



Faculty Guide to Services for Students

**Partnering with faculty to
enhance the BMCC Experience**

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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 that help students succeed both inside and outside of the classroom.

For a complete listing of student services, please visit the BMCC website and the Student Hub (www.bmcc.cuny.edu/students/).

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 can 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 skills 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.

Student Services

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.

Accelerated Study in Associate Programs (ASAP)

(212) 346-8660; Room: M-1412

BMCC's Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees within three years by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, waivers for tuition and mandatory fees, MTA MetroCards, and additional financial assistance to defray the cost of textbooks.

BMCC Learning Academy (BLA)

(212) 346-8640; Room: M-1414

The BMCC Learning Academy (BLA) is a success program that helps students transition to college and stay on track until graduation and transfer. The Learning Academy is for students interested in a personalized academic advisor and a supportive, knowledgeable community of peers, faculty and academic resources.



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.

College Discovery (CD)

(212) 220-8152; Room: S-335

BMCC's College Discovery (CD) was established to provide comprehensive academic, financial, and social supports to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances.

Compliance and Diversity, Office of

(212) 220-1236 or (212) 220-1273; Rooms S-701K and S-701J

The Office of Compliance & Diversity is dedicated to promoting an open and inclusive environment and addressing complaints of unlawful discrimination or harassment, including sexual harassment. To file a complaint, please contact either Odelia Levy, Esq., the college's Chief Diversity Officer (ext. 1236), or Theresa Wade, Esq., the college's Deputy Director of Diversity & Title IX Compliance (ext. 1273).

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.



Peer Mentoring

(212) 220-8000 Ext. 5581; Room S-136H

The Peer Mentoring Program helps new students adjust to the college environment, make connections on campus and feel empowered to chart their own course to success. The program matches successful continuing students with new students, connecting them as partners for a semester-long experience.

Based in the Peer Mentoring office, the CREAR FUTUROS Mentoring Program is focused specifically on actions that support college access, achievement, retention and graduation rates for Latino students in New York City.

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. Instructional sessions can be scheduled by faculty to provide an overview of library resources or to discuss appropriate resources for an assignment due.

Scholarships

(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 (Panther Pantry) and transportation assistance, as well as social service agencies and programs that 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 and Academic Integrity

(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. To report a behavioral incident, please contact Public Safety or file an online BART report: www.bmcc.cuny.edu/bart/

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 and transfer rates to senior colleges.

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.

Student Engagement Opportunities

Co-Curricular Transcript (CCT)

(212) 220-8160; Room S-230

The Co-Curricular Transcript (CCT) is a student-initiated comprehensive record of participation and achievements outside of the classroom while the student is enrolled at BMCC. When coupled with the academic transcript, a holistic representation of the student's total education, both inside and outside of the classroom, is created.

The CCT is organized around eleven categories that reflect various co-curricular activities at BMCC. The eleven categories are the following:

- **Athletics:** Participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team.
- **Clubs and Organizations:** Ongoing participation as a general member or executive board member in a BMCC recognized club or organization.
- **Community Service:** Participation in a volunteer/civic activity or service learning for a BMCC department.
- **Honors and Awards:** Recipient of an honor, award or scholarship recognized by BMCC.
- **Global Experience:** BMCC or CUNY sponsored overnight trips outside of NYC such as study abroad or conferences.
- **Leadership Training:** Participation in leadership activities recognized by BMCC or CUNY.
- **Performance & Art Exhibits:** Presentations or performances outside of the classroom setting that are recognized by BMCC or CUNY and are not for class credit.
- **Professional Activities:** Paid leadership positions through BMCC or CUNY that require extensive leadership training.
- **Research:** Participation in research programs, presenting research or working with a BMCC faculty member conducting research not for credit.
- **Workshops and Seminars:** Attendance or presentation at a workshop or seminar that is recognized by BMCC or CUNY.
- **Assessments & Certifications:** BMCC or CUNY facilitated assessments such as Meyers-Briggs Type Indicator (MBTI), CPR and CERT.

Enhanced Learning in the Classroom (ELIC)

(212) 220-8130; Room S-350

Faculty members now have an opportunity to request funds to enhance the learning experiences of students related to the course/syllabus for which they are enrolled. The Enhanced Learning in the Classroom (ELIC) fund was created by the BMCC Association Board with the goal of sponsoring activities that complement the curriculum.

Amenities

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

- Water Filtration Stations throughout campus near most water fountains
- Cell Phone Charging Stations in both Fiterman and Main Building
- Fitness Center (N-275)
- Intramural & Recreation Activities (N-255)
- Swimming Pool (N-255)
- Save for Success (S-136) and MoneyWorks Financial Workshops (N-365)
- Immigration Support (S-136)
- De-Stress Fest (Main Building Lobby and 3rd Floor South)
- Library (Rm. S-410) and Fiterman Hall Student Study rooms (Rms. F-402, F-502, F-602, F-702, F-802, F-902, F-1002, F-1102)
- ATMs (Main Building 2nd and 3rd Floor South)
- Microsoft Office: free of charge through your BMCC Portal.
- Panther Pantry (S-230)
- (PEPS) Pathways for Expecting and Parenting Students (S230) (referrals/linkages to services such as: child care, counseling, health care, nutritional counseling)
- Free subscriptions online to the New York Times and Wall Street Journal as well as thousands of print and electronic books and journals through the BMCC Library

FOR EMERGENCIES

To report a crime or emergency, call Public Safety at (212) 220-8080. If on campus, call 911 or use one of the blue call boxes located throughout the campus.



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

