD’ers Club have included field and cultural trips, benefit programs, and awards programs for CD students with outstanding academic achievements.

THE CD’ERS CLUB MEETS EVERY WEDNESDAY FROM 2:00P.M. – 4:00P.M.
GO TO THE COLLEGE DISCOVERY OFFICE FOR THE LOCATION

Chi Alpha Epsilon is a national academic honor society developed to recognize the academic achievement of students admitted to colleges and universities via developmental programs such as College Discovery. The Gamma Nu Chapter was chartered at BMCC in the spring 2002 semester. Dr. Sadie Bragg, Senior Vice President; Hon. David N. Dinkins, former N.Y.C. mayor; Honorable Pam Jackman Brown, judge of the Civil Court of the City of New York-Housing Part.; and Mr. Dominic Carter, NY1 news host and political reporter, are among the impressive list of honorary members.

CD students who have earned and maintained a 3.0 or better GPA for two consecutive full-time semesters are eligible for membership in Chi Alpha Epsilon. The Gamma Nu members actively engage in projects that enhance their academic and personal development while being of service to the college and the larger community. Ask your counselor about membership or visit the chapter website, www.bmcc.cuny.edu/cd. CHI ALPHA EPSILON MEETS ALTERNATE WEDNESDAYS FROM 2:00 P.M. – 4:00 P.M. GO TO THE CD OFFICE FOR THE LOCATION.
Historically, the CD program has organized activities and events to promote academic success and personal development. The following is a partial list of our special events and programs:

- **College Discovery Convocation**
- **College Student Inventory (CSI)**
- **College Discovery Graduation and Awards Program**
- **Barbershop Talk**

### The Chi Alpha Epsilon National Honor Society

#### College Discovery Convocation

The College Discovery Convocation is an annual program scheduled during the fall semester for new and continuing students. All CD students are required to attend. The program gives students an opportunity to meet college administrators and invited guest speakers. CD Students are recognized for their high academic achievements. If you would like to be a part of the CD Convocation, please contact Dr. Pedro Pérez, College Discovery director.

### College Student Inventory (CSI)

Students are eligible to take the College Student Inventory (CSI) to identify your thoughts on issues related to college. The CSI is not a test. It is an inventory that can be helpful in linking students with support services in the area of careers, academic skill building, student activities and personal counseling. Your counselor will review the results with you and help you identify some of your strengths and weaknesses as it relates to success in college. This inventory is available and free for all CD students.
**College Discovery Graduation and Awards Program**

The CD program takes special pride in considering itself a family. Each year we plan the College Discovery Graduation and Awards Program, a special program to recognize the outstanding achievements of our students. Awards are given to our graduates. In addition, special awards are given for the highest grade point average, the most highly motivated and the most outstanding freshman and a Counselor Choice Award. Family and friends are invited to this event to celebrate the accomplishments of our students.

**Barbershop Talk**

Barbershop Talk is a platform for expression. The program is open to all CD students. Our aim is to get students involved in social issues. We provide group sessions in which everyone gets an opportunity to state their opinions on topics such as race, sexual orientation and many more pressing issues in the world today. It is our hope that students walk out of Barbershop Talk a bit more open to the views of others and to continuously look to grow as a person.

**Newsletter & TV Monitor**

CD’ers upon entering our office located in S-335 make sure to look up at the big screen that’s up on the wall. On it you will find plenty of resourceful information regarding the program. Announcements will always be up on the screen, whether it’s an event that is going on, a club meeting or even a scholarship opportunity, all that to say, pay attention!

Also be on the lookout for the CD Newsletter. We will be emailing and printing our Newsletter throughout the school year. The Newsletter will give you a chance to learn a little more about your classmates, counselors and it will also give you a chance to tell your story or display your talents.
What is the Freshmen Orientation?

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

What are Peer Study Groups?

In addition to the structured academic support program, the College Discovery Program also coordinates and facilitates peer led group study sessions to help students improve academic performance. The peer lead study group sessions are held for a number of social science, science, and general education courses. Students are trained to serve as group leaders.

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

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

Do I pay for student activity fees and books?

NO. As College Discovery students, the College Discovery Program will pay your Student Activities Fees (SAF). If eligible, you may also receive a book allowance check.

Do I pay the Technology Fee?

YES. Each student is responsible for paying the Technology Fee. However, if you are awarded a Pell grant, the Technology Fee may be deducted from those funds.

How many semesters will I receive the CD book stipend?

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

**Academic Advisement** The process where students meet with an academic advisor and to get advised of the courses to enroll in for the next semester.

**Academic Dismissal** Students are academically dismissed if they fail to meet the minimum academic standards for two consecutive semesters. See Minimum Retention Standards.

**Academic Probation** Students are placed on academic probation when their GPA falls below the Minimum Retention Standards.

**Bursar** The Office of the Bursar is responsible for the distribution of student checks and collection of tuition and fees.

**Catalogue** The book that contains information about the college and faculty and describes the curricula and courses.

**Contact Hours** The number of hours a course meets each week.

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

**Credit Load** The number of credits and/or equated credits a student carries each semester. The minimum load a full-time student may carry is 12 credits or "equated credits." Part-time students carry less than 12 credits or "equated credits."

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

**Dean.** A member of the administration of a college who is in charge of a specified aspect of the school’s activities, such as Dean of students, Dean of Academic Affairs, Dean of Administration and Planning, etc.

**Dean’s List** An academic honor achieved when a student earns a semester GPA of 3.3 or higher.

**Degree** A grade or title given to students who have successfully completed specific courses of study, usually leading to the Associate’s degree, Bachelor’s degree, or Master’s degree.

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

**Division** In some colleges, departments are organized under larger groups called divisions. For example, the allied health division of a college may include nursing, respiratory therapy and mental health technology.

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

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

**Good Academic Standing** A student is said to be in good academic standing if the minimum retention standards established by the college are met.

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

**Impoundment** The freezing of a student's official records due to the non-payment of a financial obligation to the college or due to disciplinary actions.

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

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

**Prerequisite** A requirement that must be completed before a course may be taken. For example, the prerequisite for Biology II is Biology I.

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

**Terms** A period of study in a college that usually ends with the administration of final examinations. A term may be a semester, quarter, trimester or summer session.

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

I, ________________________________, understand that College Discovery (CD) is a support program, providing professional counseling, academic advisement, tutorial services, and financial assistance. I further understand that these support services are available to help me achieve my academic goals. It is my intention to take full advantage of program benefits and to adhere to the regulations and guidelines set forth in the *College Discovery Handbook*.

My signature below confirms that I am aware of the regulations and guidelines for College Discovery students. Failure to comply may jeopardize my status as a student in the program. I am also aware that I may exercise my decision (in writing) to relinquish my status as a Special Program-College Discovery student.

__________________________________
(Student’s Signature)

__________________________________
(Date)

PLEASE RETURN YOUR SIGNED STUDENT AGREEMENT TO YOUR COLLEGE DISCOVERY COUNSELOR
A. Time Management Guide
B. Educational Checkup
C. Checklist for First Semester CD students
D. Course Planning Worksheet
E. Notes
## APPENDIX A

### Time Management Worksheet

Name: ______________________________________  Total Hours in class: _____
Counselor: __________________________________________ Total Hours for study: _____

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APPENDIX B
Educational Checklist

Name: ___________________________
Date: ___________________________

➢ Make sure all remedial requirements have been satisfied.
➢ File CUNY Transfer Application (online) & discuss with counselor*
➢ See your CD counselor for Special Program Transfer Request Form (SPTR)*
➢ File for graduation in Registrars Office (S-315)*/**

_________________________________________________

*  These items should be completed before your last semester
**  These items should be completed during your last semester

APPENDIX C
Checklist for First Semester College Discovery Students
Welcome to the College Discovery Program at the Borough of Manhattan Community College. To make sure that you have completed the steps in becoming a well-informed student, we would like for you to complete the CHECKLIST FOR FIRST SEMESTER COLLEGE DISCOVERY STUDENTS. Have your counselor review this Checklist.

- Submitted verification of family income
- Completed Financial Aid application
- Updated current address
- Updated telephone number
- Updated email address
- Registered for at least 12 credits/equated credits
- Checked courses for tutoring
- Created a CUNYfirst account
- Completed a career assessment
- Visited the College Discovery website: www.bmcc.cuny.edu/cd
- Accessed a BMCC College Bulletin
- Joined the CD’ers Club, Chi Alpha Epsilon and/or another student clubs
- Checked your financial aid benefits
- Signed the College Discovery Student Agreement
- Scheduled an appointment with my CD counselor
- Inquired about Academic Support Services

Major/ Curriculum: ________________________________

Number of credits/equated credits for current semester: ________________________________
# APPENDIX D
## Course Planning Worksheet for College Discovery Students

**NAME________________________**

**CURRICULUM_________________**

**DEGREE________________________**

**TOTAL CREDITS_________________**

**EXPECTED GRADUATION DATE________________________**

### COURSES REQUIRED FOR ASSOCIATES DEGREE

<table>
<thead>
<tr>
<th>Basic Skill Requirements to Complete</th>
<th>Curriculum Courses to Complete:</th>
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<tr>
<td>ACR: ____________</td>
<td>Semester: fall 20__ spring 20__ summer20__</td>
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<tr>
<td>ENG: ____________</td>
<td>Semester: fall 20__ spring 20__ summer20__</td>
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<tr>
<td>MAT: ____________</td>
<td>Semester: fall 20__ spring 20__ summer20__</td>
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Summer Immersion Program 20____

Winter Immersion Program 20____

Semester: fall 20__ spring 20__ summer20__

Semester: fall 20__ spring 20__ summer20__

Semester: fall 20__ spring 20__ summer20__

Semester: fall 20__ spring 20__ summer20__

Semester: fall 20__ spring 20__ summer20__
APPENDIX E

Notes
College Discovery

Student Responsibilities:

- See your assigned counselor
- Register for academic support services
- Attend CD Workshops and activities
- Attend the CD Fall Convocation
- Read your mail and email regularly
- Maintain good academic standing
- Visit the website: www.bmcc.cuny.edu/cd