



# **COLLEGE DISCOVERY PROGRAM**

## **Welcome Guide**

**FRESHMAN YEAR EXPERIENCE  
2020-21**



199 Chambers Street New York, NY 10007  
Email: [cdp@bmcc.cuny.edu](mailto:cdp@bmcc.cuny.edu)



Dear Student,




Welcome to the College Discovery family. You now have a distinct opportunity to rewrite your academic record.

College is a place to start fresh. I encourage you to keep a journal. Identify what you want out of higher education, and why. Every so often, go back to these reflections to keep yourself focused.

Your behavior determines your grades, how many credits you complete, and how fast you go. This is your car, and you are in the driver's seat. In some instances, your behavior may get you in some trouble - be careful. Most of us get one shot at reaching graduation. For me, in many ways finishing a college degree is the equivalent of an Olympic Medal. I am grateful to have gotten mine.

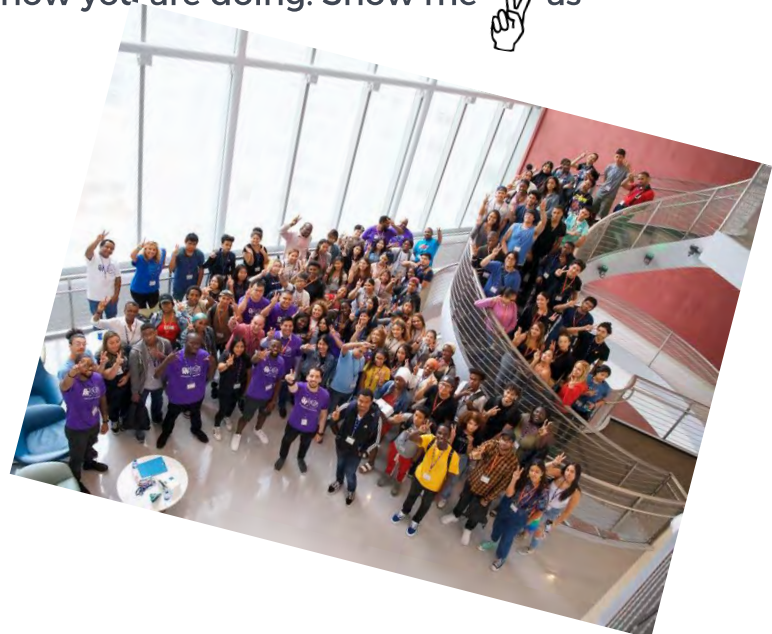
We are providing you with professional counseling, tutoring, and additional financial support to get you through your college education. Take full advantage of these services. And, as you plan your graduation, **remember the CD Challenge: Do it in 2!**

While we are remote, feel free to drop me an email for any assistance. When we return to campus, drop by my office and let me know how you are doing. Show me  as proof that you were listening.

Sincerely,

*Pedro Pérez*

Dr. Pedro Pérez  
Director & Licensed Mental Health Counselor  
College Discovery Program



# MEET THE STAFF & FACULTY

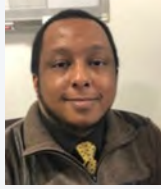
## ADMINISTRATIVE STAFF



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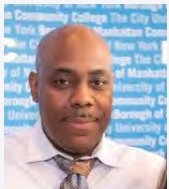


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## COLLEGE DISCOVERY ACADEMIC SUPPORT COORDINATOR



Mr. Bryce Tolbert  
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# WELCOME TO COLLEGE DISCOVERY



DREAM. GROW. DISCOVER.

## PART ONE

### THIS PART COVERS:

- The History of College Discovery
- Your Responsibilities as a CD Student
- Support Services
- Academic Information
- Student Organizations
- Special Programs and Events
- Co-Curricular Transcript

**SUMMARY:** In this section, we will share a little about the history of how College Discovery and SEEK came to exist. As you know, we got you, but we expect you to give back as well. What we expect from you is discussed under a section on your responsibilities. The various components of CD are also discussed with special attention to counseling, tutoring, and the stipend. We will also share information about advisement and other opportunities available to you.

## OUR HISTORY

The College Discovery (CD) Program was established in 1964 as a Special Program in the City University of New York (CUNY). It was launched by CUNY and the Governor as a result of persistent efforts and demands made by African-American, Puerto Rican, and other concerned politicians of New York State. College Discovery was established to provide access to higher education to those previously excluded because of financial and/or prior educational circumstances.

Since the inception of the College Discovery Program, thousands of students have graduated with Associate's degrees. Many have transferred to senior colleges to complete advanced degrees. Our students have distinguished themselves in such fields as law, politics, journalism, health services, the arts, social work, business, and education.

## RESPONSE ABILITY

### Your responsibilities as a CD Student

Each student accepted by the college is required to recognize and accept obligations as a citizen and as a student. In addition to the general rules that apply to all students (see BMCC Bulletin: Rules & Regulations), CD students are expected to adhere to the following requirements:

- Complete at least two-thirds of all remedial requirements within the first year of attendance.
- Meet regularly with their assigned counselor. *Freshmen students meet with their counselor three times each semester for the first two semesters.* Continuing students meet with their counselor at least twice during each subsequent semester. One contact during the first month of the semester is encouraged.
- Keep yourself informed and up-to-date with program information and activities.
- Consult with your counselor before dropping or adding courses or changing their curriculum.
- Students on academic probation are required to participate in the Personal Enrichment Program Workshops and meet with their counselor monthly.
- Attend the annual CD Day Program held during the fall semester.
- Participate in CD Events and Programs: CD'ers Club, XAE, workshops and fitness.

**FAILURE TO ADHERE TO THE ABOVE RESPONSIBILITIES CAN JEOPARDIZE YOUR STATUS AS A COLLEGE DISCOVERY STUDENT AND MAY RESULT IN TERMINATION FROM THE COLLEGE DISCOVERY PROGRAM.**

## PROFESSIONAL COUNSELING

### Personal Counseling

The College Discovery Program at BMCC is committed to providing individual and group professional counseling to you. Students can discuss personal concerns especially as they relate to their educational goals. The counselors hold graduate degrees in the areas of counseling, psychology, and social work and have extensive training in their fields. Counseling is also available in Spanish.

All CD students are assigned a counselor. You can make an appointment to meet with your counselor at the CD office or by contacting your counselor by telephone or through e-mail\* (always identify your name in the subject line of the e-mail message). Walk-In visits may also be available. Talk to your counselor to see what works.

### Group Counseling and Workshops

Group counseling and workshops are planned on a variety of topics throughout the semester. Some of these topics include: stress management, test anxiety, relationship issues, and other personal and academic success skills. Remember to read your personal and college assigned e-mails carefully for exact dates and times of scheduled activities. You are strongly encouraged to attend when possible.

### Career Counseling

Making a career decision can be one of the most important decisions a student makes. Numerous issues, such as interests, aptitudes, educational requirements, career mobility, projections of growth and salary must be considered.

Counselors can help by offering guidance and information that may be useful in making informed decisions and in choosing a curriculum. You should feel free to raise questions and discuss this topic with your assigned counselor.

### Academic Advisement

The College Discovery counselors provide assistance in program and course planning. The goal of academic advisement is to provide you with basic knowledge of curriculum and degree requirements, academic policies, curriculum choices, and placement scores as outlined in the BMCC Bulletin. Your counselor will assist you with:

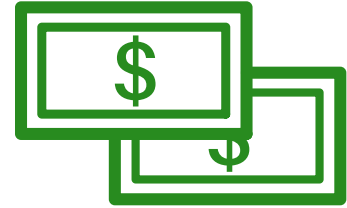
- \* Choosing courses
- \* Selecting a curriculum that supports your career
- \* Receiving academic support services
- \* Forming study groups
- \* Establishing academic goals
- \* Understanding college policies
- \* Identifying goals and career plans

**THE COUNSELING RELATIONSHIP IS A SPECIAL ONE! SEE YOUR COUNSELOR**

## SUPPORT SERVICES

## FINANCIAL AID

College Discovery students are required to apply for federal and state financial aid each year but proof of family income must be documented only in your first semester to determine program eligibility. Review the following guidelines before filing for financial aid:



- \* All students must file the Free Application for Federal Student Aid (FAFSA) and the Tuition Assistance Program (TAP) applications annually in order to be eligible for the CD book stipend and other forms of financial assistance. Incoming College Discovery students must file their financial aid applications before eligibility is determined. Failure to file for financial aid will lead to the loss of program support. Students are encouraged to complete financial aid forms online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid checks are mailed to your home address or, if requested, may be processed for direct bank deposit.
- \* Students may be retained in the program and eligible for the book allowance and program support for a maximum of six (6) semesters. If a seventh semester is needed to finish your final credits, your counselor may request that you receive an additional semester of College Discovery benefits.
- \* All CD students must be enrolled full-time. If you drop a course, you may be entitled to the CD book stipend as long as the number of credits or equated credits does not fall below nine (9). Students enrolled in their graduating semester may register for less than nine (9) credits with permission from their counselor.
- \* If you plan to attend Part-Time (11 credits or less) you must first get permission by seeing your CD Counselor. Failure to do so will affect your ability to register.



College Discovery students, who do not maintain the required number of contacts with their assigned counselor, jeopardize their special program status.

**The Director will suspend the benefits of those students who are out of compliance** based on the counselor's recommendation which includes documented outreach. Students who are on probation who do not attend the *RISE Program* will also be considered **out of compliance**.

**SUPPORT SERVICES**
**ACADEMIC SUPPORT**

Our program provides academic support to all CD students and encourages all students to utilize these services. The Academic Support Coordinator arranges tutorial sessions, facilitates study groups, and supervises the staff of trained, dedicated learning assistants. This Fall semester, due to COVID-19, we are providing online tutoring. Our tutors and coaches can help you with staying focused and on track. Click on any of the tutors below or log into Upswing. You can also click on the schedule to know when they are available Monday through Friday.

SUBJECT	TUTOR'S NAME	EMAIL	TELEPHONE
(MAT, SPN)	Yohandry Morales	ymejjamorales@bmcc.cuny.edu	(516) 986-7945
(ITL, SPN, MUSIC)	Gabriel Caballero	gcaballero@bmcc.cuny.edu	(646) 484-9597
(BIO, CHE 121)	Sam Fakanle	samuel.fakanle@stu.bmcc.cuny.edu	(929) 352-5033
(ACR, ART, SPN)	Luis Garay	lgaray@bmcc.cuny.edu	(347) 450-1493
(ENG, ESL)	Carlos Pico	cpico@bmcc.cuny.edu	
(BIO)	Heiby Rapalo	hrapalo@bmcc.cuny.edu	(646) 493-1747
(ACR, MAT' developmental)	Benni Tchomba	btchomba@bmcc.cuny.edu	(718) 567-5475
(ENG)	Brian McGowan	bmcgowan@bmcc.cuny.edu	(973) 433-6078
(ENG, ESL, ACR, ARB)	Khalid Umar	kumar@bmcc.cuny.edu	(347) 450-0579



Need help with homework? Writing or speech courses? Test-taking tips? Want to check-in with one of our coaches? Send us an email [CDTutoring@bmcc.cuny.edu](mailto:CDTutoring@bmcc.cuny.edu) and we will get back to you.

**All CD students who are on academic probation or enrolled in a basic skills (remedial) course are required to register for extra help.**

After a student registers for academic support on TutorTrac, they will meet with their assigned tutor in the CD-designated area of the Learning Resource Center (LRC), room S-510, for each session. Registered students are expected to attend each session and bring class notes and textbook(s). Records are kept to document students' use of the academic support services.

In addition to traditional academic support, the CD Program utilizes learning software to assist students. A student can also take advantage of E-Tutoring by emailing a question to [cdtutoring@bmcc.cuny.edu](mailto:cdtutoring@bmcc.cuny.edu) and receive a response within 24 hours, or by the next weekday if using the service on weekends or holidays. Academic support is available in most subject areas and at various times to accommodate your schedule. Most students respond positively and benefit from tutorial support.



## SUPPORT SERVICES

### FINANCIAL AID

#### Types of financial aid available for eligible students:

- College Discovery Stipend
- Payment of Student Activity Fees
- Federal Work-Study Program (FWS)
- Federal Pell Grant
- New York State Tuition Assistance Program (TAP)
- Guaranteed Direct Student Loan
- Supplemental Educational Opportunity Grant (SEOG)
- Emergency Loan Fund



If you have any problems concerning College Discovery financial aid, please contact Ms. Elizabeth Paniagua, the Financial Aid advisor for College Discovery students. The Financial Aid Office is located at the Panther Station and the email for Ms. Elizabeth Paniagua is [epaniagua@bmcc.cuny.edu](mailto:epaniagua@bmcc.cuny.edu).



### SCHOLARSHIPS, AWARDS, AND SPECIAL OPPORTUNITIES FOR HIGH ACHIEVERS

You are encouraged to apply for scholarships and awards administered by BMCC and from outside sources. You can research scholarship information and eligibility requirements at [www.bmcc.cuny.edu/scholarships](http://www.bmcc.cuny.edu/scholarships). A list of scholarships and awards is also available in room N365. Your counselor can assist you in identifying scholarship and award information for continuing, transferring and graduating BMCC students.

#### BMCC Foundation, Inc. Scholarship

Each year the BMCC Fund, Inc. awards scholarships to selected students who have completed at least 12 credits, earned a GPA of 3.00, and have fulfilled all of their remediation requirements. Applications are available in room N365 during the spring semester. A personal essay indicating a financial need, career goals, and service to the community and/or college are required for the application.

**For more information please visit the Scholarships, Awards and Other Opportunities page on the BMCC website.**

## ACADEMIC REQUIREMENTS

### Minimum Credit Load

**You must be a full-time (minimum course load of 12 credits/equated credits per semester) matriculated student to be eligible for College Discovery.** Exceptions to full-time status can be granted under certain conditions. Under some circumstances, students may be allowed to reduce their full-time status to a minimum of 9 credits to remain eligible for CD benefits. All exceptions must be recommended by the student's assigned counselor and approved by the director. You should meet with your counselor before withdrawing from a course(s).

### Contact Hours and Equated Credits

Do not confuse contact hours and equated credits. Contact hours are the number of hours a course meets each week. Contact hours may be equal to credits or more than the number of credits (e.g., Biology is 4 credits, but 5 contact hours). Normally, students register for 12-18 credits/contact hours. Equated credits apply only to remedial courses. The contact hours for remedial courses are counted and called "equated credits" to determine tuition, fees, and status (full-time or part-time). For example, ENG 095 carries 0 credits, but 6 equated credits. Full-time students must maintain 12 or more credits or equated credits.

### Reinstatement

CD students who stop attending for one (1) semester or more must apply for reinstatement. Students may be reinstated into the CD Program if they have taken time off for military, financial, health, or personal reasons. Each student's application will be considered for reinstatement at the discretion of the director, subject to budgetary constraints, and space availability. Students, who have been away for more than three semesters, are required to file a "leave of absence waiver" form that is subject to approval by the Office of Special Programs.

A reinstatement application should be completed when the student returns to BMCC and registers full-time for the semester. The procedure involves completing the reinstatement application with an attached copy of the current semester's course enrollment. You must meet with your assigned counselor for a recommendation prior to submitting the application.

## ACADEMIC INFORMATION

### ACADEMIC STANDING

#### Academic Probation and Academic Dismissal

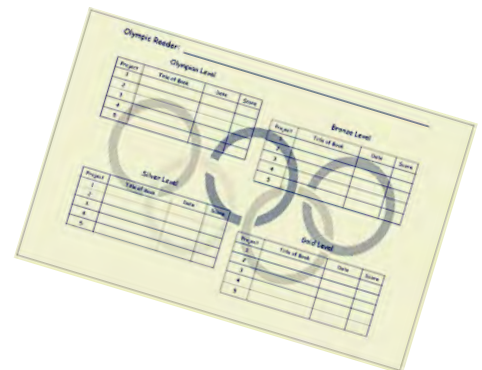
College Discovery students are subject to the University's minimum retention standard as amended by the Faculty Council of the Borough of Manhattan Community College. The following table outlines the **Minimum Retention Standards** for all BMCC students.

Cumulative Credits Attempted	Minimum Cumulative Grade Point Average (GPA)
0 - 12	1.50
13 - 24	1.75
25+	2.00

A student who falls below the **Minimum Retention Standards** for one semester is placed on "Academic Probation." If the student does not increase his/her GPA to meet the minimum standards at the end of the successive semester, he/she will be placed on "Academic Dismissal." Thus, any student with a GPA that is below the minimum retention standard for two (2) consecutive semesters will be dismissed. If this occurs, the student may meet with their counselor to discuss filing an appeal to return to BMCC under "Special Probation".

#### Program Reports

**Academic Progress Report** forms are distributed to College Discovery students by their counselor. The student gives these forms to each of their instructors to be completed. The forms are returned to the counselor by the student or instructor and discussed during a scheduled appointment. The feedback and comments are useful in assessing your academic progress. Instructors may also submit flags and kudos on Connect2Success regarding your progress in class.



#### Remediation and Placement Test

All entering freshmen students are given placement exams in mathematics, reading and writing. Those students whose results indicate a need for additional skill development will be required to take the appropriate course(s) and will be limited to 18 contact hours for the semester. In some cases, students will have to fulfill the basic skill requirements before registering for some credit-bearing courses. Students have an opportunity to complete basic skill requirements in the Summer and Winter Immersion Programs that are free for participants.

**ACADEMIC INFORMATION**

Three departments of the college offer basic academic skill courses:

DEPARTMENT	COURSES
Academic and Critical Thinking	ESL 095 / ACR 095
English	ENG 095
Mathematics	MAT 051, 056

**All students are required to meet Proficiency in reading, writing, and math as soon as possible, but no later than the first two semesters at BMCC. Speak to your counselor about Summer and Winter Immersion programs.**



**SPARC Online Training**

As a new member of BMCC, we ask that you take care of all of your required business as soon as possible. One of these requirements is completing the SPARC Training - a required online training module that educates students about sexual misconduct, ways to prevent it, and the campus' response to a complaint. Things to know about SPARC:



- All new and transfer students are required to complete the SPARC Training to comply with the New York State Enough is Enough law that requires all colleges and universities to implement sexual harassment and assault prevention programs.
- It will be listed on your "To Do List" on CUNYFirst.
- Please retain a copy of your "SPARC Completion Certificate" for your records.
- Failure to complete this online training will result in a CUNYfirst service indicator on your account that will affect your registration for the semester.

**\* If you are using an Apple device, please use either Google Chrome or Firefox as your web browser to complete SPARC**

If you have a complaint of unlawful discrimination/harassment, sexual harassment or sexual misconduct, please contact Chief Diversity Officer Odelia Levy at OLevy@bmcc.cuny.edu or at (212) 220-1236. In addition, if you ever need immediate assistance while on campus, be sure to contact a member of our Public Safety team or use an emergency blue box located throughout the campus.

## ACADEMIC INFORMATION

### ACADEMIC ADVISEMENT AND REGISTRATION

College Discovery students receive academic advisement from their counselor for the following majors listed below:

Bilingual Childhood Education <b>(EDB)</b>	Digital Marketing <b>(DMA)</b>	Math & Science for Secondary Education <b>(EDS)</b>
Biotechnology <b>(BTE)</b>	Early Childhood Education <b>(ECE)</b>	Psychology <b>(PSY)</b>
Business Administration <b>(BAN)</b>	Economics <b>(ECO)</b>	Science <b>(SCI)</b>
Business Management <b>(BEC)</b>	Engineering Science <b>(ESC)</b>	Science for Forensics <b>(FSC)</b>
Childhood Education <b>(EDU)</b>	Financial Management <b>(FIN)</b>	Science for Health Professions <b>(SHP)</b>
Computer Information Systems <b>(CIS)</b>	Gerontology <b>(GER)</b>	Small Business Entrepreneurship <b>(SBE)</b>
Computer Network Technology <b>(CNT)</b>	History <b>(HIS)</b>	Sociology <b>(SOC)</b>
Computer Science <b>(CSC)</b>	Human Services <b>(HUM)</b>	Writing & Literature <b>(ENG)</b>
Criminal Justice <b>(CRJ)</b>	Liberal Arts <b>(LIB)</b>	

#### All Other Majors

All College Discovery students who are in the majors listed below are advised by department faculty for their degree program. As an example, Public Health major must visit the Health Education department. Once advised students must see their assigned College Discovery counselor to review and discuss planned courses before registering. This is to ensure the courses you were advised for meet your graduation plan. Please note all majors listed below must be advised by a faculty member in their program department:

Accounting <b>(ACC)</b>	Forensic Accounting <b>(FAC)</b>	Music <b>(MUS)</b>
Accounting Certificate <b>(ACC-Cert)</b>	Gender and Women's Studies <b>(GWS)</b>	Paramedic <b>(EMT)</b>
Animation & Motion Graphics <b>(ANI)</b>	Geographic Information Science <b>(GIS)</b>	Public Health <b>(PHE)</b>
Art Foundation: Art History <b>(AFH)</b>	Health Information Technology <b>(HIT)</b>	School Health Education <b>(SHE)</b>
Art Foundations: Studio Art <b>(AFS)</b>	Linguistics and Literacy <b>(ACR)</b>	Theatre <b>(THE)</b>
Children and Youth Studies <b>(CYS)</b>	Mathematics <b>(MAT)</b>	Video Arts & Technology <b>(VAT)</b>
Communication Studies <b>(COM)</b>	Modern Languages <b>(MDL)</b>	
Community Health Education <b>(COH)</b>	Multimedia Programming Design <b>(MMP)</b>	

**This requires careful planning that might include Summer and Winter courses. See your counselor and use our [Course Planning Worksheet](#) on page 37 to work out a two-year plan.**

***Come on, we know you can do it!***

**ACADEMIC INFORMATION**
**ACADEMIC GRADING**
**Grading Policies**

**Grading System:** Final Grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

**Quality Points**

Grade Definition Index

A	93-100%	<b>4.0</b>	
A-	90-92%	<b>3.7</b>	
B+	87-89%	<b>3.3</b>	
B	83-86%	<b>3.0</b>	
B-	80-82%	<b>2.7</b>	
C+	77-79%	<b>2.3</b>	
C	73-76%	<b>2.0</b>	
C-	70-72%	<b>1.7</b>	If you receive a C- or lower, see the F/C-grading policy
D+	67-69%	<b>1.3</b>	
D	63-66%	<b>1.0</b>	
D-	60-62%	<b>0.7</b>	
F	Failure	<b>0.0</b>	
R	Course must be repeated <small>minimum level of proficiency not attained</small>		
S	Satisfactory		
U	Unsatisfactory <b>(counts as failure)</b>	<b>0.0</b>	
W	Withdrew <b>Withdrawal from class between 4th and 10th weeks; non-failure</b>		
CR	Transfer credit from another Institution or course taken on permit.		
NC	No credit granted <b>Restricted to credit bearing courses, first time freshmen and Nursing students</b>		
WA	Administrative Withdrawal		
WD	Drop Withdrawal <b>(assigned by the Registrar's Office for drops during 2nd and 3rd week of classes)</b>	<b>0.0</b>	
WU	Withdrew Unofficially	<b>0.0</b>	
WN	Never attended		
INC	Semester's work incomplete		
AUD	Course not taken for credit or grade <b>"AUD" appears on Transcript</b>		
PEN	Grade Pending disciplinary action		
FIN	"F" from Incomplete		

## ACADEMIC INFORMATION

### OFFICIAL PROCEDURES YOU SHOULD KNOW ABOUT

#### Withdrawing or Dropping a Course

There is a difference between dropping and withdrawing from a course. Dropping a course is when a student withdraws during the first three weeks of the semester and the dropped course will not appear on his/her transcript. If a student withdraws from a course between the fourth and tenth weeks of the semester, a “W” grade will appear on the student’s transcript. You can drop or withdraw from a course online using CUNYfirst. **Always consult with your counselor before dropping or withdrawing from a class because it could affect your financial aid and/or your status as a CD student.**

#### Changing Your Major

Changing your major is an important decision that should be discussed with your counselor. The procedure to change your major is as follows:

- Click here to complete the **Change of Major Form**.
- Consult with your counselor before completing the form.
- Have the chairperson or deputy chairperson from the selected department sign the form.
- Return the completed form to the Registrar’s Office at the Panther Station.

#### Request for Graduation

**Prior to your last semester, you must file a Request for Graduation form on CUNYfirst.**

*Login to CUNYfirst, select HR/Campus Solutions → Self Service → Degree Progress/Graduation → select Apply for Graduation → click on Apply for Graduation link for the academic program you intend to complete at end of the term.*

The Registrar’s Office will conduct a graduation audit which is an official review of your transcript. Based on this audit, it will be determined if you have met the requirements for your Associate’s degree.

#### Changing of Personal Information

To change personal information (changes in your email address, address, and/or phone number) log on to CUNYFirst: <https://home.cunyfirst.cuny.edu>

**SEE YOUR CD COUNSELOR ABOUT THESE PROCEDURES**

**STUDENT ORGANIZATIONS**

**The College Discovery Club**



Every College Discovery student is automatically a member of the CD'ers Club. The purpose of the club is to help students in the College Discovery Program with academic, cultural and personal development while studying at BMCC.

Club members actively engage in community projects by participating or sponsoring cultural, educational, and outreach activities.

Some of the activities developed and sponsored by the CD'ers Club have included field and cultural trips, benefit programs, and awards programs for CD students with outstanding academic achievements. Depicted above is a group of our students in Upstate NY training to be mentors.

**THE CD'ERS CLUB MEETS EVERY WEDNESDAY FROM 2:00 P.M. - 4:00 P.M.**

**The Chi Alpha Epsilon (XAE) National Honor Society**

**Chi Alpha Epsilon** is a national academic honor society developed to recognize the academic achievement of students admitted to colleges and universities via developmental programs such as College Discovery. The **Gamma Nu Chapter** was chartered at BMCC in the Spring 2002 semester. Dr. Sadie Bragg, Senior Vice President; Hon. David N. Dinkins, former N.Y.C. mayor; Honorable Pam Jackman-Brown, judge of the Civil Court of the City of New York-Housing Part.; and Mr. Dominic Carter, NY1 news host, and political reporter are among the impressive list of honorary members.



CD students who have earned and maintained a 3.0 or better GPA for two consecutive full-time semesters are eligible for membership in Chi Alpha Epsilon. The Gamma Nu members actively engage in projects that enhance their academic and personal development while being of service to the college and the larger community. Ask your counselor about membership or visit the chapter website, [www.bmcc.cuny.edu/cd](http://www.bmcc.cuny.edu/cd).

**CHI ALPHA EPSILON MEETS ALTERNATE WEDNESDAYS FROM 2:00 P.M. - 4:00 P.M.**



## SPECIAL PROGRAMS AND EVENTS

Historically, the CD program has organized activities and events to promote academic success and personal development. The following is a partial list of our special events and programs:

### COLLEGE DISCOVERY CONVOCATION

The College Discovery Convocation or CD Day is an annual program scheduled during the Fall semester for new and continuing students. This Fall 2020, we will have a **VIRTUAL CD Day**. **All CD students are required to attend**. The program gives students an opportunity to meet college administrators and invited guest speakers. CD Students are recognized for their high academic achievements. If you would like to be a part of the CD Convocation planning, please contact Dr. Pedro Pérez, College Discovery Director.



### COLLEGE STUDENT INVENTORY (CSI)

New students are eligible to take the College Student Inventory (CSI) to identify your thoughts on issues related to college. The CSI is not a test. It is an inventory that can be helpful in linking students with support services in the area of careers, academic skill building, student activities and personal counseling. Your counselor will review the results with you and help you identify some of your strengths and weaknesses as it relates to success in college. This inventory is available and free for all CD students.

### COLLEGE DISCOVERY AWARDS PROGRAM

The CD program takes special pride in considering itself a family. Each year we plan the College Discovery Awards Program, a special program to recognize the outstanding achievements of our students. Awards are given to our graduates. In addition, special awards are given for the highest grade point average, the most highly motivated and the most outstanding freshman and a Counselor Choice Award. Family and friends are invited to this event to celebrate the accomplishments of our students.



## CO-CURRICULAR TRANSCRIPT

The Co-Curricular Transcript (CCT) is a record of student's participation and achievements outside of the classroom in BMCC. Participate in college life to demonstrate your commitment to learning, extra effort and ability to be a leader.


The CCT is organized around ten categories that reflect various co-curricular activities at BMCC:



- 1. Athletics:** Participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team. Join a team!
- 2. Community Service:** Participation in a volunteer/civic activity for a BMCC department, a BMCC recognized event, or a BMCC recognized placement and project.
- 3. Leadership Training:** Participation in leadership activities recognized by BMCC or the City University of New York (CUNY).
- 4. Clubs and Organizations:** On-going participation as a general member or executive board member in a BMCC recognized club. Join CD Club or XAE Club!
- 5. Workshops and Seminars:** Attendance at a CD workshop or seminar that is recognized by BMCC.
- 6. Honors and Awards:** Recipient of an honor, award, or scholarship recognized by BMCC.
- 7. Performance & Art Exhibits:** Students who have presented art work in forums outside of the classroom including film production, theater, sculpture, artwork, writing, poetry, dance, design, & performance.
- 8. Professional Activities:** Paid leadership positions on campus: Peer Mentor, Welcome Ambassador, UMLA Ambassador, GPS Navigator & Service Corp Member.
- 9. Research:** Students participating in research programs, presenting research or working with a faculty member conducting research not for credit.
- 10. Global Experience:** Locations that students have traveled to for BMCC activities.

If you need help getting involved, please stop by the Student Activities Office in room S234! They will help you with making the right moves: joining a student organization or athletic team, taking a leadership role, or participating in BMCC recognized activities such as study abroad.

**Give yourself the “Competitive Edge” when applying to senior colleges, for scholarships and employment!**



**Activate your  
Co-Curricular  
Transcript as  
a freshman**



**PART  
TWO**

THIS PART COVERS:

- Test-Taking
- Learning Styles
- Stress Management
- Note Taking
- Student Success
- You and Your Counselor

**SUMMARY:** In this section, we will help incoming freshmen to start the college right! We will share information that will help you start and end the semester well. Think of it this way: CD Program will give you a rich toolbox that you get to pick from, that will lead to a successful college experience. You will learn how to study to pass and get good grades! Learning can be fun. Allow us to show you how to enjoy it!

## How to Prepare for a Test

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.

### 1. MAKE A STUDY SCHEDULE

Establish fixed times for review so that review becomes a habit and you never have to cram for a test.

- **Daily Reviews:** Take five to ten minutes per day to review each course. Begin by reviewing notes and assignments from the previous class. As soon as possible after class, review the new material and try to relate it to what you have learned previously in the course.
- **Weekly Reviews:** A weekly review is an in-depth look at what has been covered in a course during one week. Spend about an hour each week reviewing each subject. Review lecture notes, textbook readings, and study guides.
- **Pre-Exam Reviews:** About one week before a test, conduct a major review. To prepare for an exam, review lecture notes, textbook readings, study guides, handouts from the professor, previous tests, papers or other graded assignments. You should schedule two hours or more for a specific exam review.

Enter times for review on your schedule and make a commitment to follow it.

### 2. DECIDE WHAT, WHEN, AND HOW TO STUDY

- Test questions can come from a variety of sources.
- To study for an exam, review lecture notes, textbook readings, study guides, previous tests, papers, homework, and any handouts from the professor.
- Spend less time on information you already know and focus on the information you have not fully grasped.
- Study the most difficult material first.
- Study at the time of day when you are most alert.
- You may benefit from studying with another student. You can compare notes and help each other with material you might not understand.
- About once every hour, take a break. Do something unrelated to studying such as taking a walk.

### 3. USE YOUR STUDY SYSTEM

- One week before the test, spend two or more hours reviewing all the chapters and topics that the test will cover.
- Organize your materials; Make a list of the important topics and then sort your notes, handouts, previous tests and papers by topic.
- Create flash cards, outlines, charts, or any other shortcut that you think might help you understand and remember information.
- Review your materials once a day until you take the test. Review them again the night before the test and then once more the day of the test.

## TEST-TAKING

### Develop a Test-Taking Routine



Follow a routine for taking test; know what to do before, during, and after tests to improve your preparation and performance.

#### 1. Arrive on Time

- If hearing other students discuss the test makes you nervous and distracted, don't arrive early. Arrive on time and try to sit near the front of the room, where you are less likely to be distracted.

#### 2. Survey the Test

- As soon as you receive your test, survey the test to determine how many questions there are, how many points each is worth, and what kinds of questions you must answer. This will let you know what you must accomplish within the time limit so that you can plan your time accordingly.

#### 3. Read Directions

- To avoid needless mistakes, always read directions and ask the instructor to explain anything that you do not understand.

#### 4. Do Easy Questions First

- Do the easy questions first since you have a good chance of getting the answers right. Also, doing the easy questions first may raise your confidence in your ability to complete the rest of the exam.

#### 5. Skip and Return to Difficult Questions

- Do not spend too much time on a difficult question. Skip it and return to it later.

#### 6. Control Your Feelings and Attention

- Remain in control of your feelings and attention throughout the test. To avoid becoming distracted, focus your attention on the test. Maintain a positive attitude. Don't let negative thoughts undermine your work.

#### 7. Check Your Work

- Always leave time to proofread your test for careless mistakes and for questions you may have skipped or forgot to answer.

## Reducing Test Anxiety

Test anxiety is stress that is related to a testing situation, and it may affect students in different ways.

### Types of Test Anxiety

**1. Situational Test Anxiety:** The more common form of test anxiety. It may occur only when you are unprepared or when the test has a lot riding on it.

**2. Chronic Test Anxiety:** More severe and less common. Students who have this type of anxiety get nervous at the mere mention of a test. Their fear of testing may be so paralyzing that it affects their performance.



### What Causes Text Anxiety?

Being afraid you will not be able to live up to the expectations of important people in your life.

Believing grades are a measure of self-worth.

Feeling helpless, believing that you have no control over your performance or grades.

### How Can I Reduce Test Anxiety?

**1. Learn to Relax:** Relaxation is a learned technique. Learn relaxation techniques and practice them to reduce stress and anxiety.

**2. Face Your Fears:** The fear of failure or the fear of success can greatly affect your performance on tests. Learn to face your fears and overcome them.

**3. Engage in Positive Self-Talk:** Your inner thoughts shape your feelings and behavior. Learn how to turn negative thoughts into positive thoughts that promote calmness and success.

**4. Find Your Best Solution:** We all respond differently to stress and anxiety. Choose the best solution for you to deal with and reduce test anxiety.



**Helpful Websites:** <http://www.studygs.net/tsttak1.htm>  
<http://www.youtube.com/watch?v=Z2iCZ6h24pc>

## LEARNING STYLES

### Preferred Learning Styles

Primary Source: Kanar, C. C. (2008). Student Achievement Series: The Confident Student, 6th Ed. Houghton Mifflin Company: New York.

**Visual**  
SEE IT 

**Visual Learners** prefer to learn by reading or watching.

**Auditory**  
HEAR IT 

**Auditory Learners** like to learn by listening.

**Kinesthetic**  
DO IT 

**Tactile/Kinesthetic Learners** learn by doing, by touching or manipulating objects, or by using their hands.

- 
- One's learning style preference affects how you go about completing a new task.
  - Because instructors' teaching styles and methods differ, you must be flexible enough to adapt to whatever instructional mode is being used.
  - The most successful learners are those who take control of the learning situation by adapting to different modes of instruction.



### Your Body's Reactions

When you are in a classroom or somewhere studying, lighting, temperature, or the comfort of the furniture may or may not affect your ability to focus and get your work done. If your body does react strongly to these and other influences such as hunger, tiredness, or mild illness, then you may lose concentration.

- ★ You should take care of these physiological needs before attempting to complete a task that requires your full attention.
- ★ If possible, schedule classes during the time of day when you usually feel most alert and energetic.
- ★ You may have limited control over your classroom environment, but you can set up a study environment that is most comfortable for you.
- ★ Determining your physiological preferences is one way to use your learning style to create the conditions under which you will stay most alert.

### Your Preferred Learning Environment

The learning environment involves more than simply where the class actually meets. An important part of the learning environment is the way in which the class is structured. Some students prefer traditional, teacher-centered classrooms. Others prefer a student-centered environment and still others prefer individualized instruction. Much of the time it will be necessary for you to adapt to the learning environment of a particular class or instructor. However, understanding your preferences will allow you to select classes in which you will be most comfortable when you do have a choice.



#### Helpful Websites:

<http://www.learning-styles-online.com/overview/>

<http://www.youtube.com/watch?v=ooqvgcY5VKU>

## Stress Management

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student. (6th Ed). New York, NY: Houghton Mifflin Company.

### What is Stress?

Some stress won't hurt you. You should expect to experience some stress now and then. It is perfectly normal to feel anxiety before speaking in front of a class or before taking an exam. **Real Stress** is unrelieved anxiety that persists over a long period of time and interferes with normal functioning. Stress is especially harmful if you are unable to manage it. Unrelieved stress can weaken you physically and make you vulnerable to sickness. Unrelieved stress can impair your ability to think clearly so that your performance in class and at work suffers.



**30%** of college students reported that stress had negatively affected their academic performance.\*

**85%** of college students reported they had felt overwhelmed by everything they had to do at some point within the past year.\*

**41.6%** stated anxiety as the top presenting concern among college students.\*\*

**24.5%** of college students reported they were taking psychotropic medication.\*\*

\*2015 National College Health Assessment

\*\*2013 Association for University and College Counseling Center Directors Survey

### What are the common symptoms of stress?

There are many warning signs that can tell you if your stress is getting out of control. The more of these symptoms that you have, the more likely it is that you need to learn strategies for coping with your stress.

- Depression
- Difficulty falling asleep
- Extreme tiredness, falling asleep
- Feelings of anger or resentment
- Frequent absence from work or class
- Impatience
- Inability to concentrate
- Loss of pleasure in life
- Increase or decrease in appetite
- Muscular aches for no apparent reason
- Stomach or intestinal disturbances
- Sweaty palms
- Tension headaches
- Test anxiety



#### Helpful Websites:

<http://www.webmd.com/balance/stress-management/stress-management-topic-overview>



## STRESS MANAGEMENT

### Stress Beaters

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.

It is important that you find ways to manage your stress so that you can reach your goals and enjoy yourself in the process.

- 1. Be realistic:** You know what you can and cannot do. Don't waste your time and energy worrying about those things that you cannot control. Use your energy to focus on those things that you have the power to change.
- 2. Exercise tensions away:** When you are stressed your muscles tense up involuntarily. Exercise has a natural calming effect that is accompanied by a positive feeling.
- 3. Ask for help:** Some problems may be more than you can handle by yourself, so you may need to seek appropriate help or advice. Often we worry needlessly and cause even more stress by living with problems we think are unsolvable when asking for help might bring a solution.
- 4. Learn to deal with negative people:** People who display negative attitudes can make you in turn experience negative feelings that add to your stress. If you can eliminate negative people from your life, do so. If they are family or friends, try to talk to them about their negativity.
- 5. Lose yourself in activity:** When you are under stress, engage in some activity that causes you to lose all track of time. In those moments you can forget about your stress and experience positive, calming feelings.
- 6. Make a wish list:** Make a list of all the things you would do if you had the time. When your stress reaches a point where you cannot handle it, do one of the things on your list.
- 7. Help someone else:** Doing something for someone else can make you feel good and can help take your mind off your worries. Take the time to help a friend or volunteer with a community organization.
- 8. HeartMath:** Some counselors in the BMCC Counseling Center have been trained to help students manage stress through breathing techniques utilizing a specialized software program called HeartMath. Ask your counselor for more information on this.



#### Helpful Websites:

<http://www.webmd.com/balance/stress-management/stress-management-topic-overview>

## Guidelines for Note Taking

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.



- 1.** Keep track of your notes by heading your paper with the date, name of course, and lecture topic. When you go back to study your notes, you will be able to match up class notes with textbook chapters or other assignments on the same topic.
- 2.** Keep the notes from one class separate from the notes from other classes. Use separate notebooks or dividers to distinguish between different sections in one notebook.
- 3.** To speed up note taking, use abbreviations. If necessary, make up your own abbreviations for words or phrases that you use often.
- 4.** Copy into your notes anything that is written on the board or projected on a screen. Test questions often come from material that is presented in these ways.
- 5.** Leave some blank spaces in your notes. This will allow you to add additional material later or to put the material into your own words.
- 6.** Take organized notes by using a system. Make main ideas stand out from the examples that support them. Try to summarize ideas in your own words so that they will be easier for you to remember.
- 7.** As soon as possible after classes, review your notes while the information is still fresh in your mind. Use this time to fill in the gaps in your notes.



### Helpful Websites:

<https://www.how-to-study.com/study-skills-articles/notetaking-tips.asp>

**NOTE TAKING****Note-Taking System**

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.

**THE CORNELL METHOD**

Begin by dividing an 8½” by 11” sheet of paper into three sections - Draw a vertical line 2½” from the left side of your paper and a horizontal line 2” from the bottom of your paper.

- Record facts and ideas in the bigger column on the left-hand side of your page. After the lecture, fill in any gaps and neaten up your handwriting, if necessary.
- Use the column on the left to write down the key ideas of the lecture or the main questions that the lecture will answer. You can also use this column on the left to write down any questions you might have about something you did not understand.
- Use the section on the bottom of the page to summarize your notes. You can summarize what you have written on each page of notes or you can summarize the whole lecture at the end of the last page.
- Review and recite your notes every day.

**Helpful Websites:**

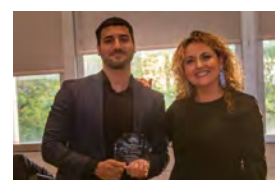
<https://www.learningguide.org/>

<http://www.youtube.com/watch?v=UAhRf3U50IM>

## Tips to Becoming a Successful Student at BMCC

It is important that you find ways to manage your stress so that you can reach your goals and enjoy yourself in the process.

- ④ **1. Be confident!** Most students' attitude towards a class determines their success in the class. Have a spirit of conquering the class and enter the class with confidence of succeeding! This may be a little harder with a class you don't like, but still keep your spirits high and do what you need to do to keep it that way!
- ④ **2. Take notes!** As college students, there are plenty things that take place in your mind. Therefore, it's important to take notes during class to keep your thoughts organized! Taking notes in classes, meetings, and appointments with your counselor can help you remember the information and feel less stressed.
- ④ **3. Organize your time!** Organize each goal to the level of importance it has, and make the priority list that way. Take time for yourself as well – go for a walk, work out, or listen to some music. Remember, taking care of yourself is a priority!
- ④ **4. Get involved!** It is statistically shown that college students who are involved in any extracurricular activities are more likely to be better students. At College Discovery, there are a variety of student clubs, such as CDer's club and Chi Alpha Epsilon, the National Honor Society!
- ④ **5. No procrastination!** Setting time to complete one task will allow you to focus on different tasks and accomplish more! By waiting until the last minute to do your work, you will be rushed which can hinder your performance. Therefore, by setting time for a project, paper, or studying a little each day, you can accomplish many tasks at once, with little stress. Use your BMCC planner to help you!
- ④ **6. Intern or volunteer!** Apply what you learn in college in a work environment! This is the best way to determine if you really enjoy what you're learning and can see if this is the right career for you. Refer to the first edition of the ED-Pass, the CD newsletter at BMCC, for helpful websites (see the CD website for a copy).



### Helpful Websites:

<http://www.wikihow.com/Be-a-Successful-College-Student>

## STUDENT SUCCESS

**7. Communicate!** Develop a constant communication with your professors and classmates. Communicate with your professor so that they will know you personally to discover your academic strengths and weaknesses. If your professor knows you, they will be more likely to write you a letter of recommendation! Communicating with your classmates is helpful in networking and sharing internship or job opportunities.

**8. Study!** Develop a constant communication with your professors and classmates. Communicate with your professor so that they will know you personally to discover your academic strengths and weaknesses. If your professor knows you, they will be more likely to write you a letter of recommendation! Communicating with your classmates is helpful in networking and sharing internship or job opportunities.

**9. Know your limit!** Do not sign up for too many classes/events/clubs all at the same time, otherwise you feel swamped with work! Make sure to keep your balance of schoolwork, jobs, and clubs. When things do get stressful, or you just need to talk it out, make an appointment with your counselor!

**10. Becoming a college student isn't just about good grades, it is about your mindset and applying yourself.** To put it simply, you get what you put out. If you study hard, you will get a good grad on your test. If you talk with your professor frequently, you will get a letter of recommendation from them. Applying your positive mindset will help you become a successful student overall!



## YOU AND YOUR COUNSELOR

### Personal Counseling

The College Discovery Program at BMCC is committed to providing individual counseling for our students. Students can discuss personal concerns especially as they relate to their educational goals. The counselors hold graduate degrees in the areas of counseling, psychology, and social work and have extensive training in their fields.



### Career Counseling

Making a career decision can be one of the most important decisions students make. Numerous issues, such as interests, aptitudes, educational requirements, career mobility, projections of growth and salary must be considered. Counselors can help by offering guidance and information that may be useful in making informed decisions and choosing a curriculum. You should feel free to raise questions and discuss this topic with your assigned counselor.

### Group Counseling & Workshops

Group counseling and workshops are planned on a variety of topics throughout the semester and run by the College Discovery counselors. Some of these topics have included: stress management, test anxiety, relationship issues, and other personal and academic success skills. Don't forget to read your regular mail and college assigned email carefully for exact dates and times of scheduled activities. Students are strongly encouraged to attend when possible.



### Student Responsibilities:

- All College Discovery students are assigned a counselor. You can make an appointment to meet with your counselor at the College Discovery office or by contacting your counselor by telephone or through email.
- Students are expected to meet regularly with their assigned counselor.
- Freshman students meet with their counselor three times each semester for the first two semesters. Continuing students meet with their counselor at least twice during each subsequent semester. One contact must be made during the first two months of the semester.
- Students must consult with their counselor before dropping or adding courses or changing their curriculum.

# FRESHMEN YEAR EXPERIENCE

## PART THREE

### THIS PART COVERS:

- BMCC and CUNY
- Familiarity with the CD Program
- Academic Development
- Approaches and Behaviors to Apply to Life

**SUMMARY:** In this section, we welcome you to an amazing world of the College Discovery Program and its CD Freshmen Year Experience (FYE) workshops. These workshops are taught by the one and only CD Counselors! Not only will they teach you about the program, you will learn about BMCC, and all that the institution has to offer! To show you how much we care, we created sections of college courses you need to graduate so you can enjoy learning with your fellow CD students! We are a family here! We will explain to you the purpose of Embark on this exciting journey with us by taking CD sections of ENG, SPE and MAT!



### Fall Semester 2020

**Goals for 2020-21:** To offer a CD-Only Freshmen Year Experience (FYE) to newly admitted students that will enhance their knowledge of the institution, the College Discovery Program, and their academic development. A pre-survey and post-survey will be used to assess established learning outcomes. Students will also learn about approaches and behaviors that can be applied to lifelong and educational pursuits.

#### SESSION 1

##### Introduction to FYE

- FYE Pre-Assessment
- FYE Syllabus
- Remote Learning
- E-SPARC

#### SESSION 2

##### Welcome to College Discovery

- What does it mean to be a CD Student?
- Benefits and requirements
- Services available for students
- Civic Responsibility

#### SESSION 3

##### Self-Assessment using the College Student Inventory

- Review completed College Student Inventory (CSI)
- Introduce College Resources

#### SESSION 4

##### College Resources - Group Project

- Group activity in Breakout Rooms
- Present InfoGraphic on GoogleSlides
- Students work together to build other slides and present for student

#### SESSION 5

##### Advisement Tools

- Review **Degree Maps** for your major
- Review **DegreeWorks** for Summer/Fall 2020 registration

#### SESSION 6

##### Career Services - Presented by the Center for Career Development

- Summer Bridge Career Zone results
- Intro to Career Clusters
- BMCC's Career Development Department

#### SESSION 7

##### Group Presentations on CD Networking

- Students Presentations: **Who We Are**

#### SESSION 8

##### Wrap Up

- Assessment and goal setting Exercises
- Mind and Body strategies for achieving your goals and college success



## SESSIONS

### STUDENT LEARNING OUTCOMES FOR FYE



- Learn about policies and procedures for BMCC students
- Identify the benefits and requirements for College Discovery students
- Identify some resources available for BMCC students
- Develop a course plan for future semesters
- Explore career and transfer options
- Develop academic and study skills for college success

These learning outcomes will be reached through workshop presentations, assignments, group work, readings.

### WORKSHOP POINTS SCALE

Attendance	80 points
Group Project	10 points
Counselor Appointments	10 points
<b>TOTAL POINTS</b>	<b>100 points</b>

### POLICIES AND EXPECTATIONS

- Attend a College Discovery workshop or college-wide event (with CCT credits possible link)
- Have access to your **CD Welcome Guide** in each class (access it through Bb)
- Get to know at least 3 other students in the class
- Complete assigned readings and contribute to the discussion
- Provide feedback on Bb thread when posted
- Complete required workshop assessments and surveys
- **ACTIVATE ACCOUNTS FOR:** (if you need help, go to Student Helpdesk room S-141)
  - BMCC email
  - CUNY and BMCC Portal - same login and PW as CUNYfirst
  - CUNYfirst
  - BlackBoard (Bb) - same login and PW as CUNYfirst  
(if you need help, send email to support@bmcc.cuny.edu)

### HELPFUL APPS TO DOWNLOAD ON YOUR PHONE (recommended): BMCC and BlackBoard

**Class Participation:** Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course. BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.



### SESSION 1

### Introduction to FYE

- FYE Pre-Assessment
- FYE Syllabus
- Remote Learning
  - \* Etiquette of online learning
  - \* Expectations
  - \* Potential Challenges and Alternatives (resources)
- E-SPARC
- REFLECTION: What are your goals for the fall 2020 semester?

### SESSION 2

### Welcome to College Discovery Program

- What does it mean to be a College Discovery Student?
- Benefits and requirements – Intro of CD Academic Support
- Services available for students
- Civic Responsibility (Voting) and Program Advocacy



**HW1:** Schedule an appointment with your CD counselor

**HW2:** Access NYS Voting Website for Registration and Polling Information

### SESSION 3

### Self-Assessment using the College Student Inventory

- Review completed **College Student Inventory (CSI)** Highlight Results Section
- Introduce College Resources
- **REFLECTION:** What resources do you believe you need to achieve your most successful semester?

### SESSION 4

### CD Networking – Group Project

- Students will work on the group activity in Breakout Rooms
- Present InfoGraphic on GoogleSlides
- Students work together to build other slides and present for student

**HW:** Work in groups to plan your presentation

### SESSION 5

### Advisement Tools

- Review **Degree Maps** for your major
- Review **DegreeWorks** for summer/fall 2020 registration



**HW:** List four courses (Welcome Guide pp. 37) you are eligible to take next semester and make an appointment with the CD counselor or advisor for advisement and registration



## SESSIONS

**SESSION 6 Career Services - Presented by the Center for Career Development**

- Will connect Summer Bridge Career Zone results
- Intro to Career Clusters
- Students will receive information from BMCC's Career Development Department
- Access and registered for related career resource
- Schedule an appointment with the Career Development Department

**SESSION 7 Group Presentations on CD Networking**

- Students Presentations: **Who We Are**

**SESSION 8 Wrap Up**

- Assessment and goal setting exercises
- Mind and Body strategies for achieving your goals and college success
- **REFLECTION:** How is your semester going and what steps can you take to make it better?

**RESOURCES**

**Single Stop** [www.bmcc.cuny.edu/singlestop](http://www.bmcc.cuny.edu/singlestop), room S230, 212-220-8195. If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220- 8130.

**Counseling Center** [www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling), room S343, 212-220-8140. Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits.

**Office of Compliance and Diversity** [www.bmcc.cuny.edu/aac](http://www.bmcc.cuny.edu/aac), room S701, 212-220-1236. BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email [olevy@bmcc.cuny.edu](mailto:olevy@bmcc.cuny.edu), or [twade@bmcc.cuny.edu](mailto:twade@bmcc.cuny.edu). If you need immediate assistance, please contact BMCC Public safety at 212-220-8080.

**Office of Accessibility** [www.bmcc.cuny.edu/accessibility](http://www.bmcc.cuny.edu/accessibility), room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

**BMCC Policy on Plagiarism and Academic Integrity Statement** Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The full policy can be found on BMCC's Website, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, consult the college bulletin (also available online).

# FRESHMEN YEAR EXPERIENCE

## PART FOUR

### THIS PART COVERS:

- Time Management
- Course Planning Worksheet
- Resources and Important Dates
- College Discovery Program Events and Activities

**SUMMARY:** Here at College Discovery Program we love to be organized. We want to help you stay organized too. One of the tools that successful student's use is an updated personal and academic calendar. In this section we will explain how to keep all of your appointments, including sessions with your counselor, club meetings, CD workshops, and of course time to decompress. Make it a point to attend at least two CD events/workshops this Fall 2019. They are designed to be fun and educational.

# TIME MANAGEMENT

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.



## How to **GRAB** Some Time

**G**oal  
**R**esponsibilities  
**A**nalysis  
**B**alance

### GOAL

- To GRAB some time, set a goal.
- Ask Yourself: What do you want to do? Would you like to set aside a block of time each day for completing assignments? Would you like to have designated nights during the week set aside for studying? Would you like to set aside time each week for studying in the library?
- The goal is up to you.
- It should be a reachable goal.
- The time limit you set should be one you can live with.

### RESPONSIBILITIES

- To manage time you must first determine what your responsibilities are.
- We all have responsibilities – these may include responsibilities at home, jobs, and school work. All of these responsibilities somehow have to be met.
- Enlist the aid of family members, roommates, your boss or anyone else who is in a position to help you reach your goals. – Work with family members or roommate to share household tasks or work with your boss to adjust your hours to accommodate your study needs.

### ANALYSIS

- Analyze where your time goes; by doing so you may be able to find a more efficient way to use your time.
- What are the fixed times in a typical day for you? Fixed times are times you cannot change, such as work hours or class times.

What are the flexible times in a typical day for you? Flexible times are the hours of a day that you can control, such as when to sleep or eat.

•



#### Helpful Websites:

<http://www.learning-styles-online.com/overview/>  
<http://www.youtube.com/watch?v=ooqvgcY5VKU>

Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.



## How to **GRAB** Some Time

**G**oal  
**R**esponsibilities  
**A**nalysis  
**B**alance

### **BALANCE**

- Balance your time through scheduling.
- A schedule is a structure you impose on the events of one day, week, semester, or any other block of time you choose.
- A schedule is a plan for getting things done. It is your commitment to complete certain tasks at certain times so that you make steady progress toward your goals.
- Managing your time will allow you to balance work and leisure so that you meet your responsibilities and still have time for yourself.

### **Avoiding Procrastination**

#### **Why do people procrastinate?**

- Your task seems difficult or time-consuming.
- You have trouble getting started.
- You lack motivation to do work.
- You are afraid of failing.



#### **Tips to Beat Procrastination:**

Break large assignments into smaller units of work that you

- can complete in one sitting.
- Set a goal to spend a certain amount of time each day working on the assignment until it is finished.
- Be organized; create an orderly work area with everything you will need so that you will be ready to begin the moment you sit down.

If you are putting off an assignment because you don't know where to start

- or aren't sure about how to do the work then seek help. Make an appointment with the instructor or talk with someone in your class.



**Helpful Websites:**

<http://www.studygs.net/timman.htm>

<http://www.youtube.com/watch?v=RM8LgOWeNvg>





**COURSE PLANNING WORKSHEET**

**Name:** \_\_\_\_\_

**Curriculum:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Total Credits:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_

**COURSES REQUIRED FOR ASSOCIATES DEGREE**

Basic skill requirements to complete:

Curriculum courses to complete:

ACR: \_\_\_\_\_

ENG: \_\_\_\_\_

MAT: \_\_\_\_\_

Summer Immersion Program: \_\_\_\_\_

Winter Immersion Program: \_\_\_\_\_

**FIRST SEMESTER**

Fall 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Winter 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECOND SEMESTER**

Spring 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIRD SEMESTER**

Fall 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Winter 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOURTH SEMESTER**

Spring 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## IMPORTANT DATES TO REMEMBER

### Fall 2020 - September to December

DATE	DAY	ACTIVITIES
September 1	Tuesday	Last day to add/change a class
September 1	Tuesday	Last day to drop with 75% tuition refund
September 2	Wednesday	Course WD period begins.
September 5-7	Saturday-Monday	Labor Day Weekend - COLLEGE CLOSED - NO CLASSES
September 8	Tuesday	Last day to drop with 50% tuition refund
September 15	Tuesday	Priority Deadline for CUNY Transfer Application
September 15	Tuesday	Course WD period ends.
September 15	Tuesday	Last day to change a major to be effective for Fall 2019
September 15	Tuesday	Last day to drop with 25% tuition refund
September 16	Wednesday	"WN" Grades Assigned
September 16	Wednesday	Course withdrawal period begins
September 18-20	Friday-Sunday	No classes scheduled
September 22	Tuesday	Last day to apply for Fall 2020 Graduation
September 25	Friday	"WA" Grades Assigned--Immunization non-compliance
September 28	Monday	No classes scheduled
October 14	Wednesday	Classes follow Monday schedule
October 20	Tuesday	Early Advisement and Registration for Winter/Spring 2021
November 5	Thursday	Last day to withdraw with a grade of "W"
November 5	Thursday	Last day to opt for an "NC" grade
November 25	Wednesday	Classes follow Friday schedule
November 26-29	Thursday-Sunday	COLLEGE CLOSED-NO CLASSES
December 10-11	Thursday -Friday	Reading Day
December 14-20	Friday	COLLEGE CLOSED-NO CLASSES
December 13	Sunday	Last day of classes
December 14-20	Monday-Sunday	Final Examination

**IMPORTANT DATES TO REMEMBER***Spring 2021- January to May*

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITIES</b>
January 18-22	Monday - Friday	In-Person registration
January 25-27	Monday-Wednesday	In-Person registration
January 28	Monday	Last day to drop with 100% tuition refund
January 29	Friday	Classes begin
February 1	Monday	Priority Deadline for CUNY Transfer Application
February 4	Thursday	Last day to add/change a class
February 5	Friday	Course Withdrawal Drop (WD) period begins
February 12	Friday	Lincoln's Birthday Observed- COLLEGE CLOSED - NO CLASSES
February 15	Monday	President's Day- COLLEGE CLOSED - NO CLASSES
February 18	Tuesday	Course Withdrawal Drop (WD) period ends
February 18	Tuesday	Last day to change a major to be effective Spring 2021
February 19	Friday	"WN" Grades Assigned
February 25	Tuesday	Last day to apply for Spring 2021 Graduation
February 28	Sunday	"WA" WA Grades Assigned -Immunization non-compliance
March 15	Monday	Deadline for completion of INC grade from Fall and Winter
March 20	Saturday	Early Advisement and Registration for Summer and Fall 2021
March 27-31	Saturday-Wednesday	Spring Recess - NO CLASSES
April 1-4	Thursday-Sunday	Spring Recess - NO CLASSES
April 4	Sunday	Last day to withdraw from course with a grade of "W"
April 4	Sunday	Last day to opt for an "NC" grade
May 17	Thursday	Last day of classes
May 18	Tuesday	Reading Day
May 19-25	Wednesday-Tuesday	Final Examinations
May 31	Monday	Memorial Day - COLLEGE CLOSED - NO CLASSES
June 1	Tuesday	Honors Convocation (tentative)

# • PLANNING FOR GRADUATION & TRANSFER •

## PART FIVE

### THIS PART COVERS:

- Graduation Checklist
- Transfer Opportunities
- Scholarships Resources

**SUMMARY:** Your CD Family is here to guide you! We got your back from the very first semester until the very last. We will explore how to use online tools to stay on track with all degree requirements. We will celebrate your graduation with you, and provide information on how and when to transfer to a senior college to earn a Bachelor's degree. In this section, you will see how easy the transfer process can be with the CD toolbox. Just remember to stay in touch once you graduate!

**GRADUATION CHECKLIST**



To be eligible for graduation from BMCC, you must:

- ✔ Successfully complete all the required courses and credits in your program of study; earn at least a 2.0 GPA
- ✔ Complete at least 30 credits in residence, if you are an advanced standing student
- ✔ Submit an application for graduation to the Registrar’s Office at the time that you register for your graduating semester\*
- ✔ Complete a Writing Intensive (WI) requirement.

**Notes:**

\*Your Graduation semester will be the end of the semester in which you finish all of your coursework or file for graduation, whichever is later. Graduation requirements are subject to change without notice any time at the discretion of the administration and the Board of Trustees of the City University of New York.

**Once you make sure that all your remedial requirements and writing intensive courses have been satisfied, follow these steps:**



- File for graduation on CUNYfirst
- File CUNY Transfer Application (online) & discuss with your counselor
- See your CD counselor for Special Program Transfer Request Form (SPTR)
- Check deadlines for private and SUNY colleges
- Visit Student Activities Office for graduation pictures and cap & gown



## TRANSFER INFORMATION

### Requirements for Transfer to Special Programs at a Senior College

CD students are encouraged to continue their higher education at a senior college. Students may be eligible for Special Program status after they transfer to a CUNY, SUNY, or a private college.

The requirements are as follows:

**TRANSFER TO A CUNY SENIOR COLLEGE** – Search for Education, Elevation and Knowledge (SEEK) Programs. To be eligible to transfer as a SEEK student:



- You must complete requirements for the Associate's degree at BMCC.
- Student must complete the CUNY Transfer Application online.
- A Special Programs Transfer Request Form (SPTR) must be completed by your CD counselor to be considered for the SEEK Program. This form will be sent directly to the City University's Application Processing Center (UAPC) and to the SEEK Program for the senior college you would like to attend



### The following conditions exist for transfers within the CUNY system:

- A student may transfer from a senior college's SEEK Program into the junior college's College Discovery (CD) Program only if the student has used three or fewer semesters of program benefits at the senior college.
- A College Discovery student may transfer to the College Discovery Program at another junior college within CUNY, within six semesters of benefits.
- College Discovery students must complete their Associate's degree to be eligible for the SEEK Program at a senior college.
- College Discovery students may receive six regular semesters of program benefits at the junior college, and another four semesters at the senior college.
- After you have received your acceptance notice from the senior college, follow the necessary steps for financial aid, admissions and orientation.

**TRANSFER TO A SUNY COLLEGE - Educational Opportunity Programs (EOP)**

CD students are eligible to transfer into a participating SUNY college's Educational Opportunity Program (EOP). These Special Programs are similar in structure to the CD Program. The services and resources they provide are intended to help you achieve your educational goals.

To be eligible to transfer as an EOP student you must:

- Complete the transfer application for the SUNY College.
- Request information regarding Special Programs and follow application procedures.
- Request to have Special Program status transferred through the appropriate verification forms of the college.
- After you have received your acceptance letter from the senior college, follow up with the necessary steps for financial aid and admissions.

**TRANSFER TO ALL OTHER COLLEGES OR UNIVERSITIES - Higher Education Opportunity Programs (HEOP)**

Private colleges offer Special Program benefits through their Higher Education Opportunity Programs (HEOP). Students should contact the college or university to determine if they offer such programs.

- Complete the transfer application for the private college.
- Request information regarding Special Programs and follow application procedures.
- Request to have Special Program status transferred through the appropriate verification forms of the college.
- After you have received your acceptance letter from the senior college, follow up with the necessary steps for financial aid and admissions.

**SOME OF THESE APPLICATIONS MAY BE AVAILABLE ONLINE**

## TRANSFER INFORMATION

### New York University- Community College Transfer Opportunity Programs



**NYU**

NYU has arranged a special transfer opportunity for students who are interested in attending the Steinhardt School of Education. Eligible students must be U.S. citizens or permanent residents; have completed at least 48 transfer credits of which 30 must be from BMCC; have a minimum 3.0 cumulative GPA, and enroll full-time in one of the qualifying majors at NYU. If you meet the requirements, your counselor can nominate you for the Community College Transfer Opportunity Program (CCTOP) Scholarship.

**Scholarship packages cover up to 50% of annual expenses and are renewable.**

### Exploring Transfer & Exploring Research Programs at Vassar College

The Exploring Transfer and Exploring Research Program is a five-week, intensive, residential summer session at Vassar College in Poughkeepsie, New York for high achieving community college students. To be eligible for the program, students must have completed at least 15 credits, completed English Composition I with a B+ or better grade, have strong writing and analytical skills, and a cumulative GPA of 3.2 or better.



### Long Island University Transfer Scholarship

Who Is Eligible:

- BMCC students transferring to LIU in all majors except Physician Assistant and Physical Therapy
- Full-time enrollment at LIU each semester of the award



**keep  
in  
mind**

**IT'S NEVER TOO EARLY TO DISCUSS TRANSFER  
WITH YOUR COLLEGE DISCOVERY COUNSELOR**

## PART SIX

### THIS PART COVERS:

All new CD students must complete a summer program. During our CD/SEEK Summer Connect we asked our students to complete a few challenges. The first, was to come up with words of inspiration, or a slogan. The other was to depict their slogan using the Zoom video screens. Keep reading so that you can see what the teams came up with.

**SUMMARY:** This Summer Connect Program is designed to provide a toolbox for new students to transition from high school, to higher education. The modules incorporated are intended to offer students the historical context of Opportunity Programs, and the implications of these programs in the City University of New York (CUNY), State University of New York (SUNY), and across private colleges in the state. A signature component of the summer seminar is to begin to build community among newly accepted college students within the College Discovery (CD) and SEEK programs of CUNY. In the end, our hope is to engage students in learning, and to provide initial skills necessary to be successful in completing a college degree. In particular, to provide a mindset for completing their associate degree in two years, with an eye to baccalaureate degree attainment upon transfer. All of this with the goal of maximizing career building and decision-making.



Using the words **'beautiful'** and **'powerful'**,  
come up with words/slogan of inspiration.

**Dream Out Loud!**

Kalopsia

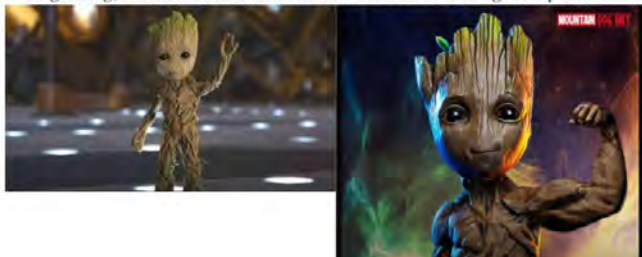
#### Slogan

Let the beautiful music in your heart  
allow you to powerfully dream out loud.

**Root Workers**

#### Slogan for encouragement

Root are strong, roots are bold. Just like the roots we'll spread and grow. A new beginning, that's where we are but don't be scared we'll get very far.



#### The meaning behind it

we are going to bloom into something beautiful being grounded and determined to overcome the difficulties we will face in pursuit of our future. - jacqueline

Starting from the bottom to achieve a goal in the future.-kleyreni

#### Why the name root workers

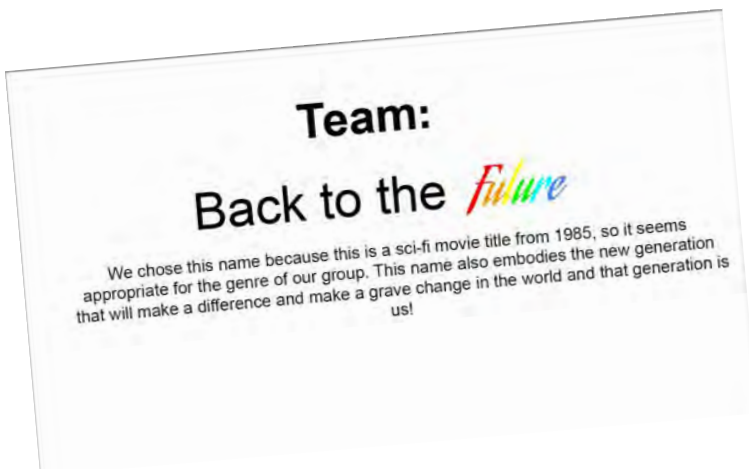
We are all beginners, excited and eager to learn about fitness. My group chose this name as a team cause were all beginners in something whether its in fitness or school.

-Breannah

## Using the words **'beautiful'** and **'powerful'**, come up with words/slogan of inspiration.



Slogan or mantra  
**"With beautiful social pics also comes powerful gamer tips, although they're somewhat opposite, they still come together.... to connect with our beautiful minds."**



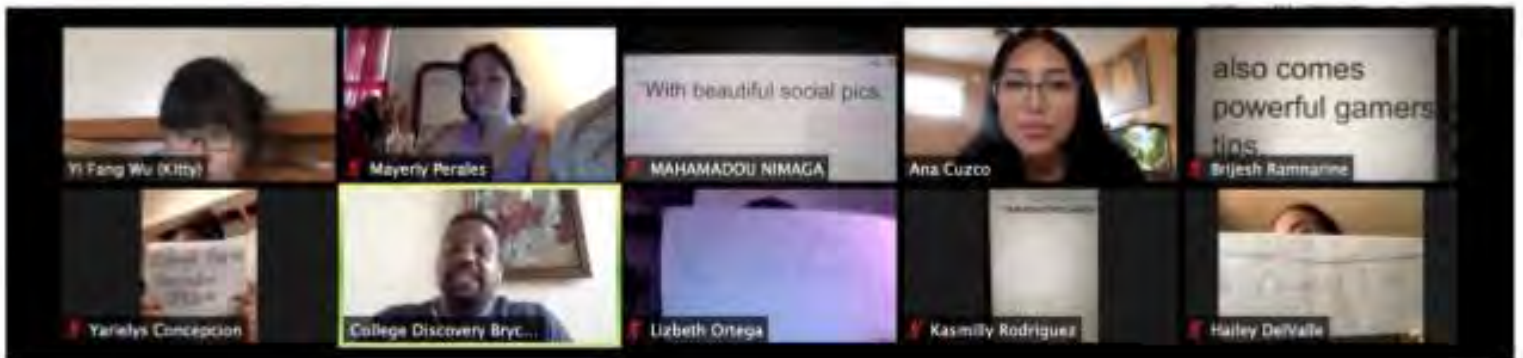
### Slogan for Incoming College Student:

As an incoming college student, it's always a bit **life-changing**. Sometimes we get scared, nervous, or even anxious. But it's okay to have all those mixed emotions, we're humans. Always remind yourself you are **wonderful, beautiful, powerful, capable of anything, and every positive aspect you can think of**. And having this **positive mindset** can lead you to greater outcomes. Everyone has their capabilities, it's up to you to find it.

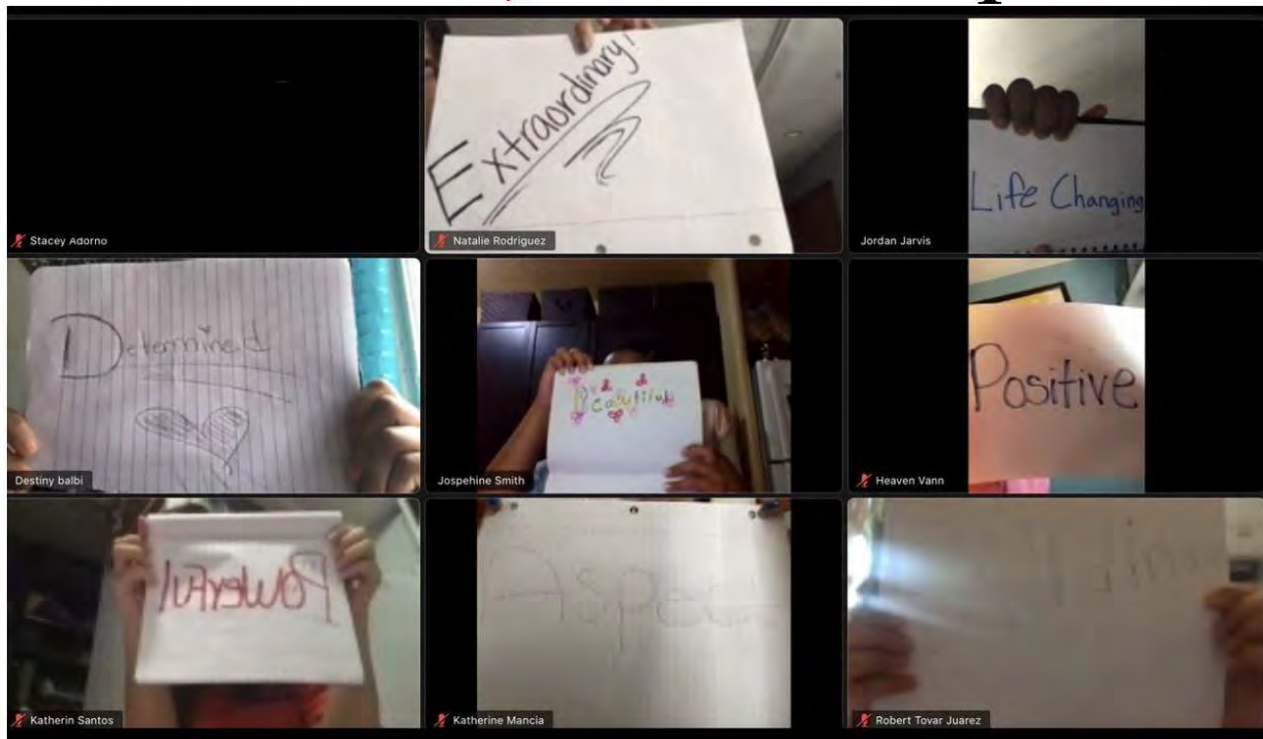
# Challenge:

Put It on  
Your Screen!

## GROUP: SOCIAL GAMERS

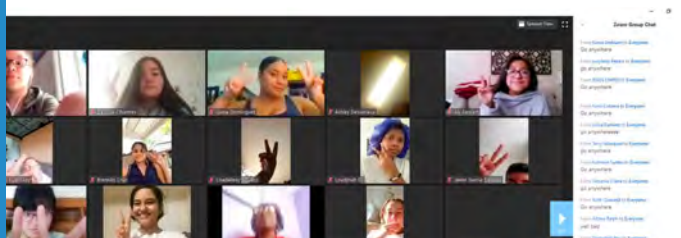
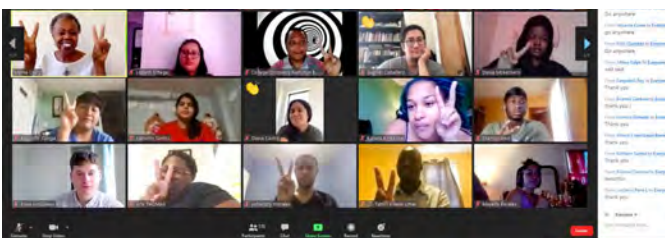
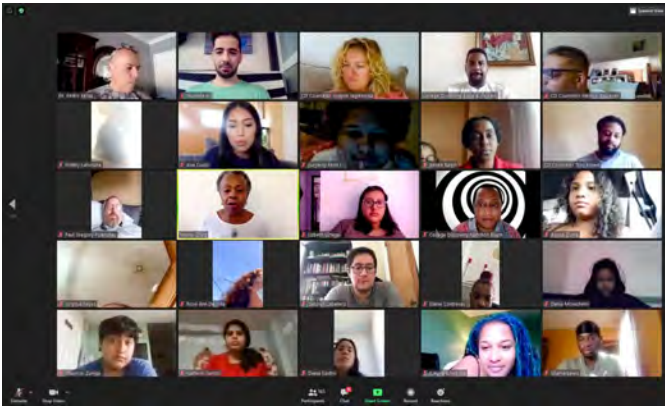
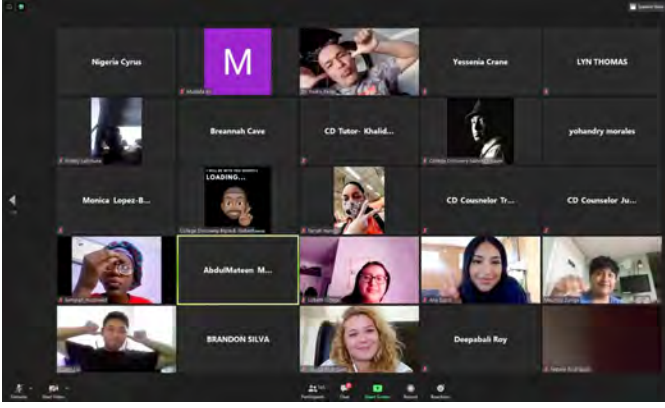
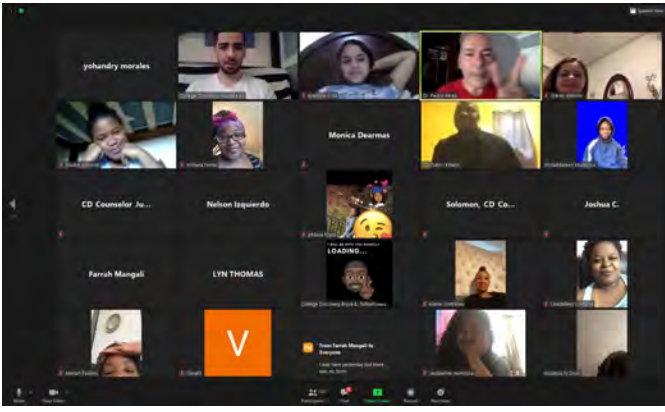


Back to the *Future* Group Photo!

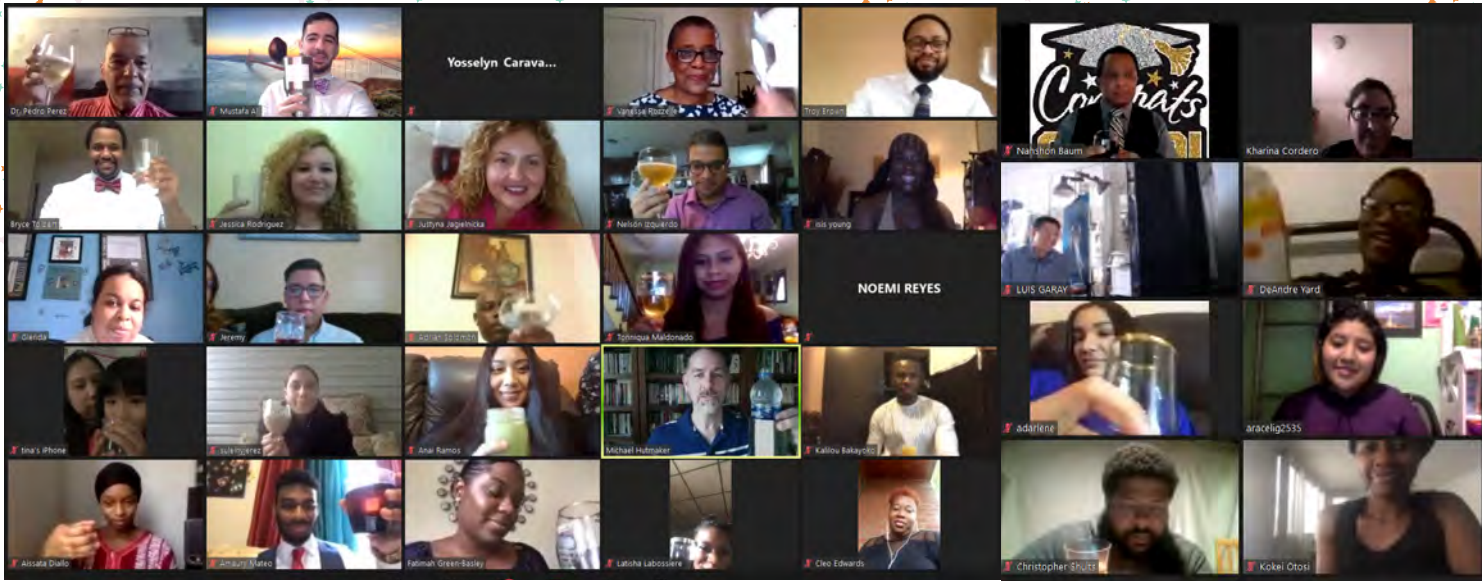


# WELCOME CD STUDENTS

# CLASSES OF 2022



# Our first Virtual CD Graduation Program!



Congratulations  
Class of 2020





## BMCC - College Discovery Program

### Student Statement of Expectations

I understand that College Discovery (CD) is a support program, providing professional counseling, academic advisement, tutorial services, and financial assistance. I further understand that these support services are available to help me achieve my academic goals. It is my intention to take full advantage of program benefits and to adhere to the regulations and guidelines in the *College Discovery Welcome Guide*. Failure to comply with the Program guidelines may jeopardize my status as a student in the program.



# REMEMBER THE CD CHALLENGE



# DO IT IN TWO!

Connect with us:

 @CollegeDiscoveryBMCC

 @CollegeDiscoveryBMCC

 @CollegeDisc

199 Chambers Street New York, NY 10007 \* Room S-335

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