



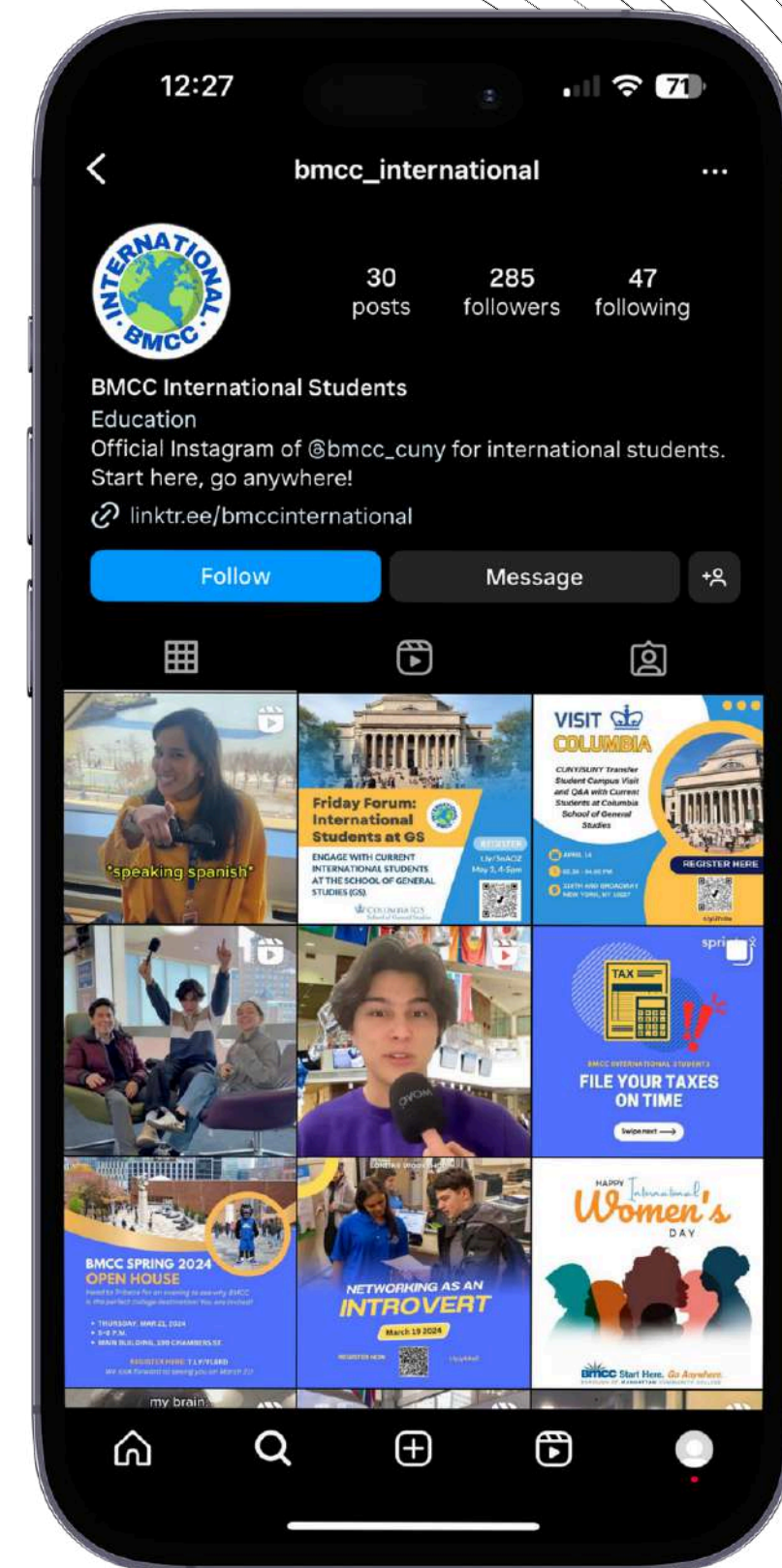
ONLINE TOOLS

PRE-ARRIVAL SESSION

International Students Services Office



FOLLOW US ON INSTAGRAM



@bmcc_international

WELCOME

At BMCC, part of the City University of New York system, international students get an excellent, affordable education in one of the world's premier locations, downtown Manhattan. Students from over 105 different countries with more than 100 languages spoken study at BMCC, adding to an already incredibly diverse student body.



BMCC PLATFORMS

CUNYFIRST

1. What is CUNYfirst?
2. How to Register
3. Schedule Builder
4. Tuition payment
5. Holds
6. Degreeworks

“Online” BMCC

1. Student Email
2. Student ID
3. BMCC Portal
4. Office 365
5. Zoom

BRIGHTSPACE

1. What is Brightspace?
2. Learn how to use

CUNYFIRST

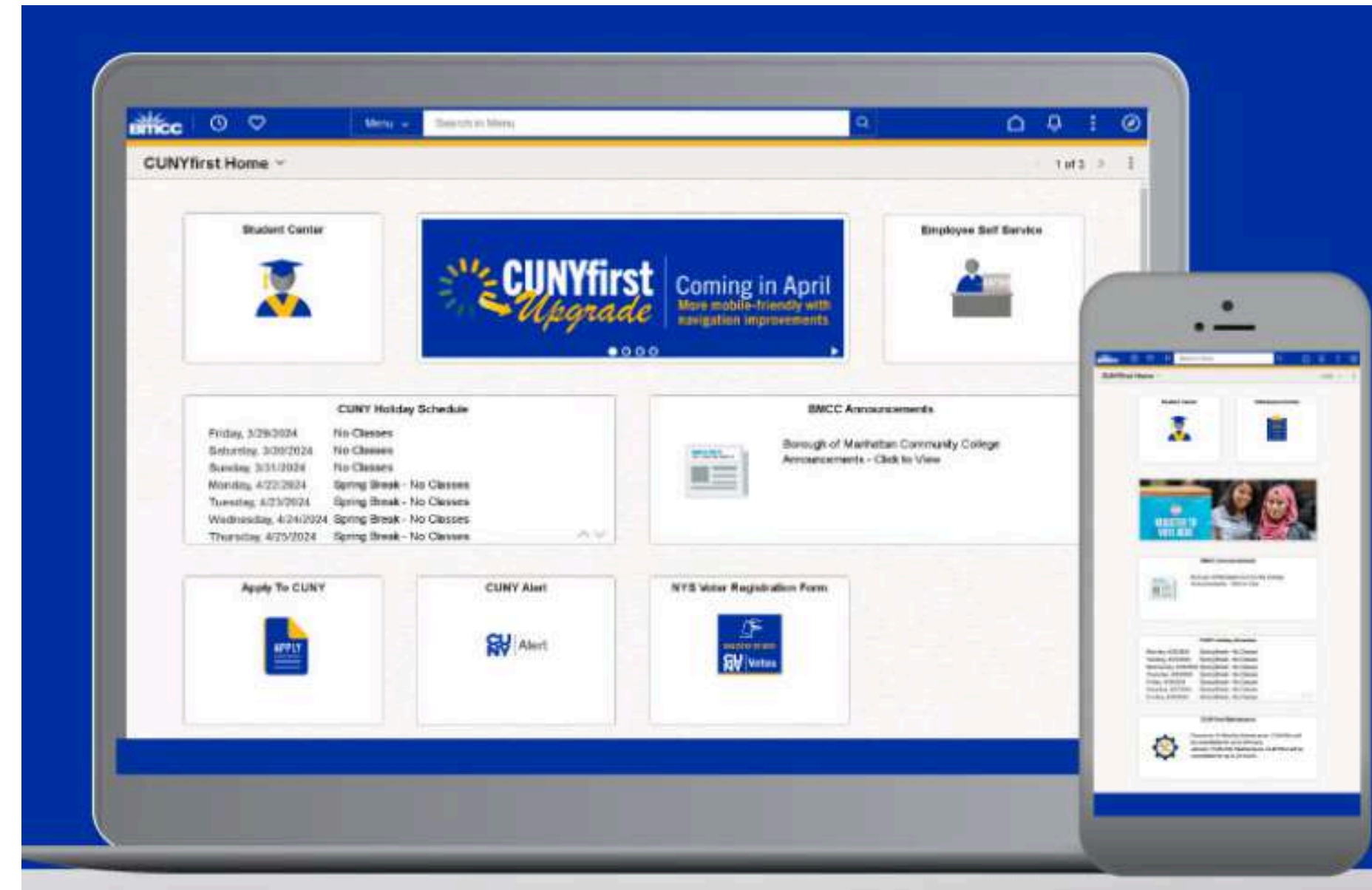


CUNYfirst Overview

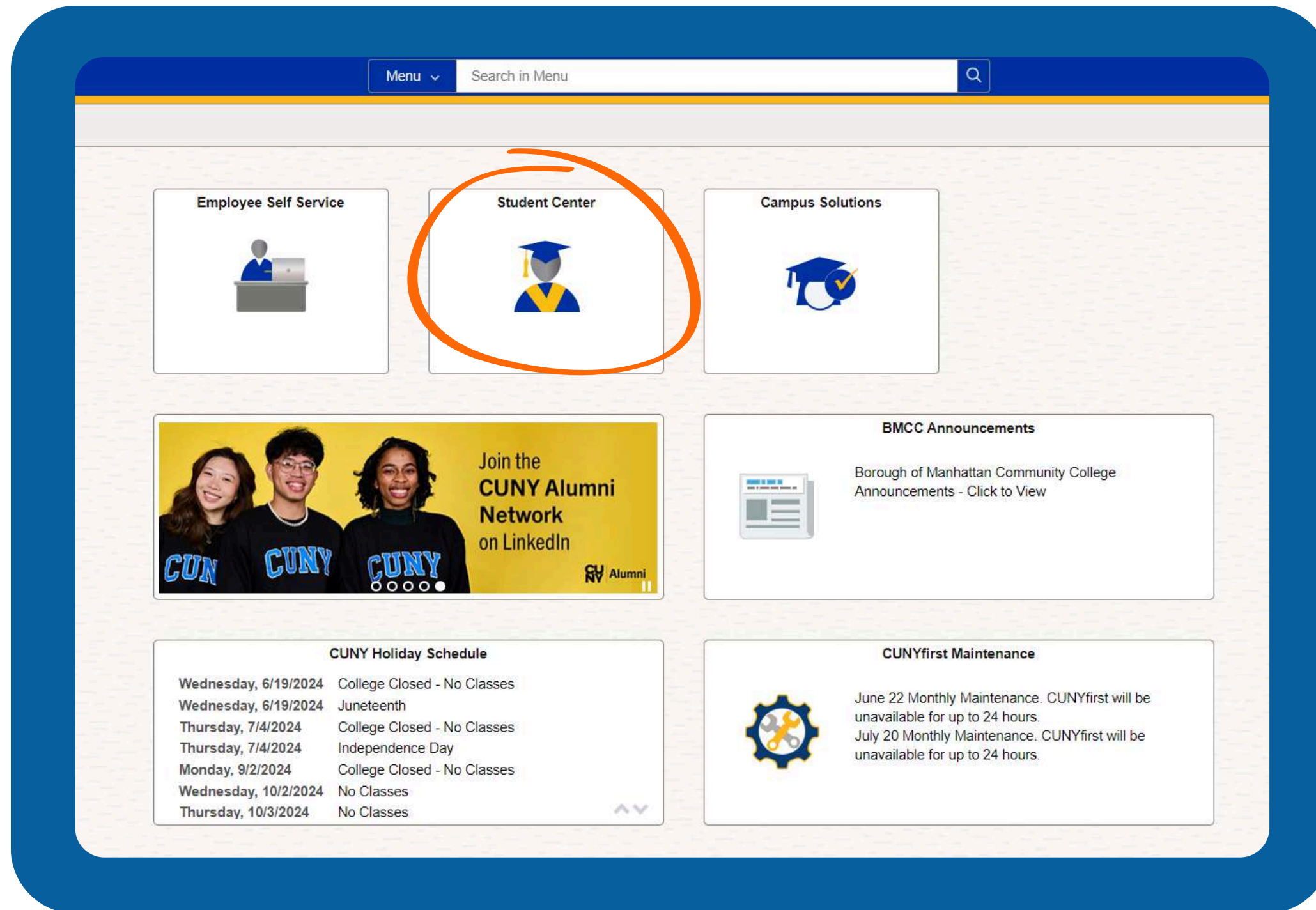
- Seamless access across all CUNY campuses
- Student Center manages academic related activities

Student Center Features

- Manage personal details
- View class schedule, course history, and grades
- Check financial aid summary
- Handle to-do list items
- Set up payment plans and make payments
- Request transcripts
- Upload administrative documentation



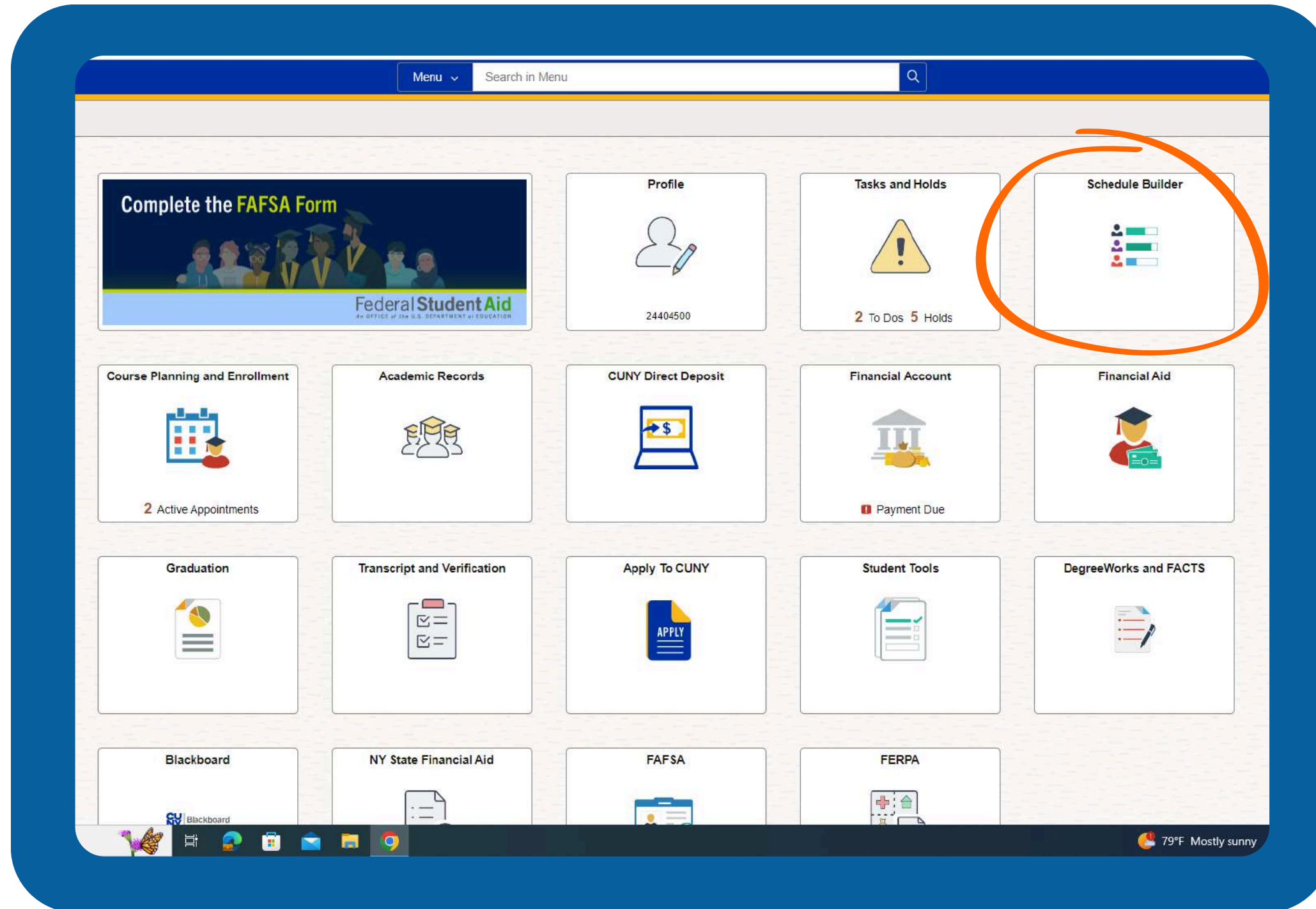
How to register for classes?



Step 1: Tap on student center



How to register for classes?



Step 1: Tap on student center

Step 2: Tap on Schedule Builder



How to register for classes?

2024 Fall

Enrollment Appointment:

Regular Academic Session Mar 25, 2024 6:45am to Sep 17, 2024 11:59pm

Open Enrollment Dates:

All Sessions Sep 18, 2024

Step 1: Tap on student center

Step 2: Tap on Schedule Builder

**Step 3: Click on the semester you
want to register for classes**



How to register for classes?

Step 1: Tap on student center

Step 2: Tap on Schedule Builder

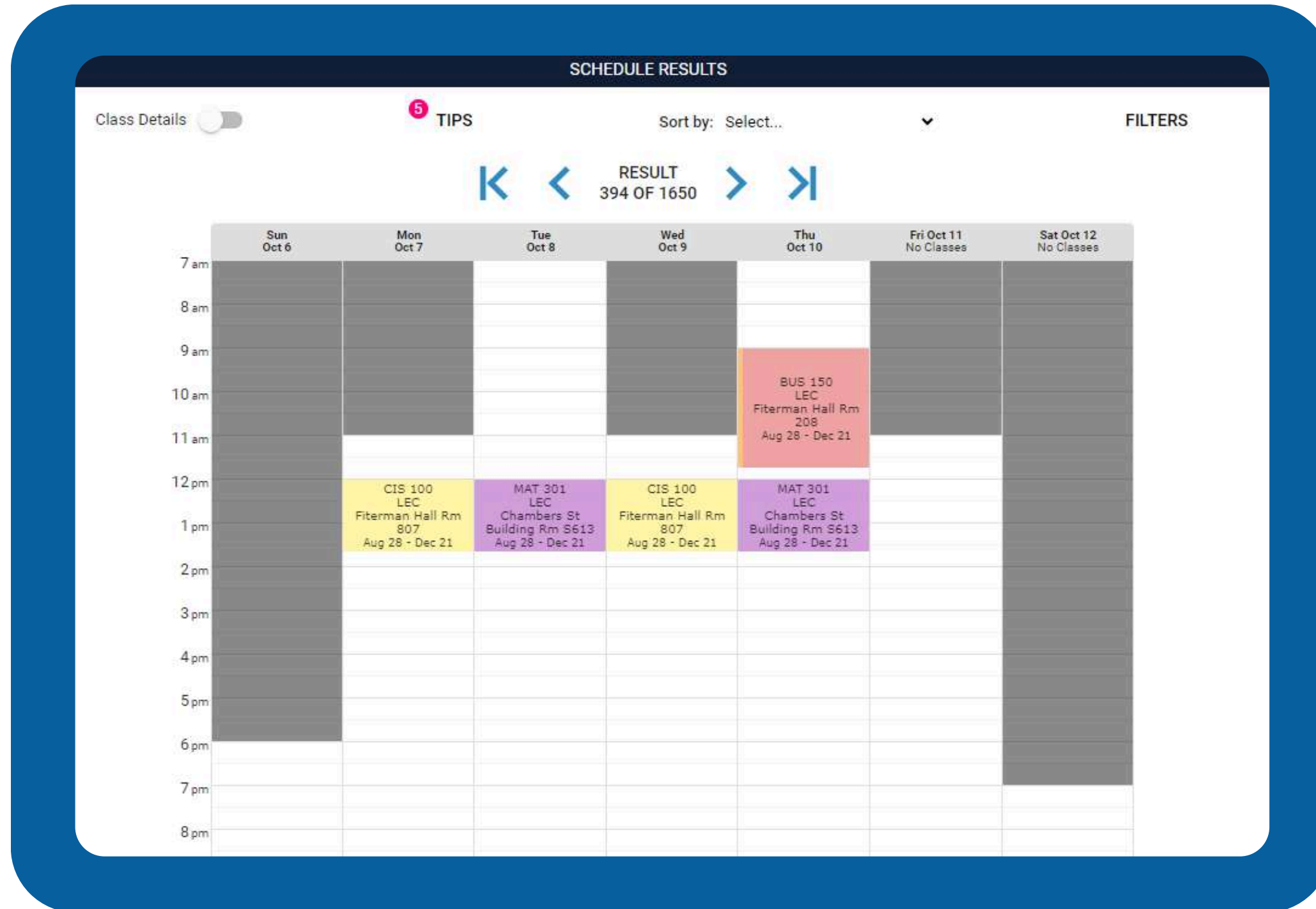
**Step 3: Click on the semester you
want to register for classes**

Step 4: Search your classes

The screenshot shows a web interface for selecting courses. At the top, there are filters for 'Colleges: Borough of Manhattan CC (1/26) Select...', 'Instruction Modes: All Select...', and 'Session: All Select...'. A green notification bar states 'Plan '2024 Fall' imported.' Below this is a 'Select Course' search bar with 'ECO 201' entered. A dropdown menu shows two options: 'ECO 201 Macroeconomics' and 'ECO 201H Macroeconomics (Honors)'. To the left, there are three course cards: 'BUS 150' (checked), 'CIS 100' (checked), and 'BUS 320' (checked). Each card has a 'Try all classes' link. At the bottom, a 'Various Options' section shows a dropdown menu with 'BUS-320 - Principles of Management / Predictive Analytics & Decision Modeling' selected.



How to register for classes?



The screenshot displays the 'SCHEDULE RESULTS' interface. At the top, there are controls for 'Class Details' (a toggle switch), a 'TIPS' icon, a 'Sort by: Select...' dropdown, and a 'FILTERS' button. Below these is a navigation bar with left and right arrows, a 'RESULT 394 OF 1650' indicator, and further navigation arrows. The main area is a grid with days of the week as columns (Sun Oct 6, Mon Oct 7, Tue Oct 8, Wed Oct 9, Thu Oct 10, Fri Oct 11, Sat Oct 12) and times as rows (7 am to 8 pm). Class listings are shown in colored boxes: BUS 150 LEC (red) on Thu Oct 10 at 10 am; CIS 100 LEC (yellow) on Mon Oct 7 at 12 pm and Wed Oct 9 at 1 pm; and MAT 301 LEC (purple) on Tue Oct 8 at 12 pm and Thu Oct 10 at 1 pm. Friday and Saturday are marked 'No Classes'.

	Sun Oct 6	Mon Oct 7	Tue Oct 8	Wed Oct 9	Thu Oct 10	Fri Oct 11 No Classes	Sat Oct 12 No Classes
7 am							
8 am							
9 am							
10 am					BUS 150 LEC Fiterman Hall Rm 208 Aug 28 - Dec 21		
11 am							
12 pm		CIS 100 LEC Fiterman Hall Rm 807 Aug 28 - Dec 21	MAT 301 LEC Chambers St Building Rm S613 Aug 28 - Dec 21	CIS 100 LEC Fiterman Hall Rm 807 Aug 28 - Dec 21	MAT 301 LEC Chambers St Building Rm S613 Aug 28 - Dec 21		
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

Step 1: Tap on student center

Step 2: Tap on Schedule Builder

**Step 3: Click on the semester you
want to register for classes**

Step 4: Search your classes

**Step 5: Choose your preference
(professor, time, online/offline,
etc.)**

Step 6: Enroll for chosen classes



What is Degreeworks?



Degree Audit

Student ID: 12345678 Name: Test Student Degree Asso

Major: Liberal Arts and Science (AA) Concentration: None Minor: None Level: Undergraduate Classification: Upp

Preferred Name: None Transfer Credits: 12.00 Academic Status: (GST) Good Academic Standing Student Group: (G

Matriculation Term: 2017 Fall Term

Academic What-If

Format: Student View

Degree progress

99% 100% Cumulative GPA: 3.125

Requirements Credits

Online Academic Advisement System

- Accessible and convenient tool for academic planning
- Organized way to view students' academic progress

For Advisors and Students

- Facilitates collaboration between students, academic, and faculty advisors
- User-Friendly Interface
- Simple layout for efficient academic planning

Accessing DegreeWorks

- Use CUNYfirst credentials to log in



Degreeworks-Transfer What-If Feature

Transfer What If

What is Transfer What-If



How to: Transfer What-If audit



How to: Transfer Major/Plan



How to: Campus Name



How to read the Transfer Audits



Viewing Course Equivalencies



Stay on Track with your Transfer Plans

- A feature that lets students and their advisors see how credits would transfer to another CUNY institution and apply towards a desired area of study



Technology Support

For technical support with Brightspace at BMCC, visit the Brightspace Transition website, contact the BMCC Service Desk S-141 for login issues, reach out to your instructor or academic department for course problems, schedule a tutoring appointment with the Learning Resource Center for software issues, and verify course enrollments in CUNYfirst or email digitaleducation@bmcc.cuny.edu if courses are missing.



E-PERMIT for BMCC Students



- **What is E-Permit?**
 - Allows BMCC student to take a class at another CUNY institution if not available at BMCC
- **Eligibility**
 - Must be in degree program with no holds & meet immunization/prerequisite requirements
- **Credit Transfer**
 - Credits and grades transfer to BMCC and count in GPA
- **Tuition Billing**
 - Tuition for ePermit classes appears on BMCC bill
- **Credit Limits**
 - Spring/Fall: 18 credits, Summer: 8 credits/session, Winter: 4 credits



Degree Maps

- Outline course sequencing and provide a "map" to complete BMCC degrees
- Useful for starting conversations with your advisor
- Maps available on each academic program's website

YEAR 1			YEAR 2		
SEMESTER 1		16 CREDITS	SEMESTER 3		14 CREDITS
ACC 122	Accounting Principles I ¹	3 CREDITS	ACC 241	Taxation	3 CREDITS
ENG 101	English Composition	3 CREDITS	ACC 330	Intermediate Accounting I ⁶	3 CREDITS
MAT 150	Introduction to Statistics ²	4 CREDITS	SPE 100	Fundamentals of Public Speaking ⁷	3 CREDITS
BUS 110	Business Law	3 CREDITS	CED 201	Career Planning	2 CREDITS
ECO 201	Macroeconomics ³	3 CREDITS	HED xxx	Health Education Elective ⁸	3 CREDITS
SEMESTER 2		15 CREDITS	SEMESTER 4		15 CREDITS
ACC 222	Accounting Principles II	3 CREDITS	ACC 350	Cost Accounting	3 CREDITS
ACC 231	Accounting App. in Micro Comps	3 CREDITS	ACC 430	Intermediate Accounting II ⁹	3 CREDITS
ENG 201	Introduction to Literature	3 CREDITS	ACC xxx	Accounting Elective ¹⁰	3 CREDITS
XXX xxx	Media and the Arts ⁴	3 CREDITS	AST 110	General Astronomy ¹¹	4 CREDITS
CIS 100	Computer Information Systems ⁵	3 CREDITS	CED 301	Accounting Internship ¹²	2 CREDITS
			TOTAL: 60 CREDITS ¹³		



STUDENT EMAIL



We provide email accounts to Students, Faculty and Staff. Below are the requirements to obtain an account and a list of services available to each.

Students

Email address example:

FIRSTNAME.LASTNAME00@stu.bmcc.cuny.edu

- BMCC Portal
- Email
- Wireless Access (Wi-Fi)
- Computers
- Library Database
- Printing and Copying



Free OFFICE 365 for BMCC Students



You can obtain your Student ID card virtually.

1. Enroll in classes
2. Have access to your student email
3. Have your ID picture taken (Room S-141)
4. Receive an email to set up your virtual ID

Student ID

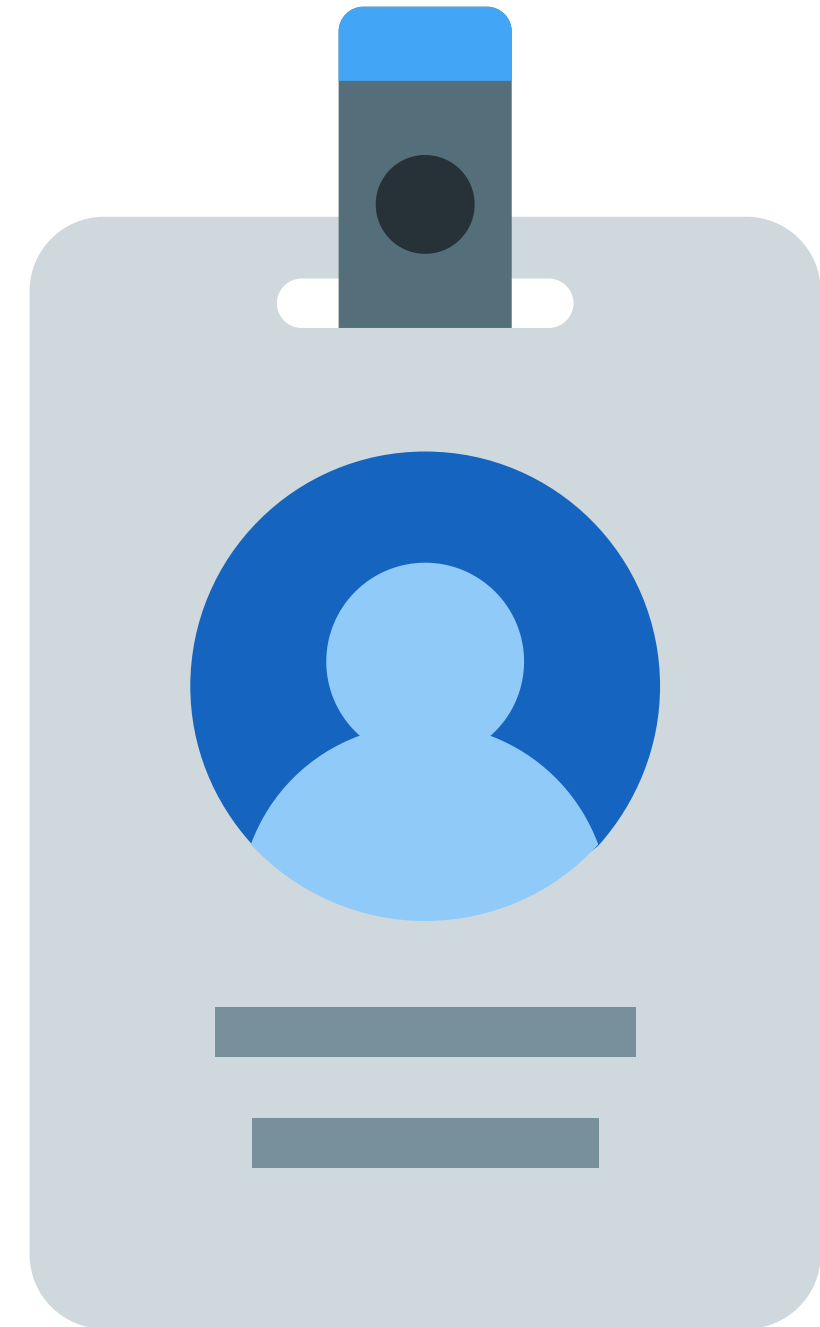


BMCC IDs are currently available to all registered students and active employees at the Service Desk located in room S-141 of 199 Chambers street, weekdays from 8:00am to 8:00pm.

Students can get discounts on electronics, entertainment, music, news, restaurants, shopping, transportation, and wireless services from various providers. Learn more

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BMCC Portal



BMCC students should navigate to the BMCC home page and select the “Log In” drop-down to access the BMCC Portal.

- Student Email
- Federal Work Study Information
- Library Databases
- Campus WiFi
- Campus Computers

TECHNICAL SUPPORT

For Email, CUNYfirst or BMCC Portal login assistance:
Service Desk
userservices@bmcc.cuny.edu
(212) 220-8379
Room S-141



Secure Logon for The BMCC Portal

Upcoming changes to Student Login

Beginning Tuesday, 12/26/23 all Students will be required to use their full BMCC email address when signing into the Campus Computers, Wi-Fi, BMCC Portal and all other BMCC IT Services requiring authentication. For example, John Doe would now sign in as John.Doe45@bmcc.cuny.edu.

Please note, the domain will change from stu.bmcc.cuny.edu to bmcc.cuny.edu.

The above changes Do Not apply while accessing your BMCC email, as your email login format will still be John.Doe45@stu.bmcc.cuny.edu.

IT is consolidating various services offered to all students, faculty & staff, and this change is necessary to streamline all new integrations.

Please reach out to Service Desk if you have any questions.

Sign in to BMCC Portal

Username

Password

Sign in

[Students: Account & Password Help](#)

[Faculty/Staff: Account & Password Help](#)

Borough of Manhattan Community College
The City University of New York
199 Chambers Street, New York, NY 10007
212-220-8000 | [Directory](#)

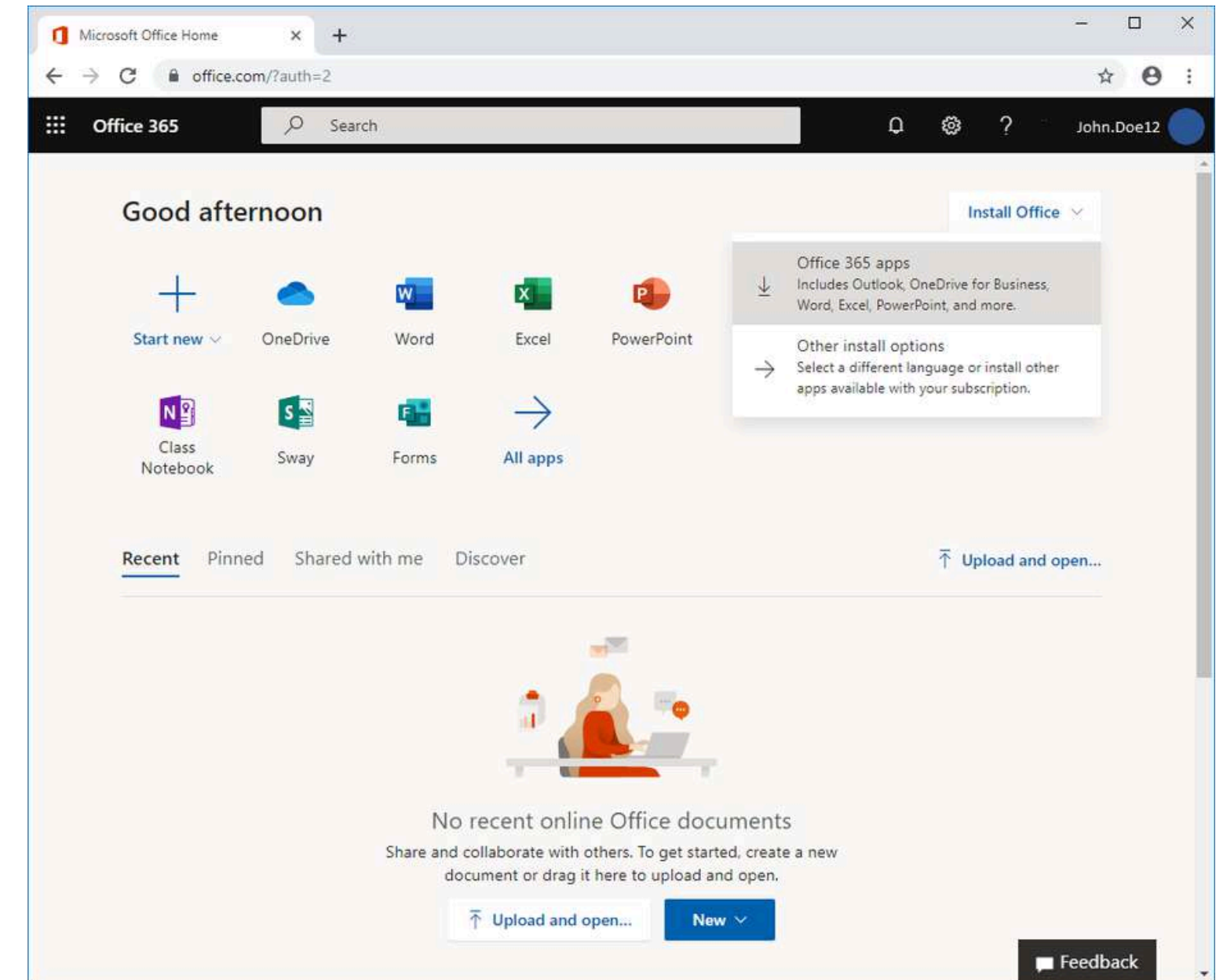


Office 365



Active as long as you are a student or employed at a CUNY college, you can have free access to Microsoft Office 365

- **Sign In:** login.microsoftonline.com with BMCC student email.
- **Download:** Click “Install Office” and select “Office 365 apps” to download the installer file.
- **Install:** Run the downloaded installer file and follow the prompts.
- **Activate:** Open any Office program (Word, Excel, PowerPoint, etc.). Sign in with BMCC email (students) or CUNYFirst account (faculty/staff).



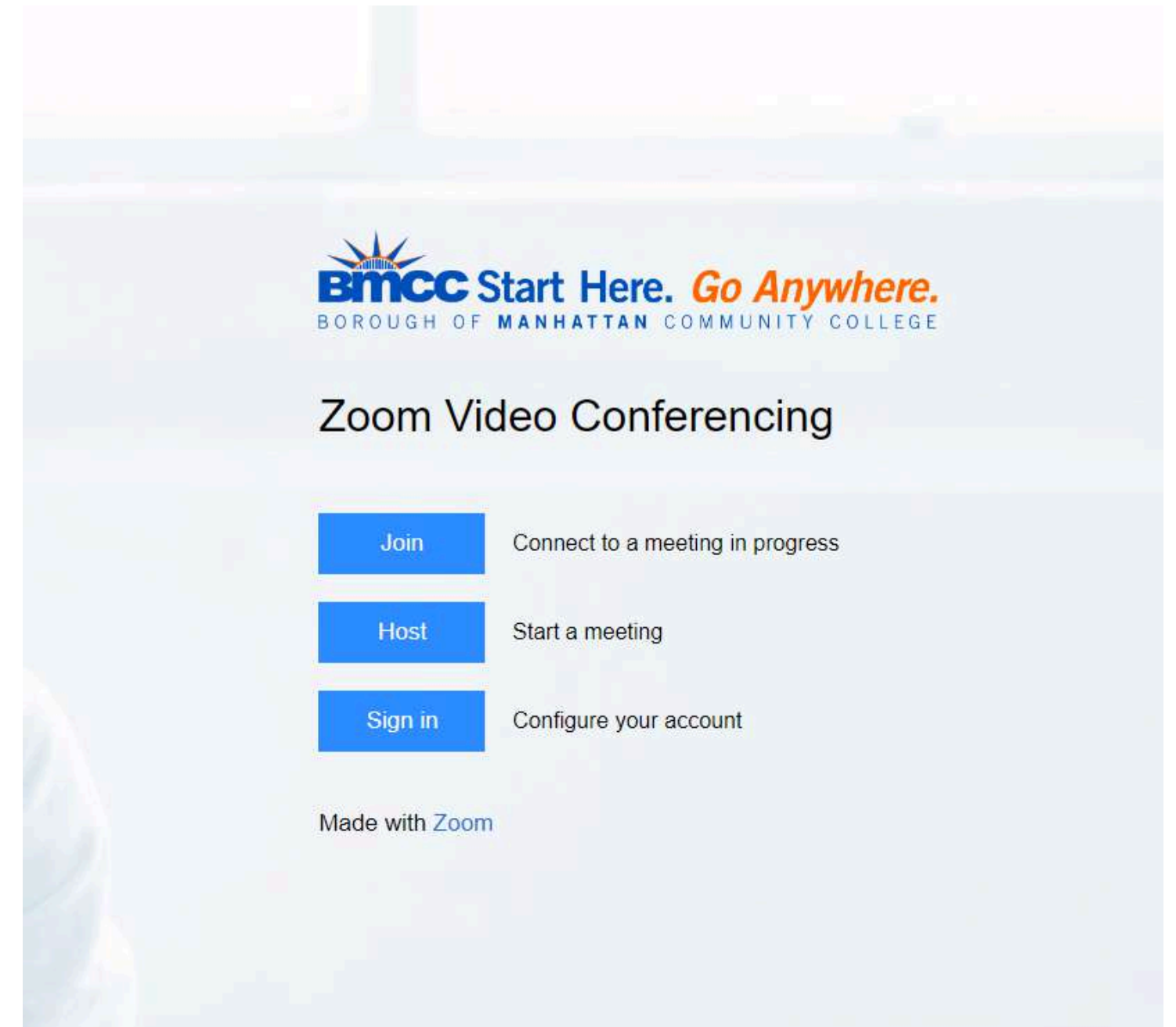
ZOOM



BMCC students also get Zoom pro subscription for free with their student account.

Use: <https://bmcc-cuny.zoom.us/>

- Due to security concerns, many courses may require you to use your BMCC Zoom account.
- To access your BMCC Zoom account, you must first sign out of your personal account, then sign back in using your BMCC email address.
- BEFORE you try this, watch [this short video](#) that walks you through each step.



Perks of STUDENT EMAIL and IDs

Student ID Perks

- Library Services: Borrowing books, laptops, etc.
- Discounts: Student discounts on public
- use studentbeans.com and enjoy discounts
- Student Discounts at Apple and Amazon and more
- Fitness Center: Access to campus gyms and recreational facilities

Student Email Perks

- Receive important updates from BMCC
- Free access to Word, Excel, PowerPoint, and more (Office 365)
- Professional Communication: Use for internships, job applications, and networking
- Student Discounts: Eligibility for discounts on various online services and products

Brightspace



Starting Summer 2024, Brightspace will replace Blackboard as BMCC's learning management system (LMS). The transition to Brightspace will enable BMCC to fully support student learning experiences in all formats (in-person, online, and hybrid).

How to Access Brightspace

Login: Use your CUNYfirst username and password.

Course Access: Enter the courses you're enrolled in once your professors activate them.

Features: Access course info, discussions, assignments, quizzes, and communication tools.

Orientation: Complete the BMCC Student Brightspace Orientation on your Brightspace homepage.

Email digitaleducation@bmcc.cuny.edu.

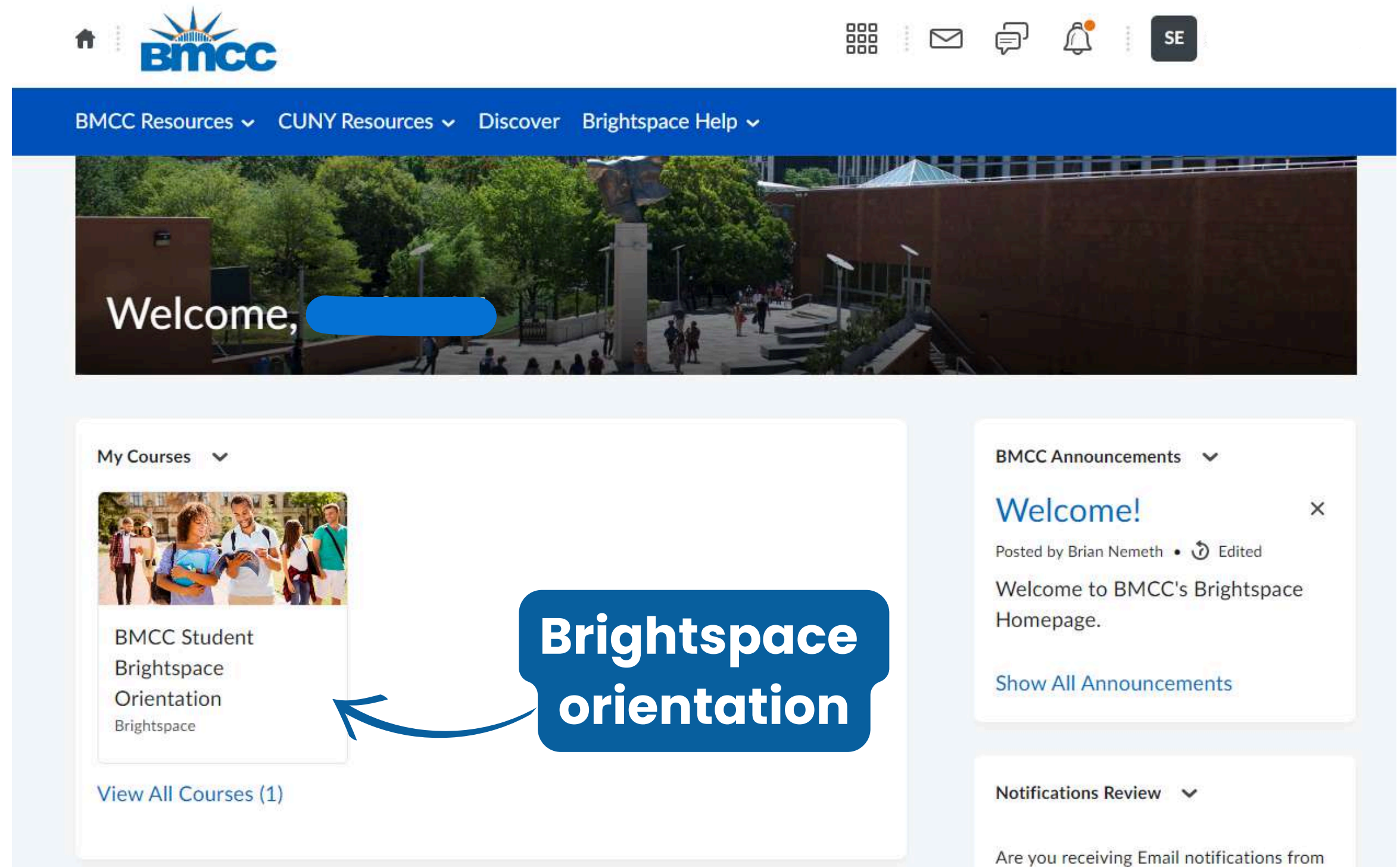
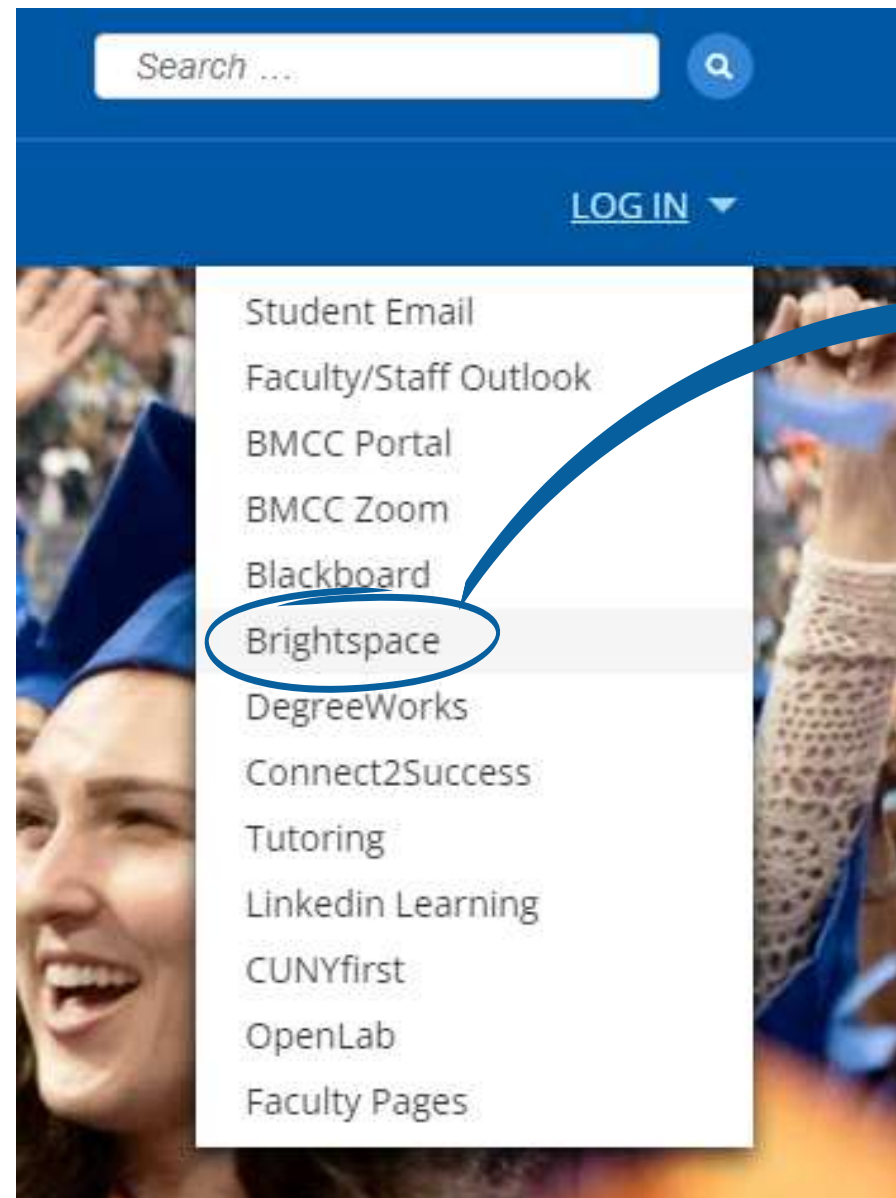
My Courses ▾



BMCC Student
Brightspace
Orientation
Brightspace

[View All Courses \(1\)](#)

Brightspace





THANK YOU

INTERNATIONAL STUDENTS SERVICES OFFICE

INTERNATIONALSTUDENTS@BMCC.CUNY.EDU

**199 CHAMBERS STREET
MAIN BUILDING
ROOM S-115N**

