A GUIDE THROUGH COLLEGE NOW

College Now Program
70 Murray Street
New York, New York 10007
Room: M1206A
Office Phone: (212) 346-8494
Email: collegenow@bmcc.cuny.edu
Facebook: College Now @ BMCC
Website: https://www.bmcc.cuny.edu/collegenow/

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Welcome
To College Now

"Peace begins with a smile…"

- **Mother Teresa**

Dear Student,

Congratulations on your admission to the College Now program at the Borough of Manhattan Community College (BMCC)! By participating in College Now, you have initiated a process that will be designed to help prepare you for a successful transition from high school to college.

College Now (CN), a comprehensive collaborative initiative between the *City University of New York and the New York City Department of Education*, is specifically designed to assist high school students in developing the personal values and academic skills necessary to survive and succeed in a college environment. Through the active involvement of the colleges within the University system, the program promotes high standards of academic achievement and introduces participating students to both the rigors and responsibilities of college life.

BMCC's CN Program works closely with its partnering high schools to assist students in improving their academic and personal readiness for college. The aim of the program is to prepare students for college enrollment through immersion in a rich, challenging and authentic college experience. Students are offered tuition-free college level courses, free books, and, when needed, tutoring services through the college's academic support centers.

Please Note:

- The maximum amount of credits students can earn in the College Now program throughout CUNY is **15.**
- Also, if you plan to attend BMCC for undergraduate study, please note that the grade(s) you earn in the CN program at BMCC will be calculated in your GPA.

Participating students, are extended an opportunity to partake in college level courses. College credit courses are offered in *COHORTs*, wherein students take classes that consist of students from various NYC public high schools.

BMCC'S CN program also offers programming that is designed to build students' college awareness (***PBX: Plan to Be Exclusive***) and academic preparedness *(Soft-Skills Workshop Series)*.

We encourage all students to take advantage of our program offerings as well as an array of other supportive activities offered throughout the school year. Students should also research discipline degree specific maps to develop a comprehensive program of study.

https://www.bmcc.cuny.edu/academics/advisement/academic-program-maps/

STEP 1:

BMCC Email Claim and Password Reset Requirement for Students

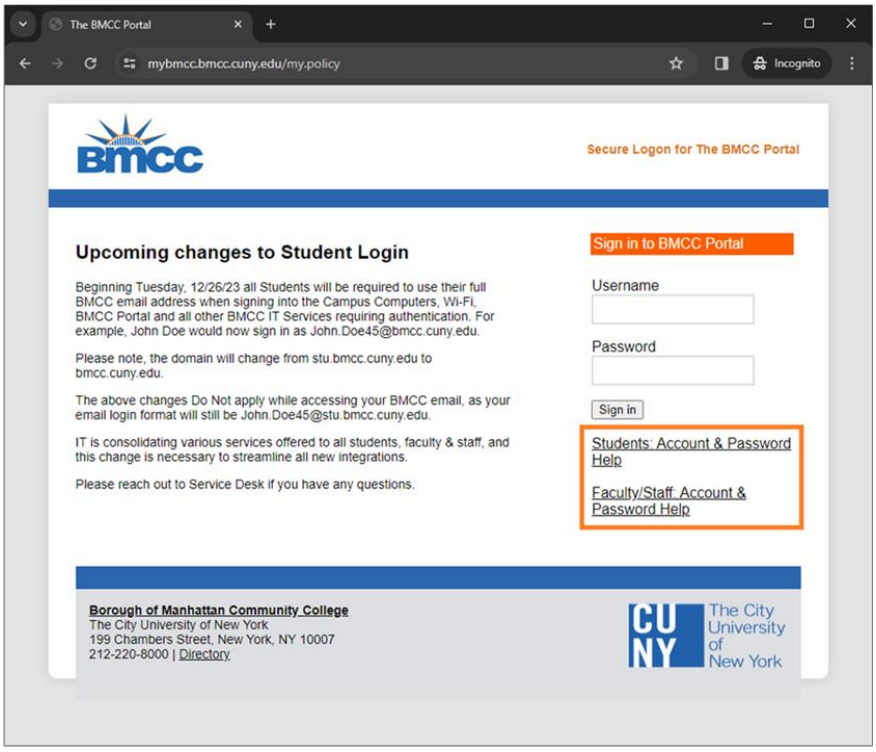
Please be reminded that the BMCC email is not created until 24-48 hours after College Now has enrolled you in a course.

ATTENTION: If you do not have a social security number or if you receive the error message "Can't validate your answers. Please try again." after correctly entering your personal information please contact College Now. They will be able to provide an external ID to use in place of the SSN or will be able to verify your personal information as necessary.

PART I-

Step ONE:
Go to the BMCC Portal login page (https://mybmcc.bmcc.cuny.edu/)

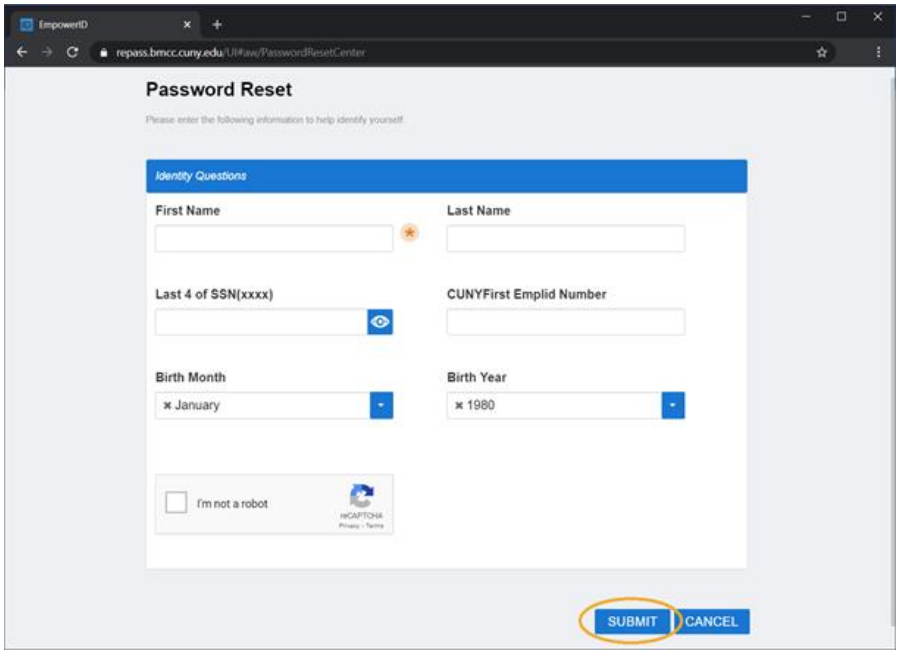
Step TWO:
Click on the "Students: Account & Password Help" link, See below



"The man who does not read has no advantage over the man who cannot read."

■ **Mark Twain**

Step THREE: Fill out all of the required fields and complete the captcha, then click “Submit”



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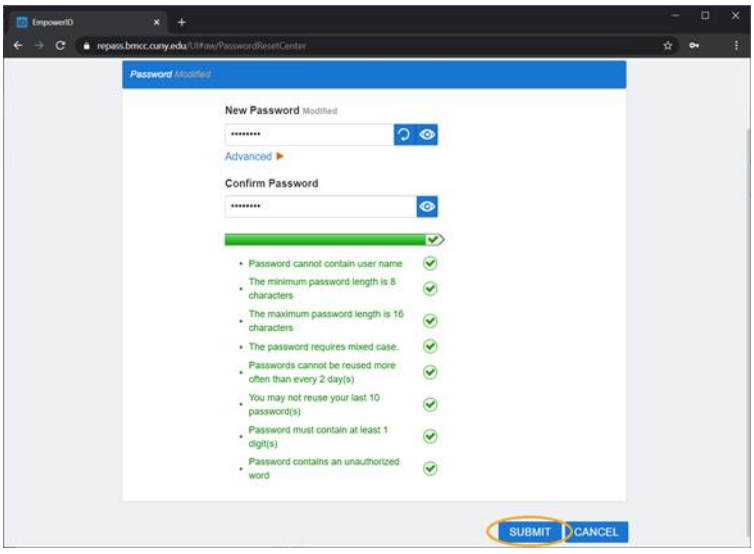
Step FOUR:

Create and confirm your new password:

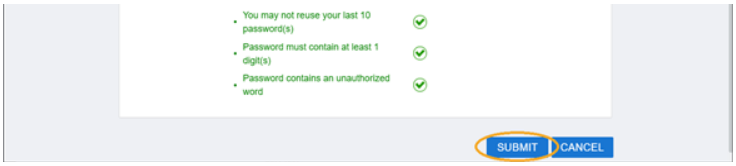
The password criteria are as follows:

- Must be between 8 and 16 characters long
- Must contain at least one uppercase and one lowercase letter
- Must contain at least one number
- Must NOT contain either your first or last name
- Must NOT contain the word “password”
- Must NOT be among your last 10 created passwords



Step FIVE:

Click SUBMIT:

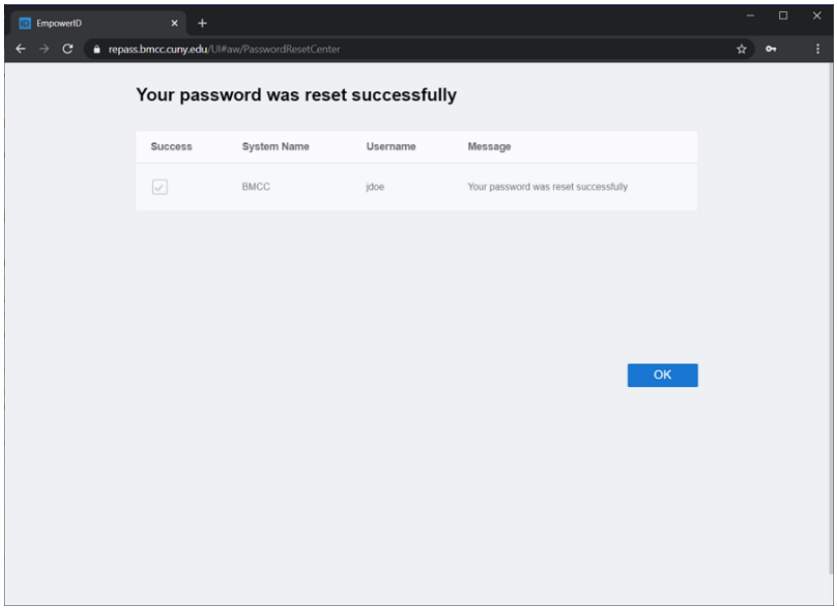


After resetting the password your username and email will be displayed.

STOP: Screenshot this!!!

CN Staff will not have access – as this is YOUR Personal Information

Note that for students, both the BMCC Portal username and the Office 365 email will be displayed.



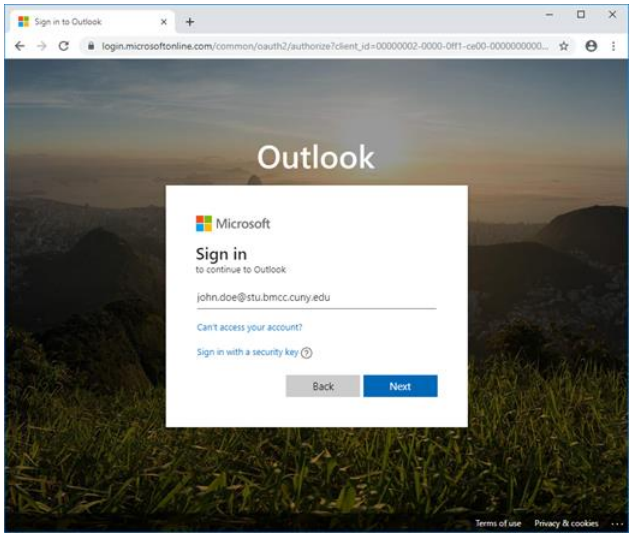
Part II

Step ONE: Sign into Your BMCC Email

If you do not know your BMCC email password, instructions for resetting it can be found here.

The login page for the BMCC email for both students and faculty/staff is http://outlook.office365.com/

If you no longer have access to the phone number that you used for multi-factor authentication, please call the Service Desk at 212-220-8379 or visit the office in person at room S141.



After entering your email address, you will be redirected to a new page displaying the BMCC logo and picture. Enter your BMCC email password and click Sign in.

Part III

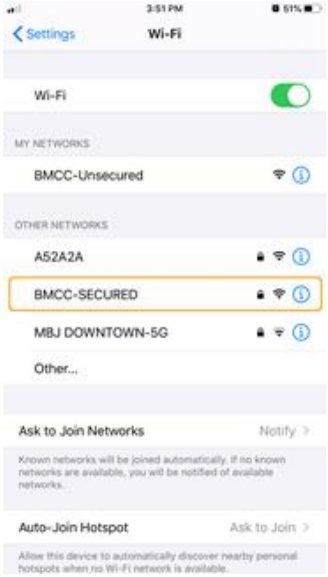
Connecting to the BMCC-Secured Wi-Fi on a Mobile Device

All students, faculty, and staff can access the BMCC-Secured Wi-Fi using their BMCC email and password. If you do not know your BMCC email address or need to reset your password, see this article.

- iPhone
- Android
- Windows 10
- MacBook
- Chromebook

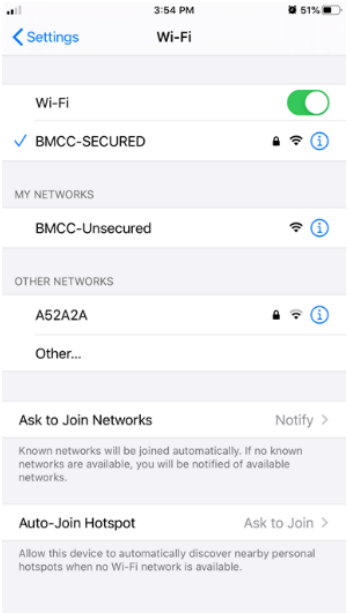
For iPhone Users Only

1. Go to your phone settings and click on Wi-Fi.
2. Select BMCC-Secured from the list of Wi-Fi networks



3. Enter your BMCC Portal username and password then click "Join".
4. Click on "Trust" to connect.

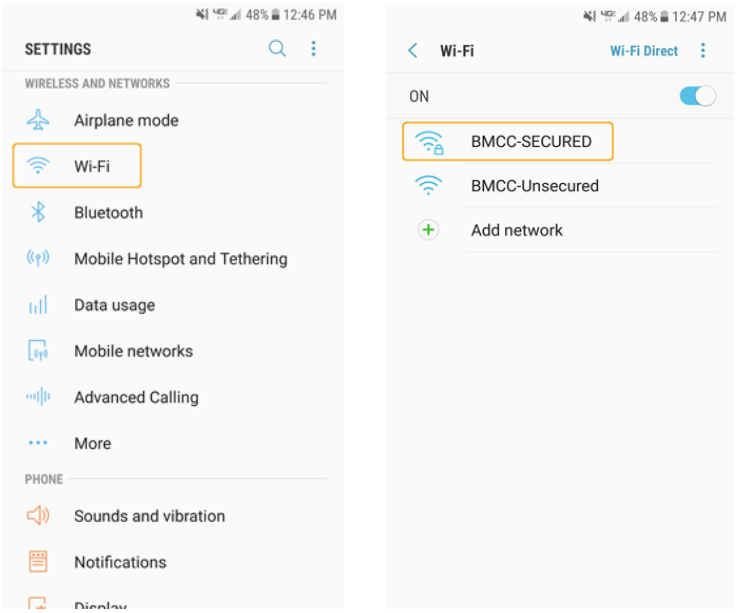
5. After connecting successfully a blue check mark will be displayed next to the network name.



For Android Users Only

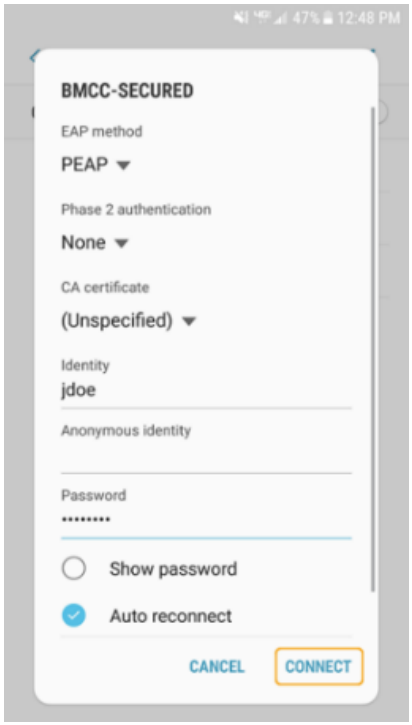
1. Go to your phone settings and click on Wi-Fi

2. Select BMCC-Secured from the list of Wi-Fi net

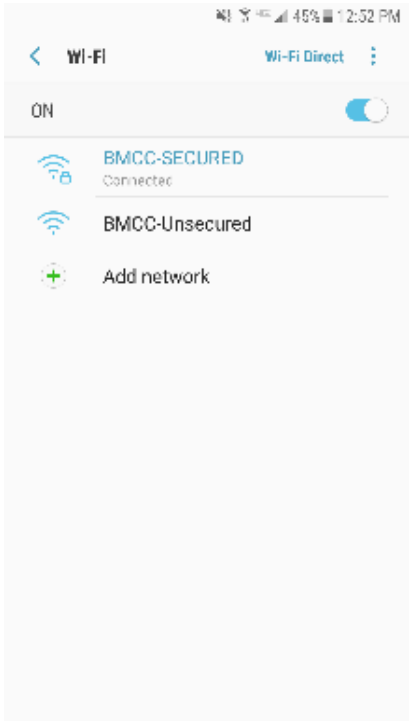


3. Enter your BMCC Portal username under "Identity" and your password under "Password".

If "Connect" is greyed out make sure that the EAP method is set to "PEAP" and the CA certificate is set to either "Do not validate" or "Unspecified".

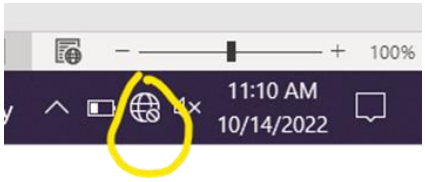


4. After connecting successfully "Connected" will be displayed under the network name.

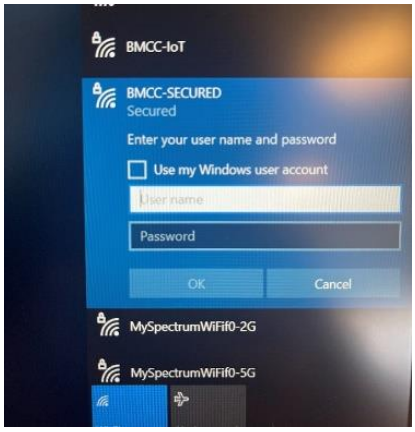


For Windows 10 only Windows 10

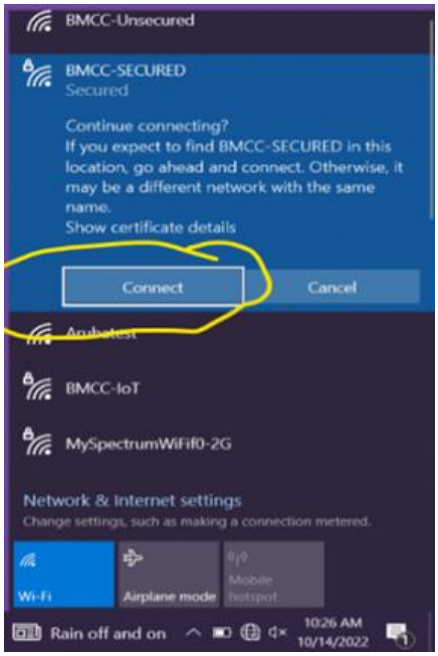
1. Look at the bottom-right of the taskbar and then click on the network settings icon.



2. From the list of networks select BMCC-Secured then enter your BMCC email and password. Then press OK.



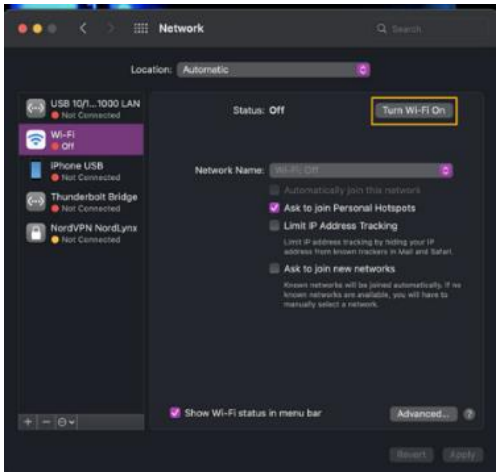
3. A message will appear to confirm the Wi-Fi certificate. Click Connect to confirm and finish connecting to the Wi-Fi



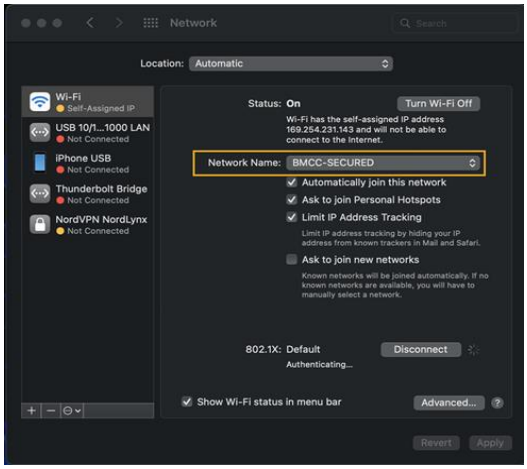
For MacBook Users Only

1. Open your device settings and select Network.

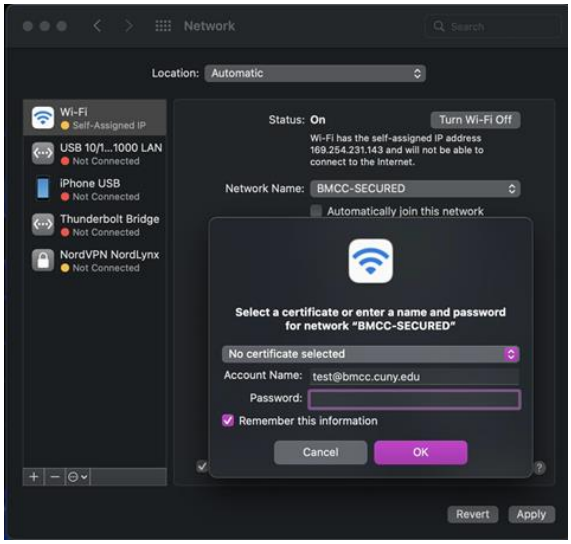
2. If your Wi-Fi is not already turned on click on Turn Wi-Fi On.



3. From the list of networks select BMCC-Secured.

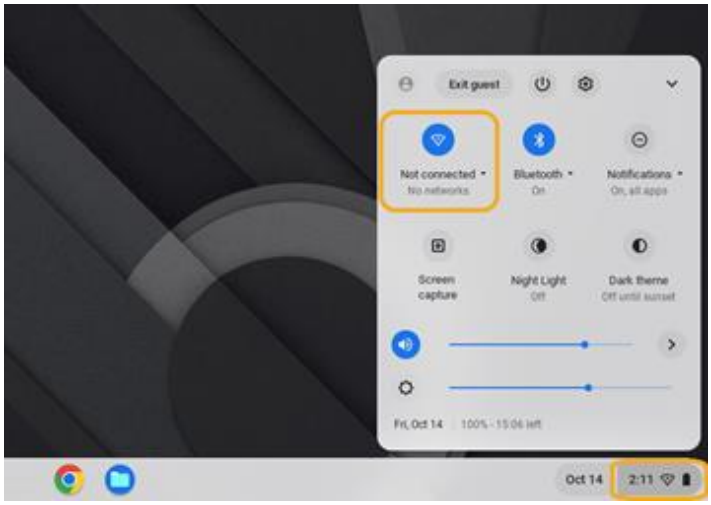


4. Enter your BMCC email and password, then press OK to connect.

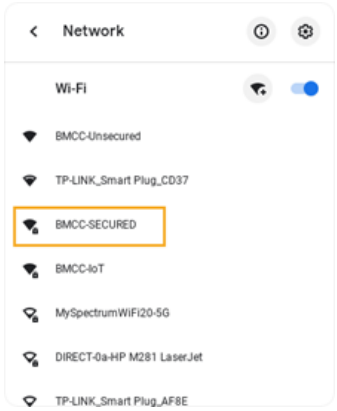


For Chromebook Users Only

1. Click on the time at the bottom-right, then click on **not connected**.



2. From the list of networks select BMCC-Secured.



3. Enter the following settings, all other fields can be left blank:

EAP Method: PEAP

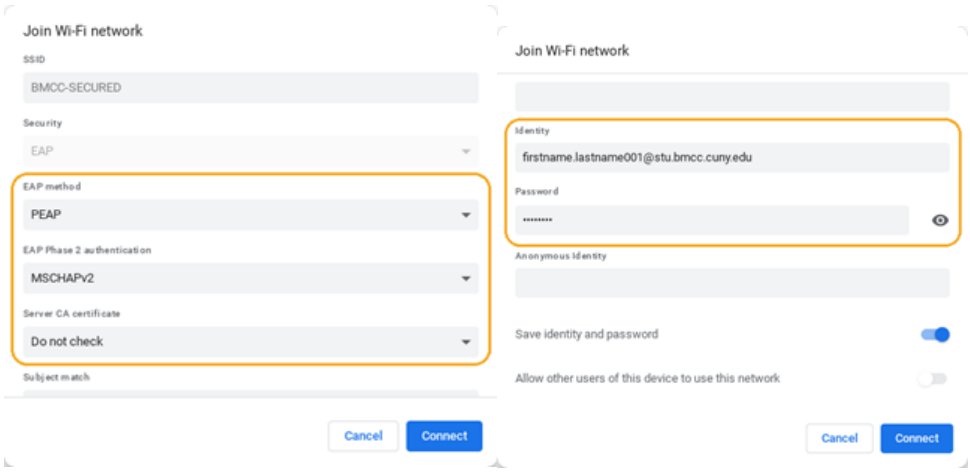
EAP Phase 2 Authentication: MSCHAPv2

Server CA Certificate: Do not check

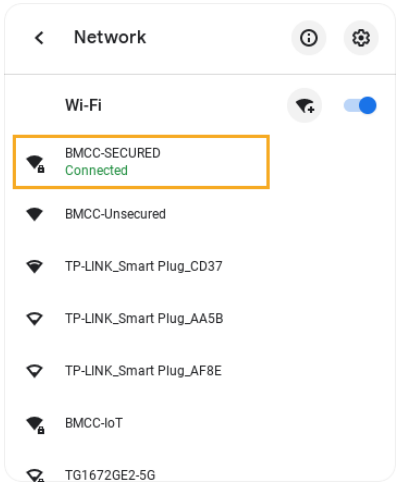
Identity: Your BMCC email

Password: Your BMCC account password

After selecting the appropriate settings and entering your login credentials, click Connect



4. Check the list of networks to confirm that you are connected.



Obtaining a BMCC Student ID card (Student Virtual ID)

Your BMCC ID Card is your First Step for a safe campus. Members of the BMCC community must have their ID for accessing the college, entering the library, utilizing facilities, and devices. New students can obtain a BMCC ID at the Service Desk in Room S-141 located in the Main Building (199 Chambers St. NY, NY 10007).

BMCC ID cards will be available virtually and/or printable 24 hours after the CN Program has enrolled you for at least one course. Typically this is done by the 2nd week of classes. Students **MUST** present a form of photo identification to obtain their BMCC ID card.

The following will happen in order for you to get an ID card:

1. Please confirm you have an active **BMCC email address to** access the virtual ID card and have had your picture taken in our office.

2. Then wait to receive an email from registration@safetrust.com sent to the active BMCC email address. The subject line in that email will be: Activation Required - Mobile Access for BMCC.

3. Follow the instructions in that email.

Please note that your virtual ID card can only be installed on one device. Installing it on multiple devices will result in your account being locked.

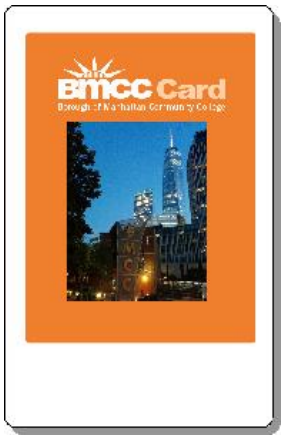
For additional help, you can **contact the office of Service Desk (S141)** at the following:

Email: userservices@bmcc.cuny.eduor

Phone Number: 212-220-8379

Office Hours:

- ☐ Monday – Friday 8:00am-8:00pm
- ☐ Saturday – Sunday 9am- 5:00pm



BOOKS

Each student will be provided with all necessary course textbooks for free. The textbooks that will be distributed to you will be asked to be returned at the conclusion of the semester.

Borough of Manhattan Community College
Main Building & Mailing Address
199 Chambers Street | New York, NY 10007

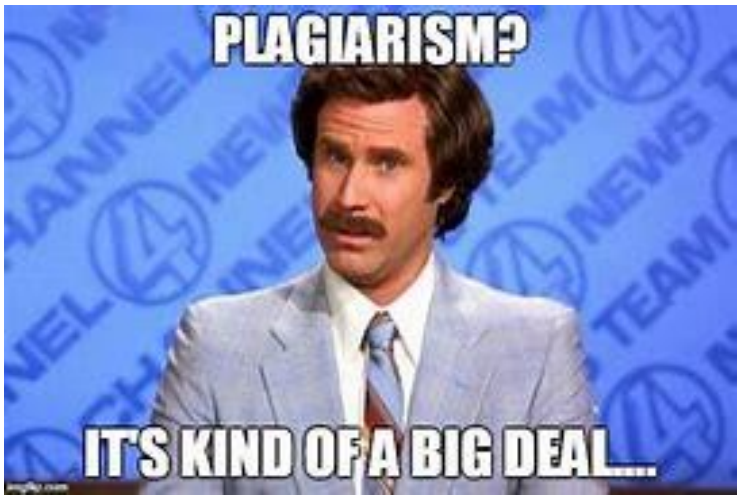
College Now Office
70 Murray Street, Room M1206A | New York, NY 10007

Email: Collegenow@bmcc.cuny.edu

POLICY ON PLAGIARISM

Plagiarism is the presentation of someone else's ideas, words, or artistic/scientific/technical work as one's own creation. A student who copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism. Plagiarism violates the ethical and academic standards of the College.

To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly. Plagiarism carries a range of penalties which commensurate with severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade or fail the student in the course.



ATTENDANCE

Student **attendance** in the College Now program is **important** and students are more likely to succeed when they attend **consistently**. Missing class means that as a student you are missing out; we admonish every participant in CN to attend the course they have decided to enroll in as often as the course is scheduled to meet.

The CN Office pays close attention to the student's attendance on a weekly basis and communicates directly with each student whose attendance is in question. As a guideline, students can expect instructors to adhere to the following attendance policy:
The maximum number of absence hours is limited to one more hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed five hours of absence (not five days). In the case of excessive absence, the instructor has the option to lower the grade or assign an "F" or "WU" grade.

Lateness: Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, incur an official absence. Please note that a (W) will be assigned ONLY if the withdrawal is before the colleges' official withdrawal period. If the absents occur **beyond** the official withdrawal period, students will be assigned a WU (*see pg. 11*).

**********IMPORTANT**********

Once you are dropped from a class roster, you will be dropped from the class.

If you are running late for class or will be absent due to unforeseen circumstances, you must email your professor and cc the College Now office collegenow@bmcc.cuny.edu

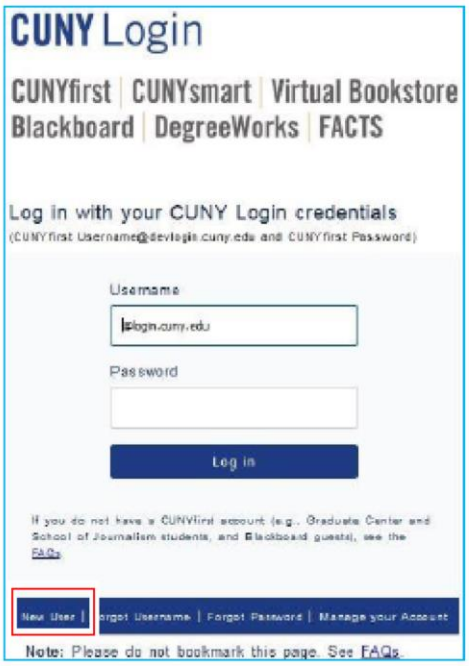
Remember missing a class should be a rare occurrence. While we understand in certain emergency circumstances may cause an absence (i.e. SAT/ ACT dates etc.), students must inform the office. Your success in the CN program is important to us and missing classes will lead to a lower grade and/or failure.

The City University of New York

Account activation is the first step to accessing CUNY-wide applications and services.

For new students, faculty and staff, you can begin the process of activating your CUNY account by clicking New User on the CUNY Login page.
Note: You can also click Activate Your CUNY Login on the Account Self-Service page at managelogin.cuny.edu

1. Click the **New User** link



Activating your CUNY Login Account requires authenticating your legal first name and last name, date of birth and a partial Social Security or CUNY-assigned ID number.

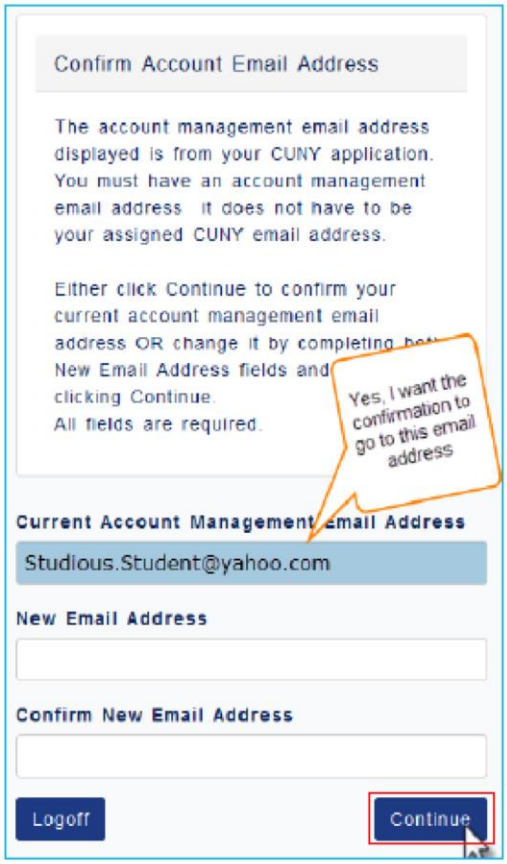
1. Enter **First Name**
2. Enter **Last Name**
3. Enter **Date of Birth**
   Include dashes for Date of Birth, for example - 01-01-1998
4. Enter last 4 digits of **Social Security or CUNY-assigned ID Number**
5. Check the **reCAPTCHA**** box
6. Click **Continue**

****Additional verification maybe required for the reCAPTCHA process**

For additional security, a validation link will be sent via email during the account activation process.
The Confirm Account Email Address page appears prepopulated with an email address to be used for CUNY Login account management purposes. You can continue the process with the displayed email address or enter a new address in the fields provided.

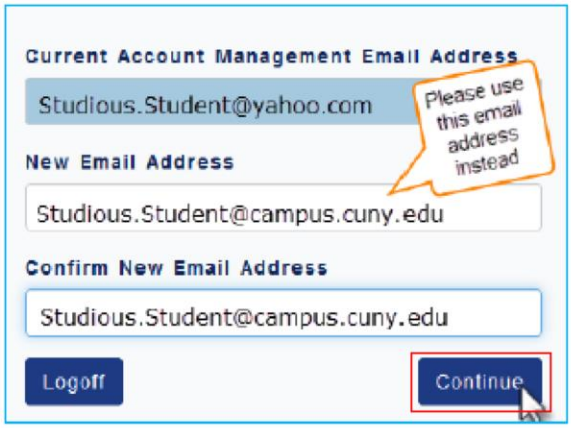
1. Review email address
2. Click **Continue** if this is a valid email address

-OR-



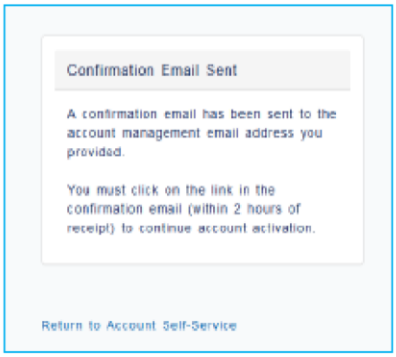
Enter and confirm a new email address for receipt of the validation link.

3. Enter new email address
4. Confirm new email address
5. Click **Continue**



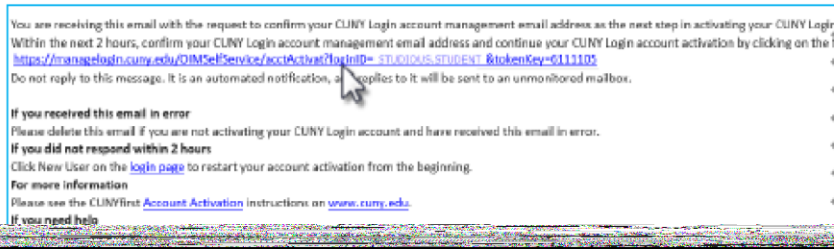
The City University of New York

The Confirmation Email Sent page appears confirming that a validation link has been sent to the indicated email address.



To view the validation link, locate and open the email titled 'CUNY Login Account Activation...'and click the link inside the email.

Note: Be sure to check your Spam/Junk mail folders if you cannot find the email.



COLLEGE NOW STAFF CONTACT INFORMATION

General Office Hours	Monday - Saturday 9:00am – 5:00pm (Saturdays after 12:00 pm by appointment ONLY)
Contact Information **General E-mail:** **collegenow@bmcc.cuny.edu**	Mr. Peter A. Williams Jr, Program Director E: pawilliams@bmcc.cuny.edu P: (212) 346-8490
	Ms. Diamond Brooks, Academic Program Coordinator E: dbrooks@bmcc.cuny.edu P: (212) 346-8457
	Ms. Renita Moore, Data Program Coordinator E: rmoore@bmcc.cuny.edu P: (212) 346-8489
	Mr. Douglas Ortiz, Office Manager E: doortiz@bmcc.cuny.edu P: (212) 346-8478
	Mr. Jonathan Bridgeman, Office Assistant E: jbridgeman@bmcc.cuny.edu P: (212) 346-8591
	Mr. Devon Francois, Office Assistant E: dfrancois@bmcc.cuny.edu

DON'T FORGET TO US FOLLOW:

CLICK LIKE ON FACEBOOK: COLLEGENOW AT BMCC

CLICK FOLLOW ON INSTAGRAM: COLLEGENOW_BMCC