



## A GUIDE THROUGH COLLEGE NOW

<b>General Office Hours</b>	<b>Monday - Saturday 9:00am – 5:00pm (Saturdays after 12:00 pm by appointment ONLY)</b>
<b>Contact Information</b>  <b>General E-mail:</b> <a href="mailto:collegenow@bmcc.cuny.edu">collegenow@bmcc.cuny.edu</a>  <b>Office Phone:</b> (212) 346-8490	Mr. Peter A. Williams Jr, <i>Director</i> E: <a href="mailto:pawilliams@bmcc.cuny.edu">pawilliams@bmcc.cuny.edu</a>
	Ms. Diamond Brooks, <i>Academic Coordinator</i> E: <a href="mailto:dbrooks@bmcc.cuny.edu">dbrooks@bmcc.cuny.edu</a> P: (212) 346-8457
	Ms. Renita Moore, <i>Data Coordinator</i> E: <a href="mailto:rmoore@bmcc.cuny.edu">rmoore@bmcc.cuny.edu</a> P: (212) 346- 8489
	Mr. Douglas Ortiz, <i>Office Manager</i> E: <a href="mailto:doortiz@bmcc.cuny.edu">doortiz@bmcc.cuny.edu</a>
	Mr. Jonathan Bridgeman, <i>Future Ready Liaison</i> E: <a href="mailto:jbridgeman@bmcc.cuny.edu">jbridgeman@bmcc.cuny.edu</a>



COLLEGENOW\_BMCC



COLLEGE NOW AT BMCC

# TABLE OF CONTENTS

**COLLEGE NOW PROGRAM @ BMCC**.....

CONGRATULATIONS ON YOUR ADMISSION .....3

**PROGRAM RULES & PROCEDURES**.....

Claiming your BMCC Email .....4-8

Connecting to BMCC WIFI/ID Card .....8-15

Books/Policy on Plagiarism .....16

Attendance..... 17-18

Accessing Brightspace & CUNYFirst.....19-25

· *Accessing CUNYFirst* .....

· *Accessing Brightspace* .....

· *Change of Personal Information Form* .....

Policy of Withdrawals/Final Grades .....26-28

· *Grade Explanation* .....

· *How to view course History & Grades*.....

Policy of Transferring Credits and Transcript Request .....29-30

· *How to request your Transcript Form*.....

**Additional COLLEGE RESOURCES** ..... 31-34

Office of Accessibility Services .....

The Randolph Library .....

The BMCC Writing Center .....

**BMCC COLLEGE** .....35-36

Here’s some History & Mission Statement .....

**COLLEGE NOW CONTACT** ..... 37



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.

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/>

# How to Claim Your BMCC Email and BMCC Portal

Your BMCC account details will automatically be created based off of your CUNYfirst account. This means you must have a CUNYfirst account before your BMCC accounts are created. You must also **wait at least 48 hours after you enrolled in classes for the accounts to be created.** Your student account details would be as follows:

(Account Claim Conversion Example)

**1. CUNYfirst:** Joe.Doe45@login.cuny.edu

**2. User Name** ⇒ Joe.Doe45

**3. BMCC Portal:** Joe.Doe45@bmcc.cuny.edu

**4. BMCC Student Email:** Joe.Doe45@stu.bmcc.cuny.edu

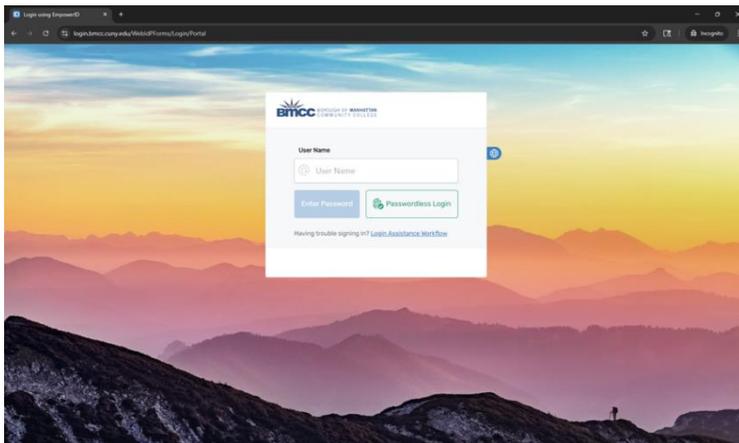
2. Your **CUNYfirst account** is used for CUNY related services including Brightspace and Blackboard.

3. Your **BMCC Portal account** is used for BMCC resources and applications such as campus Wi-Fi, Campus devices, Zoom, and more.

4. Your **BMCC Student Email** is your school email where you would receive notifications from BMCC or CUNY, contact your professors, and receive the activation code for your virtual ID.

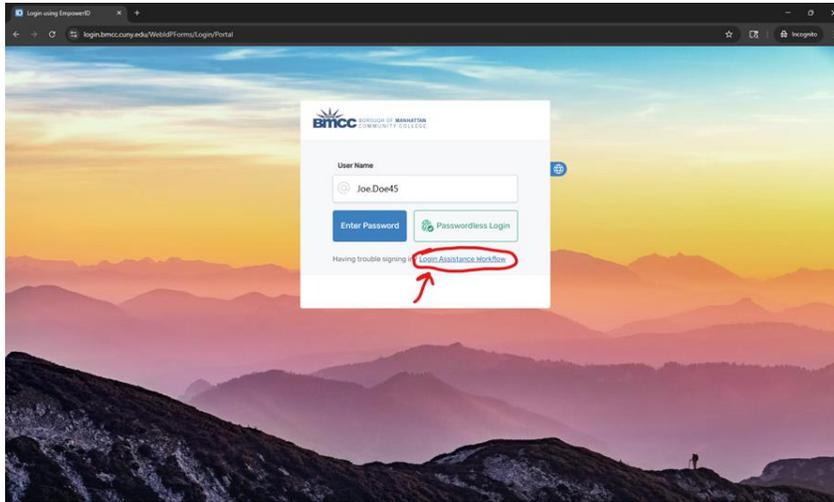
## STEP ONE:

After your accounts have been created, the next step is to claim the accounts. To claim your BMCC Student Email and your BMCC Portal accounts, you will need to reset their password. To reset your password go to: <https://login.bmcc.cuny.edu>.



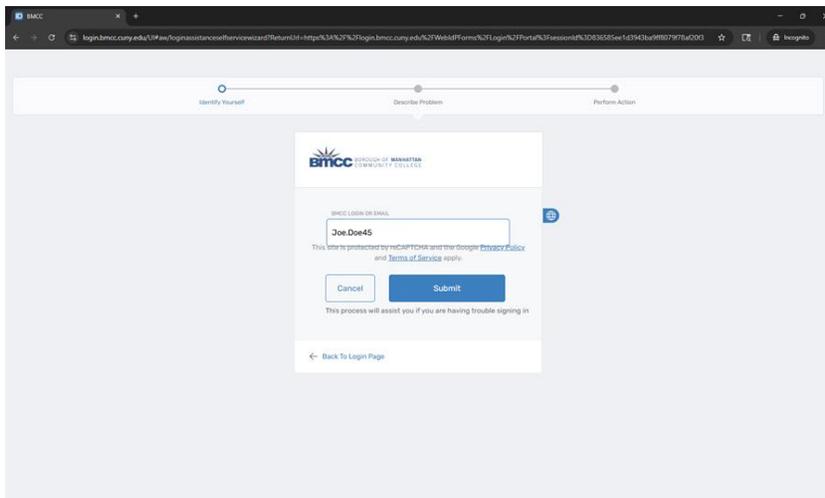
## STEP TWO:

Then click on the link for Login Assistance Workflow.



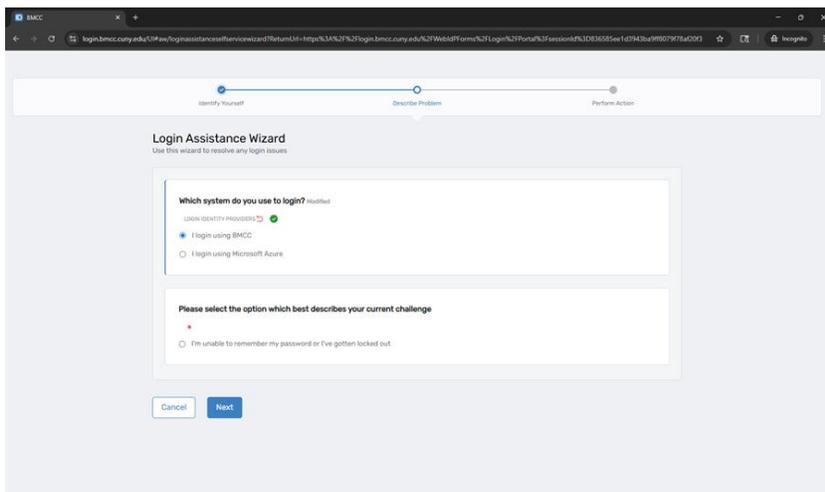
## STEP THREE:

Type in your **User Name** and click on Submit.



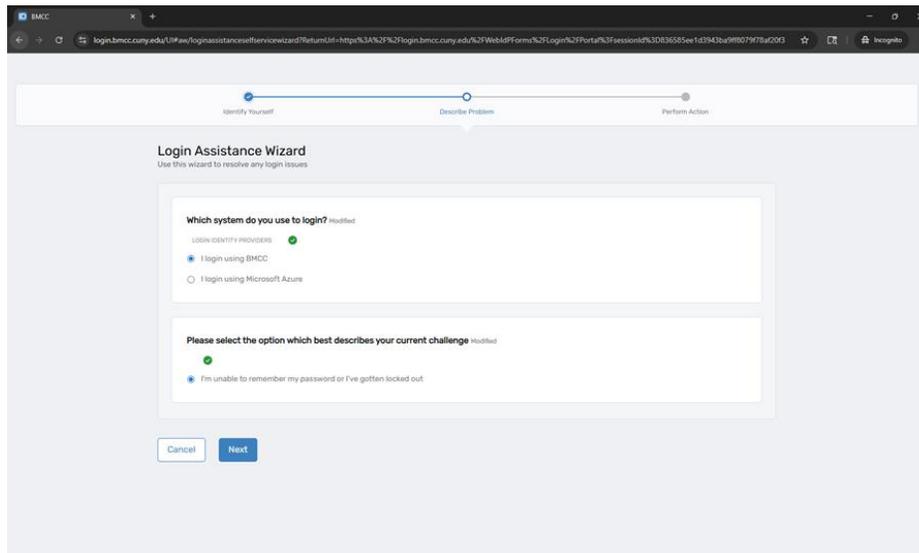
## STEP FOUR:

For the "Login Identity Providers" select: I login using BMCC.



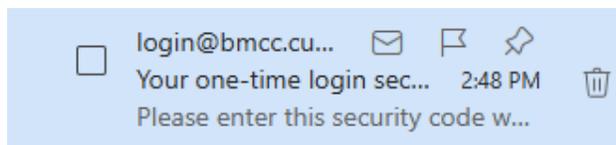
**STEP FIVE:**

**Please select the option which best describes your current challenge:** I'm unable to remember my password or I've gotten locked out. **Click on Next.**



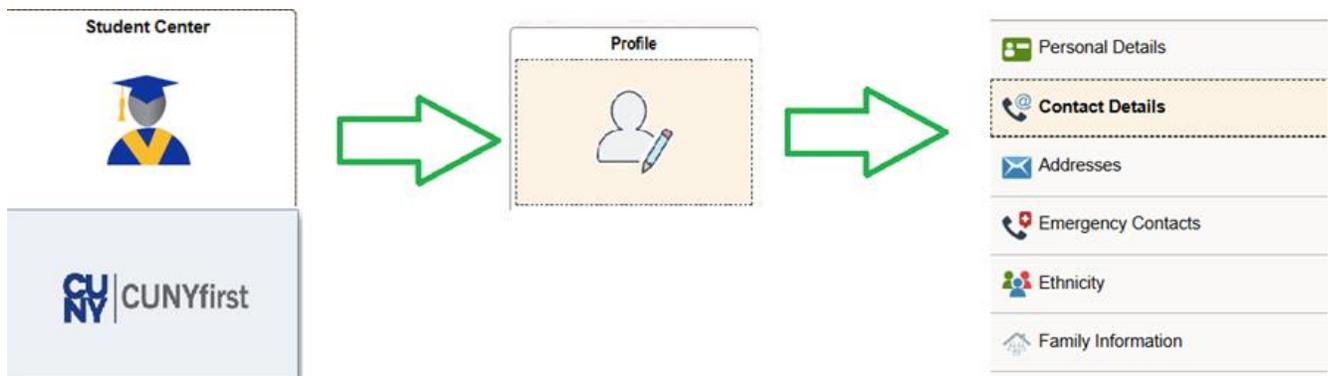
**STEP SIX:**

**An OTP (One Time Password) code will be sent to your private email address. Check that email address for a code from login@bmcc.cuny.edu.**



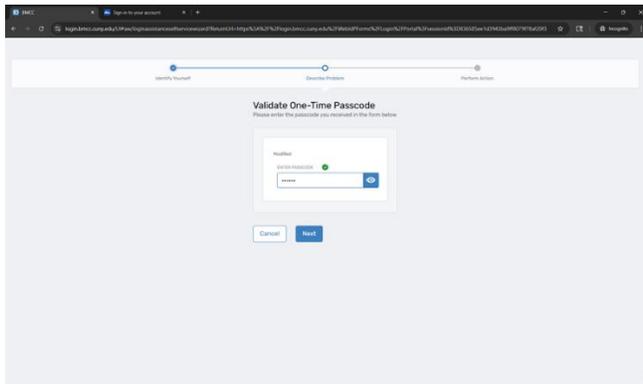
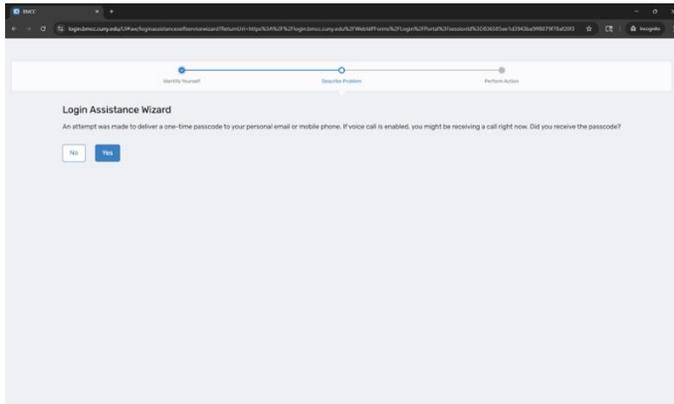
**STEP SEVEN:**

**This private email address would be the the one you have on your CUNYfirst Profile in the Student Center.** Please make sure that the primary email on your CUNYFirst is set to a personal email that you have access to.



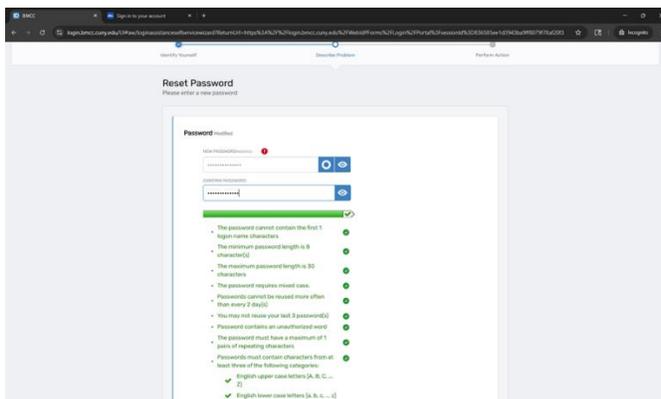
## STEP EIGHT:

After receiving the code, click on Yes. Then validate the onetime passcode.



## STEP NINE:

You may now create your new password to claim your BMCC Accounts.



***“The man who does not read has no advantage over the man who cannot read.”***

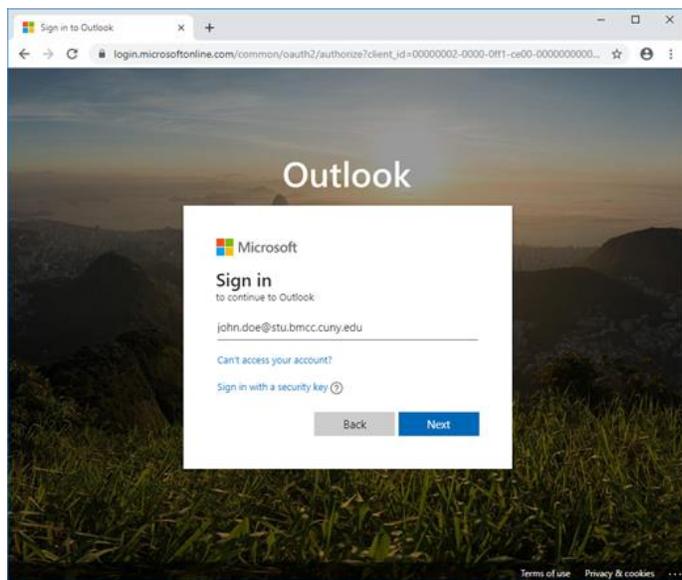
■ **Mark Twain**

## How to 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.

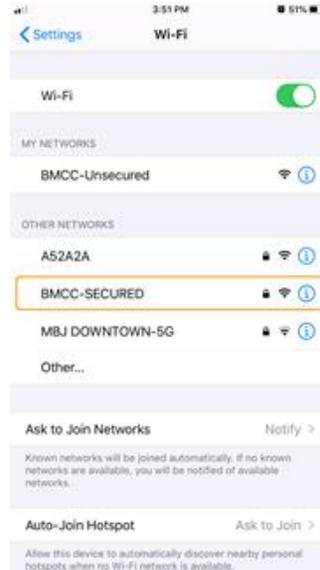
## How to Connect to the BMCC-Secured Wi-Fi on a Mobile Device

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](#).

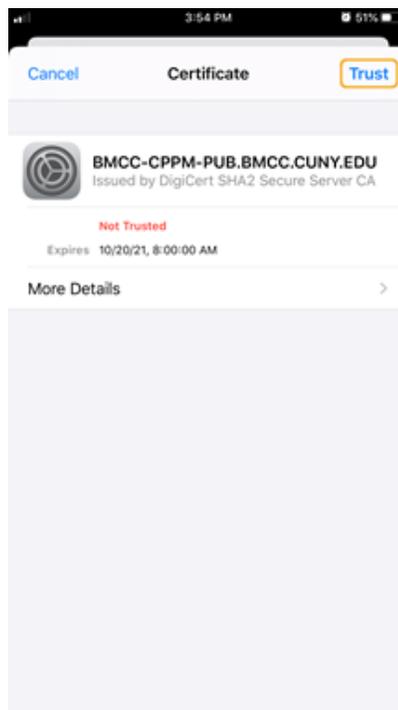
- iPhone
- Android
- Windows 10
- MacBook
- Chromebook

## For iPhone Users Only

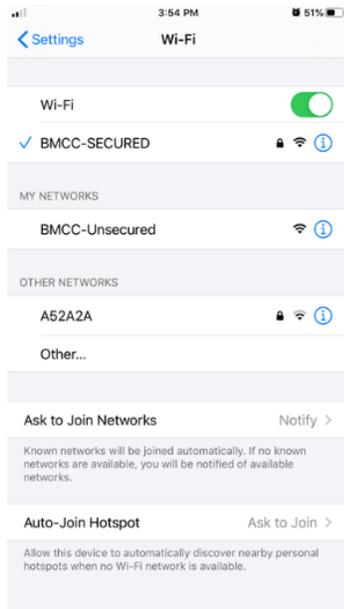
1. Go to your phone settings and click on Wi-Fi.
2. Select BMCC-Secured from the list of Wi-Fi networks



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



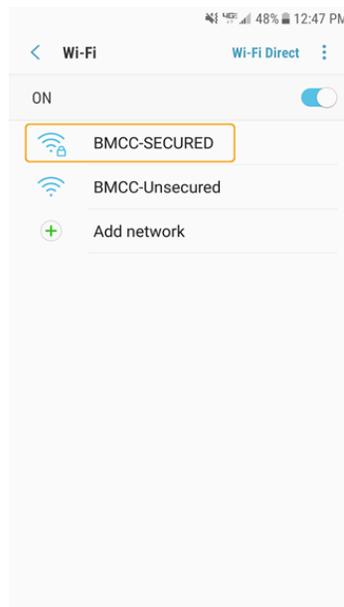
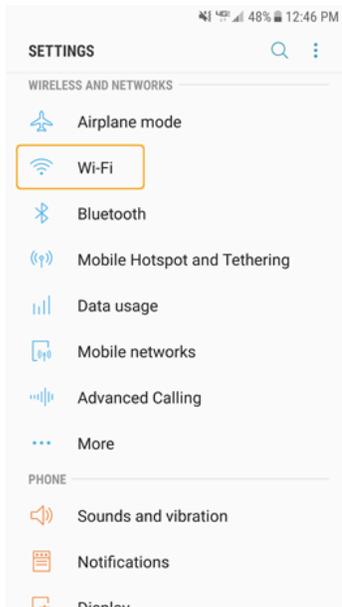
5. After connecting successfully a blue check mark will be displayed next to the network name.



## For Android Users Only

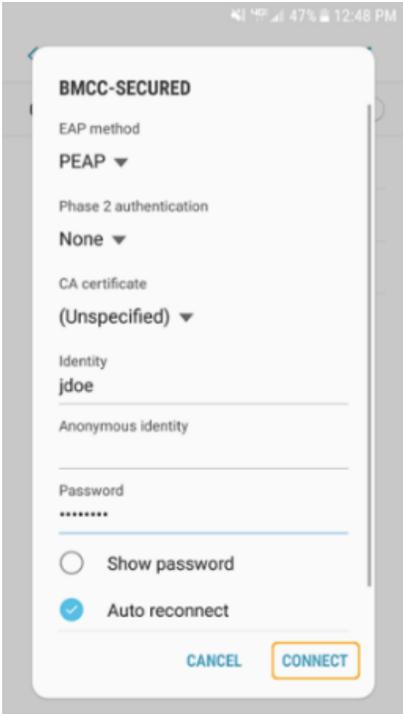


1. Go to your phone settings and click on Wi-Fi
2. Select BMCC-Secured from the list of Wi-Fi net

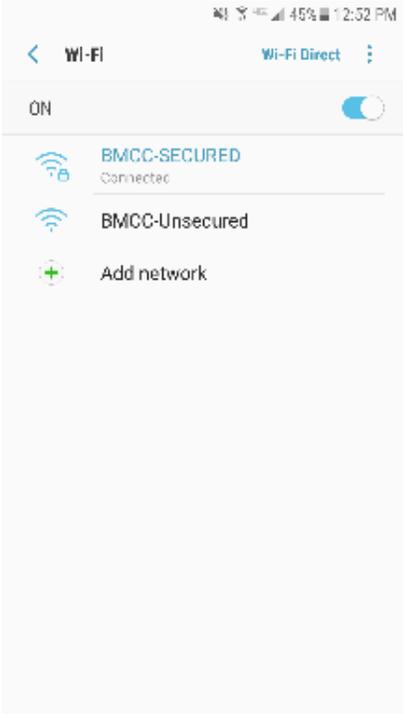


3. Enter your BMCC Portal username under "Identity" and your password under "Password".

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".

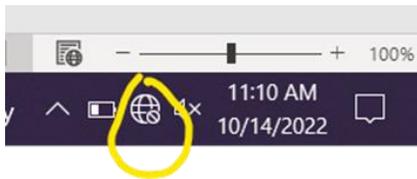


4. After connecting successfully "Connected" will be displayed under the network name.

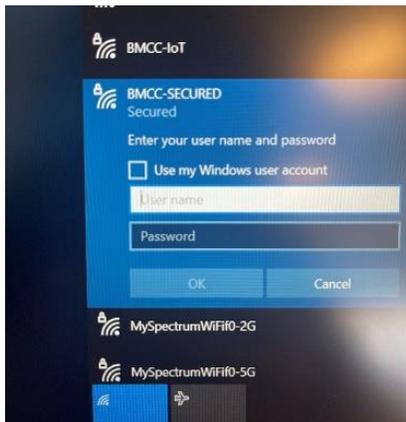


## For Windows 10 only Windows 10

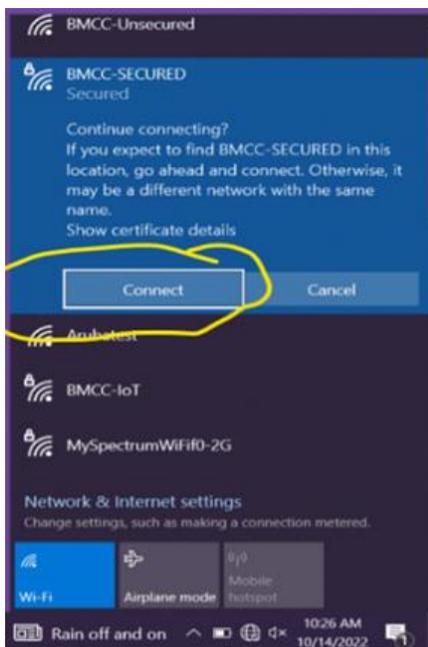
1. Look at the bottom-right of the taskbar and then click on the network settings icon.



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



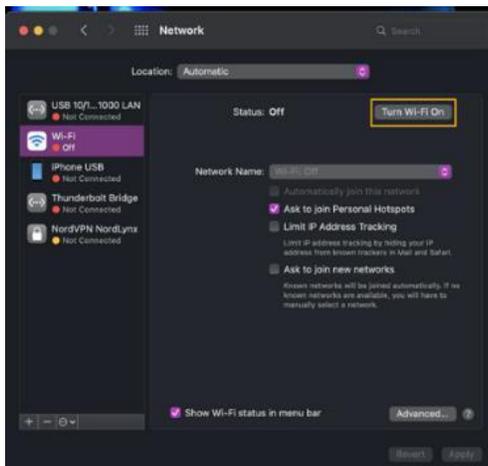
## For MacBook Users Only



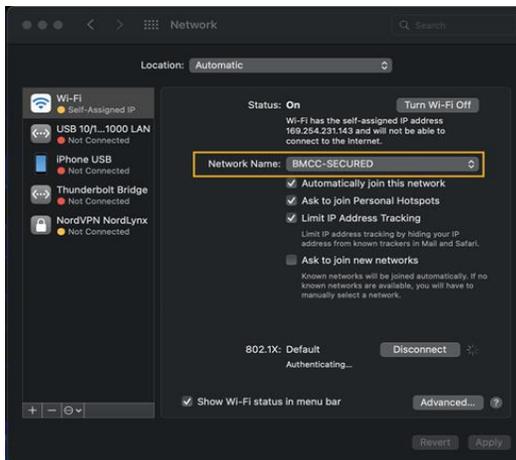
1. Open your device settings and select Network.



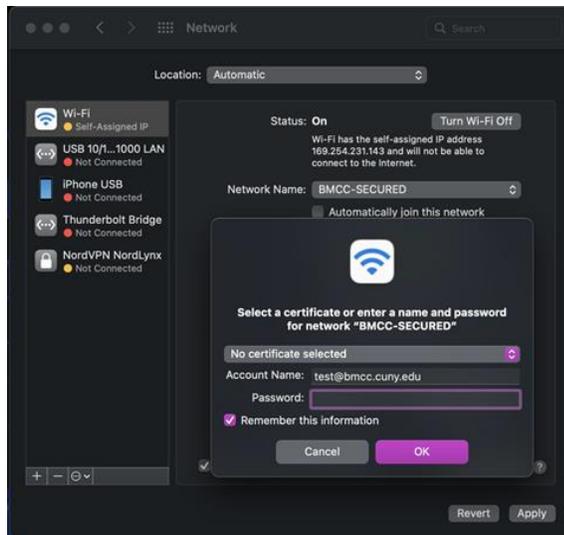
2. If your Wi-Fi is not already turned on click on Turn Wi-Fi On.



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

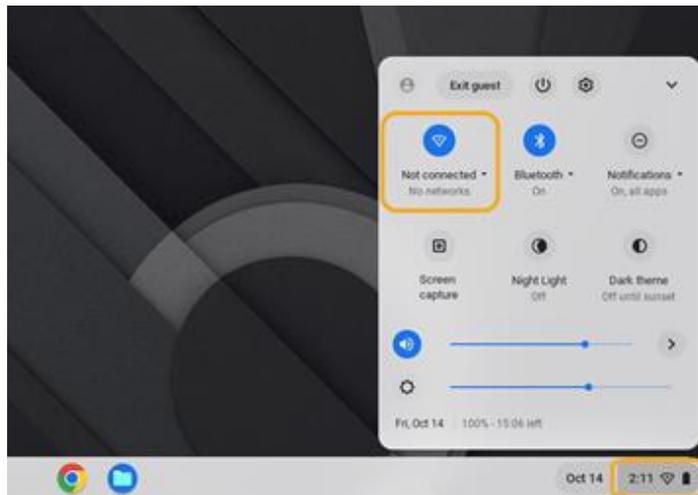


4. Enter your BMCC email and password, then press OK to connect.

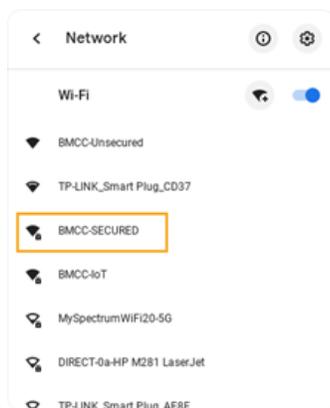


## For Chromebook Users Only

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

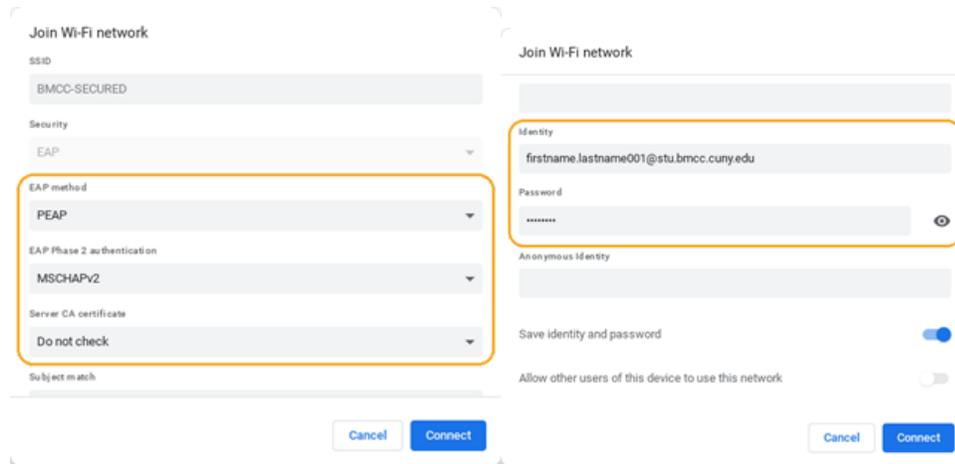
EAP Phase 2 Authentication: MSCHAPv2

Server CA Certificate: Do not check

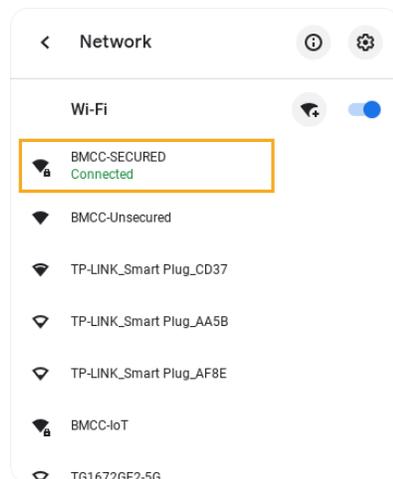
Identity: Your BMCC email

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](mailto: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.**

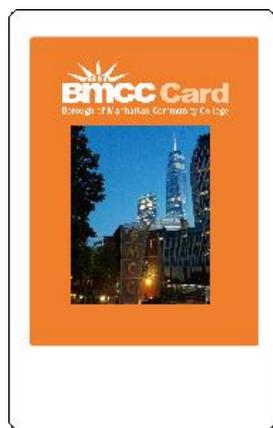
For additional help, you can **contact the office of Service Desk (S141)** at the following:

Email: [userservices@bmcc.cuny.edu](mailto:userservices@bmcc.cuny.edu)

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

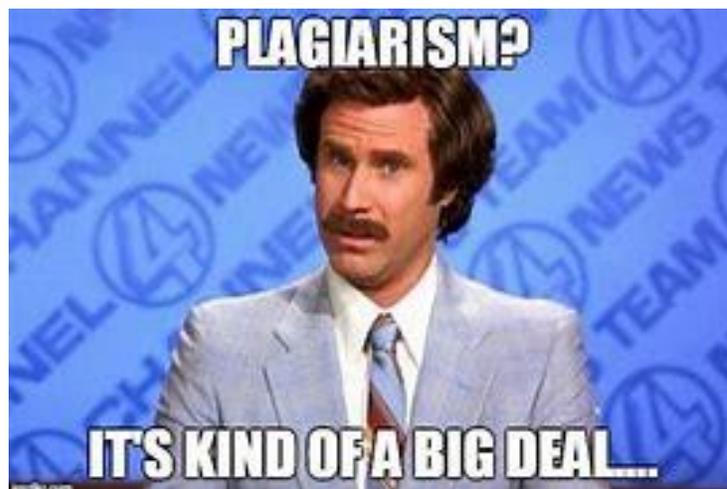
Email: [Collegenow@bmcc.cuny.edu](mailto:Collegenow@bmcc.cuny.edu)

---

## **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](mailto: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.





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](https://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**

**Confirm Account Email Address**

The account management email address displayed is from your CUNY application. You must have an account management email address it does not have to be your assigned CUNY email address.

Either click Continue to confirm your current account management email address OR change it by completing both New Email Address fields and clicking Continue. All fields are required.

Yes, I want the confirmation to go to this email address

**Current Account Management Email Address**

Studios.Student@yahoo.com

**New Email Address**

**Confirm New Email Address**

Logoff
Continue

**Current Account Management Email Address**

Studios.Student@yahoo.com

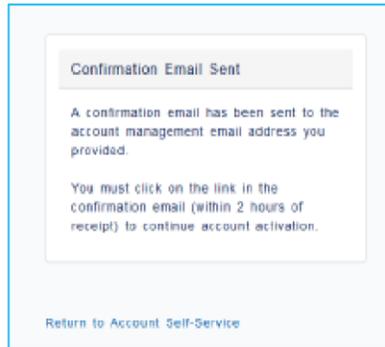
Please use this email address instead

**New Email Address**

**Confirm New Email Address**

Logoff
Continue

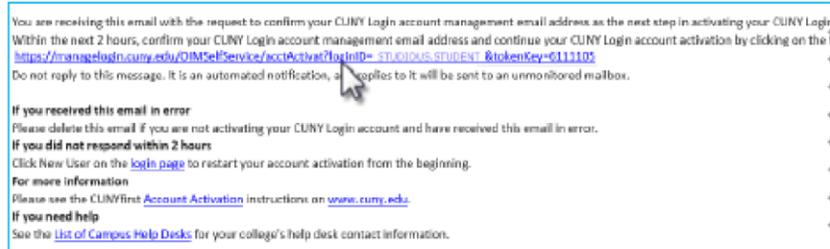
The Confirmation Email Sent page appears confirming that a validation link has been sent to the indicated email address.



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.

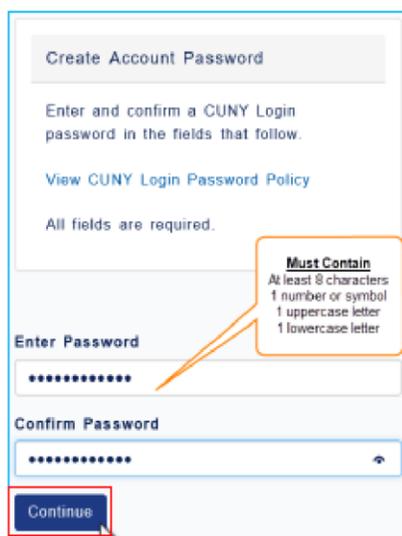
1. Navigate to your **Inbox**
2. Open email 'CUNY Login Account Activation...'
3. Click the link



Clicking the link inside of the verification email opens CUNY's Create Account Password page where you will create a password for your CUNY Login Account.

You can click the View CUNY Login Password Policy link to display the full list of password creation parameters.

1. Enter Password
2. Confirm Password
3. Click Continue



The Enter Account Mobile Phone Number page allows for future account authentication via a text message.

**Note: US-based telephone numbers do not require a Country Code.**

1. Enter Phone Number
2. Confirm Phone Number
3. Click Continue

### Enter Account Mobile Phone Number

Enter a mobile phone number in the fields that follow to allow for future account authentication via text messages to your phone.

**Please note:**

- Both Country Code fields are required for non US phone service subscribers
- Both Phone Number fields are required and up to 15 digits may be typed
- Use only numeric characters without spaces, periods, dashes or other characters

All fields are required.

**Country Code (for non-US numbers)**

**Phone Number**

**Do not include dashes**

**Confirm Country Code (for non-US numbers)**

**Confirm Phone Number**

**Continue**

Select and answer five security challenge questions for the final step in the CUNY Login account activation process. Be sure to choose questions in which the answers are meaningful, easy to remember and concise.

**Note:** The responses you enter are *not* cASE Sensitive.

1. Select desired question
2. Enter the answer
3. Repeat until all five **Question** and **Answer** fields have been completed
4. Click **Continue**

**Choose Security Questions and Answers**

Select and answer 5 security questions in the fields that follow.

Please note:

- Five questions and answers are required
- Answers are not case sensitive

All fields are required.

**Question 1**

In what city was your mother born?

**Answer**

Gotham

**Question 2**

What is your favorite food?

**Answer**

Ice Cream

**Question 3**

What is your paternal grandfather's first name?

**Answer**

Constantine

**Question 4**

Who was your first crush?

**Answer**

Steve

**Question 5**

What is your favorite vacation destination?

**Answer**

Paradise

The Account Activation Successful message appears stating that a confirmation has been sent via email. The message also provides your new CUNY Login username and EEMPLID. Please document these items and store in a safe and accessible location.

1. Record CUNY Login username
2. Record EEMPLID

**Account Activation Successful**

A confirmation email has been sent to your account management email address.  
**Your CUNY Login username is:**  
Studios.Student11@login.cuny.edu

**Your EEMPLID is:** 44332211

Please write this information down and store in a secure place.

For the list of CUNY-wide applications and services, see the [Technology Services](#) page on CUNY.edu [Return to Account Self-Service](#)

Review the confirmation email, sent to the account management email address indicated at the start of the account activation process, stating that the CUNY Login Account has been successfully activated.

You are receiving this email as confirmation that your CUNY Login user account [STUDIOUS.STUDENT11@login.cuny.edu](#) was successfully activated. [STUDIOUS.STUDENT11@login.cuny.edu](#) will be your login username for many CUNY-wide applications and services.

**To access CUNY Applications and Services**  
Visit the CIS [Technology Services](#) page on [www.cuny.edu](#) to access or find more information about CUNY applications and services. Some CUNY app

**If the CUNY Login account and username in this email are wrong**  
If the CUNY Login account and username in this email do not match the one displayed during your CUNY Login account activation process, please d

**If you received this email in error**  
Please delete this email if you are not activating your CUNY Login account and have received this email in error.

**For more information on managing your CUNY Login account**  
See the [Account Activation](#) instructions on [www.cuny.edu](#).

**If you need help**  
See the [List of Campus Help Desks](#) for your college's help desk contact information.  
Do not reply to this message. It is an automated notification, and replies to it will be sent to an unmonitored mailbox.

End of Procedure

You have successfully claimed your account. Be reminded CNOW staff does not have access to your personal username and password. Screenshot the last and save it in a secure place for your records.

*Brightspace and Blackboard will take you to the same website. CUNY is switching from Blackboard to Brightspace*

### **IMPORTANT**

If you were assigned an “**External ID or Dummy**” number, from BMCC, you can change the assigned number to your correct Social Security Number (SSN) by completing a **Change of Personal Information Form or see page. 10**

The form should be completed and returned with the original documentation to the Registrar’s Office, S225. To download and print a copy of the form, visit the link provided:

**<https://www.bmcc.cuny.edu/registrar/upload/ChangeOfPersonalInformationForm.pdf>**

**\* A dummy number begins with 666-12\***

*It is important to make all necessary changes prior to requesting the credits are transferred.*

---

The completed form should be returned to **BMCC Registrar’s Office: registrar@bmcc.cuny.edu**



Office of the Registrar

Borough of Manhattan Community College 199 Chambers Street, S315
The City University of New York New York, NY 10007-1097
www.bmcc.cuny.edu tel. 212 220-1290
fax. 212 220-1254

Change of Personal Information Form

Instructions:

- 1. Fill out the form clearly and completely.
2. Submit completed form along with original documentation to the Registrar's Office, S225. Originals will be returned immediately to the student.

8-digit CUNYfirst ID or 9-digit Social Security Number: \_\_\_\_\_

Name presently on Record: \_\_\_\_\_

Last Name

First Name

Please choose one: I am a [ ] Current Student [ ] Former Student/Alumni (If you are a student employee, change your name with Human Resources)

Please choose from the following:

[ ] Correction/Change of Name:

\_\_\_\_\_
Last Name First Name Middle Initial/Name

You must provide two types of documentation from the following: Marriage Certificate, Divorce Decree, Social Security Card, Birth Certificate, Court Order, U.S. Passport, Permanent Resident Card or Naturalization paper; the second type must be Photo ID.

[ ] Change of Address to: \_\_\_\_\_

To qualify for in-city tuition, a student must also submit a completed residency request form with the appropriate documentation. If this change of address is from the five boroughs of NYC to other counties of NY State or to another state, your tuition charges will be updated to reflect your out of state status. For changes to other counties of NY State that are outside the five boroughs of NYC, you must have a B-81 on file with the Bursar's Office to receive in-city tuition. If you are an International Student on a Visa, your permanent address must remain your home country.

[ ] Change Date of Birth to: \_\_\_\_\_

You must provide original Birth Certificate, Driver's License, State ID, or U.S. Passport.

[ ] Change Social Security or College Assigned Number to: \_\_\_\_\_

Please indicate reason for the change: [ ] Issued Social Security Card [ ] Correction

You must provide original signed Social Security Card and a Photo ID.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## WITHDRAWAL INSTRUCTIONS:

If for any reason, you do not wish to continue attending the College Now program, please reach out to our office via email and let us know that you would like to be withdrawn from the course: [collegenow@bmcc.cuny.edu](mailto:collegenow@bmcc.cuny.edu).

In the email, type in the **Subject section: *College Now Withdrawal***, in the **Body** of the E-mail including the following:

- your First and Last name
- your name of the high school you attend
- the College Now course you are withdrawing from
- & the name of your Professor.

Withdrawing from the course, will generate a NC (NO CREDIT) grade on the CUNY Transcript.

**Effective Fall 2021:** In all College Now programs the only passing grades permitted will be A through C. Lower passing grades such as C-, D+, D and D- will automatically convert to the grade of CR (credit) and the F, WD, WU, W, WN grade will convert to NC (No Credit). CR Grades will carry academic credit, however, NC Grades will not. Please Note: Neither grade will impact the student's GPA.

---

**If you are having difficulties, please contact us immediately via telephone, e-mail, or by visiting our office.**

<b>General Office Hours</b>	<b>Monday - Saturday 9:00am – 5:00pm (Saturdays after 12:00 pm by appointment)</b>
<b>Contact Information</b> <b>General E-mail</b> <a href="mailto:collegenow@bmcc.cuny.edu">collegenow@bmcc.cuny.edu</a>	Mr. Peter A. Williams Jr, <i>Director</i> E: <a href="mailto:pawilliams@bmcc.cuny.edu">pawilliams@bmcc.cuny.edu</a>
<b>Office Phone:</b> (212) 346-8490	Ms. Diamond Brooks, <i>Academic Coordinator</i> E: <a href="mailto:dbrooks@bmcc.cuny.edu">dbrooks@bmcc.cuny.edu</a> P: (212) 346-8457
	Ms. Renita Moore, <i>Data Coordinator</i> E: <a href="mailto:rmoore@bmcc.cuny.edu">rmoore@bmcc.cuny.edu</a> P: (212) 346- 8489

***“The only true wisdom is in knowing you know nothing.”***

■ **Socrates**

# FINAL GRADES

## ACCESSING AND VIEWING GRADES

**To view your final grade, you must claim your CUNYfirst account.**

The College Now Program DOES NOT provide students or parents with the final grade results. Also after viewing their grades, College Now urges every student to print out the Unofficial Transcript (See attached instructions) and give it to their High School Counselor, who will need it for review.

Once you've accessed your account, type: [www.cuny.edu/](http://www.cuny.edu/) in the search box.

## INC - Incomplete

The grade of "INC" should only be given by the instructor in consultation with the student when there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester. Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the end of the semester following the semester in which the course was taken.

## F – Failure/Unsuccessful

A grade of "F" is a failure grade given to a student who completed the culminating academic experience of the course and failed. This grade can also be assigned if the student has completed most of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. The 'F' grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session.

## WU - Withdrew Unofficially

WU grade will not have punitive impact on student GPA.

Academically, it will be the same as a W grade. However, WU grade will continue to be used to denote an Unofficial Withdrawal on student record.

## Letter Grades

Grade Explanation	Numerical Percentage	Value Equivalents
A Excellent	4.0	93.0–100.0
A–	3.7	90.0–92.9
B+	3.3	87.1–89.9
B Good	3.0	83.0–87.0
B–	2.7	80.0–82.9
C+	2.3	77.1–79.9
C Satisfactory	2.0	73.0–77.0
C–	1.7	70.0–72.9
D+	1.3	67.1–69.9
D Passing	1.0	63.0–67.0
D–	0.7	60.0–62.9
F Failure/Unsuccessful	0.0	Below 60.0

**Please Note :** An F is not erased when the course is taken again and passed.

## How to View Course History and Grades

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions**, then **Self Service** followed by **Student Center**
3. In the **Academics** section, click Other Academic drop down and select Course History and then the Go icon

The screenshot shows the 'Academics' section of the CUNYfirst interface. A dropdown menu is open, showing options like 'Academic Planner', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification', etc. 'Course History' is highlighted. A red box highlights the 'other academic...' dropdown menu, and a red arrow points to the 'Course History' option.

4. Course history will appear with sorting options and a legend.

The screenshot shows the 'My Course History' page. It includes a 'Select Display Option' section with radio buttons for 'Hide courses from My Planner' (selected) and 'Show courses from My Planner'. There are also 'Sort results by' and 'Then by' dropdown menus and a 'sort' button. A legend shows 'Taken' (green checkmark), 'Transferred' (green arrow), and 'In Progress' (yellow diamond). Below is a table of course history.

Institution	Course	Description	Term	Grade	Units	Status	Requirement Designation
BMC01	ENG 95	<a href="#">INTENSIVE WRITING</a>	2014 Spring Term		0.00	◆	Remedial Non-Liberal Arts
BMC01	ENG IM95	<a href="#">INTENSIVE WRITING</a>	2014 Spring Term		0.00	◆	Message Non-Liberal Arts
BMC01	FRN 101	<a href="#">FRENCH I</a>	2013 Spring Term	D+	4.00	✔	Regular Liberal Arts
BMC01	FRN 102	<a href="#">FRENCH II</a>	2013 Fall Term	W	4.00	✔	Regular Liberal Arts
BMC01	FRN 102	<a href="#">FRENCH II</a>	2014 Spring Term		4.00	◆	Regular Liberal Arts
BMC01	HED 100	<a href="#">HEALTH EDUCATION</a>	2013 Spring Term	C	2.00	✔	Regular Non-Liberal Arts
BMC01	MAT 12	<a href="#">BASIC ARITH &amp; ALG</a>	2013 Summer Term	S	0.00	✔	Remedial Non-Liberal Arts
BMC01	MAT 206	<a href="#">PRECALCULUS</a>	2014 Spring Term		4.00	◆	Required Core - Mathematical&QuantitativeReasoning

# TRANSFERRING CREDITS & TRANSCRIPTS

## TRANSCRIPTS

A student's transcript is the official record. To view or print an unofficial copy of your transcript, login to your CUNYfirst account and you will be able to print a copy.

## TRANSFERRING CREDITS

To have your credits from the College Now program transferred to the college or university you will attend, you will be required to submit a request by the BMCC website or print out p. 18.

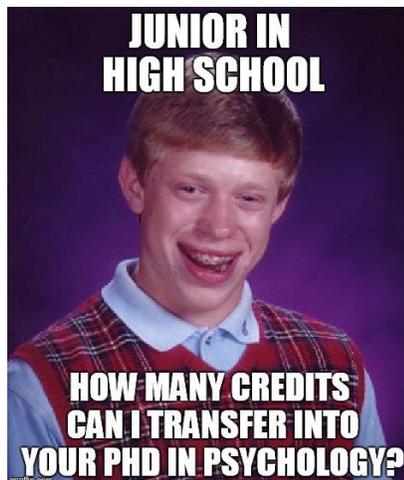
In **most cases**, CN credits transfer directly within the CUNY system. And many colleges outside CUNY also accept credits from CUNY campuses. The determination of whether to award credit for courses taken outside of the college where students attend happens at the level of each academic department. Students should request a transcript from the CUNY campus that awarded them credit. They should also check with the colleges they are applying to regarding their credit transfer policies <http://collegenow.cuny.edu/faqs/>

**\*\*\*\*\*STOP\*\*\*\*\***

Were you assigned **a dummy number** that begins with **666-12**? It is important to make all necessary changes prior to requesting the transfer of credits (see page 10).

Students, may request copies of their transcripts in three ways, **ONLINE, IN PERSON** or **BY MAIL**. Requests, whether online, in person or by mail, are processed in the order received. Transcripts are processed within 5 to 10 working days from our date of receipt. There are two kinds of transcripts: Student Copies and Official Copies. Student Copies are unofficial copies that the student can request for his or her own records. Official Copies are not given directly to students, they will be prepared and processed in the order received. Sealed Official transcripts mailed to students are stamped "**Issued to Student**".

Both official and student copies can be ordered online for your convenience.





Office of the Registrar

# Transcript Request Form

Borough of Manhattan Community College The City University of New York  
www.bmcc.cuny.edu  
199 Chambers Street, S315  
New York, NY 10007-1097  
tel. 212 220-1290  
fax. 212 220-1254

### Instructions:

1. Fill out the form clearly and completely.
2. Go to the Bursar's Office (Room S-330) to pay \$7.00 processing fee (Transcripts mailed to CUNY institutions are free and you may skip step 2.)
3. Drop off the form in the Registrar's Office (Room S-225).
4. Bring the yellow copy with you on pickup day.

**Note: Transcripts not picked up within 4 weeks will be discarded.**

8-digit CUNYfirst ID **or** 9-digit Social Security Number: \_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Previous Name (if any)
Date of Birth	Phone	Dates of Attendance

Please choose from the following:

- Pick Up
- Mail: Please provide the name and mailing address of the college/organization.

If you are a current student please let us know if you want us to hold transcript processing for the following: *Please note the transcript will not be printed until after the end of the semester.*

- Hold for Current Semester Grades
- Hold for Degree Posting

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please allow at least 3 business days for pick up and 5-7 business days to process for mail delivery.** Please note that current students can access their unofficial transcript free of charge through their

Student Center in CUNYfirst. Use the following navigation to view/print your unofficial transcript instantly. Navigation: **Self Service** → **Student Center** → **Academics** → **Other Academic** drop down → Select

**Transcript: View Unofficial** → Click the **Go** icon/pointer next to it → Click **View Report** → Unofficial transcript will open up in a new window.

**For Bursar Only:** Payment Received by \_\_\_\_\_

**For Registrar Only:** Transcript Ready for Pick up \_\_\_\_\_ Transcript Mailed \_\_\_\_\_  
Date Date

# COLLEGE RESOURCES



*“A room without books is like a body without a soul.”*

■ **Marcus Tullius Cicero**

## **OFFICE OF ACCESSIBILITY SERVICES**

The Office of Accessibility (OA) collaborates with and empowers students who have disabilities in order to coordinate support services, reasonable accommodations and programs that enable equal access to education and college life. OA serves as a resource to faculty and staff and works to provide regular training opportunities, advisement, and consultation on equal access, compliance, and delivery of equitable services, universal design and other disability-related issues. OA provides opportunities and resources that will facilitate the development of self-advocacy, self-efficacy and adaptive skills in students to overcome barriers a disability may present.

### **Defining a Disability Do I Qualify?**

A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, learning, hearing, speaking, or breathing.

### **A person with a disability may have:**

- A physical or psychological condition which substantially limits one of his/her
  - major life activities (including walking, seeing, hearing, speaking, breathing, learning, and working)
- a record of such impairment

### **Disabilities include but may not be limited to:**

- **Learning Disorders**
- **Medical Disabilities**
- **Psychological Disorders**
- **Hearing Impairments**
- **Visual Impairments**
- **Mobility Impairments**
- **Temporary Disability Conditions**

### **Support Services/ Accommodations**

The OA offers a wide range of services designed to encourage independence and self-advocacy and promote learning in an open and hospitable environment throughout the campus. These services are intended to allow qualified students to reach their academic goals through the program's comprehensive support services. Accommodations and support services are based on students' documentation.

**For more information about the OA, see the contact information below:**

[accessibility@bmcc.cuny.edu](mailto:accessibility@bmcc.cuny.edu)

Tel: (212) 220-8180

Fax: (212) 220-1264

## **THE RANDOLPH LIBRARY**

The Randolph Library, located on the fourth floor at the Main Campus Building located at 199 Chambers Street, is named after African-American labor leader and social activist, A. Philip Randolph (1889-1979). The Randolph library offers 120,000 volumes of books, 200 print magazines/journal subscriptions, 168 databases, and 94,000 electronic journals, magazines, and newspapers and over 480,000 e-books. To contact the library, please call 212.220.8139 (reference) or 212.220.1451 (circulation).

The Randolph Library is divided into two sections, The Main Library located in room S-410 and the Quiet Study Area located in room S-430.

Please note, Wi-Fi is accessible throughout the library.

The Randolph Library is open to CUNY affiliates, SUNY Empire State College ID Holders, and members of the public with a METRO Card referral that has been filled out by a librarian from their local library. If you would like to contact the library you can do so via email: [help@bmcc-cuny.libanswers.com](mailto:help@bmcc-cuny.libanswers.com), or you can call them via: (212) 220-1451

**The Randolph library is not open to the general public.**

### **The Randolph Library Operating Hours:**

**Monday-Friday: 9AM-5PM**

**(M-F Virtual Hours: 9:00AM 5:00PM)**

**Saturdays: 10am-6pm**

*... I've waited all my life for this opportunity.*

■ **A. PHILIP RANOLPH**

## **ABOUT THE WRITING CENTER**

The BMCC Writing Center, located at 199 Chambers Street in Room S-510 is a free service graciously funded by the Carl D Perkins Career and Technical education act of 2006 administered by the New York State Department of Education. We teach registered students to think critically, write actively, revise mindfully, and proofread their work carefully. We also offer One-to-One tutoring sessions which our students can schedule an appointment to meet with a writing professional to help improve their writing skills. In addition, we provide support for faculty who are incorporating writing pedagogy into their curricula.

### **One-to-One Tutoring Students**

A sixty minute, one on one tutorial with a writing professional is at the heart of our service. We teach students to develop, organize, draft, revise, and proofread their work.

The Writing Center offers drop-in and scheduled appointments to all registered students. Please be mindful that we are a highly utilized service on campus. Scheduling an appointment provides our students the best opportunity to meet with a writing professional. To schedule an appointment, please visit our office in Room S-510 or call (212) 220-1384 during business hours. Students can schedule up to 2 appointments per week, upon availability. Students can also contact the writing center via their email: [writingcenter@bmcc.cuny.edu](mailto:writingcenter@bmcc.cuny.edu)

### **The Writing Center Operating Hours:**

#### **Writing Center Operating Hours during the Academic Year**

**Virtual Front Desk:  
Mondays and Tuesdays: 1:00PM-3:00PM**

***“Show me a family of readers, and I will show you the people who move the world***

**■ Napoleon Bonaparte**

# **BMCC's HISTORY & MISSION STATEMENT**

## HISTORY

Borough of Manhattan Community College was opened in 1964 as a small, primarily business-oriented community college offering programs aimed at the business community. Originally located in two floors of a commercial building in midtown Manhattan, the college focused on preparing students for business careers and on providing a liberal arts education to students who wished to transfer to four-year colleges. The college also created on-site training and management development courses for mid-level employees. BMCC continuously modified its in-house and on-site programs.

### **Main Campus Building- 199 Chambers St.**

A new building spanning four city blocks – from Chambers Street to North Moore Street –was constructed in lower Manhattan to serve as the school’s main campus. It opened in January 1983. BMCC is now the largest college in the City University of New York system, with approximately 27,000 students, and is the first community college in Manhattan. In 1964, a committee convened by the Board of Higher Education recommended the establishment of an independent, degree-granting school of police science. The College of Police Science (COPS) of the City University of New York was subsequently founded and admitted its first class in September 1965. Within a year, the school was renamed John Jay College of Criminal Justice to reflect broader education objectives in criminal justice, development of leadership and emphasis on professional achievement in public service

### **Fiterman Hall Building- 245 Greenwich St.**

Donated to the College in September 1993 as the largest single donation ever made to a community college, the building was severely damaged in the aftermath of the World Trade Center tragedy. BMCC launched the 2012-2013 academic year with the opening of the rebuilt Miles and Shirley Fiterman Hall.

### **Murray Building- 70 Murray St.**

The college currently occupies space on the 2<sup>nd</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, and 14<sup>th</sup> floors of 70 Murray Street, and offers a variety of classes and support programs including CUNY’s Accelerated Study in Associate Programs (ASAP), College Now, Learning Academy and Year Up. In addition, BMCC Express is located on the street level of the 70 Murray Street building, to welcome students and the general public who wish to obtain information about the college.

---

## MISSION STATEMENT

Borough of Manhattan Community College is a vibrant, pluralistic learning community committed to the intellectual and personal growth of students. Working closely with organizations across New York City and beyond, we prepare students from around the globe for degree completion, successful transfer, career achievement, lifelong learning, and civic participation.

<b>General Office Hours</b>	<b>Monday - Saturday 9:00am – 5:00pm (Saturdays after 12:00 pm by appointment ONLY)</b>
<b>Contact Information</b>  <b>General E-mail:</b> <b>collegenow@bmcc.cuny.edu</b>  <b>Office Phone:</b> (212) 346-8490	<p>Mr. Peter A. Williams Jr, <i>Director</i>  E: <a href="mailto:pawilliams@bmcc.cuny.edu">pawilliams@bmcc.cuny.edu</a></p> <hr/> <p>Ms. Diamond Brooks, <i>Academic Coordinator</i>  E: <a href="mailto:dbrooks@bmcc.cuny.edu">dbrooks@bmcc.cuny.edu</a>  P: (212) 346-8457</p> <hr/> <p>Ms. Renita Moore, <i>Data Coordinator</i>  E: <a href="mailto:rmoore@bmcc.cuny.edu">rmoore@bmcc.cuny.edu</a>  P: (212) 346- 8489</p> <hr/> <p>Mr. Douglas Ortiz, <i>Office Manager</i>  E: <a href="mailto:doortiz@bmcc.cuny.edu">doortiz@bmcc.cuny.edu</a></p> <hr/> <p>Mr. Jonathan Bridgeman, <i>Future Ready Liaison</i>  E: <a href="mailto:jbridgeman@bmcc.cuny.edu">jbridgeman@bmcc.cuny.edu</a></p>



DON'T FORGET TO US FOLLOW:

**CLICK LIKE ON FACEBOOK: COLLEGENOW AT BMCC**

**CLICK FOLLOW ON INSTAGRAM: COLLEGENOW\_BMCC**