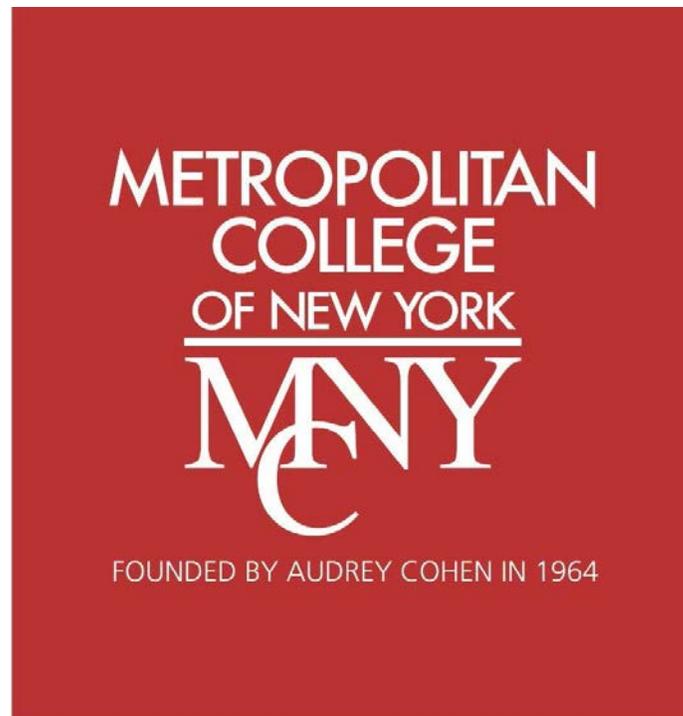


The MCNY Student Survival Guide



WELCOME!

Congratulations and welcome! By the time you open this guide, you've already completed the first few steps towards the completion of your academic success. In these pages, the Office of Student Services has gathered together information we believe will be the most useful to you during your time at Metropolitan College of New York.

Hold on to this guide and read through it carefully before classes begin. You'll also find crucial information in other publications, such as the Student Handbook. The Student Handbook is inside your orientation package; you can also find it (and more!) online at our website:

http://www.mcny.edu/pdfs/student-services/MCNY_Student_Handbook.pdf _

Division of Student Affairs

Student Affairs Mission and Vision Statement

Mission - To provide services and programs that enables and encourages students to achieve success in their intellectual, personal, and professional development at MCNY and elsewhere.

Vision - To promote a culture of excellence.

Values

- Integrity: Establishing and maintaining the highest standards.
Innovation: Identifying and implementing creative opportunities to provide quality programs and services.
Empowerment: Assisting ourselves and others to become more effective and productive
Diversity: Actively promoting and supporting a community of different people and ideas.

Who's who within the Division of Student Affairs?

Office of the Dean of Students

Clotilde Ibarra, *Dean of Students*

Office of Student Services

Michael Molina, *Director of Student Services*

Bradley Hawk Keie, *Associate Director of Graduate and International Student Advisement*

Marissa Sala, *Assistant Director of Student Clinical Services*

Lisa Mulligan, *Coordinator of Student Life*

Lauren Merenda, *Coordinator of Academic Engagement*

Loretta Foy, *Coordinator of Student Services, Bronx Campus*

Olena Wills, *Coordinator of First Year Experience and Engagement*

Address and other contact information

60 West Street, New York, NY, 10006

Tel: (212) 343-1234

Student Services, ext. 5009

Fax: (212) 334-6527

Bronx campus:

463 East 149th Street, Bronx, NY 10455

MCNY Contact Information 212-343-1234

<u>"I have a question about..."</u>	<u>Contact</u>	<u>Extension/email</u>
Academic Advising	Office of Student Services	5009
Account balance/tuition	Bursar	5002
Adding/dropping a class	Office of Student Services	5009
Advanced Standing	Dr. Ruth Lugo	advancedstanding@mcny.edu
Application for Graduation	Registrar	5008
Bookstore	metropolitan.textbookx.com	1-800-221-8480
Change of Address	Registrar	5008
Change of Degree	Office of Student Services	5009
Campus Closure (weather, etc.)	212-343-1234	3000
CLEP Tests	www.metropolitan.edu/admissions/transfer.php	
Clubs and Organizations	Coordinator of Student Life	5009
Commencement (Graduation Ceremony)	Coordinator of Student Life	5009
Complaints	Office of Student Services	5009
Computer Labs	Library	2001
Counseling Services	Office of Student Services	5009
Disability Services	Marissa Sala Assistant Director of Student Clinical Services	2810
Financial Aid	Office of Financial Aid	5004
Job Search	Office of Career Development	5003
GED Application	Office of Student Services	5009
Grade Appeals	Office of Student Services	5009
Graduation (Degree Requirements)	Office of Student Services Registrar	5009 5008

<i>Internships</i>	<i>Office of Career Services</i>	<i>5003</i>
International Student Services	Bradley Hawk Keie Associate Director of Graduate & International Student Advisement	2802
Library	Reference Desk	2010
Mentor program	Academic Support Office	academic support@mcny.edu
Orientation	Office of Student Services	5009
Purpose Handbooks	Library website	
Resume/over letter/ Interview help	Office of Career Development	5003
Tutoring	Learning Enhancement Center	2438
User Accounts (MCNY email, Self-Service, Moodle) Logging on Technical Support	Office of Student Services helpdesk@mcny.edu	5009
Veterans Affairs	Marissa Sala Assistant Director of Student Clinical Services	2810
Veterans Affairs (Certification)	Lorna Alexander Assistant Registrar and Certifying Officer	3707
Withdrawals	Office of Student Services	5009
Work Study	Office of Financial Aid	5004
Workshops	Office of Student Services	5009

S udent Services

The Office of Student Services is a division of Student Affairs, located on the 6th Floor on the Manhattan campus and 2nd Floor on the Bronx campus.

Office Hours

Monday 10 AM – 7 PM
Tuesday 10 AM – 6 PM
Wednesday 10 AM – 6 PM
Thursday 10 AM – 7 PM
Friday 1 PM – 6 PM
Saturday The Office is open from 10 AM - 2 PM on the first and third Saturdays of every month

Contact Information

Everyone in Student Services can be reached by phone through the College’s main number at 212-343-1234.

Name	Phone	Email
Student Services (general extension)	ext. 5009	
Clotilde Ibarra	ext. 2800	cibarra@mcny.edu
Michael Molina	ext. 2801	mmolina@mcny.edu
Bradley Hawk Keie	ext. 2802	bhawkkeie@mcny.edu
Marissa Sala	ext. 2810	msala@mcny.edu
Loretta Foy	ext. 2808	lfoy@mcny.edu
Lauren Merenda	ext. 2804	lmerenda@mcny.edu
Lisa Mulligan	ext. 2813	lmulligan@mcny.edu

The “Services” in Student Services

Academic Advisement

Every semester, you will meet with an academic advisor for registration, mid-point assessment, advisement and final assessment. Your advisor is a valuable source of information about MCNY resources. Come to meetings with lots of questions! Whatever the topic, advisors are here to help. Here are some examples of topics that could arise during an advising session:

- College policies and procedures
- Life and career goals.
- What to do if you’re struggling in classes, on academic warning or academic probation
- Bridging undergraduate and graduate degree programs

Disability Services

Metropolitan College of New York provides reasonable accommodations for students with documented disabilities. If you require such accommodations, you should contact the Assistant Director of Student Clinical Services (located in the Office of Student Services), as soon as you’re advised for classes, and preferably no later than the second week of the semester.

Counseling Services

If you feel stressed about classes, managing your academic schedule, or just need to talk, informal counseling is available. Advisors in the Office of Student Services are also knowledgeable about resources for formal counseling in the community. The Resource and Referral Guide, available in our office, offers advice on clinical problems or issues, including domestic violence and substance abuse.

International Student Services

The Office of Student Services offers a comprehensive support system for international students, which includes resources for housing, insurance, international student loans, and cultural activities. Contact Bradley Hawk Keie bhawkeie@mcny.edu or via phone 212-343-1234 x 2802.

Student Life

The Office of Student Services strives to offer students a variety of activities throughout the semester to bring the college community together. These include educational activities and social gatherings. Information about current and future events is posted on the bulletin boards throughout the campus as well as sent to your MCNY E-mail. Come to our office to learn about ways to get involved here at MCNY!

Student ID Cards

You should always have your student ID card with you and be prepared to present it whenever requested by any authorized MCNY personnel. When you first enroll, go to the Office of Student Services to receive your free ID. (Smile for the camera...) Please note, if you lose your ID, there is a **\$10 replacement fee** for a new card.

Orientation

Participating in orientation is the first step towards success at MCNY! This event provides you with information about how to navigate through the complexities of college life.

Commencement: The Ceremony

Once a year, graduating students participate in the commencement ceremony. During the semester of your graduation, keep your eyes on your MCNY e-mail! You will be receiving messages from the Office of Student Services with crucial info about ordering caps and gowns, what to expect during the ceremony, etc. Some of this information will also be sent out through snail mail, but e-mail is the best way to stay on top of everything you need to know when you're graduating.

Graduation, Part I: Your Degree

Even if you don't participate in the commencement ceremony, you'll want to receive your degree. When you enter your final semester at MCNY, you will be required to submit a completed Application for Graduation form to the Registrar. This form tells the Registrar that you are ready to graduate and your file needs to be audited. You should also check with your advisor to make sure that you have met all degree requirements.

Graduation, Part II: What's Next?

After graduation, some of these questions might cross your mind:...Should I go to graduate school? What's involved in the application process?...How can I get help studying for the LSAT?...What's the best way to prepare for a job interview? Does my resume look okay?... We are happy to offer advice on a future course of action for graduating students, whether it be related to education or career.

The Office of Student Services offers numerous workshops focusing on specific skills including (but not limited to) time management, how to prepare for tests, overcoming math anxiety, professional development, correctly citing sources, and Constructive Action Do's and Don'ts.

Career Development

The Office of Career Development is located on the 6th Floor.

Office Hours

Monday 10 AM – 7 PM
Tuesday 10 AM – 6 PM
Wednesday 10 AM – 6 PM
Thursday 10 AM – 7 PM
Friday 1 PM – 6 PM

Contact Information

Everyone in Career Services can be reached by phone through the College's main number at 212-343-1234.

Name	Phone	Email
John Edwards, Director	ext. 2319	jedwards@mncny.edu
Martin Voravibul	ext. 2427	MVoravibul@mcny.edu
Career Services (general extension)	ext. 5003	careerservices@mcny.edu

Coordinator of Career Services

Shakeisha Ravenell	ext. 2316	SRavenell@mcny.edu
--------------------	-----------	--------------------

Mission Statement

To help students and alumni develop, advance, and change careers by linking them to employers, alumni, faculty and career development resources.

Our vision is to fully integrate career services into the MCNY educational model by cultivating relationships with the college community that help to expand and enrich theory and practice opportunities.

Office of Career Services provides

- Individual Career Counseling Appointments
- Resume Critique
- Assistance with Letters (cover letters, thank-you letters, letters of resignation)
- Interviewing Tips
- Salary Negotiation Information
- Professional Etiquette Information
- Networking Information
- Employment and Internship Search Assistance
- Semi-annual Career Fairs

Remember: Begin your career development process on the first day of school, not the last!!

Library

Mission Statement

The Library is designed to support the Purpose Centered curriculum of Metropolitan College of New York through traditional and online resources. It also supports the research and related needs of all college faculty, staff, and alumni.

Library Collections

The collection of books and periodicals in the Library of Metropolitan College of New York is most notable not for its size, but for its depth and richness in those areas covered by the curriculum and thus of most interest to students. The Library strives to build strength in the areas of books, journals, and electronic resources, particularly web-based information resources that can be accessed remotely at from wherever a patron has Internet access. The Library is continually adding new electronic resources.

Borrowing from the Library

In order to borrow library materials, library patrons must present a current validated I.D. card. Student records must be validated at the beginning of each semester by presenting a validated I.D. card or proof of registration.

Periodicals. Newspapers, periodicals (journals and magazines) and reference materials do not circulate. They must be used within the Library.

Reserve Materials. Reserve materials circulate for a period of two (2) hours only, but they must be renewed depending on demand at the time a renewal is requested. They must be used within the Library.

Renewals. Renewals may be done in person or with the book(s) presented for renewal or may be renewed online in the WebCat. Items may be renewed one time for one (1) additional month.

Book Drop. There is a book drop outside of the Library. Library patrons can use the Book Drop at any time.

Loan Periods. Regular circulating items may be borrowed for one (1) month and may be renewed one time only for one (1) additional month.

***All books are due and must be returned by the last day of each semester!!**

Internet Access. The internet can be accessed within the Library from all of the public workstations. The Library also has wireless connectivity so individual laptops can be used by inputting a Metropolitan College username and password.

Username: *first name.last name* **Password:** your unique *password*

Internet Use Policy. Internet use in the Library is provided for education purposes only and is not to be used for personal email, chat, games or other non-educational purposes. The Library staff reserves the right to refuse or restrict internet access under these circumstances:

- Pornographic web sites or materials displayed in the Library.
- Frivolous or overextended use by one workstation, if other students are waiting.

Barcode Number and PIN. Each registered library user has a barcode printed on the front of their MCNY ID card and is automatically assigned a PIN. Call the Library staff at the Circulation Desk if you have forgotten or do not know your PIN.

Off Campus Database Access. The Library's databases, the Audrey Cohen Archive and the MCNY Purpose

Handbooks are accessible from any computer that is connected to the internet, but you must know your barcode and PIN.

- Go to www.mcny.edu
- Click on Library
- Click on Find Books, Articles, and Databases, then on Use the Library's Databases, or on Audrey Cohen Archive.
- For the Purpose Handbooks, click on Purpose Handbooks, then on Purpose Handbooks again.
- Enter your barcode and PIN.
- Press Submit.
- For the Audrey Cohen Archive, click once more at the top of the Online Resources page.
- For the Purpose Handbooks, click on more at the top of the Online Resources page.

Library Hours & Contact Information

Monday-Thursday: 9am-9pm

Friday: 9am-5pm

Saturday: 9am-5pm

(212) 343-1234 ext. 2001

library@mcny.edu

**The Library is located on the 7th floor.*

Bronx Campus:

Monday-Thursday: 11am-7pm

Saturday: 9am-5pm

**The library is located on the 2nd Floor.*

Contact Information

Library staff can be reached by phone through the College's main number at 212-343-1234.

Name	Phone	Email
Kate Alder, Director	ext. 2008	kadler@mcny.edu
Natalia Sucre, Instruction and Digital Services	ext. 2007	nsucre@mcny.edu
Blondel Francis-Price, Library Asst./Circulation	ext. 2001	bbrown@mcny.edu
Gregory Lewis, Library Asst./Technology Specialist	ext. 2001	gregory.lewis@mcny.edu
Tina Callender, Evening Reference Librarian	ext. 2010	tcallender@mcny.edu
Library (general extension)	ext. 2001	

Learning Enhancement Center

Mission Statement

The mission of the Learning Enhancement Center is to maximize students' academic potential in math, writing, and study skills by providing tutoring in a supportive and technology-enabled learning environment.

What We Do

MCNY's Learning Enhancement Center (LEC) offers a wide range of services, both at the LEC and online, to help students develop their writing, math and other necessary skills. The LEC provides comprehensive academic support services including:

- One-on-one tutoring in math and writing
- Research techniques
- Assignment assistance
- Citation formats and documenting of sources
- Study Skills & Moodle Skills

**Learning Enhancement Center
Hours & Contact Information**

60 West Street, New York, NY 10006 (7th Floor Learning Commons, Room 736)

Phone: 212-343-1234 ext. 2438

E-mail: LEC@mcny.edu

Current hours

Manhattan Campus			
Writing		Math	
Monday	10am - 8pm	Monday	12pm - 7pm
Tuesday	10am - 7pm	Tuesday	10:30am - 7pm
Wednesday	9am - 6pm	Wednesday	10am - 7pm
Thursday	11am - 6pm	Thursday	1pm - 7pm
Friday	10am - 3pm	Friday	10am - 3:30pm
Saturday	9am - 1pm	Saturday	2pm - 5pm
Bronx Campus			
Writing		Math	
Monday	10:30 am - 7pm	Monday	11:30am - 7pm <i>Online only</i>
Tuesday	10am - 6pm	Tuesday	10am - 5:30pm <i>Online only</i>
Wednesday	10am - 6:30pm	Wednesday	10am - 7pm <i>Online only</i>
Thursday	11am - 6pm <i>Online only</i>	Thursday	10:30am - 7pm
Saturday	11am - 5pm	Saturday	10am - 1pm

Contact Information

Learning Enhancement Center staff can be reached by phone through the College's main number at 212-343-1234.

Name	Phone	Email
Nathan Schiller, Director	ext. 2418	nshiller@mcny.edu
Ren Evans, <i>Lead Writing Specialist</i>	ext. 2429	revans@mcny.edu
Michael Schoch, <i>Writing Specialist</i>	ext. 2416	mschoch@mcny.edu
Kristen Plylar-Moore, <i>Writing Specialist</i>	ext. 2439	kplylar-moore@mcny.edu
Ha Diep, <i>Lead Math Specialist</i>	ext. 2446	hdiep@mcny.edu
Barrington Scott, <i>Math Specialist</i>	ext. 2449	bscott@mcny.edu
LEC (general extension)	ext. 2438	

Student Financial Services

The Office of Student Financial Services combines the Financial Aid and Bursar offices to better assist students with one point of service from the aid application through the awarding process as well as student accounts and alternative financing options. The Financial Aid office is responsible for determining and disbursing aid while the Bursar's office is responsible for

billing of tuition and fees, student refunds, and collection of payments.

The Office of Financial Aid has trained financial aid counselors who will walk you through the financial aid process, answer your questions, address your concerns, and help you make informed decisions about financing your education.

Contact Information

The Office of Financial Aid can be reached by phone through the College’s main number at 212-343-1234.

Name	Phone	Email
Douane Campbell, Director	ext.3510	dcampbell@mcny.edu
Lakhbir Singh, <i>Associate Director</i>	ext.3505	lsingh@mcny.edu
Jason Key, <i>Financial Aid Manager</i>	ext.3511	jkey@mcny.edu
David Woods, <i>Bronx Campus</i>	ext.4012	dwoods@mcny.edu
Financial Aid (general extension)	ext.5004	

Below is a list of commonly asked Financial Aid questions:

Q: How can I apply for Aid?

A: Here are the main steps to applying for aid:

Visit www.fafsa.ed.gov to complete the Free Application for Student Aid (FAFSA); our school code is 009769. By completing this application you are applying for Federal aid such as Pell and/or Teach Grants, Federal student loans, and MCNY institutional aid.

Visit www.tapweb.org to apply for New York State Tap Grant. This state grant is available for New York state residents pursuing an *undergraduate* degree.

Visit www.studentloans.gov to apply for Federal Stafford Loans. Student loans can help pay for the cost of tuition and other eligible school expenses. Repayment on these loans starts 6 months after you graduate.

Our Financial Aid staff is available to assist you complete your aid applications should you request it; please see our office hours below.

Q: When will I know what I am eligible for in financial aid?

A: It takes approximately 2 weeks once you have completed your financial aid applications and/or submitted other requested documents to our office for us to determine your financial aid eligibility.

Q: How will I be notified of my financial aid status?

A: An email from our office will be sent to your MCNY email account displaying your financial aid award and/or alert of any outstanding financial aid documents delaying process of your aid. You may also view your financial aid status online by logging onto your Self-Service account at <http://selfservice.mcny.edu>.

Q: How do grades affect financial aid?

A: In order to be eligible for financial aid, you must maintain “Satisfactory Academic Progress” (SAP). SAP is reviewed every semester; please review our SAP policy at www.mcny.edu/pdfs/financial/SAP_TAP_Policy.pdf.

Q: What is Cost of Attendance?

A: The Cost of Attendance (COA) is an estimated student budget. The COA includes direct costs (tuition and fees) which MCNY bills you for and indirect costs such as living expenses, books and supplies, personal expenses, and transportation.

The Office of the Bursar receives a number of questions regarding payments, refunds, financial aid, charges, and other information about student accounts.

Contact Information

The Office of the Bursar can be reached by phone through the College's main number at 212-343-1234.

Name	Phone	Email
Taurean Kennedy, <i>Bursar</i>	ext. 3606	tkennedy@mcny.edu
Ronald Rosario, Senior Student Accounts Representative Bursar's Office (general extension)	ext. 3608 ext. 5002	rrosario@mcny.edu
Yaidza Osorio, Student Accounts Representative	ext. 3604	yosorio@mcny.edu

Below is a list of commonly asked Bursar questions:

Q: Where can I find a list of tuition and fee rates?

A: You can visit our website at www.mcny.edu and hover over "Financial Aid and select BURSAR", on the right under "Related Links" click on "Tuition and Fees" and you will find a list by program of our current rates.

Q: When will I receive my tuition statement?

A: You will receive your first billing statement upon registering for classes. Thereafter, electronic bills are available to view online on the 15th of every month. To view your billing statement, please log onto "Self-Service." From there, click on "Billing and Payment" followed by "Pay Online and View Billing Statement".

Q: When is my payment due?

A: Your payment is due on or before the first day of classes.

Q: Should I wait until all of my financial aid is in before I make a payment?

A: No, if your financial aid is not finalized by the time that your tuition is due you are still responsible for making a payment or arranging a payment plan.

Q: What if I cannot pay my entire balance?

A: Payment plans are available. When arranged early, payments can be spread over a period of 4 months for the duration of each semester.

Q: Can I register early if I am on a payment plan?

A: Students will not be allowed to register until they have made their final payment and their account has been cleared.

Q: How can I find out what my current account balance is?

A: You can visit our website at www.mcny.edu and log onto "Self-Service." From there, click on "Billing and Payments" followed by "Balance."

Q: Can I make a payment online?

A: Yes, to make a payment online you can visit our website at www.mcny.edu and log onto "Self-Service", click on "Billing and Payments" followed by "Pay Online and View Billing Statements."

Q: What methods of payments do you accept?

A: The Bursar's office accepts cash, money-order, checks, certified bank checks, and all major credit cards. However, credit card payments can be made online, in addition, we do accept credit card payments at the Bursar's office. Please do not remit cash payments via mail. Checks must be made payable to "Metropolitan College of New York". Students whose checks are returned by the bank will be subject to a \$40.00 returned check fee, and will be required to make all subsequent payments by cash or certified checks.

Refund Information

Q: How do I know if I qualify to receive a refund check?

A: A refund is generated when a student has a credit on their student account from either a payment or a surplus of financial aid. You can visit our website www.mcny.edu and log onto "Self-Service", from there click on "Billing and Payments" and then "view billing statement" to check the status of your student account.

Q: How will I be notified that a refund has been issued to me?

A: Student refunds will be processed by BankMobile. Students will have the option of receiving their refund through direct deposit, debit card, or a check mailed directly to their address on file. It is important that you provide your correct mailing address to MCNY, as all BankMobile information will be sent to your address on file. It is also essential that when you receive your BankMobile packet, you select a preferred method for receiving your refund.

Q: What if I need my student refund to purchase books?

A: You can apply for a Book Advance for up to \$300.00 of your student refund check. Your Book Advance can only be used towards books that are purchased on the Akademos website and are only good within 30 days from the first day of that semester. Any unused monies will be refunded to the student via a refund check or Direct Deposit.

Q: How do I qualify for a Book Advance?

A: A Book Advance is awarded upon the completion of your admissions and financial aid requirements and being eligible for a refund.

Q: What happens if I want to drop one class or more?

A: If you want to drop a class or more within the add/drop period, you will not be charged for the classes in which you drop. However, please note that you cannot drop all of your classes. This is considered a semester withdrawal and you will be charged based upon the college's withdrawal policy.

Q: What happens if I officially withdraw from school?

A: If you withdraw before classes begin, you will not be liable for the tuition charge and general fee. However, if you withdraw after classes begin, you will be liable for a percentage of the tuition charge based on the week in which you officially withdraw from school as well as the general fee. The percentages are as followed:

Week 1 - 25% | Week 2 - 50% | Week 3 - 75% | After Week 3 - 100%

Note: Weeks are determined based upon the first day of the semester, as indicated by the academic calendar (ex. If the first day of the semester falls on a Thursday the last day of that week will be the following Wednesday). Weeks are *not* determined by the date you register or the date that your first class (ex. If the semester starts on Monday and your first class happens to be on Thursday and you withdraw on the following Monday, your withdrawal is in the second week.

Q: What if I did not attend any classes?

A: If you did not attend any classes, you will not be liable for the tuition charge or the general fee. Attendance for all students is verified by the Registrar office during the sixth week of class. Once you have been deemed a “No-Show” for the semester by the Registrar office, your tuition charge and general fee will be reversed from your account.

Q: What happens to my financial aid if I withdraw?

A: Based on federal regulations, students earn a percentage of their financial aid based upon the length of time in which they attend classes for the semester. When a student withdraws from school, a “Return of Title IV funds” must be processed for the student. The calculations are based upon the student’s last date of attendance and not the date in which they officially withdraw. Depending on the financial aid amount you are eligible for based on your last date of attendance, you may have a balance after the “Return of Title IV funds” is processed and you are responsible for the remaining balance.

Q: What are the Office of Student Financial Services contact information and office hours?

A: Our contact information & office hours are:

Phone: (212) 343-1234
Financial Aid ext. **5004**, Bursar ext. **5002**
SFS@mcny.edu
Monday: 10:00am – 7:00pm
Tuesday: 10:00am – 6:00pm
Wednesday: 10:00am – 6:00pm
Thursday: 10:00am – 7:00pm
Friday: 1:00pm – 6:00pm
1st and 3rd Saturdays: 10:00am – 2:00pm

Policies Regarding Alcohol, Drug Free Schools & Communities

The unlawful use, manufacture, distribution, dispensation, sale or possession of any illegal drug or controlled substance—without a valid prescription—is prohibited. This policy covers all illegal drugs, alcohol, and legal drugs which impair a student's or employee's ability to successfully complete his or her work or educational program at the College. Students are prohibited from reporting to the College or to work or fieldwork while under the influence of any illegal drug or controlled substance, including alcohol. Violation of this policy may be grounds for serious disciplinary action, up to and including dismissal.

Individuals suffering from drug or alcohol abuse are encouraged to seek assistance from their doctor, who can refer them to proper treatment or rehabilitation programs. The College also reserves the right to require individuals to undergo a medical evaluation under appropriate circumstances. As an institution of higher education, the College believes that education and information about the risks imposed by the use of drugs will help reduce abuse.

Therefore, as part of its educational effort, each semester the College organizes at least one Drug Education Seminar for students, and encourages all to attend. This supplements drug-related material and information that is incorporated into the curriculum.

A list of referrals regarding available treatment, special resources, community drug prevention programs, etc., is available through the Office of Student Services.

MCNY Technology Accounts

Every student is given an email account and a user profile in Self-Service and Moodle. All accounts are automatically created. All you have to do is look up your user information, create a password, and log on. You can follow the quick steps below to look up your user information. If you have any problems accessing any of these accounts, please stop by Student Services. **You username and password will be the same for Self-Service, Moodle, Office 365 E and logging into the community PC's on campus.**

Self-Service

1. To access your Self-Service page, go to www.mcny.edu and click on the Self-Service icon at the bottom of the page.
2. If you are a first time user, you will need to activate your college account.
3. Click on "MCNY ACCOUNT."
4. Click on "Activate Account" and enter the requested identification information.
5. You will be asked to create a password.

Self-Service includes information including: semester schedule, grades, academic plan, financial aid information, and account balance

Student Email

1. You can access your student email account by going directly to www.webmail.mcny.edu or through the college's website (www.mcny.edu) and clicking on the "Student Email" link.
2. For confidentiality reasons, your MCNY issued email is regarded as the only appropriate email address for all College business.

Moodle

1. You can access your student email account by going directly to <http://moodle.mcny.edu> or through the college's website (www.mcny.edu) and clicking on the "Moodle" link.
2. Moodle is used for all online and hybrid courses.

StudentLife

There is a lot to do beyond academics, and MCNY provides activities, resources, and leadership opportunities outside of the classroom.

Clubs and Organizations

The clubs and organizations at MCNY provide an opportunity for students with a common interest to form a membership group and develop activities/events that form a sense of community. Clubs and organizations are active throughout the year.

New clubs are formed in response to student interest. Can't find a club or an organization that matches your special interest? Students can request to begin a new Student Club/Organization by contacting the Coordinator of Student Life.

Active clubs and organizations:

- *International Association of Emergency Managers – MCNY's chapter of this national organization open to all students in the MPA – Emergency & Disaster Management Program*
- *Sigma Beta Delta – A business honor society. Membership is by invitation to students at the top of their class.*
- *Pi Alpha Alpha – Honors society for graduates of the MPA program. Membership is by invitation only, for students with a grade point average of 3.7.*
- *Phi Theta Kappa - Honor society for undergraduate students in all programs with a cumulative grade point average of at least a 3.5.*

Top Tips for Being a Tip Top Student

Now that you're here, we want you to stay! Whether this is your first purpose or your last, the tips in this list can help you get the most out of your MCNY experience.

Attend class. It seems obvious, right? But class attendance and participation are essential first steps towards success. There is no substitute for the classroom learning experience. If you're taking an online class, attendance includes logging on and spending time online, doing the work. Attendance in the virtual world counts too!

Make time to study, and divide up your study tasks. After class, it's also important to set aside time to absorb what you've learned. Re-read any material covered in class, and prepare for what comes next. Ideally, this should not be a time to multi-task; try to make space for studying alone. Divide your study activities into manageable portions. Don't try to read 200 pages at once...or start studying for that quiz at 3 AM the night before...or begin a long paper the day before it's due.

Manage your study environment. This is a personal preference: some people work well at a noisy Starbucks, other work better in a hushed library. Some work best in groups, others alone. Figure out how and where you work best. When you find a location well-suited to your own study preference, work there regularly. By training yourself to associate studying with a given space (a certain room, a favorite cafe, etc.), you will also be training yourself to keep academics and other (potentially distracting) activities separate.

Be persistent. If you don't understand something the first time through, don't be afraid to keep asking until you get it. Ask your classmates, engage your professor, and ask questions of him or her (before or after class, over email, during office hours). Stay on the professor's radar screen: professors appreciate students who are clearly making an effort to grasp the material.

Be open to feedback. Sometimes you'd like to throw away that old exam or paper...or forget to pick it up...or never think about it again. But these materials can be really useful for the next assignment. Go over your past mistakes; read the professor's comments. That way, you can anticipate and correct for next time.

Network. Your classmates are a tremendous resource and source of support. Get to know them. Share phone numbers and email addresses and communicate often.

Stay in the loop. Check your college email account regularly; stay connected to events going on at the college. If you don't like to check your MCNY email, you can forward it to another personal email account. Don't automatically delete that message from the Office of Student Services! By staying aware and up-to-date with everything from registration to graduation, you'll have a much easier time feeling at home in the academic community. You can also download the Outlook app to link your email to your device.

Remember that all challenges are speed bumps. Obstacles stop you; speed bumps only slow you down. It is inevitable that you'll come across things that will challenge you. But it's difficult to excel if you constantly feel doomed to fail. Even if you're upset about what you got on the last quiz, focus on your positive achievements. If you need support or a friendly face, Office of Student Services is here to help.

Aim high. You can probably get by in class if you simply regurgitate the lectures and notes, but challenge yourself! On tests and questions, pounce on the questions, rather than dreading them. Be intellectually energetic!

Get involved! Research has shown that students who are involved in their college community achieve higher grade point averages, and are more successful in college. Whether you're joining a club or organization, attending workshops, or you have a work-study job, find some way to invest just a little energy or time in the college experience!

Buy your books. We know they can be expensive, but without your class books, you're going to struggle in your classes. To save money, you can buy used or electronic books, or even look for book rental sites online. Just make sure you have the required books for each class.

Ask for help! The Staff in Student Services are here for you. Whether it's academic, professional, or personal difficulties, feel free to contact any advisor for guidance and advice.

Try to stay healthy. Last but not least [cue parent's voice here]: get a good night's sleep and eat right! We all know this isn't always possible all the time, but it's surprising how something that seemed impossibly complex the night before is way more understandable after a good night's sleep.

Frequently Used Terms

Academic Year: The academic year consists of 3 separate semesters each covering 14 weeks. In order to remain on the accelerated path, an MCNY student should attend all 3 semesters each year.

Academic Warning: This is when an undergraduate student falls below a 2.0 GPA in any given semester, but the cumulative (overall) GPA is 2.0 or better. Also, when an graduate student falls below a 3.0 GPA in any given semester, but the cumulative (overall) GPA is 3.0 or better.

Academic Plan: A student's academic plan can be viewed within the Self-Service profile online. This will list all the courses you need to take for your degree requirements, broken down by Purpose. It will show which courses you have already completed, those that you are currently taking, and those that are remaining to meet degree requirements.

Academic Probation: This is given when an undergraduate student cumulative (overall) GPA falls below a 2.0. Also, this is given when a graduate student cumulative (overall) GPA falls below a 3.0.

Add/Drop: This is when a student adds or drops a course through the first week of classes to change their schedule. An Add/Drop form must be completed and submitted to the Registrar. The Add/Drop period ends after the first week of classes. Please note that doing so can have an effect on your Financial Aid standing

Advisement: The meeting of a student with an Advisor from the Office of Student Services to discuss any academic, non-academic and personal concerns or issues, prepare for registration, and select classes for next semester.

Application for Degree: Is a document that must be completed, signed, and submitted with the proper Financial Aid exit counseling to the Office of the Registrar during the final semester of your degree.

Associate Degree: A degree granted after satisfactory completion of a 2-year program. Students pursuing their Associate degree can choose to transfer to a Bachelor's degree upon completion of the Associate degree. At MCNY, a student can finish the Associate degree in 16 months in our accelerated program.

Bachelor Degree: Four-year degree also called a baccalaureate. The award designating the completion of an academic program requiring four to five years of full-time equivalent preparation. At MCNY, a student can finish their Bachelor degree in 2 years and 8 months in our accelerated program.

Bursar: Office that is responsible for the billing, collecting, depositing, and/or refunding of all money owed to and/or collected. The office is responsible for student tuition, fees, and bill paying.

Change of Degree: This form is submitted by a student who would like to go from an Associate's Degree to a Bachelor's Degree or vice-versa. The form needs to be signed by the Office of Financial Aid and the Office of Student Services before the Registrar will process the request. Specific requirements must be met before the change can be approved.

Constructive Action: A Constructive Action (CA) is a significant endeavor systematically planned, implemented, assessed, and documented each semester at the work or internship site. The CA process enables a student to develop a body of living case studies, with each focused on a key area of purposeful education and performance. Simultaneously, the process carefully builds analytical, writing, and communication skills. As a practice methodology, the Constructive Action helps the practitioner to prepare comprehensive and realistic plans, act on them effectively, and assess the outcomes that have been achieved. As an assessment methodology, it provides an appropriate basis for evaluating the competence of professionals and professionals-in-training.

Continuing Student: A student who continues his or her education from one semester to the next, without interruption.

Cost of Education: In addition to tuition, the cost of education includes books, supplies, transportation, and miscellaneous fees.

Course Withdrawal: Official withdrawal from any courses will result in a grade of “WP” reflected on your transcript for each. While a “WP” grade has no effect on the grade point average, dropping and withdrawing from classes may have a negative impact on financial aid in the current and subsequent semesters. This form needs to be signed by your Advisor and the Dean of your program before being submitted to the Registrar. Withdrawals are not permitted after the tenth week of classes.

Dimensions of Learning: At MCNY, there are 5 trans-disciplinary perspectives called Dimensions: Purpose, Values and Ethics, Self and Others, Systems, and Skills.

Email: Every student is issued an email address with the College’s domain name: @mcny.edu. For privacy reasons, your MCNY address is the only email address that will be officially recognized by the College. Students are expected to read all school emails.

Expected Family Contribution (EFC): Using Federal Methodology and individual family size and finances, this figure is established to set an available income that can be used by a family for the student’s education.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act is a Federal law that relates to the access and release of educational records. You can refer to the MCNY website for full details on MCNY’s compliance with this law.

Free Application for Federal Student Aid (FAFSA): The official document used by every college and university to determine eligibility for Federal Student Aid. A copy of this document is often required by scholarship programs.

Graduate Student: Any student enrolled in a Master degree program.

Hybrid Courses: MCNY offers a selected number of courses in an innovative way where instruction is delivered through a combination of in-class and online sessions. These courses are called hybrids, because they blend two different types of instruction.

Independent Student: A student who meets one of the following conditions: 24 years of age or older, an orphan, a ward of the court, a veteran of the U.S. Armed Forces, is married, has a child, is a graduate or professional student, has serious family circumstances.

Internship: As an MCNY student, an important part of your education is the internship! If you have not secured an internship, contact the Office of Career Services today!

Master’s Degree: An academic degree conferred by a college or university upon students who complete 1 to 2 years of prescribed study beyond the Bachelor degree. At MCNY, a student can finish a Master in as little as 12 months.

Mid-Semester Assessment (MSA): A message from your professor given at the mid-point of the semester to provide feedback on your progress in class to date.

Moodle: MCNY offers a limited selection of internet based or online courses. When you register for an online course, you will connect to that course through Moodle. MCNY automatically creates a Moodle profile for every student.

Online Classes: An online class at MCNY are courses where you do not meet in person like a traditional class, rather you meet online. These courses will have discussion sections as well as due dates for course assignments that are to be submitted through Moodle.

Quick Student Discounts-

Apparel:

Banana Republic: You can finally afford clothes for work or your internship with 15 percent off full-priced items in store.

Club Monaco: Stock up on some fall favorites by getting 20 percent off regular and sale priced items in any Club Monaco store and online.

Champ Sports: With the Student Advantage Card, you can get 10% off any purchase over \$50 or more.

Coffeed: 15% off with student ID.

Dockers: Register online to receive a 20% student discount while shopping online.

Levi's: Need some new jeans? Luckily Levi's offers 15% off for students. Register to receive that same 15% off for online purchases.

Goodwill: On Saturdays stop in to any Goodwill location for a 10% discount, all you need to do is present your student ID.

J. Crew: Yet another reason to hit up J. Crew for some cute and classic clothing. Get a 15 percent discount in stores when you show your school ID.

Amazon: Students can get a free six-month trial of Amazon Prime, which offers free two-day shipping on all of Amazon's items and a \$10 credit when you refer a friend.

Alex & Ani: Students with ID receive 10% off in-store purchases of non-sale items at this jewelry maker.

Access promo codes and download printable and mobile coupons to name brand stores i.e. Home Depot, Amazon, Wal-Mart, Target, New York & Co. and more on <http://www.mommysavesbig.com>

Electronics & Devices

Apple: Students can save up to \$100 on a MacBook or MacBook Pro.

Dell University: Dell University is a program through Dell that offers discounts on technology for students. We need our school ID to update information and students need it as well to obtain discount

Sony: Need some sweet new electronics? College students get up to 10 percent off on select items.

Entertainment & Travel

AMC Theatres: AMC Theatres offer special discounted tickets for students every Thursday. Check with your local AMC for pricing.

Regal Theaters: Many Regal Theaters offer student discounts. Enter your zip code on the site to see whether your local theater is one of them.

Amtrak: Sign up for a Student Advantage Card (up to age 25), and get great deals off train tickets.

Quick Student Discounts Continued

Sign up for UNIDAYS: <https://www.myunidays.com/US/en-US>
Make sure to use your MCNY email account (.edu) required.

The Lincoln Center, New York: The Lincoln Center takes up more than 16 acres of New York City and is considered one of the leading performance centers in the world. With a student ID, you can find discounts at all of their venues, including The Metropolitan Opera, New York City Ballet and the Lincoln Center Theatre.

Museum of Modern Art, New York: Full-time students enrolled in select New York colleges receive one free admission per museum visit. Staff from Parsons, the New School for Design and the School of Visual Arts get one free ticket plus up to five \$5 tickets for guests.

Carnegie Hall, New York: This legendary venue offers Student Rush Tickets for \$10 at the box office only. Eligible performances are announced up to two weeks in advance.

The Met: Students with valid school ID will pay \$12 for admissions into the museum.

Brooklyn Museum: Students with valid school ID will pay a \$10 fee for admissions into the museum.

Free Every Day

American Numismatic Society

ArtistsSpace

Carnegie Hall/Rose Museum

Dahesh Museum

The Drawing Center

Museum at the Fashion Institute of Technology

Goethe House German Cultural Center

Guggenheim Museum Soho

The Hispanic Society of America

The Municipal Art Society

Museum of American Folk Art

National Museum of the American Indian

New York City Police Museum

Snug Harbor Cultural Center

Taipei Gallery

Whitney Museum at Philip Morris

You can find additional discounts and information here:

<http://www.thesimpledollar.com>

<https://www.groupon.com>

<https://www.livingsocial.com>