WHAT EVERY Cougar NEEDS to KNOW
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ACADEMIC EXPECTATIONS AND REQUIREMENTS

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.

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.

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.

Registrar’s Office
The Registrar is responsible for the scheduling of classes (in collaboration with the Deans) and ensures the accuracy, integrity, and security of student academic records (transcripts); and, to provide the highest quality of information and services to students, faculty, and staff.

For additional information about registration, transcripts and the academic calendar, visit http://www.mec.cuny.edu/registrar.
Withdrawal from Courses
A student may officially withdraw from a course without academic penalty through the ninth week of classes during the fall and spring semesters; through the third week for the Summer Session; and through the first week of the Winter Session. Please review the Academic Calendar for exact dates and deadlines in the Course Schedule Booklet or online at www.mec.cuny.edu/registrar. When contemplating withdrawal from courses, the student should bear in mind that academic standing or eligibility for financial aid may be affected. Failure to adhere to the procedures for withdrawing from courses will result in “WU” grades. Students must use their CUNYFirst account to withdraw from a course.

Academic Terms
- **Blackboard**: A Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation.
- **Chairperson**: The title of the person responsible for academic administration within a Department (e.g. Chairperson of the Department of English)
- **Dean**: The title of the person responsible for academic administration within a School (e.g. Dean of the School of Business).
- **Faculty**: Responsible for academic instruction within a class
- **Office Hours**: A schedule that all fulltime faculty must reserve to consult/meet with students.
- **Presentation**: A presentation is the process of standing before an audience discussing a topic.
- **Provost**: The title of the person responsible for academic administration within a College
- **Syllabus**: A weekly outline of the subjects to be studied in a course.
Sample Syllabus

Course Number: Course Title
Department Name
Medgar Evers College
COURSE SYLLABUS

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 2015
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. This course fulfills the following General Education Requirements: • Yes • No (If yes, respond to Section III. If no, go to Section IV.)
   • Foundation Cluster • Required Core
   • General Knowledge Cluster • Flexible Core
College Option:
   Socio-Cultural, and Diversity Cluster •
   Integrated Knowledge Cluster: • Social Sciences
   • Humanities & the Arts
   • Natural Sciences & Mathematics

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

Academic Advising
Every Medgar Evers College Student has an academic advisor! The Medgar Evers College Academic Advising Center provides a centralized structure for the delivery of consistent and uniform academic advising processes and policies. Professional advisors who are knowledgeable about specific disciplines and curriculum as well as academic/financial aid policies and procedures staff the center. The AAC takes a proactive approach to advising to facilitate students’ active participation in the advising process. The AAC is located in S-220 in the student services building at 1637 Bedford Avenue where students can receive academic advisement and assistance towards meeting their education and career goals. You can contact the center at (718) 270-5170.

In addition to academic advisors, students may have access to advisors in the SEEK Program or the ASAP Program. Each student should speak with their academic advisor at least once a semester to verify that they are on the right academic track. Advisors are also a resource for students who are struggling with classes or facing challenges acclimating to college life. Your advisor may refer you to one of our support service units for additional guidance and assistance. Visit http://www.mec.cuny.edu/Academic-Advisement-Center.aspx for additional information.

Accelerated Study in Associate Programs (ASAP)
ASAP is a structured program that provides a comprehensive array of supports and services that help students successfully graduate, and transfer into one of MEC’s Bachelor degree programs or pursue a career.

Financial incentives include tuition waivers for financial aid eligible students and free use of textbooks and monthly MetroCards for all students. Classes are scheduled in morning and afternoon blocks, which allow students to work part-time.

For general information, please email asap@mec.cuny.edu or call 718-804-8209.
Career Management Services
The Career Management Services Center assists 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
- Creating habits that would promote the practice of life-long learning.

Call (718) 270-6055 for additional information or to setup an appointment.

Child Development Center
The Ella Baker/Charles Romain Child Development Center is the campus based child care program, which provides both a pre-school and an after school program that meets the needs of both the child and the student parent.

The program runs on a flexible registration system - parents register their children based on their college schedule. The program offers an integrated curriculum, which focuses on the overall development of each child via learning through play.

To for additional information about enrolling your child, contact (718) 270-6156.

College Catalog
The Medgar Evers College Catalog is for the guidance of applicants, students, and faculty and is not intended to be a contract between the College and any person. The College Catalog lists all degrees, programs, and academic requirements in effect at the time of its printing. Academic programs, requirements, courses, tuition and fee schedules listed in the catalog are necessarily subject to change at any time at the discretion of the administration and/or result of action by Medgar Evers College, by the Board of Trustees of The City University of New York or the University of the State of New York. Therefore, current and prospective students should consult with the appropriate person for any changes to degree programs, requirements, tuition or financial aid. The College Catalog may be viewed online at http://www.mec.cuny.edu/aboutmec/College-Catalog.aspx.
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
  - All classes are listed in CUNYfirst.
- Validate Courses
  - Course pre-requisites are displayed, and CUNYfirst will tell you if you qualify.
- Swap Courses
  - No need to wait in line. CUNYfirst swaps courses for you.
- See Financial Information
  - Get answers in CUNYfirst so you don’t need to wait in line at the Bursar or Financial Aid offices.
- View Your Course History
  - See your entire course history when you are registering on CUNYfirst.
- Pay Tuition and Fees
  - Make payments online.
- Create Preferred Email Account
  - 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.

CUNY Portal (Citizen CUNY)
Find an array of helpful, informative, even money-saving benefits and services – the benefits of CUNY “citizenship” – on the Citizen CUNY portal. Expect information on voter registration drives, an e-Mall, special discounts, tax preparation seminars, counseling and child care services, job banks, veterans’ services, financial aid advice and access to libraries, athletic events and performances. This information on services and programs will be updated and kept fresh with new and rotating content. Visit http://www.cuny.edu to create or login to your CUNY Portal account.

CUNY Start
If you are a MEC student whose CUNY Assessment Test scores indicate that you need to improve your reading, writing, and/or math skills, CUNY Start may be the program for you. CUNY Start can help reduce the amount of time you have to spend in remedial classes so that you can start college credit classes sooner and stronger.
- Spend only $75 for the entire semester
- Get two chances to re-take and improve your scores on the CUNY Assessment Tests.
- Be better prepared for the challenges of college-level academic work
- Have full access to campus resources – academic and career advising, counseling and health services, computer labs, fitness facilities, and more.
- Save your limited financial aid dollars for college credit classes

Contact CUNY Start at (718) 270-6161 or cunystart@mec.cuny.edu. You may also visit our office at 1637 Bedford Avenue, S-207.
**Degree Works**

Degree Works is a web-based academic advisement and degree audit software system, which will enable you to:

- **View** course requirements that are needed to achieve your academic goals.
- **Track** your academic progress toward degree completion.
- **Identify** courses you need to take each semester and make long-range plans for your course of study.
- **Explore** other degree options. By clicking on the “What if” link, you can see how courses you have taken can be applied to another major of interest.
- **Work** more effectively with your Academic Advisor and Faculty Mentor.

Degree Works’ features include:

- Display all courses (completed, in progress (IP), required and taken but not required)
- Grade Point Average (GPA) Calculator: Enable you to see the grades needed to achieve your desired GPA.
- “What If” audit: this feature can be used if you are thinking about a change of major.
- Checklist of graduation and major requirements
- CUNY ACT Skills Examinations (are your developmental courses complete?)
- Links to frequently used sites such as Academic Advising Center, Freshman Year Program, and SEEK/Special Programs.

**Learning Center (Tutoring)**

The Learning Center assists students to become independent learners, so they can ultimately use their skills to decipher, appreciate and manipulate related and advanced levels of various subject areas, and also use their knowledge to negotiate real life circumstances. Contact the Learning Center for the tutoring schedule at (718) 270-5138.

**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 to access all of the libraries resources on or off campus.

**Office of Veterans Affairs**
Veteran’s Affairs is located within the Office of Admissions & Recruitment and we are dedicated to providing exceptional service to all of our students. We are available to assist veteran students with obtaining educational benefits to help pay for and matriculate through school. Veteran Affairs also hosts a variety of events in order to improve relationships with veteran students on campus and CUNY wide.

If you have any questions or concerns, please call (718) 270-4915 to make an appointment to see one of our representatives in the Office of Admission & Recruitment or visit CUNY’s Veteran Resource site at http://www.cuny.edu/about/resources/veterans.html.

**SEEK (The Percy/Ellis SEEK Program)**
The Percy Ellis Sutton Search for Education, Elevation and Knowledge (SEEK) Program, one of the major initiatives of The City University of New York (CUNY), was created by the Board of Higher Education of The City University in 1964. Students in the program receive up to ten semesters of economic and academic support while meeting the requirements for a baccalaureate degree. Basic Skills instruction, individual and group counseling, tutorial services, and a financial aid stipend for education expenses are provided to each Special Programs/SEEK student. Funding of these supportive services is provided by The New York State Higher Education Opportunity Program Act. For additional information about SEEK, visit S-205, email SEEK@mec.cuny.edu, or call (718) 270-4970.

**Services for the Differently-Abled**
The Office of Services for the Differently-Abled is responsible for ensuring that all individuals with documented disabilities receive appropriate accommodations. Depending upon the individual need, supported by appropriate documentation, the following services may be provided:

- Academic, vocational, and rehabilitation counseling
- Early advisement and 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)
• Referral to employment
• Voter Registration Assistance

For additional information, call (718) 270-5027.

Student ID’s
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.

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.

Writing Center
The Medgar Evers College Writing Center offers one-on-one tutoring services for students at all stages of the writing process, across all disciplines. We emphasize structure, mechanics, organization, clarity, and style, as well as the development of students’ critical thinking and reading skills. Visit us at http://www.mec.cuny.edu/Office-of-Academic-Affairs/Offices/Writing-Center.aspx when you need help crafting research papers, essays, letters of intent and more. You can contact the Writing Center at (718) 804 8287.

NAVIGATING MEDGAR EVERS COLLEGE

Bookstore
Barnes and Noble at Medgar Evers College functions as our College Bookstore. Purchase or rent textbooks for your classes as well as show your Cougar pride by purchasing Medgar Evers College gifts, souvenirs, or apparel. Students may buy or rent books or purchase apparel at http://mec.bncollege.com.

Campus Shuttle
The MEC Shuttle operates during both the fall and spring semesters, Monday through Friday,
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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.
HEALTH, WELLNESS, AND FITNESS

Athletics 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.

Counseling Services
Visit us if you need help coping with academic, career, or personal challenges that are interfering with your ability to achieve academic success and actualize your human potential. The counseling philosophy of Medgar Evers College is “to motivate and assist students in their pursuit of education, career, and personal/social empowerment for life-long self-development.” Counseling is a collaborative process that involves the development of a unique, confidential helping relationship.

Counseling & Psychological Services facilitate workshops for students regarding issues of sexual assault, psychological distress, campus violence, tobacco cessation, PTSD, and other mental health issues. In addition, Counselors utilize their skills to assist students and clients in achieving objectives through the exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions and decision-making. Visit http://www.mec.cuny.edu/Division-of-Student-Affairs/Counseling.aspx or call (718) 270-6939 for additional information or to make an appointment.

Health Services
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.
We contribute to the health care needs of our students and are dedicated to treating them with respect, integrity and compassion.

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 Office is located in the Student Support Services Building, 1637 Bedford Avenue, Room S-217. Telephone number: (718) 270-6075.

PAYING FOR COLLEGE

Bursar
The Bursar’s Office is committed to students’ success and advise all students to make that same commitment and enroll and complete their Free Application for Federal Student Aid (FAFSA) (https://fafsa.ed.gov) early. Enrolling early and taking advantage of early registration guarantees a seat in the classes you need. Completing the FAFSA application early, even if you think you are ineligible, is necessary as it is a prerequisite to obtaining any school loan. The FAFSA application is available on January 1 of every year, so apply early and visit the Financial Aid Office to check your status in the event you need to resolve any verification issues before the semester begins.

Financial Aid
The Office of Financial Aid assists students in achieving their educational goals by providing access to an array of financial resources to fund their education. We administer federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, awards, work-study, loans, and scholarships.

Visit the Office of Financial Aid to find out about options available for paying for college at 1637 Bedford Avenue, Room 110 or http://www.mec.cuny.edu/enrollment/financial-aid.aspx.

Federal Work Study (FWS)
The FWS Program provides funds for part-time employment to help students who require additional financial assistance to cover the costs of their college education. Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for FWS assistance. The FAFSA can be completed on the Web at http://www.fafsa.ed.gov. For additional information about FWS, contact Amado Calderon, Jr. at (718) 270-6133.

Scholarships
There are many external scholarships available to students. To learn more about the scholarships available at Medgar Evers College please visit http://www.mec.cuny.edu/Enrollment/Financial-Aid/Scholarships.aspx or contact Evelyne Jacques-Chery at (718) 270-6132.

In addition to the scholarships on our website, please feel free to visit these other helpful websites: www.fastweb.com, www.finaid.com and or http://www.cuny.edu/admissions/financial-aid/scholarships.html.

Tuition Payment Plans
Medgar Evers College payment plans are convenient, manageable payment solutions that give you the option to pay tuition in interest-free monthly installments, rather than
one lump sum, via Sallie Mae. The application fee is $35 and VISA and Master Card is accepted. Tuition payment plans offer:

- More time to pay. Spread your tuition payments over a period of several months.
- Interest savings. Use a payment plan to make monthly payments, interest free. You can also use a plan in conjunction with traditional student loans and financial aid.
- Convenience. You can enroll in a plan, manage your account and make payments online, 24 hours a day.

For additional information or to enroll, visit https://tuitionpay.salliemae.com.

COUGAR PRIDE

Caribbean Research Center
The Caribbean Research Center (CRC) provides a multidisciplinary understanding of the New York social environment, the diverse social, cultural and economic characteristics of the Caribbean-American community and a comparative analysis of the immigration experience of this community in the context of the wider Caribbean Diasporas in the Americas and Europe. Its work focuses primarily on English-speaking, Haitian, Dominican and South/Central American Caribbean coast communities.

The CRC hosts a series of events for College Community and offers various opportunities for student involvement. Contact the CRC at crc@mec.cuny.edu to get involved.

Center for Law and Social Justice
The mission of the Center for Law and Social Justice is to provide quality legal advocacy, training, and research on racial justice issues affecting people of African descent, and persons who are under-served, under-represented and otherwise disenfranchised. In the spirit of Medgar W. Evers, the slain civil rights activist, the dedicated staff of the Center welcome your collaboration in addressing the many racial justice issues currently facing New Yorkers.

Founded in 1986, the Center conducts research and ground-breaking advocacy on voting rights, equity in the public schools and other racial discrimination issues in New York City. We also provide free legal consultation services, and have a special immigration legal services program for those seeking to obtain legal residence or become naturalized US citizens. Visit our office at 1534 Bedford Avenue in Brooklyn, New York, contact the Center for Law and Social Justice at (718) 804-8893.

Center for Black Literature
Center for Black Literature serves to expand, broaden, and enrich the public’s knowledge and aesthetic appreciation of the value of Black literature and the literary works produced by people of the African Diaspora. Through a series of programs that build an audience for the reading, discussion, and critical analysis of contemporary Black literature and that serve as a forum for the research and study of Black literature, the Center convenes and supports various literary programs and events such as author readings and signings, conferences, panel discussions, symposia, and writing workshops. Our office is located at
our office at 1534 Bedford Avenue. To learn how to get involved, contact (718) 804-8832.

**DuBois Bunche Center for Public Policy**
The DuBois Bunche Center for Public Policy (DBC) is an academy of scholar activist and advocates dedicated to forging solutions to the challenges confronting people of color living within urban communities in the United States and throughout the African Diaspora. DBC produces research, formulates policies, sponsors conferences and produces public affairs media programming that advances economic and social justice.

The DBC hosts a series of events for College Community and offers various opportunities for student involvement. Contact the DBC at DBpolicy@mec.cuny.edu to get involved.

**Center for Women’s Development**
The mission of the Center for Women’s Development (CWD) is to promote the self-actualization of women in pursuit of higher education by providing the direct services and programs of specialized support they need. Its goals are to:

- Offer specialized services that support personal development.
- Assist students in addressing issues affecting self-actualization and quality of life.
- Actively engage the College, university and community in proactively addressing issues faced by women students.
- Promote equal access to higher education through institutionalized support including: counseling, advocacy, referrals, and development and implementation of education forums and events.

The center’s programs designed to develop self-actualization:

- **Role Model Program – co-sponsored by the NY Coalition of One Hundred Black Women:** offers scholarships and matches selected high-achieving students with professional women for an intensive mentoring experience.
- **Gender-Specific/All Women’s Freshman Seminar Class**
- **S.H.A.D.E.S. (Sisters Having a Definite Excellence Strategy):** student club devoted to women’s empowerment through service and leadership.
- **Sista Salons:** a literary salon that allows students to listen to literary work read by professional women writers; exchange ideas through an intimate, community conversation; and develop their own original writing during workshops facilitated by professional women writers.
- **Upsilon Theta Pi Academic Honor Society:** an all women’s society for students who have a minimum G.P.A. of 3.5, and have demonstrated a commitment to academic excellence and community service.

All are Welcome! Although its focus is women, the Center is open to ALL with regard to gender, race, ethnicity, religion or sexual orientation. Visit http://www.mec.cuny.edu/Division-of-Student-Affairs/Women-s-Center.aspx or call (718) 270-5022.

**Male Development and Empowerment Center**
Male Development and Empowerment Center (MDEC) strives to create an ongoing learning community of male students organized around academic support, social interaction, civic engagement and personal development for the purpose of assisting students to persist to graduation. Our goals are:

- To provide and connect male students to various systems of support that will lead to continuous satisfactory progress towards degree completion.
- To contribute to the improvement of enrollment and graduation rates of under represented
populations, particularly male students.
• To participate in coordinated efforts to recruit students to Medgar Evers College from various areas of the community.
• To identify, promote, raise and advocate for issues that directly impact male students.

Located in the Male Development and Empowerment Center, Pi Eta Kappa Honor Society is the academic fraternity and honor society for males. Established by Dr. Edison O. Jackson, President Emeritus of Medgar Evers College, in April 2007, Pi Eta Kappa’s mission is to:
• encourage, stimulate and maintain academic excellence in scholarship
• promote and support exemplary ethical standards in all conduct
• train responsible and respected leaders in all fields of human endeavor

Membership in Pi Eta Kappa is by invitation only. Students are invited if they attain a 3.3 GPA and have at least 30 credits.

For additional information about MDEC, visit http://www.mec.cuny.edu/Division-of-Student-Affairs/Male-Development-Empowerment-Center.aspx or call (718) 270-6111.

Student Clubs
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

This time enables student clubs and organizations to hold their weekly meetings. Student clubs and organizations have the option to attend/hold business meetings, sponsor lectures, and hold open house sessions. A list of student clubs may be found at http://www.mec.cuny.edu/Division-of-Student-Affairs/Student-Life-and-Development/Clubs-Organizations.aspx.

Student Government Association (SGA)
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.

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. To learn more about SGA, visit http://www.mec.cuny.edu/Division-of-Student-Affairs/Student-Government.aspx.

**GRADUATION**

**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 complete all degree requirements and fulfill the General Education Program requirements with a minimum Grade Point Average (GPA) of 2.0.
- To graduate, you must apply for graduation by the published date.
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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