The Freshman Year Handbook is designed to help you plan and prepare for your first year at Medgar Evers College (MEC). During the months from your acceptance until your arrival for New Student Orientation in August or January, you will reflect on your own intellectual and personal goals for the coming year. To be prepared to meet them, you will need to think through, plan, and carry out an academic program grounded in the broad tradition of a liberal arts education. The materials in this handbook are intended to support that process and to introduce you to the wide range of resources available to you as a member of the MEC community.

Note: The Freshman Handbook will be updated annually and made available to the next incoming class in June.
Thank you for choosing Medgar Evers College! This fall, you will join a college community of students, faculty, staff, and administrators who are eager to welcome you to MEC. Countless alumni have called their student experiences at MEC some of the best years of their lives. We have been known to transform many individuals into doctors, nurses, and other health professionals; lawyers, business and accounting professionals; teachers, artists, actresses, writers, elected officials, and so much more. We know you will be able to say the same in four short years.

Much will depend on the choices you make prior to coming to college, and how you handle the academic and personal challenges that you will face during college. Your decisions regarding your approach to both the curriculum and out-of-class engagements will be vitally important; these spheres of activity are inextricably woven into what we consider to be the whole student experience. While you cannot anticipate everything, you can plan for the expected, and talk through the unexpected with any number of people who are here to do exactly that with you.

To be prepared to meet your intellectual and personal goals, you will need to think through, plan, and carry out an academic program grounded in the broad tradition of a liberal arts education. Our responsibility is to provide you with as many resources as possible to help you meet your plans and challenges. Thus, the materials in this book are intended to help you make good use of the time between now and when you begin on August 27, 2015 or January 29, 2015.

Recognizing that it is difficult to plan and prepare for a complex experience, we have worked carefully to assemble information in this book that will help you begin that process thoughtfully, with originality, and with confidence. You will find in these pages general statements and guidelines about the first year at MEC and very specific statements about the philosophies and policies of all the academic departments and programs.

You will also find instructions for pre-registering for your spring semester courses. Please read and consider this material carefully. We encourage you to think about it while pre-registering for classes before you arrive on campus. Your understanding of the materials here will provide the basis for the important discussions that you will have with your faculty advisor, your peer advisor, and the director of FYP when you begin in August or in January.

We look forward to welcoming you to campus and to facilitating your smooth and enjoyable transition into the MEC community. Personally, I look forward to working with you and the entire MEC College Class of 2019.

Zulema Blair, PhD
Director, Freshman Year Program
MISSION STATEMENT

Medgar Evers College was founded as a result of collaborative efforts by community leaders, elected officials, the Chancellor, and the Board of Higher Education of the City University of New York (CUNY). MEC named after the civil rights leader, Medgar Evers, was established in 1969 with a mandate to meet the educational and social needs of Central Brooklyn. The College is committed to the fulfillment of this mandate.

In keeping with the philosophy of CUNY and MEC, we believe that education is the right of all individuals in the pursuit of self-actualization. Consequently, MEC’s mission is to develop and maintain high quality, professional, career-oriented undergraduate degree programs in the context of liberal education. MEC offers programs both at the baccalaureate and at the associate degree levels, giving close attention to the articulation between the associates and the bachelors degree programs. MEC has a commitment to students who desire self-improvement, a sound education, an opportunity to develop a personal value system, and an opportunity to gain maximum benefits from life experience and from their environment.

STORY OF MEDGAR WILEY EVERS (1925-1963)

Medgar Wiley Evers, known as “The Man in Mississippi,” is a seminal figure in the history of the American Civil Rights Movement. The third of four children, Medgar was born on July 2, 1925 in Decatur, Mississippi to James and Jessie Evers. Evers grew up in a devoutly religious home in segregated Mississippi, where services and accommodations such as schools and public facilities were specified for “Colored” or “White” use. Despite the fact that he could not attend the same theaters or drink from the same fountains as white Mississippians, like many men of his generation, Evers left his home to enlist in the military following the attack on Pearl Harbor. Although he was serving his country against its foreign enemies, Evers soon became disillusioned by the fact that while he was supposedly fighting for freedom of people halfway around the world, his own nation was rooted in the unequal segregationist ideology of separation and white supremacy. Evers’ experiences of the racist sentiments of white citizens as an African-American soldier demonstrated to him the need for action.

Emboldened by lessons learned while at war, Evers returned to Mississippi and dedicated himself to academic studies at Alcorn Agricultural and Mechanical College, where he earned a Bachelor’s degree in 1952. Evers was acutely aware of the need to continue the struggle against injustice and soon became an important member of the National Association for the Advancement of Colored People (NAACP) in Jackson, Mississippi. From 1954 until his assassination in 1963, Evers traveled throughout Mississippi organizing African-Americans in peaceful
protest, economic boycotts, political sit-ins, and voter registration drives to draw national and world attention to unjust practices.

Elected the first Field Secretary of the NAACP, Evers created new strategies to enfranchise and empower African-Americans. As Dr. Patricia Murrain writes, “...articulating the demands of the black masses, Evers was instrumental in wielding hosts of fragmented, inarticulate and somewhat ineffective voices into unification.” Evers’ work was instrumental to many political and social victories for African-Americans in Mississippi, most notably the admission of James Meredith to the previously white-only University of Mississippi.

However, on June 12, 1963, “The Man in Mississippi,” who was the voice of so many disenfranchised Americans, was silenced by a shot to the back in the driveway of his home. Following Evers’ assassination, his wife Myrlie continued his legacy by traveling around the world stressing the positive achievements of the Civil Rights Movement and the necessity to continue the struggle until the dream of equality is realized. Myrlie Evers has remained a stalwart figure in the struggle for Civil Rights up to the present, serving as the Chairperson of the NAACP’s Board of Directors from 1995 to 1998.

Medgar Evers College was founded as a senior college of the City University of New York in 1970 through a partnership between the educators and community leaders in Central Brooklyn. More than just college named for a famous person, Medgar Evers College is a family whose members strive to fulfill their namesake’s legacy through a commitment to the educational empowerment of the African Diaspora community. Although Medgar Evers was born into a world where people of different races were not allowed to mix, students and faculty of Medgar Evers College gather each day in the community of harmony, equality and understanding for which he gave his life.

A BRIEF COLLEGE HISTORY

Medgar Evers College has the distinction of being the youngest of the four-year senior colleges in The City University of New York. In the early 1960’s, the Central Brooklyn community recognized the need and expressed a desire for a local public college. Through various community organizations including, but not limited to, the Bedford-Stuyvesant Restoration Corporation, the Central Brooklyn Coordinating Council, and the NAACP, and through their local elected officials, the residents of Central Brooklyn approached the Board of Higher Education of the City of New York with this request. Members of the various community-based organizations constituted the Bedford-Stuyvesant Coalition on Educational Needs and Services, which served as the primary vehicle for interfacing with the Board of Higher Education. After many discussions and much involvement by community residents and the Coalition, the Board of Higher Education, on November 17, 1967, “approved the sponsorship of Community College Number VII, with the indication of an intention to admit students in the Fall of 1969.”

On February 13, 1968, the Board of Higher Education announced that the college would be located in the Bedford-Stuyvesant area of Brooklyn. On January 27, 1969 the Board approved the establishment of an “experimental four-year college of professional studies offering both career and transfer associate degrees and
the baccalaureate degree, to be located in the Bedford-Stuyvesant area of Brooklyn.

Finally, on September 28, 1970 the Board of Higher Education approved the recommendation from the College’s Community Council that the name of the college be Medgar Evers College, in honor of the martyred civil rights leader, Medgar Wiley Evers (1925-1963). In recognition of this, September 28th is observed as “Founders’ Day” at Medgar Evers College.

On December 2, 1970, the Medgar Evers College Community Council, chaired by John Enoch, and the Board of Higher Education co-hosted an announcement ceremony at the Y.M.C.A. on 139 Monroe Street in Brooklyn. Chairman Enoch stated, “The Medgar Evers College, reflecting the image of the martyred leader who dedicated his life to the cause of individual freedom, dignity and personal fulfillment, will add another pillar of strength to the growing educational, economic, cultural and social foundations of the central Brooklyn community and New York City.” Mr. Evers’ widow, Mrs. Myrlie Evers, and two of the couple’s three children flew in from Claremont, California for the ceremony. She was presented a scroll that cited Mr. Evers’ “…effective contribution to the cause of human freedom and dignity...In choosing the name of Medgar Evers, it is our hope that his ideals will inspire students and faculty of the college in their pursuit of truth as the surest path to human freedom and social justice.”

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**THINGS EVERY FRESHMAN NEED TO SURVIVE FYP**

1. A computer and printer - however, if you don’t have either, MEC has state of the computer labs in both the library and on the 2nd floor of the Bedford Building. There are also computers for student use in AB1.
2. Learn to comprehend what your Professors Expect from you on assignments.
3. Use the College’s Resources as often as you can - Learning Center, Writing Center, Office Hours, etc.
4. Learn to balance work (reduces text anxiety) and play (reduces stress).
5. Get involved in campus activities.
6. Utilize all of your advisors – academic and peers.
7. Don’t miss class!
8. Find a “spot” in the library and let yourself get attached to it. When you go to study for a huge test, it will feel more like coming home than like sitting down to do work.
9. Take advantage of review sessions. Do the work on your own first, discuss with one or more other person and bring questions to the review session.
10. Take advantage of anything free - Immersion class; learning center; writing center; tutors.
11. Create a schedule and be disciplined enough to stick to it - use a calendar (Google calendar or See Appendix for Time Management Sheet).
12. Be studious - review your notes prior to the next class; always be prepared for class.
13. Allow yourself to change and grow.
14. Pick a major wisely.
15. Meet and talk to other students in your respective classes.
16. Always back up your files.
17. Find a note-taking system that works for you.
18. Maintain a budget.
19. Speak to a counselor.

**ACADEMIC LIFE AND CO-CURRICULAR & EXTRA-CURRICULAR RESOURCES**

This section of the handbook contains information you will need as you decide on the courses you would like to take in your first semester. As you look through these pages of academic information and the descriptions of academic resources designed to supplement your learning styles, do remember some of your personal and professional goals as well as your strengths and your challenges that you will encounter in pursuit of your education. In this section you will find also find a sample course schedule that will assist you in planning your first year of study and beyond.

**THE FRESHMAN YEAR PROGRAM**

Hence, prior to taking the CUNY CAT, one should prepare adequately in the areas of Reading, Writing, and Math.

To provide you with a solid foundation to complete your English Composition Writing courses, your Mathematical and Science Courses, MEC has initiated a Freshman Year Program with Freshman Seminars, Developmental Tutoring in Math, Referrals for Academic Support, and Co-Curricular Activities that will combine Writing Center Assistance and Tutors.

MEC of CUNY is pleased to have a Freshman Year Program (FYP) replete with Faculty members who are prepared to assist you in your scheduling tasks and academic needs according to your pre-collegial academic record including the CUNY Assessment Test (CAT), the Caribbean Secondary Education Certificate (CSEC) scores, your Advanced Placement (AP), International (IB), Scholastic Aptitude Test (SAT), the American College Test (ACT), and the General Equivalency Diploma (GED) exams.

Many of you have been fortunate enough to begin college level work and your academic major upon entrance. Many of you, depending on the scores you receive on your CUNY ACT exams, are in need of climbing a very small hurdle of remediation prior to taking a minority of your college-level courses. This will not and should not hold you back! With the help of your Freshman faculty advisors, and additional academic resources, you will be able to conquer this material in a very short period of time.

FYP provides a comprehensive guide to being successful in college as well as a foundation to a particular area of study or concentration. It is meant to assist students in developing the necessary drive and skill set to transition from high school to college, and to complete their course of study in a timely manner. In particular, FYP hopes that the student completes 30 credits prior to the fall of the next academic year by:
1. Preparing adequately for the CAT by using the online resources located at: http://www.cuny.edu/academics/testing/cuny-assessment-tests.html prior to taking the exam;
2. Enrolling in the necessary credit-bearing courses;
3. Attending all advisement sections with freshman faculty and peer advisors;
4. Completing immersion programs if necessary;
5. Attending all tutorials designed to assist the students in exiting developmental courses;
6. Participating in extra and co-curricular activities that will enhance their social involvement in college life.

WHAT IS FRESHMAN SEMINAR?
A Freshman Seminar is a small, discussion-oriented class that is designed just for first-year students. They are designed specifically to enhance the first-year experience, and provide an excellent orientation to MEC and CUNY. Each seminar is taught by a faculty member and is limited to 25 students. Faculty who teach Freshman Seminars have developed each class around their particular interests, and students are able to learn in a small class environment from an expert in the field. Freshman Seminars allow first-year students to interact in a smaller setting, connect with a faculty member, and become involved in a unique area of study. Freshmen seminars are offered both fall and spring semesters.

What to expect in a Freshman Seminar:
- A small class (25 students) of first-year students where it is easier to talk, participate, and engage in class discussions
- Faculty who create these courses specifically for first-year students and are excited about the subject.
- An opportunity to work with faculty who will help you better understand how to succeed academically
- Group counseling
- Tutoring in Math and other Developmental Areas

GENERAL EDUCATION CURRICULUM
Besides for your major courses, there is a General Education program that consists of three major components: the Required (Fixed) Core (12 credits); the Flexible Core (18 credits); and the MEC Option (12 credits). The Required Core and the Flexible Core compose what has been termed the Common Core (30 credits). The total number of credits in the new General Education Program is forty-two (42). All associate degree-seeking students must complete the Common Core and all baccalaureate degree-seeking students must complete the Common Core and the Medgar Evers College Option.

- English Composition (two courses, six credits)
- Mathematical and Quantitative Reasoning (one course, three credits)
- Life and Physical Sciences (one course, three credits)

The Required Core is comprised of four courses (12 credits) that students a foundation in critical thinking, effective writing, quantitative reasoning, research, ethics and ethical behavior, and scientific principles governing natural phenomena. These courses include:
The Flexible Core consists of six courses (18 credits) in the arts and sciences that broaden the perspectives of students while strengthening their knowledge about world cultures and global issues, diversity in the growth of America, development of social institutions, and the roles of creative work and of science and technology in advancing society. The Flexible Core with at least one course in each of the following five general knowledge areas:

- World Cultures and Global Issues
- U. S. Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World

**ACADEMIC INTEGRITY POLICY**

Academic dishonesty of any type, including cheating and plagiarism, is unacceptable at Medgar Evers College. Cheating is any misrepresentation in academic work. Plagiarism is the representation of another person’s work, words, or ideas as your own. Students should consult the Medgar Evers College Academic Dishonesty Policy and Procedure Handbook for specific regulations and procedures related to academic integrity. Academic dishonesty is punishable by failure of the test, examination, term paper, or other assignment on which cheating occurred. In addition, disciplinary proceedings in cases of academic dishonesty may result in penalties of admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, complaint to civil authorities, or ejection. For the full CUNY Policy on Academic Integrity, please see CUNY’s website at http://www.cuny.edu/about/administration/offices/sa/policies/AcademicIntegrityPolicywithoutmemo.pdf.

**ATTENDANCE - GENERAL POLICY**

Students are expected to regularly participate in the courses for which they are registered. As part of their syllabus distributed to students at the beginning of
the semester, faculty members should specify a participation policy for the class. Faculty members are also encouraged to maintain a record of participation. Students who fail to substantially fulfill this requirement may receive an academic penalty appropriate for the course work missed and these grades may affect financial aid awards. Students who stop participating in courses during the semester are generally assigned WU grades (Withdrew Unofficially). This grade constitutes a failing grade computed to the cumulative grade point average and could result in the loss of financial aid received.

**FINANCIAL AID ATTENDANCE POLICY**

The College is required to prove that students who are receiving Federal Financial Aid are in attendance in their classes at least once by the third week of classes. Attendance is determined by having the faculty members complete enrollment verification rosters for this period. Students who are found not to be in attendance will have their financial aid disbursements withheld until it can be established that they have attended at least one class session.

**DEVELOPMENTAL COURSE ATTENDANCE POLICY**

Students in developmental courses must maintain regular attendance in order to be permitted to take the final examination. Students who miss more than twice the number of classes that meet during a regular week in the semester may not pass the course and in most cases may not be eligible to take the final examination.
SAMPLE SYLLABUS

Syllabi serve several important purposes, the most basic of which is to communicate the instructor’s course design (e.g., goals, organization, policies, expectations, requirements) to students. Other functions commonly served by a syllabus include to:

- Convey our enthusiasm for the topic and our expectations for the course
- Demonstrate how this course fits into a broader context (“the big picture”)
- Establish a contract with students by publicly stating policies, requirements, and procedures for the course
- Set the tone for the course, and convey how we perceive our role as the teacher and their role as students
- Assist students assess their readiness for the course by identifying prerequisite areas of knowledge
- Help students manage their learning by identifying outside resources and/or providing advice
- Communicate our course goals and content to colleagues

MEDGAR EVERS COLLEGE COURSE SYLLABUS

Course Number: Course Title, Department Name

Instructor: Instructor Name
Office: Office Number
Phone: Phone for Office
E-Mail: Instructor Email
Website: Instructor’s personal website, if applicable
Office Hours: Date and time

Term: Spring 2016
Class Meeting Days: Days
Class Meeting Hours: Time
Class Location: Building and room
Lab Location: Building and room

1. Welcome!
2. University Course Catalog Description
3. Course Overview
4. Course Objectives/Student Learning Outcomes (SLOs)
5. Course Prerequisites
6. Course Credits
7. Required Texts and Materials
8. Supplementary (Optional) Texts and Materials
9. Basis for Final Grade
10. Grade Dissemination
11. Course Policies: Grades
12. Course Policies: Technology and Media
13. Course Policies: Student Expectations
14. Important Dates to Remember
15. Weekly Schedule
16. Essay and Project Assignments
CLASSROOM ETIQUETTE

As general rule for classroom etiquette, arrive to class on time with all necessary materials to fully participate in class instruction. Silence cellphones and all other digital media not being used for instruction. Students should respect the professor and their peers at all times – refraining from inappropriate or rude language or gestures.

DEGREE REQUIREMENTS

To earn a degree, a student must complete both the college-wide and departmental requirements in effect at the time of their admission to the College. If there are changes in these degree requirements, currently enrolled students may continue to follow the original requirements or choose to meet the new requirements - with the exception of programs that have external licensing requirements, such as Nursing, Education, Social Work and Accounting. In the event that any requirements in a department or program are revised with College Council approval, a student who has not fulfilled the original requirements must satisfy the new requirements. Students who are readmitted to the College after two or more consecutive semesters of absence must meet the requirements for degrees in effect at the time of readmission.

EMAIL ETIQUETTE

Students that choose to contact faculty or staff by email should communicate with well written, proofread emails that include a recognizable subject, greeting and the student’s full name. For example:

Subject: BIO 101 Meeting with Medgar Evers

Dear Prof. Wiley,

Thank you for meeting with me today to discuss my overdue assignments. Per our conversation, I will submit my lab assignment on November 1st and my research assignment on November 15th.

Sincerely,

Medgar Evers Student

Remember, emailing a professor or a staff member is considered a professional form of communication. For best results, students should use the email address provided by the college. Using the college email reduces the chances of someone not recognizing your email or it being rerouted to junk mail.

CUNYFIRST

CUNYfirst is your pathway to all of your Medgar Evers College records. Claim your account to:

- Register
  - All the information you need to register will be right there on CUNYfirst.
• Search for Classes
  o All classes are listed in CUNYfirst.
• Validate Courses
  o Course pre-requisites are displayed, and CUNYfirst will tell you if you qualify.
• Swap Courses
  o No need to wait in line. CUNYfirst swaps courses for you.
• See Financial Information
  o Get answers in CUNYfirst so you don’t need to wait in line at the Bursar or Financial Aid offices.
• View Your Course History
  o See your entire course history when you are registering on CUNYfirst.
• Pay Tuition and Fees
  o Make payments online.
• Create Preferred Email Account
  o Forward your Medgar email to your personal email account

Learn how to activate your account by visiting: http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/Activate-My-CUNYfirst-Account.pdf.

**GRADUATION MINIMUM GRADE POINT AVERAGE**

To complete degree requirements and be eligible for graduation, all students must have a minimum GPA of 2.0. Each course used to satisfy the degree major requirements must be completed with a grade of “C” or better. Exceptions to this policy will be limited to elective courses and must be approved through the departmental Academic Standards and Regulations Committee.

Steps to Successful Degree Completion
• Meet with an academic advisor at least once every semester.
• Learn about degree requirements and try to select a major as early as possible.
• Become familiar with MEC’s General Education Program requirements.
• If you are required to take basic skills courses, get help with completing them as soon as possible; find out about ways to expedite the process, like summer and winter Immersion, and CUNY Start.
• Check all Financial Aid (FAFSA) requirements at http://www.fafsa.ed.gov every year because they change.
• Use all available academic tools and resources, including the college catalog, the Academic Advisement Center and website (http://www.mec.cuny.edu/Academic-Advisement-Center.aspx), the degree audit in Degree Works, and academic support services such as the Learning Center and the Writing Center.
• Participate in professional organizations, study abroad, service learning, research, leadership positions, and internships during your educational experience to give you a career edge.
• Discuss your plans for after graduation with your advisor, faculty mentors, and the Career Center as early as possible, and update the plans as you progress through your college career.
• Check your MEC email daily, and review the MEC academic calendar regularly for important information such as add/drop and withdrawal deadlines (http://www.mec.cuny.edu/registrar/).
• Complete a check of degree requirements with your academic advisor two semesters prior to graduation.
• To graduate, you must apply for graduation by the published date.

**SAMPLE REGISTRATION FOR COURSES**

**Liberal Arts Majors**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Knowledge of Self)</td>
<td>(Critical Thinking)</td>
</tr>
<tr>
<td>FS 101 (Math LAB)</td>
<td>FS 102 - 1/LIB 100 - 2 (LAB) - 3</td>
</tr>
<tr>
<td>(Quantitative Knowledge)</td>
<td></td>
</tr>
<tr>
<td>HIST 101</td>
<td>POL 101</td>
</tr>
<tr>
<td>MTH 009/010</td>
<td>HIST 201/242</td>
</tr>
<tr>
<td>MTH 115/136</td>
<td>ENGL 150</td>
</tr>
<tr>
<td>ENGL 112</td>
<td>ART 100</td>
</tr>
<tr>
<td>SSC 101/PSY 101</td>
<td></td>
</tr>
<tr>
<td>Winter Intercession</td>
<td></td>
</tr>
<tr>
<td>If MTH or ENGL is needed</td>
<td></td>
</tr>
<tr>
<td>Undeclared/Undecided - PA 103</td>
<td></td>
</tr>
</tbody>
</table>

**Summer - Immersion (Purpose is to get to 30 credits)**

- BIO 101 MTH and ENGL (if needed)

**Schedule for Freshman - Liberal Arts Major, etc.**

**Semester I**

- FS 101 w/tutorial - 1
- MTH 009/10 - 0
- MTH 115/136 for students w/o dev and/or for students who failed CUNY MTH by small margin
- SSC 101 - 3
- Art or MUS 100 - 3
- ENGL 112 (if out of ENGL 005/006 remedial) - 3

= 10 credits

HIST 101 during Winter Intercession and MTH or ENGL if needed

**Undecided Major**

- FS 101 w/tutorial - 1
- MTH 009 - 0
- MTH 115/136 for students w/o dev and/or for students who failed CUNY MTH by small margin
- HIST 101 - 3
- Art or MUS 100 - 2
- ENGL 112 - 3
- PA 103 - 3
If Developmental is needed for everything

PA 103 - 3
PA 150 - 3
MTH 009, ENGL 005/006 - 0
SSC 101 - 3 or HIST 101 - 3 (or both if they are not overwhelmed)
FS 101 - 1
ART/MUS 100 - 3
HIST 101 - 3

Sample Schedule is Reflected Below
Liberal Arts
First Semester Second Semester
(Knowledge of Self) (Critical Thinking)
FS 101 (Math LAB) FS 102 - 1/LIB 100 - 2 (LAB) 3
(Qualitative Knowledge)
HIST 200 POL 101 3
MTH 009/010 HIST 201/242 3
MTH 115/136 ENGL 150 3
ENGL 112 ART 100 3
SSC 101/PSY 101
& (Intro to Major Course if no Developmental is Needed)
Winter Intercession
If MTH or ENGL is needed
Undeclared/Undecided or PA major - PA 103

BASIC SKILLS WORKSHOPS

Students who have not met the minimum requirements on the City University of New York (CUNY) Assessment Exams in Math, Writing, and Reading can take advantage of free workshops, in preparation to retake the CUNY Assessment Exam in the respective subject area.

Students who have exited all three CUNY Assessment Tests can take advantage of the FREE credit-bearing courses offered.
Workshops Offered:
- Math Foundation Workshops

Foundation Courses:
- MTHP 009 & MTHP 010
- English Critical Literacy Workshops

Foundation Courses:
- ENGR 006, ENGW 006, ESLR 006 & ESLW 006
- Credit Bearing Courses (Must Exit CUNY Assessment Tests: Reading, Writing and Math)
- English 112, English 150, Math 136, Biology 101 & SSC 101
- Students must claim their CUNYfirst account to be able to apply for the free classes. (EMPL ID is needed, go to https://home.cuny.first.cuny.edu)
To obtain 30 credits prior to the start of your second academic year, students should take into consideration academic work done prior to matriculation at MEC such as Credit for Life Experience (CLEP), Advanced Placement courses (AP), International Baccalaureate (IB) program, College Now programs, and more. Please speak to your Freshman faculty, Academic Advisor, or the Testing Office to find out how you may be eligible if you have participated in these programs. However, if you do not possess any of these credentials and/or are in need of developmental courses, you will be able to take advantage of other academic resources to meet the goal of obtaining 30 credits by the end of your first academic year which may include summer and winter intercession immersion programs.

IMMERSION PROGRAM

The Immersion Programs consist of tuition-free intensive workshops designed to prepare students to exit developmental courses. Students who take the CUNY Assessment Tests in Reading, Writing and Math and are not successful will have the opportunity to take a workshop and upon successful completion of the workshop students can retake the respective assessment test. Students who have satisfied the CUNY Assessment Tests in all 3 areas may have the opportunity to take a tuition-free college level credit-bearing course in the Summer Immersion Program. During the Winter Intersessions only developmental workshops are offered.

Eligibility to Participate in tuition-free Immersion Workshops or Courses:
- Incoming or Continuing Freshman Students (less than 30 credits)
- Grade point average 2.0 or higher
- No Stops on your record (e.g., Bursar)
PROFESSIONAL INTERESTS

PREPARATION FOR TEACHER CERTIFICATION
MEC has a teacher preparation programs in their Department of Education that reflects the philosophy that schools can be sites of social change where students are given the opportunity to reach their maximum potential as individuals and community members.

PREPARATION FOR LAW SCHOOL
MEC has a Law Pathway Initiative housed in the Department of Public Administration that assists students in their preparation for the Law School Admission Test (LSAT), the first-year law school curriculum, as well as pre-law advisement for personal statements and the like. Students interested in law careers should seek out Professor Gregorio Mayers in the Department of Public Administration to discuss any questions they have with respect to pre-law studies and the law school application process.

PREPARATION FOR MEDICAL SCHOOL
A student interested in medical school should consult faculty advisors in Biology and Physical, Environmental, Chemistry disciplines. Students may consult department chairs Dr. Tony Udeogalanya and Dr. Hope.

PREPARATION FOR STUDY ABROAD
If you are considering spending a term abroad, you should give serious consideration to your course selections starting in your freshman year. If you are considering a non-English-speaking country, foreign language study is of the utmost importance and should be considered early in your academic career. Please speak with Mr. Eugene Pursoo, Director of International Programs for more information.
ACADEMIC RESOURCES

TUTORING PROGRAM
Your Freshman Seminar, Developmental, and some Introductory Courses will include an explanation of the Tutors’ Program. The freshman faculty will introduce the tutors on the first day of class to explain what the program is, how it works, and why it is important to your course. The FYP will work closely with the Tutors to ensure that all aspects of the program are in sync and in compliance. At the end of the semester, we will ask FYP students to complete a short evaluation of the tutors and the Program at the end of the semester.

THE WRITING CENTER
The mission of the Medgar Evers College Writing Center is to provide a broad range of tutoring services and computer assisted instruction to students. The Center’s Writing Fellows provide professional development workshops for faculty and tutors. Our tutors serve as writing coaches and are trained to help students improve their writing skills across all disciplines. The goal of the Writing Center is to mold students into writers who are able to articulate original ideas both inside and outside of the classroom.

The Medgar Evers College Writing Center offers one-on-one tutoring services for students at all stages of the writing process. We emphasize structure, mechanics, organization, clarity, and style, as well as the development of students’ critical thinking and reading skills. Visit us when you need help crafting research papers, essays, letters of intent and more.

THE LEARNING CENTER
The Learning Center is located in the Charles Innis Library on the 1st floor. It houses reading rooms that can be used for both individual and collaborative learning. This space is a hub for college intellectual and social life. The various environments enable students to transition easily from individual work to formal and informal study groups, attend writing workshops, get help from a tutor, or meet friends and faculty at preferred locations on campus. It also houses a
comprehensive peer-based tutoring program designed to provide one-on-one assistance and small group support to undergraduate students in mathematics, English, the Sciences, and other courses. Our tutors are upperclassmen in the College with exceptional academic records.

**LIBRARY (CHARLES EVANS INNISS MEMORIAL LIBRARY)**

The Charles Evans Inniss Memorial Library is here to serve the information needs of the student body of MEC and CUNY. It promotes educational resources for the college and the surrounding neighborhoods of Brooklyn. In collaboration with all the academic departments, it builds print and electronic collections to support both student and faculty research. The Library’s faculty develop, teach and promote current and emerging technology innovations to enhance access to the collections and the global marketplace of ideas. The College archives and media services departments are also located within the library and are available to the MEC campus community. Visit [http://www.mec.cuny.edu/Library.aspx](http://www.mec.cuny.edu/Library.aspx) to access all of the libraries resources on or off campus.

**STUDY ABROAD**

The Study Abroad Office organizes and manages study abroad and exchange programs, facilitates the development of faculty-led international courses, and collaborates with many offices on campus to support, enrich, and expand international opportunities for Medgar Evers students. The Office also develops international partnerships and collaborates with external agencies and organizations on outreach programs and offers a variety of events and activities throughout the year to engage students, faculty and staff in the international dialogue.

Medgar Evers College encourages all interested students to have an international experience during their undergraduate studies. The Study Abroad Office is here to provide you with the resources to help you plan an international experience. For additional information, visit [http://www.mec.cuny.edu/Academic-Affairs/Study-Abroad.aspx](http://www.mec.cuny.edu/Academic-Affairs/Study-Abroad.aspx).
The Mission of the Testing Center is to promote and maintain an atmosphere conducive for testing, when administering standardized tests, for a large portion of the college’s student population at different levels. Testing services, aligned with the college’s mission are provided to members of the community.

The Center is committed in assisting students in meeting their educational goals and promoting student satisfaction and achievement through learning and engagement. Students enrolled in both the Freshman Seminar and Developmental courses simultaneously will have the opportunity to test three times during the semester depending on how far below the pass rate they scored on either of their CUNY ACT exams. Students will be assessed and advised accordingly.

The Office of Services for the Differently-Abled is responsible for ensuring that all individuals with documented disabilities receive appropriate accommodations. It is the responsibility of the student to self-identify as a student with a disability. Students must contact the Office of Services for the Differently-Abled to schedule an appointment with the Director to register for services. It is the responsibility of the student to provide documentation (see documentation guidelines) to support the individual’s request for any accommodations. Students will
1. complete the intake form,
2. submit documentation of disability that supports request for accommodation and
3. meet with the director to discuss eligibility.

Services Provided
- Academic, vocational, and rehabilitation counseling
- Early Advisement
- Early registration
- Coordination and facilitation of reasonable accommodations on an individualized basis
- Administration of exams with accommodations (i.e. extra time, reader, writer
- One on one or group tutoring
- Use of a tape recorder, calculator in class
- Note taking services
- Textbooks in alternate format
- Coordination of ASL interpreting services as needed
- Alternate format print material: i.e. enlarged print
- Classroom relocation as needed for differently-abled students, faculty and staff
- Assistive technology resources
- Referral to outside resources upon request
- Advocacy
- Counseling
- Liaison with college and community
- On campus parking (case by case basis, some restrictions may apply)
The Counseling Service provides a variety of services to help students and the campus community handle the problems associated with academics, college life, and personal development. Services include short-term individual, couple and group counseling, crisis intervention, educational programs, consultation, assessment, and referral to off-campus services. Services are free for students. The Counseling Service welcomes all students and embraces a philosophy of diversity.

The Office of Health Services will ensure that students are in compliance with immunization regulations as stipulated by New York State Public Health Laws and will provide advocacy, education, materials, workshops and related culturally competent preventive practices to manage, enhance and improve students’ health for optimal academic and personal success. Care and counseling is confidential. Staff members adhere to a very strict confidentiality policy. Medical records are stored securely and your file will only be released with your written authorization.

The mission of the Career Management Services Center is to assist students with professional preparation through career exploration, recruitment and enhancement activities. The CMSC provides guidelines, best practices, and co-curricular programming which, when students fully engage in, afford them the opportunity to become life-long custodians of their professional experience.

Career Management Services Center activities assist, empower, and encourage students with:

- developing the professional skills necessary to compete in the world of work,
- being proactive with managing their career planning and development,
- making smooth transitions: from student to professional or when making a career change, and,
- the practice of life-long learning.

Services Provided
- Self-Assessment/Career Exploration
- Career Coaching
- Mock Interviews
- Industry Exposure
- Resume Review & Approval
- Internship/Job Search Assistance
- Recruitment Initiatives / Career Fairs
- Graduate School Awareness
ATLLETICS AND INTRAMURALS

The Medgar Evers College Department of Athletics & Intramurals sets high standards for its student-athletes, both academically and athletically. As a NCAA Division III member institution, athletics serve as a vital part of the collegiate educational experience for our student-athletes. We provide them with an opportunity to participate within intercollegiate athletics to enhance their collegiate experience through competition within sports. Currently, the department sponsors 13 varsity sports that hold membership in the following conferences; the City University of New York Athletic Conference (CUNYAC) and the Eastern Collegiate Athletic Conference (ECAC).

To help keep your mind and body strong, take advantage of the MEC weight room, swimming pool and game room all located in 1150 Carroll Street. For additional information and schedules, visit http://www.mecathletics.com.

OFFICE OF STUDENT LIFE & DEVELOPMENT

The Office of Student Life & Development seeks to create community on campus. It values a holistic college experience and strives to create an environment that encourages opportunities for involvement. The Office of Student Life & Development fulfills its mission by sponsoring campus wide programming, working in collaboration with the Student Government Association, clubs and organizations advisement, leadership development and providing various engagement opportunities for Medgar Evers College students.

The office treasures diversity in all forms and its goal is to create safe spaces for expression. Student Life & Development is dedicated to developing students and providing real time occasions to take learning beyond the
classroom. Lastly, the Office of Student Life & Development is a resource for all students, regardless of affiliation and supports all Medgar Evers College students in their quest for success.

STUDENT CLUBS & ORGANIZATIONS

The Office of Student Life & Development coordinates student activities in collaboration with the Student Government Association, clubs, organizations, the academic departments, and other administrative units on campus. COMMONS, formerly referred to as Club Hours, are observed on the following days and times:

- Monday, Wednesday: 11:30 AM - 12:45 PM
- Saturday: 2:00 PM - 3:00 PM

ADAFI: The Voice of Medgar Evers College
- Email: adafi@mec.cuny.edu

Association for Computer Machinery (ACM)
- Email: acm@mec.cuny.edu

Association for Latin American Students (ALAS)
- Email: alas@mec.cuny.edu

Bio-Chemistry Research Society
- Email: brs@mec.cuny.edu

Brotherhood & Sisterhood Club (BSC)
- Email: bsc@mec.cuny.edu

Caribbean Village
- Email: caribbeanvillage@mec.cuny.edu

Global Medical Brigade (GMB)
- Email: gmb@mec.cuny.edu

Guns Down Club
- Email: gdc@mec.cuny.edu

Haitian American Student Association (HASA)
- Email: hasa@mec.cuny.edu

Hilda Richards Nursing Club
- Email: hilda_club@mec.cuny.edu

Impact Movement
- Email: impact@mec.cuny.edu

Medgar Evers College Math Society
- Email: mathsociety@mec.cuny.edu

Medgar Evers Science Association (MESA)
• Email: mesa@mec.cuny.edu

Medgar Evers College Society of Public Administration (MECSPA)
• Email: mecspa@mec.cuny.edu

Muslim Student Association (MSA)
• Email: msa@mec.cuny.edu

National Association of Black Accountants (NABA)
• Email: naba@mec.cuny.edu

National Association of Black Social Workers (NABSW)
• Email: blacksocialworkers@mec.cuny.edu

National Society of Minorities in Hospitality
• Email: hospitalityclub@mec.cuny.edu

OMEPE-Student Chapter: A World Organization for Promoting Early Childhood Education and Advocacy (ECEA)
• Email: omep@mec.cuny.edu

Radio Nation
• Email: radionation@mec.cuny.edu

Rising Stars
• Email: risingstars@mec.cuny.edu

Student Association for Environment (SAFE)
• Email: safe@mec.cuny.edu

Students 4 Justice
• Email: s4j@mec.cuny.edu

Talk Parallel Podcast Club
• Email: tppc@mec.cuny.edu

Veterans Club (formerly known as Armed Forces Club)
• Email: mecafc@mec.cuny.edu

Don’t see a club that suits your needs? Interested in starting a new organization? Let the office help you! Set up an appointment to speak with someone about the process.

Contact or Visit the
Office of Student Life & Development
1637 Bedford Avenue, Room S-212
Brooklyn, New York 11225
(718) 270-6050 • studentlife@mec.cuny.edu
Monday-Friday: 9:00 AM – 5:00 AM
All students of Medgar Evers College are members of the Student Government Association (SGA). The executive body of the SGA (President, Day Vice President, Evening Vice President, Corresponding Secretary, Recording Secretary, and Treasurer) and elected class representatives constitute the Student Council. The SGA is concerned with many student activities including club budgets, the formation of new clubs, and the sponsoring of extra-curricular programs of intellectual, cultural and social value for the entire student body. The SGA also participates in the College’s decision-making processes that affect the general student body.

Additionally, by participating in various college-wide and departmental committees, students have the opportunity to share in the full range of responsibilities present in the planning and governance of the academic and non-academic aspects of student life at Medgar Evers College.

Visit the office or send an email to find out how you can get involved in events and activities for the academic year or to offer feedback or comments. The Student Government Association welcomes student support and participation at all levels and would love to hear from you.

Student Services Building
1637 Bedford Avenue, Suite 210
718-270-6240 • student-gov@mec.cuny.edu
ADDITIONAL RESOURCES

BOOKSTORE
The Medgar Evers Online Bookstore offers students an efficient, personalized shopping experience. All courses, required materials, and pricing options are displayed in one easy to navigate page.

Features of Medgar Evers Online Bookstore include:
• FAST Checkout – Login with your CUNYfirst credentials, view your custom course page with all of your classes and required materials, and select your books. Textbook ordering has never been easier!
• Great Savings – Save an average of 60% off list price by shopping on the used book Marketplace – these prices are comparable to those on Amazon!
• Multiple Book Options – Choose from the New, Used, Rental, eBook and Marketplace options available for each book.
• FREE Shipping – Receive free shipping on orders over $49*
• CUNY Scholar Card Accepted – Simply enter your CUNY Scholar Card information at checkout.
• Optimized for Mobile – The Online Bookstore is easy to use on any smartphone or tablet. Order anytime, anywhere on any device.
• Year-Round Buyback – Sell your book(s) back on the Marketplace at anytime throughout the year, you name the price!

For questions regarding an order, please call 1-888-286-8249 or visit TextbookX Customer Service.

CAMPUS SHUTTLE
The MEC Shuttle operates during both the fall and spring semesters, Monday through Friday, 7:00 am to 6:00 pm. Service is free to all MEC students, faculty and staff. A valid City University of New York (CUNY) ID must be presented to the driver to board the shuttle.

The MEC Shuttle has five designated stops – 1650 Bedford Avenue; 1150 Carroll Street; 1637 Bedford Avenue (S-Building); 1534 Eastern Parkway; and, Franklin Avenue Train Station (Franklin Avenue and Eastern Parkway). The shuttle will take an estimated 18 minutes to complete its route.

DINING SERVICES
The Skylight Café and Dining Hall is located in 1638 Bedford Avenue (AB1) on the 2nd floor. The dining hall offers a variety of healthy meals and snacks for the college community. Check with the dining hall for its current hours as they change at various times of the year.

PARKING
The Office of Auxiliary Services and Space Reservations coordinate campus parking. Spaces are limited, but contact (718) 270-6005 for current pricing and availability.
Transportation

By automobile from Manhattan to either MEC campus
• Over Manhattan Bridge to Flatbush Avenue Extension (proceed straight off bridge); straight onto Flatbush Avenue to Grand Army Plaza; go 270 degrees around Grand Army Plaza onto Eastern Parkway; proceed approximately 1 mile to Bedford Avenue; right on Bedford Avenue and proceed as per map below.

By automobile from Queens to either MEC campus
• Grand Central to Jackie Robinson Parkway (formerly Interboro Parkway); JRP to Jamaica Avenue (becomes East New York Avenue); right onto Howard Avenue; left onto Eastern Parkway; proceed approximately 2 miles and then turn left onto Bedford and proceed as per map below.

By Subway to Carroll Street Building
• IRT 7th Ave. Express No. 2 or 5 to President Street, or No. 3 to Nostrand Avenue.

By Subway to Bedford Avenue Building
• No. 2, 3, 4 or 5 to Franklin Avenue.

By Bus to Carroll Street Building
• No. 44 to Nostrand Avenue and Carroll Street; or No. 49 to Rogers Avenue and Carroll Street; or No. 43 to Empire Blvd. and Nostrand Avenue.

STUDENT IDENTITY

All enrolled students must obtain a Medgar Evers College Student ID to access all College buildings and facilities. Your student ID gives you access to not just Medgar Evers College, but to other CUNY college events, programs and libraries. Get your ID after you register for classes in the Office of Public Safety and Campus Security in 1638 Bedford Avenue, room C17. For hours and information, call (718) 270-6068/9.
## SPRING 2016 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOVEMBER</td>
<td>4</td>
<td>MONDAY</td>
<td>REGISTRATION BEGINS</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>1</td>
<td>TUESDAY</td>
<td>LAST DAY TO FILE FOR READMISSION AND NON-DEGREE</td>
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<tr>
<td>DECEMBER</td>
<td>15</td>
<td>TUESDAY</td>
<td>PAYMENT DUE FOR REGISTRATION THROUGH DECEMBER 5th</td>
</tr>
<tr>
<td>JANUARY</td>
<td>8</td>
<td>FRIDAY</td>
<td>LAST DAY TO APPLY TO MEDGAR EVERS COLLEGE (DIRECTS)</td>
</tr>
<tr>
<td>JANUARY</td>
<td>15</td>
<td>FRIDAY</td>
<td>PAYMENT DUE FOR REGISTRATION THROUGH JANUARY 8th</td>
</tr>
<tr>
<td>JANUARY</td>
<td>18</td>
<td>MONDAY</td>
<td>DR. MARTIN LUTHER KING, JR’S BIRTHDAY - COLLEGE CLOSED</td>
</tr>
<tr>
<td>JANUARY</td>
<td>21-28</td>
<td>THURSDAY-THURSDAY</td>
<td>LATE REGISTRATION ($25.00 fee imposed)</td>
</tr>
<tr>
<td>JANUARY</td>
<td>22</td>
<td>FRIDAY</td>
<td>PAYMENT DUE FOR REGISTRATION THROUGH JANUARY 22nd</td>
</tr>
<tr>
<td>JANUARY</td>
<td>23-28</td>
<td>SATURDAY-THURSDAY</td>
<td>PAYMENT DUE IMMEDIATELY</td>
</tr>
<tr>
<td>JANUARY</td>
<td>28</td>
<td>THURSDAY</td>
<td>LAST DAY TO DROP CLASSES FOR 100% TUITION REFUND</td>
</tr>
<tr>
<td>JANUARY</td>
<td>29</td>
<td>FRIDAY</td>
<td>FIRST DAY OF CLASSES</td>
</tr>
<tr>
<td>JAN-FEB</td>
<td>29-1</td>
<td>FRIDAY-MONDAY</td>
<td>PROGRAM CHANGES ONLY ($18.00 fee imposed)</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>4</td>
<td>THURSDAY</td>
<td>LAST DAY TO ADD CLASSES</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>4</td>
<td>THURSDAY</td>
<td>LAST DAY FOR 75% TUITION REFUND</td>
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<tr>
<td>FEBRUARY</td>
<td>5</td>
<td>MONDAY</td>
<td>FIRST DAY TO FILE FOR JUNE 2016 GRADUATION</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>5</td>
<td>FRIDAY</td>
<td>LAST DAY TO FILE FOR PASS/FAIL GRADE APPLICATIONS</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>9</td>
<td>TUESDAY</td>
<td>CLASSES FOLLOW A FRIDAY SCHEDULE</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>11</td>
<td>THURSDAY</td>
<td>LAST DAY FOR 50% TUITION REFUND</td>
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<tr>
<td>FEBRUARY</td>
<td>12</td>
<td>FRIDAY</td>
<td>LINCOLN’S BIRTHDAY-COLLEGE CLOSED</td>
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<tr>
<td>FEBRUARY</td>
<td>15</td>
<td>MONDAY</td>
<td>PRESIDENT’S DAY-COLLEGE CLOSED</td>
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<tr>
<td>FEBRUARY</td>
<td>18</td>
<td>THURSDAY</td>
<td>LAST DAY FOR 25% TUITION REFUND</td>
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<td>FEBRUARY</td>
<td>18</td>
<td>THURSDAY</td>
<td>LAST DAY TO DROP WITHOUT A GRADE OF ‘W’ GRADE</td>
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<tr>
<td>FEBRUARY</td>
<td>19</td>
<td>FRIDAY</td>
<td>FIRST DAY TO DROP COURSES WITH ‘W’ GRADE</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>26</td>
<td>FRIDAY</td>
<td>30 DAY IMMUNIZATION CLINIC</td>
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<tr>
<td>MARCH</td>
<td>23</td>
<td>WEDNESDAY</td>
<td>CLASSES FOLLOW A FRIDAY SCHEDULE</td>
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<tr>
<td>MARCH</td>
<td>25-27</td>
<td>FRIDAY-SUNDAY</td>
<td>NO CLASSES SCHEDULE</td>
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<tr>
<td>MARCH</td>
<td>28</td>
<td>MONDAY</td>
<td>LAST DAY TO FILE FOR JUNE 2016 GRADUATION</td>
</tr>
<tr>
<td>APRIL</td>
<td>4</td>
<td>MONDAY</td>
<td>EARLY REGISTRATION/SUMMER-FALL 2016 SEMESTER</td>
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<tr>
<td>APRIL</td>
<td>4</td>
<td>MONDAY</td>
<td>EARLY ADVISEMENT FOR SUMMER/FALL 2016</td>
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<tr>
<td>APRIL</td>
<td>11</td>
<td>MONDAY</td>
<td>LAST DAY TO DROP COURSES WITH ‘W’ GRADE</td>
</tr>
<tr>
<td>APRIL</td>
<td>22-30</td>
<td>FRIDAY-SATURDAY</td>
<td>SPRING RECESS</td>
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<tr>
<td>MAY</td>
<td>19</td>
<td>THURSDAY</td>
<td>LAST DAY TO CLEAR FALL 2015 &amp; WINTER 2016 ‘INC’ GRADES</td>
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<tr>
<td>MAY</td>
<td>19-20</td>
<td>THURSDAY-FRIDAY</td>
<td>FINAL EXAMS</td>
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<tr>
<td>MAY</td>
<td>22</td>
<td>SUNDAY</td>
<td>FINAN EXAMS-SUNDAY CLASSES</td>
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<tr>
<td>MAY</td>
<td>23-25</td>
<td>MONDAY-WEDNESDAY</td>
<td>FINAL EXAMINATIONS-Day/Evening</td>
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<tr>
<td>MAY</td>
<td>27</td>
<td>FRIDAY</td>
<td>COMMENCEMENT</td>
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<tr>
<td>MAY</td>
<td>28</td>
<td>SATURDAY</td>
<td>FINAL EXAMINATIONS – SATURDAY CLASSES</td>
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<tr>
<td>MAY</td>
<td>28</td>
<td>SATURDAY</td>
<td>END OF SPRING TERM</td>
</tr>
<tr>
<td>MAY</td>
<td>30</td>
<td>MONDAY</td>
<td>MEMORIAL DAY – COLLEGE CLOSED</td>
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**ALL DATES AND FEES ARE SUBJECT TO CHANGE**

01/14/2016
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<tr>
<th>IF YOU NEED INFORMATION ABOUT</th>
<th>CALL OR VISIT</th>
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</table>
| Academic Advisement          | Freshman Year Program (S-221, x4964)  
                          Academic Advising Center (S-221 C, x5170) |
| ASAP                          | Accelerated Study in Associate Program (S-206, x804-8209) |
| Books                         | Akadémos [www.mecbooks.com/help](http://www.mecbooks.com/help)  
                          1-888-286-8249 |
<p>| Bulletin Boards/Posting Information | Student Life &amp; Development (S-212, x6050) |
| Childcare                     | Ella Baker/Charles Romain Child Development (C-107, x6017) |
| Disability Services           | Differently-Abled Services (B-1024, x5027) |
| Emergency Contact Request     | Public Safety and Campus Security (AB1-CL17, x6069) |
| Financial Aid                 | Financial Aid (S-108, x6141) |
| Fitness Center/Game Room/Pool | Athletics and Intramurals (CP-21, x6071) |
| Student ID                    | Public Safety and Campus Security (AB1-CL17, x6069) |
| Immunization &amp; Health Insurance Information | Health Services (S-217, x6075, x6077) |
| International Students        | International Students (S-123C, x5143) |
| Internships/Jobs              | Career Management Services (S-302, x6055) |
| Joining a Club/Starting a Club | Student Life &amp; Development (S-212, x6050) |
| Library                       | The Charles Evans Inniss Memorial Library (B-1035, x4883) |
| Lockers                       | Student Life &amp; Development (S-212, x6050) |
| Lost and Found                | Public Safety and Campus Security (AB1-CL17, x6069) |
| Men’s Center (MDEC)           | Male Development &amp; Empowerment (C-M8, x6111, x605) |
| Personal Counseling           | Counseling and Psychological Services (B-1005 A, x4994) |
| Religious Holidays            | Academic Calendar (<a href="http://www.mec.cuny.edu/registrar/">http://www.mec.cuny.edu/registrar/</a>) |</p>
<table>
<thead>
<tr>
<th>Service</th>
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<td>Safety/Security/Workplace Violence</td>
<td>Public Safety and Campus Security (AB1-CL17, x6069)</td>
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<tr>
<td>Scholarship Information</td>
<td>Scholarship (S-110, x6132, x6107)</td>
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<tr>
<td>Sports/Recreation</td>
<td>Athletics and Intramurals (CP-21, x6071)</td>
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<tr>
<td>Student Newspaper</td>
<td>Adafi (S-304, x6436)</td>
</tr>
<tr>
<td>Student Government</td>
<td>Student Government Association (S-210, x6240)</td>
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<tr>
<td>Student ID Cards</td>
<td>Public Safety and Campus Security (AB1-CL17, x6069)</td>
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<tr>
<td>Study Abroad</td>
<td>Study Abroad (B-3010, x5136)</td>
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<td>Tuition/Bill Payment</td>
<td>Bursar (S-308, x6094)</td>
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<tr>
<td>Tutoring/Writing Assistance</td>
<td>Learning Center (B-1045, x5153)</td>
</tr>
<tr>
<td></td>
<td>Writing Center (B-1045X, 718-804-8287)</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>Veterans Office (S-123B, x6024)</td>
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<td>Voter Registration/Poll Workers</td>
<td>Student Life &amp; Development (S-212, x6050)</td>
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<tr>
<td>Women’s Center</td>
<td>Women’s Center (C-M6, x5022)</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Student Life &amp; Development (S-212, x6050)</td>
</tr>
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*To call an office from off-campus use (718) 270 + extension listed, unless otherwise noted*

<table>
<thead>
<tr>
<th>AB1</th>
<th>Bedford Building</th>
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<tbody>
<tr>
<td>Academic Building I 1638 Bedford Avenue</td>
<td>1650 Bedford Avenue</td>
</tr>
<tr>
<td>B</td>
<td>Bedford Building</td>
</tr>
<tr>
<td>Bedford Building 1650 Bedford Avenue</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Carroll Building</td>
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<tr>
<td>Carroll Building 1150 Carroll Street</td>
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<td>CP Entry Through 1150 Carroll Street</td>
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| E                                      | Eastern Parkway                                       |
| E                                      | 1534 Bedford Avenue                                   |
| E                                      |                                                        |
| E                                      | 800 Van Siclen Avenue (b/t Linden Blvd. & Stanley Ave.)|
| East NY                                |                                                        |
| East NY 800 Van Siclen Avenue (b/t Linden Blvd. & Stanley Ave.) |    |
| S                                      | Student Services Building                             |
| S                                      | 1637 Bedford Avenue                                   |

Management Sheet

Quick-Reference Web Pages