Dear Student,

Thank you for your interest in the College Now program at Borough of Manhattan Community College. To enroll in a college credit course, you must be a junior or a senior in a NYC public high school in the Spring Semester 2018 (January 27th- May 24th) and demonstrate that you meet the criteria listed below. Please review the eligibility requirements before submitting your application.

- 480 on the Verbal section of the SAT or at least a 75 on the English Language Arts Regents or at least a 50 on the Verbal section of the PSAT.
- At least a 480 on the Mathematics section of the SAT or at least an 70 on the Mathematics A Regents Exam or the Sequential II Regents or at least 50 on the Math section of the PSAT.
- Students who have not taken the Regents must have an overall high school GPA of 80 and include a letter of recommendation with your application.

**Priority Deadline:**

**Monday, December 18, 2017**

**Your completed application will include:**

- College Now application (Please include BOTH the student’s Social Security number and OSIS number. Application with missing information will not be accepted
- A copy of your high school transcript,
- Signed Withdrawal Policy
- College Now Photo/ Video/ Website Waiver

**YOUR email address- as this is the only way our office can inform students of their acceptance. Applications with no email address will NOT BE CONSIDERED**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Acceptance notifications will be sent via email in January.**

If you or your parents have any questions, please contact us at (212) 346-8489. We look forward to seeing you at Borough of Manhattan Community College.

Sincerely,

Peter Williams
Director, College Now

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**Contact Information**

College Now Office
212-346-8489
dbrooks@bmcc.cuny.edu
STUDENT CONTRACT

COLLEGE NOW at BMCC

I, as a participant in the College Now program, understand that I am expected to:

- Attend all class sessions for College Now.
- Complete all assignments.
- Request tutorial services when needed and attend all sessions.
- Participate in mandatory workshops.

In addition,

- I must return all borrowed materials such as textbooks, to my College Now liaison/counselor on the last day of class, or upon withdrawing from the course.

Note: If a student intends to withdraw from a class (without academic penalty), proper paperwork must be signed in the BMCC College Now office during the withdrawal period. The textbook must be returned at that time.

Remain focused and have a productive year.

Peter Williams
Director, College Now
Borough of Manhattan Community College

“It’s nice to dream, but it’s better to plan...”

<table>
<thead>
<tr>
<th>Print Name: ___________________________</th>
<th>OSIS#: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your signature: _______________________</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Parent’s signature: ___________________</td>
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</tbody>
</table>
College Now Saturday Courses – Spring 2018

(Please note: Changes might occur. All classes will take place on Saturdays at different times)

**Introduction to Business**  
**BUS 104**  
**3 Credits**  
Business and industry in the United States are surveyed broadly in this course. Emphasis is placed on the historical development, objectives, methods of operation, and the interrelationships of management, labor and government. Included is the study of new developments and trends in business administration and the problems they engender in the total management process.

**Critical Thinking**  
**CRT 100**  
**3 Credits**  
Critical Thinking is designed to develop the mind and help students learn to think clearly and effectively. Through substantive readings, structured writing assignments and ongoing discussions, students will examine concrete examples from their own experience and readings and contemporary issues in the media to learn how to analyze issues, solve problems, and make informed decisions in their academic, professional, and personal lives.

**Computer Programming I**  
**CSC 110**  
**4 Credits**  
This course introduces the student to the theoretical and practical aspects of computers. The major laboratory experience is the completion of programming projects using Polya's four-step method. These projects have been carefully selected and ordered to provide the student with experience in fundamental control and data structures. All practical programming work is done on microcomputers.

**Comprehensive Health Education**  
**HED 110**  
**3 Credits**  
This course in health education offers a comprehensive approach that provides students with the knowledge, skills, and behavioral models to enhance their physical, emotional, social, intellectual and spiritual health as well as facilitate their health decision-making ability. Areas of specialization include: alcohol, tobacco and abused substances, mental and emotional health, human sexuality and family living, nutrition, physical fitness, cardiovascular health, environmental health and health care delivery. HED 110 fulfills all degree requirements for HE 100. Students who have completed HED 100 - Health Education will not receive credit for this course.

**Introduction to Human Services & Social Work**  
**HUM 101**  
**3 Credits**  
This course introduces students to the field of Human Services and the profession of Social Work. Those human services which deal with social and personal problems are explored as well as the knowledge base, the skills base and the values base of the social work profession. Students are exposed to the methods of working with people as individuals, in groups and on a community level. This course meets the requirements as a liberal arts elective in social science.
<table>
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<tr>
<th>Course</th>
<th>Code/Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Psychology</td>
<td>PSY 100</td>
<td>3</td>
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<tr>
<td>This course stresses adaptive human behavior in relation to the environment. Topics considered include: origins and methods of psychology, neuropsychological bases of behavior, maturation, motivation, emotion, learning frustration and conflict.</td>
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<tr>
<td>Introduction to Sociology</td>
<td>SOC 100</td>
<td>3</td>
</tr>
<tr>
<td>This course analyzes the structure, processes and products associated with group living. Attention is focused on the concepts of social organization, culture, groups, stratification, major social institutions and significant trends in group living.</td>
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<tr>
<td>Fundamentals of Speech</td>
<td>SPE 100</td>
<td>3</td>
</tr>
<tr>
<td>The aim of this course is to develop effective skills in speech communication. The student examines how to generate topics and organize ideas, master’s elements of audience psychology, and practices techniques of speech presentation in a public forum.</td>
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</tbody>
</table>
College Now Photo/ Video/ Website Waiver

Parent's Name: _______________________________________________________
Child's Name: _______________________________________________________

College Now Partner: Borough of Manhattan Community College

Date: _______________________

I hereby consent to allow my child ______________________ to appear live and/or on videotape
and/or audiotape and/or in photographs and/or promotional materials produced by College Now, the New
York State Higher Education Services Corporation, or the State of New York.

I authorize College Now, the New York State Higher Education Services Corporation, or the State of New
York to edit his/her appearance, duplicate his/her appearance in whole or in part for broadcast transmission,
exhibition, playback, adaptation, print advertisements, or marketing media, and other uses in any manner or
media as they may see fit to promote College Now, the New York State Higher Education Services
Corporation, or the State of New York.

I expressly waive any claim that he/she or I may have against College Now, the New York State Higher
Education Services Corporation, or the State of New York, its officers and staff, and/or other participants by
reason of inclusion of recordings, duplications, or advertisements of him/her in the College Now Program
by College Now, the New York State Higher Education Services Corporation or the State of New York.

College Now, the New York State Higher Education Services Corporation, or the State of New York may
use his/her name, voice and likeness to promote and advertise the College Now Program, the New York
State Higher Education Services Corporation, or the State of New York.

_________________________________________ Parent's Signature
_________________________________________ Street Address
_________________________________________ City, State and Zip Code

Please write the Courses you would like to take:
1st Choice: ____________________________ 2nd Choice: ____________________________
Withdrawal Policy

COLLEGE NOW at BMCC

Dear Student (& Parent),

Welcome to College!

As a registered student within the College Now program, an official college record and transcript is established. As a college student, you must adhere to all BMCC policies, including: registration and withdrawals procedures. When you apply to the program and are accepted, you are making a commitment to finish the course to the end. Although we understand personal issues might stop you from continuing the program, it is your responsibility to contact the College Now program to properly withdraw from classes and process the necessary documents. To do this, you must set up an appointment, you must contact our office at 212.346.8457 or email Diamond Brooks, Assistant Director of the College Now Program at dbrooks@bmcc.cuny.edu.

After the necessary documents are signed and your textbook has been returned, you will receive a “W” as your final grade in the course. However, please note that students who do not fill out the “Official Withdrawal Form” have not properly withdrawn from the course. As a result, a "WU" (Withdraw Unsatisfactory) grade will be assigned and placed on your transcript as your final grade. A “WU” grade will be calculated in your cumulative grade-point average as a "F."

We encourage students to NOT withdraw because when students who have receive a “W” and/or “F” as their final grade for their College Now course and plan to attend BMCC for college, it will have an impact on the amount of financial aid you will be able to receive. In addition, receiving a “W” and/or “F” as your final grade, will affect your grade point average, thus this can place a student on academic probation coming into college as a freshmen. As a result, the student must go through an Appeal process and this also prevents a freshmen student from receiving a full financial aid package due to the unsatisfactory grade point average as a freshmen student. For this reason, it is very important that a student commits to the end and/or communicate with our office if any issues that will stop them from attending the program.

Below, you will find the steps that occur within the Appeal Process for a BMCC student:

The process for completing an appeal is as follows:

1. Go to the Registrar's office to pick up the appropriate appeal form for Academic matters (Financial Aid for financial aid matters). A staff member there may ask you for more information to determine if you qualify.

2. Bring the form to the Counseling Center (S-343) to discuss the circumstances. In most cases the counselor will advise you to secure appropriate documentation verifying your situation.

3. Get the appropriate signatures or documentation and meet with a counselor for a recommendation.

4. Return the completed appeal to the Registrar's office.
Please note that the appeal process is somewhat lengthy and may take time to approve. Information and documentation that verifies your situation can expedite the process.

Please feel free to call me or email me if you have any questions.

Sincerely,

Peter Williams

Peter Williams
Director, College Now

__________________________________________ Parent's Signature

__________________________________________ Student's Signature
Student Application / Registration Form

* Note: The College Now program requires all participating students to register using their Social Security Number (SSN). For students who are not US citizens and who are interested in participating, CUNY will generate a number that will function in the same way as the SSN.

Please PRINT clearly and legibly.

Student CUNY EMPLID
(Must be completed if you are a Returning Student)

Student OSIS Number

Social Security Number
(Must write FULL SSN)

First Name

Last Name

Middle Initial

Street Address

Apt. #

City

State

Zip

Home ( ) -

Your Email Address
(PRINT ONLY)

Cell ( ) -

Date of Birth (MM / DD / YYYY) / / 

Sex (M/F)

Race / Ethnicity
1. Are you Hispanic / Latino? Yes No
2. Select one or more races:
   ☐ American Indian / Alaska Native
   ☐ Asian
   ☐ Black / African American
   ☐ Native Hawaiian
   ☐ White

Citizenship Status (select one):
   ☐ US Citizen
   ☐ Other
   ☐ Unknown
   ☐ Permanent Resident Non-US Citizen

What is your parent and/or guardian’s highest level of education? (Select one):
   ☐ Post Graduate or Professional
   ☐ College Degree
   ☐ Some College Education
   ☐ High School Graduate
   ☐ Some High School
   ☐ 8th Grade or Less
   ☐ I don’t know

HS ETS Code

High School

Semester

CUNY College

Course Level:
☐ College Credit
☐ Pre-college CN Course / CNFC
☐ CN Workshop

First Time College Now Student
 Returning Student

How many Credits have you accumulated?
(To be answered by Returning Students ONLY)

Course Location:
☐ College Campus
☐ High School Campus

Instructor’s Primary Affiliation:
☐ College Full Time Faculty
☐ College Part Time / Adjunct Faculty
☐ High School Teacher

Please write the courses you would like to take:

1st Choice:___________
2nd Choice:___________