

Problem Solving Manual

2006-2007

BMCC Academic Advisement & Transfer Center

The purpose of this manual is to provide Problem Solvers with the current guidelines and procedures for resolving student's problems and helping them to register for classes. The areas addressed in this manual correspond with the Problem Solving referral sheet that students are given during registration.

1. DEVELOPMENTAL or BASIC SKILLS COURSES

Problem solvers should have handy a Basic Skills Guide. This guide lists the basic skills requirement for all courses given at BMCC. Departmental Chairs and faculty do not have the authority to override developmental prerequisites. Only the Senior Vice President or the Dean of Academic Affairs for Curriculum and Instruction can override a basic skills requirement. There are, however, a few exceptions to the basic skills requirements within certain departments:

ACCOUNTING-

If a student passes ACCI22 with a "B" or better, they may register for ACC222 without the basic skills prerequisite. They are, however, not exempt from the course and will still have to fulfill this basic skills course to obtain their degree.

MODERN FOREIGN LANGUAGE-

If a student wants to take a Modern Language course in his/her own native language, or has prior experience with a language, they must go to the MFL department (N540) to take a placement exam. Those placing into a SPN, FRN, ITL or CHI I01 or I02 level course, must still adhere to the basic skills requirement. If they provide you, the problem solver, with a Modern Language Placement Card for an upper level course, they may register for it regardless of the remedial course requirement.

ETHNIC STUDIES-

If a student wants to register for an Ethnic Studies course taught in another language, he/she must take a placement test in the Modern Foreign Language Department and provide you, the problem solver, with the MFL Placement Card. The problem solver will then sign his/her name on the referral sheet and send the student to the OVERRIDE table. These courses satisfy the Modern Foreign Language requirements for Liberal Arts.

MATH-

If a student wants to be retested in a developmental math course, send the student to the Math Department to take a placement exam. The student must show you, the problem solver, a course exemption form from the department if he/she passes the test.

PERMIT STUDENTS-

Permit students can take courses without test scores or pre-requisites as long as they have a Permit form from their host college (or proof of E-Permit). They are not allowed to register, however, until the last two days of regular registration.

2. CREDITS/GRADES/PREREQUISITES

PREVIOUSLY PASSED

Students are only allowed to repeat a course with a grade of C- or below. If a student has passed the course already, they will be blocked from registering for it.

If the student says they passed a course, but it is not showing, the burden of proof is on the student to supply a grade report before they will be allowed to register for the next level course.

CURRENTLY ENROLLED

Some students may want to register for a course they are currently in, but failing. In order to register for it, the student must bring a letter from his/her professor stating that the student will not pass the course.

TOTAL EQUATED CREDITS > 18

The maximum # of credits (or equated credits which include hours for non-credit courses) is 18. The Dean of Academic Affairs for Curriculum and Instruction may override this limit for students with over a 3.50 GPA and 12 real degree credits.

INC/ABS

If a student has an INC or an ABS grade in a course, they may not move on to the next level course.

COURSE PREREQUISITES

If a student is turned away from registering for a course because he/she has not completed a course prerequisite (*NOT a basic skills prerequisite*) they may be referred to the department to seek approval for an override.

3. INTERNATIONAL STUDENTS

All international students must be registered full time, with at least 12 equated credits. If a student has less than 12 credits left to graduate in a semester, please refer the student to Lily Yi-Elkin, in room S-300.

4. IMPOUNDS

Send the student to the office where they are impounded to have it removed. They will not be able to register until it is removed. For example:

Advisement	S-763 (CPE Advise or LIB Advise)		
Admissions	S-300 (missing diploma, not in current semester, missing HS transcript, missing residency documents etc...)		
Testing	N-700	Bursar	S-320
Library	S-400	Fiscal Office	S-737
Registrar	S-310	Immunization	N-303

Screen Shots

Course Listings – F9

CLASSES	OFFERRED	at	B.M.C.C.	in	FALL	Semester	RGSTRD	COURS
COURSE SECT	DAYS	TIME	ROOM	COURSE/INSTRUCTOR	STD	CAP.		
ACC 122 071	W	07:00 - 08:40	AM S604	ACCT PRINCIPLES I DONNAY, WILBERT	17	/ 33		
ACC 122 081	MW	08:00 - 09:40	AM S601	ACCT PRINCIPLES I CARROLL, LLOYD S	14	/ 35		
ACC 122 082	MW	08:00 - 09:40	AM S603	ACCT PRINCIPLES I	4	/ 35		
ACC 122 083	TUTH	08:00 - 09:40	AM S601	ACCT PRINCIPLES I	15	/ 35		
ACC 122 084	F	08:00 - 11:45	AM S605	ACCT PRINCIPLES I	8	/ 35		
ACC 122 091 At Murray	MW	09:30 - 11:10	AM M1001	ACCT PRINCIPLES I	8	/ 35		
ACC 122 092 At Murray	TUTH	09:30 - 11:10	AM M1001	ACCT PRINCIPLES I KLEINMAN, HARRY	2	/ 30		

Type desired Course/Section & ENTER (If Section not known, leave blank)
Capacities may include Registration Adjustments

PF2:Next Pg 3:Prev Pg 4:Available Sections 6:Roster Print 7:Class Print
8:Course Remedials 9:Roster of 1st Class 10:Other Sem. 11:Courses 12:Menu

This is the main screen you will use on CUNYVM. You can type in the Course Code and Number in the top left hand corner.

Here's how to Navigate CUNYVM.

F2 – To go forward to the next page

F3 – To go backward to the previous page

F4 – To see the available sections for the first course

F10 – To see courses offered in another semester

F12 – To end/go back

