



FOUNDED BY AUDREY COHEN IN 1964

## OFFICE OF STUDENT SERVICES

The Office of Student Services provides a comprehensive program of services designed to support students in their academic, professional, and personal endeavors.

## Manhattan Campus Office Hours

Monday & Thursday 10am to 7pm

Friday 1pm to 6pm  
1st and 3rd Saturday 10am to 2pm  
Metropolitan College of New York  
60 West Street,  
New York, NY 10006  
(212)343-1234 Ext 5009

Email: [studentservices@mcny.edu](mailto:studentservices@mcny.edu)

## Bronx Campus Office Hours

Saturday: 10am - 2pm  
(every 1<sup>st</sup> and 3<sup>rd</sup> of the month)

MCNY Bronx Campus  
463 E 149th St.  
Bronx, NY 10455

## The Office of Student Services

Clotilde Ibarra  
*Dean of Students*

Michael Molina  
*Director of Student Services*

Lauren Merenda  
*Coordinator of Academic Engagement*

Primary Advisor for undergrad students  
INFORMATION TECHNOLOGY majors

Marissa Sala  
*Assistant Director of Student Clinical*  
Primary advisor for undergrad students in  
HUMAN SERVICES

Lisa Mulligan  
*Coordinator of Student Life*

Primary Advisor for all undergrad students  
in HEALTHCARE SYSTEMS AND  
EMERGENCY MANAGEMENT & BUSINESS  
CONTINUITY majors

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

Primary Advisor for all international  
students and Master degrees

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

Primary Advisor for Business majors

Loretta Foy  
*Coordinator of Student Services  
Bronx Campus*

## STUDENT SERVICES

The office of Student Services manages student advisement, enrollment, activities, and graduation while planning and implementing strategies for student retention and success.

Student Services assists students in every academic program offered at Metropolitan College of New York with personal guidance and advisement. We coordinate programs that enrich student life, such as multicultural activities and college skills workshops. Our professional staff is available to discuss any personal concerns or problems students may have at home, school, and/or work. All information shared is kept with utmost confidentiality.

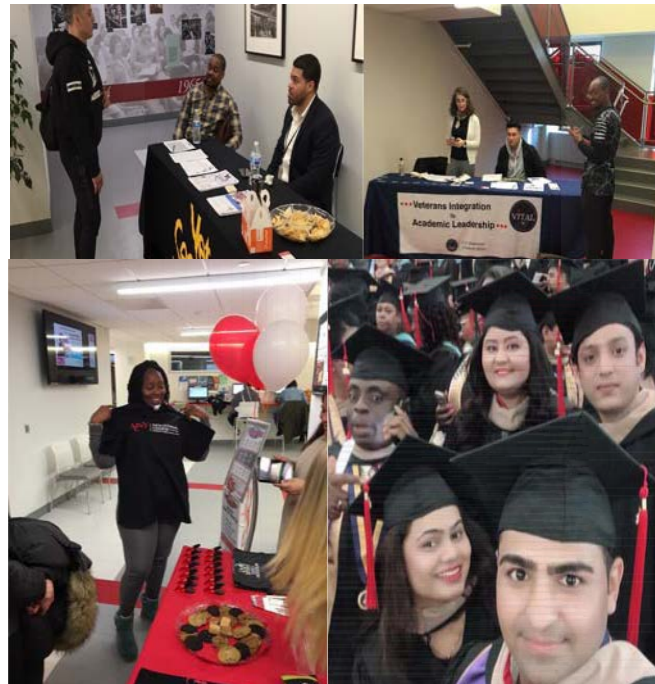
Students choose Metropolitan College of New York to fulfill dreams and change lives. Student Services provides support to all students from your first day on campus through graduation.

## STUDENT ORIENTATION

Participating in Student Orientation is the first step towards success for students. Orientation provides information that teaches students how to navigate through the complexities of college life. Students receive information about their academic programs, the Constructive Action, Financial Aid, Career Services, Bursar, Registrar, and the Learning Commons.

## INTERNATIONAL STUDENTS

We offer a comprehensive support system for international students. International students must check in with their advisor every semester. The international student advisor also assists students with the various requests and processes that are required by U.S. Immigration and Customs Enforcement.



## ACADEMIC ADVISEMENT

Each semester our advisors will work with you to evaluate your academic progress. This includes planning for the next semester, repeating classes, incomplete grades, awareness of college resources, answering questions regarding college policies and procedures, and reviewing life and career goals.

## STUDENT LIFE

The office organizes activities and events for the student body. We oversee student clubs and organizations and help to develop new student groups. We also provide educational information and programming on a wide range of topics, such as domestic violence and personal safety, substance abuse awareness, and voter registration. The office provides information about cultural, educational, and leisure activities and events both on and off campus.

## ACCESSIBILITY SERVICES

Metropolitan College provides reasonable accommodations for students with documented disabilities. If you require such accommodations, you should contact the Assistant Director of Student Clinical Services at (212) 343-1234 ext. 2810 or via email at [access@mcny.edu](mailto:access@mcny.edu) as soon as you are advised for classes and preferably not later than the second week of the semester.

## GRADUATION

Every year our graduating students participate in the commencement ceremony. When you are ready to graduate you can speak with us to ensure that you follow the right procedure to graduation.