Faculty Guide to Services for Students

Partnering with faculty to enhance the BMCC Experience
This faculty guide is designed to be an additional tool for faculty when working with students. It is a quick reference guide to resources and support services to help students succeed both inside and outside of the classroom. For a complete listing of student services, please visit the BMCC website.

**Tutoring Services**

**Learning Resource Center (LRC)**  
(212) 220-1378; Room S-510

The LRC facilitates small group tutoring and conducts workshops in test taking skills, note taking skills and other learning areas. Also accessible are instructional computer labs that support course specific software, computer training workshops and instructional software offerings.

**Basic Skills/English Lab**  
(212) 220-8295; Room S-510

The Basic Skills English Lab assists students in ENG 095 and ENG 088 to achieve fluency and grammatical correctness in writing. Students are taught strategies to prepare for the CATW and the English 088 final. Students in English 102, 201, or 300 courses use the Learning Resource Center contact information above.
English as a Second Language (ESL) Lab  
(212) 220-1422; Room S-510J

The ESL Lab offers weekly tutoring sessions for all ESL courses in addition to walk-in tutoring and conversation groups. Computer programs are available for practice in grammar, writing and speaking/listening. Books and audio CDs are available for use in the lab, and some books may be borrowed.

Math Lab  
(212) 220-1366; Room S-535

The Math Lab offers tutoring on a walk-in basis. It is equipped with a collection of computer programs for various math courses, tutorial videos and worksheets to supplement classroom instruction. There are open lab hours for students to complete assignments and to explore and practice computer skills related to their coursework.

Reading Lab  
(212) 220-1410; Room S-510E

The Reading Lab helps students strengthen their reading ability and prepare for the CUNYACT reading test. It provides students with computers, textbooks, teacher-prepared assignments and audio/video materials to help develop and improve reading performance.
Writing Center
(212) 220-8000 Ext. 5167; Room S-510
The Writing Center helps students develop and revise writing in all subject areas, except composition and remedial courses. Tutors assist students in understanding assignments, generating ideas, organizing papers, learning grammar and citing sources. They also assist students with transfer and application essays.

Online Tutoring
(212) 220-8359; Room S-510
Online Tutoring is one of the many ways that BMCC is extending its academic support services to students to make their college career a success. This service provides students with live, online tutorial sessions from anywhere they have internet access. Students can register for a virtual appointment, participate in live chat sessions or submit a question for tutoring (email tutoring): Please visit www bmcc cuny edu onlinetutoring for a list of subjects and available online tutoring sessions.
Accessibility, Office of
(212) 220-8180; Room N-360
BMCC students with documented disabilities are encouraged to meet with the staff in the Office of Accessibility to discuss potential reasonable accommodations and academic adjustments. Accommodations include extended-time testing, readers, sign-language interpreters, note-taking services and textbooks on tape. An Assistive Technology computer lab is available for students who are blind or low vision, and for students with physical or learning disabilities.

The Center for Career Development (CCD)
(212) 220-8170; Room S-342
The CCD delivers comprehensive career planning to students by providing 24-hour access to online resources for information on non-credit internships, job opportunities and career and college fairs.

Co-Curricular Transcript (CCT)
(212) 220-8160; Room S-230
A Co-Curricular Transcript is a self-initiated, comprehensive record organized around six categories that reflect various co-curricular activities at BMCC: athletics; clubs and organizations; community service; honors and awards; leadership training, workshops and seminars. It is of value to the student when applying to colleges, for scholarships, or for professional positions.
The Counseling Center
(212) 220-8140; Room S-343
The Counseling Center provides free, confidential, individual, group and couples consultation services for BMCC students, faculty and staff. Counselors help with relationship issues, identity issues, concerns about family and friends, academic issues and coping with feelings of depression, anxiety or grief. Services are offered in English, Spanish, French, Hindi, and Punjabi.

Early Childhood Center (ECC) and Family Child Care Network
(212) 220-8250; Room N-375
ECC delivers developmentally appropriate programs that provide quality early-care education for the children of BMCC student parents, enabling them to pursue their college education. The Family Child Care Network, supervised by the ECC, consists of a group of licensed day-care homes serving children between two months and 12 years of age.

Randolph Library
(212) 220-8139 (Reference); (212) 220-1451 (Circulation); Room S-410
The Randolph Library provides students on-campus and remote access to thousands of books, eBooks and journals, along with dozens of available databases. Students may borrow laptops, tablets, calculators and battery chargers. Photocopying, scanning and printing are also available. Library faculty are available at the reference desk anytime the library is open and are also available to meet with students by appointment. Instruction sessions can be scheduled by faculty to provide an overview of library resources or to discuss appropriate resources for an assignment due.
Scholarships, Awards and Other Opportunities
(212) 220-8133; Room N-365

This office provides assistance when students need help finding money to pay for tuition, books, and other necessities when federal and state financial aid is not enough. They offer information on funding educational endeavors through fellowships, essay contests scholarships and short-term emergency assistance for students experiencing financial difficulties.

Single Stop
(212) 220-8195; Room S-230

Single Stop provides referrals to on-campus emergency loans or grants, food and transportation assistance, as well as social service agencies and programs to help students who may otherwise be at risk of not successfully completing their education. Primary services include: tax preparation, financial counseling, legal counseling and information on government-sponsored programs.

Student Activities, Office of (OSA)
(212) 220-8160; Room S-230

OSA plans and coordinates extracurricular educational, cultural and social programs to enhance the college experience of BMCC students. The office oversees the registration of all student clubs, assigns classrooms for clubs to meet during club hours on Wednesdays and assists in the production of club events.
Student Conduct
(212) 220-1334; Room S-340
The Student Conduct and Academic Integrity Officer acts on behalf of BMCC regarding matters of student discipline and investigates alleged instances of student misconduct and academic dishonesty under the direct supervision of the Dean for Student Affairs. They provide insight and guidance for student development and success, and serve as a resource for behavioral issues both in and out of the classroom.

Urban Male Leadership Academy
(212) 220-7276; Room S-430F
The Urban Male Leadership Academy (UMLA) at BMCC provides structured mentoring, tutoring and cultural activities to any student in the college, with a focus on black and Latino males. The primary objective of UMLA is to increase student graduation transfer rates to senior colleges. Students may be referred to the program by any faculty or staff member, or they can nominate themselves.
Veterans Resource Center (VRC)
(212) 220-8000 ext. 5363; Room S-115M

The VRC 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 VRC supplements recruitment and retention efforts, provides counseling, program information and certifies eligible students to receive DVA education benefits while maintaining productive relations with the Veterans Administration and other agencies serving veterans.

Women’s Resource Center (WRC)
(212) 220-8165; Room S-340

The WRC facilitates weekly support groups and collaborates with students through its Sister2Sister Peer Mentoring Program. The Center also provides assistance and conducts special programs, seminars and workshops on domestic violence, LGBTQ, and gender related topics designed to educate and bring awareness to the entire BMCC Community.
Amenities

Borough of Manhattan Community College (BMCC) offers a large selection of amenities designed to optimize the student experience. Along with a number of on-going and seasonal activities, BMCC offers the following:

- Water Filtration Stations
- Cell Phone Charging Stations
- Fitness Center (N255)
- Intramural & Recreation Activities (N255)
- Swimming Pool (N255)
- BMCC Sponsored Trips
- Save for Success and MoneyWorks Financial Workshops
- Immigration Support (S136)
- De-Stress Fest
- Alternative Spring Break
- Library and Fiterman Hall Student Study room
- ATMs
Start Here. Go Anywhere.
Borough of Manhattan Community College
Student Affairs
199 Chambers Street - Room S-350
New York, New York 10007
Phone: 212-220-8130