



College Now Liaison Handbook

2017-2018

Dear Liaisons:

Welcome!

We are pleased to provide you with the Liaison Handbook for the College Now Program at Queensborough Community College. We hope you will find it a useful resource in administering the College Now program at your high school.

Contained in the front of this handbook is an administrative timeline which lists all important dates and due dates that will have to be met this coming school year. Please be sure to review the pages that list the course offerings and eligibility requirements, as well as administrative procedures.

For 2017-2018, class rosters and grades will be maintained on CUNYfirst. Instructors will use CUNYfirst to verify that their class list is correct. Grades will be entered on CUNYfirst. Please see the section on CUNYfirst for more information.

We hope this handbook will serve as a guide when you have questions regarding the College Now Program. Rest assured that we are also here to answer any questions you may have concerning the College Now program.

Sincerely,

The College Now Staff at Queensborough Community College

Ms. Mary Anne Meyer, Director

Ms. Arlyne, Helfenbein, Adjunct Assistant

Ms. Alexa Vlachos, Adjunct Assistant

Ms. Dian Bridgett, CUNY Office Assistant

Ms. Hayley Amengual, CUNY Office Assistant

Ms. Nicole Cando, College Assistant

I. College Now Timeline

The start and end date for College Now classes are different from school to school, but generally the start date is the first day of the DOE calendar and the end date is determined by the QCC calendar which is typically the Friday before the last day of the college semester. Start and end days will reflect the day on which the class is scheduled. Actual schedules will be available on a school by school basis through individual College Now High School Liaisons at the beginning of each semester at each school location. The information below pertains to the fall semester only. A revised timeline is issued each semester to the liaisons.

Online Application

New students should complete the online registration application form prior to the beginning of May for fall classes and the beginning of December for spring classes. If students, instructors or liaisons do not input information into the online registration link prior to the start of the semester, students cannot be registered. Students who have already taken a College Now course and have an emplid do not use the online registration; they should be placed on the excel list with DOB and emplid.

(Registration period May-September for fall and December and January for spring)

Registrants should be entered onto excel lists and placed on CN flash drives by the liaison. Flash drives should be given to the College Now Office when completed and correct. Flash drives are due to the College Now office by June 1 for fall and December 1 for spring.

CUNYfirst Rosters

Instructors verify their class lists on CUNYfirst.

Instructors mark changes/inaccuracies and submit amended CUNYfirst rosters to the College Now Office after the first two weeks of the start of classes. Mark “delete” or “add” accordingly.

Last Day for submission of final class rosters

October 6 for fall and March 9 for spring

Syllabus submitted electronically by instructors to A. Helfenbein/Dept. Chairpersons

September 15 for fall and February 15 for spring

Attendance Verification - Do Not complete the CUNYfirst online attendance verification.

(Annotated CUNYfirst Rosters must be submitted to CN office)

September 20 for fall and beginning of February for spring

Withdrawal Deadline: November 10 for fall and April 16 for spring

Last Day of Classes: *December 22 for fall and May 24 for spring (depending on seat time requirements)*

CUNYfirst Final Grade Rosters Due *Within 48 hours of the final exam, grade rosters must be submitted on CUNYfirst. Remember to click on “submit.”*

College Courses and Workshops

Fall 2017

Timeline

Due Date	Item
September 6, 2017	<i>Open Faculty Meeting</i>
September 11, 2017	<i>Start of College Now courses and workshops. Initial attendance rosters due to the College Now Office.</i>
October 6, 2017	<i>Final Date, ADD/DROP</i> Liaisons collect updated excel lists and submit any outstanding paperwork. Add/Drop period begins on September 20 and final Add/Drop date is October 6.
September 15, 2017	Instructors check the College Now class lists provided by liaisons and compare it to your CUNYfirst Roster. Add and delete names as necessary.
September 15, 2017	Syllabus due to Arlyne Helfenbein and Dept. Chairs
September 20, 2017	Attendance Verification - Do NOT complete the online CUNYfirst attendance verification. College Now instructors must check their rosters on CUNYfirst and report any inaccuracies to the College Now Office.
September 20, 2017	Model City Council Applications due. (tentative)
November 7, 2017	Professional Development Meeting
November 10, 2017	FINAL DATE Withdrawal forms from College Now college courses and Workshops due in the QCC, College Now Office room L221. Withdrawals forms will be accepted from November 6 to November 10. No withdrawal forms will be accepted after November 10.
December 1, 2017	Due date for link entries for spring 2018
December 22, 2017	Last Day of Classes (depending on seat time requirements)
December 22, 2017	FINALS WEEK AND FINAL GRADES Instructors must input QCC final attendance and final grade rosters via CUNYFirst within 48 hours of the final exam or last class meeting.

*Please be sure to contact the College Now Office at the beginning of each semester to arrange for your class to participate in enrichment activities like the Holocaust Center, the Common Read, Theatre Department productions, Library sessions, etc.

College Courses and Workshops
Spring 2018
Timeline

Due Date	Item
January 28, 2018	College Now Instructor and Liaison Meetings
January 27 and January 30	Start of College Now courses and workshops. Saturday classes begin on January 27 and weekday classes begin on January 30
February 15, 2018	Initial Attendance rosters due. Instructors check the College Now class lists provided by liaisons and compare it to your CUNYfirst Roster. Add and delete names as necessary.
February 15, 2018	Syllabus due to Arlyne Helfenbein and Dept. Chairs
Beginning of February	Attendance Verification - Do NOT complete the online CUNYfirst attendance verification. College Now instructors must check their rosters on CUNYfirst and report any inaccuracies to the College Now Office.
March 9, 2018	Final Date, ADD/DROP Liaisons collect updated excel lists and submit any outstanding paperwork. Add/Drop period begins on March 5 and final Add/Drop date is March 9.
March 31, 2018	Myself Third Scholarship Applications due. (tentative)
April 16, 2018	FINAL DATE Withdrawal forms from College Now college courses and Workshops due in the QCC, College Now Office room L221. Withdrawals forms will be accepted from April 11 to April 16. No withdrawal forms will be accepted after April 16.
May 1, 2018	Due date for link entries for fall 2018
May 24, 2018	Last Day of Classes (depending on seat time requirements)
May 24, 2018	FINALS WEEK AND FINAL GRADES Instructors must input QCC final attendance and final grade rosters via CUNYFirst within 48 hours of the final exam or last class meeting.
June 7, 2018	Professional Development Meeting

II. General Information

The College Now program at Queensborough Community College began in the spring of 1999, with two schools and four classes. We are proud to report that the program has grown considerably since that time.

QCC College Now offers college credit-bearing courses in acting, business, computers, English, history, mathematics, music, psychology, physics, sociology, speech, and technology. We also offer two summer programs: The Summer Theatre Production Workshop and Introduction to Robotics plus Summer College Focus all of which attract students from throughout the city.

Students may also take college preparatory workshops and we have a dedicated workshop that coaches English Language Learners (ELLs) for the ELA Regents. Other opportunities include classes that prepare students for the rigors of college math and language demands while simultaneously preparing them for the corresponding sections of the SAT. College Now offers College Focus courses in English and Mathematics during the fall and spring semesters that prepare seniors for the CUNY assessment tests.

Why should a student get involved in College Now?

Students who participate get a valuable opportunity to experience the richness of college life while still in high school. They can take on academic challenges and join in the wide range of cultural activities that the country's largest urban university system makes available through its College Now programs. By arriving at college with an understanding of what it takes to succeed in the college classroom and get the most out of college life, students can expect to ease the transition to higher education and improve their likelihood of graduating from college. Plus, students who take college courses save time and money by earning college credits while still in high school!

What courses, workshops or other opportunities are available to College Now participants?

High school students can attend theater arts performances and activities and, depending on their qualifications, choose from the following courses and workshops:

- introductory level college credit courses
- non-credit preparatory courses and workshops
- Specially-developed high school credit classes

Each college/high school partnership develops its own course offerings based on the needs of the student population at a particular school and the strengths and resources of the institutions involved.

III. Responsibilities of the College Now Liaison

The College Now Program has identified specific responsibilities for the role of Liaison. These responsibilities are outlined below:

- Respond to student/parent/school inquiries regarding program criteria.
- Attend regularly scheduled meetings with the College Now Office.
- Maintain accurate High School instructor and other College Now contact information.
- [Provide administrative support for teachers as needed.](#)
- Advertise and promote the College Now program.
- Organize student leadership opportunities to aid in peer recruitment.
- Organize and attend recruiting events at partner high schools.
- Respond to student/parent/school/community inquiries regarding program opportunities and criteria.
- Distribute College Now program promotional materials (online and print).
- Engage in the communication and organization of scholarship program opportunities, Myself Third and Model City Council.
- Oversee text book ordering process and ensure all books are returned at the end of the semester.
- Recruit students to participate in the College Now program.
- Fill out a course grid and return promptly.
- Review applications for completeness including Social Security Numbers.
- Fill out eligibility section and attach a school transcript to application.
- Bring your external security-coded drive (e.g., flash.) with your registrations on it to the College Now Office.
- Review instructors' rosters for accuracy and completeness.
- Collect attendance from instructors and submit to College Now office weekly.
- Check QCC email at least weekly. Ensure instructors are checking their QCC email weekly.
- Update excel spreadsheets reporting non attendance and withdrawals.
- Report all instructor absences to the College Now office.
- Submit withdrawal forms to the College Now office
 - Withdrawals= student attends class then stops
 - Deletion= student never attended class or drops first week of class

IV. Administrative Policies and Procedures

A. *Getting Started*

The first step towards a good academic program is to begin with a solid plan. The two most important components to your plan are: the students and the instructors.

Students

To ensure that the College Now Program is well received by the students at your high school you should offer courses that are of interest to your particular clientele. We must have a **minimum of 25 students for each course. Please recruit 35 students per class to allow for attrition; it is not cost effective to run classes with low enrollment. Classes with low enrollment for two semesters will jeopardize future offerings of that course.** Retention of student registration is a high priority throughout the semester, so efforts should be made to successfully achieve this goal.

Instructors

Next, you must also determine if your school has an instructor who has already been accepted as an adjunct instructor of Queensborough Community College or is a viable candidate for the interview and instructor selection process at the college. You may have a wonderful teacher; however, he/she must apply and be accepted by the appropriate department chairperson of the college. If you do not have a good candidate for this position within your school building, it may be possible for us to arrange for a Queensborough Community College instructor to be hired to teach a class in your school. The College Now Office has a template for posting an instructor opening available for your use. Please contact us for a copy.

Please contact us at 718-631-6605 if you need assistance with the selection of an instructor for a class in your program.

B. Needs Assessment and Student Selection***Needs Assessment***

To assist you with your planning, it would be a good idea to work upon some needs assessment strategies. It would be wise to determine the number of eligible students you have available for the following semester. You can also begin to put together a number of students who your teachers feel are on track towards a probable 65% on the Regents exam for college-preparatory classes and a separate list of those students who teachers anticipate will achieve a 75% or better on the ELA Regents for credit-bearing courses which they will be taking at the end of the term. These students will be your potential candidates for class registration.

Student Selection

Course	Title	Prerequisites
ARCH-111	Architectural Design	Permission of the department
BI-110	Fundamentals of Life Science	75+ELA Regents
BI-170	Plants & People	75+ ELA Regents or 480+ Verbal SAT
BU-201	Business Organization & Management	HS Rec.+ 65+ELA Regents
CRIM-101	Intro to Criminal Justice	75+ ELA Regents or 480+ Verbal SAT
CRIM-102	Criminology	75+ ELA Regents or 480+ Verbal SAT
CN-71	ELL ELA Regents Preparatory	Interim or advanced ELL level and between 55 -74 on ELA Regents
CN-072	Enhanced College Prep Lang Art Skills	55 to 74 ELA Regents or 39 PSAT
CN-073	The Sociological Imagination	55 to 74 ELA Regents or 39 PSAT
CIS-100	Intro to Computer Programming	75+ Algebra and Geometry Regents or 480 Math SAT
CIS-101	Introduction to Micro Computer Applications	HS Rec + 65+ on ELA Regents
EN-101	English Composition I	75+ ELA Regents or 480+ Verbal SAT
EN-102	English Composition II: Intro to Literature	EN-101 and 75+ ELA
ET-880	Science and Technology in Modern Life	HS Rec + 65+ on ELA Regents
ET-821	Computers in Modern Society	HS Rec + 65+ on ELA Regents
GE-125	Earth Science	75+ ELA Regents or 480+ Verbal SAT
HE-102	Critical Issues in Health Education	75+ ELA Regents or 480+ Verbal SAT
HE-103	Nutrition and Health	75+ ELA Regents or 480+ Verbal SAT
HID-125	Immigration and Ethnic Groups in American History	75+ ELA Regents or 480+ Verbal SAT
HID-126	Women in America	75+ ELA Regent or 480+ Verbal SAT
MA-119	Elementary Algebra	Placement on COMPASS
MA-301	Foundations of Mathematics	An 80 or higher on the Regents exams in Integrated Algebra, Geometry or Algebra 2 & Trig AND by successfully completing each course in the three-course Regents sequence: Integrated Algebra, Geometry and Algebra 2 and Trig.
MA-440	Pre-Calculus Mathematics	An 80 or higher on the Regents exams in Integrated Algebra, Geometry or Algebra 2 & Trig AND by successfully completing each course in the three-course Regents sequence: Integrated Algebra, Geometry and Algebra 2 and Trig.
MT-453	Piping Systems	Permission of the Department
MT-481	Architectural Design	Permission of the department
MT-488	Computer-Aided Design	Permission of the department
PH-111	Space, Astronomy & Our Universe	No prerequisites however, students should have at least a GPA of 75
SP-211	Speech Communication	HS Rec/ 65+ELA Regents
SP-321	Oral Performance for the Actor and Speaker	HS Rec.+ 65+ELA Regents
TH-120	Acting I	HS Rec.+ 65+ELA Regents.
SOCY 101	Sociology	75+ ELA Regents or 480+ Verbal SAT
PSYC101	Introduction to Psychology	75+ ELA Regents or 480+ Verbal SAT
PSYC 225	Psychology of Personal Adjustment	PSYC 101
CN-7	College Preparatory Math SAT Prep.	75+ grade in the Algebra and Geometry Regents.

If you have eligible students who have had early morning lateness problems, they should not be recruited for a “O” period College Now class. Check student attendance as well as lateness before accepting a student into your program, as a poor history of this nature may easily work against student retention throughout the semester.

C. Recruitment

Prior to the actual recruitment process, it is suggested that you put together a small interest survey to see which class your students would be more interested in attending. If you select classes based upon the interests of your students, they will be more likely to register and attend throughout the semester.

1. Determining Which Students to Recruit

Once you are ready to begin active recruitment into the program, you may need to find out who your eligible students are. The following will help. Request the following information from your Programming Office:

- Produce a computer list of students who scored between 55% and 65% + on the English Language Arts Regent (with grades) for college-preparatory classes.
- Produce a list of students who score between 65% and a 74% on the ELA Regents for College Focus.
- Produce a list of students who have scored between 65% and 79% (no greater) on any Mathematics Regents for College Focus.
- Produce a list of students who scored 75 and greater on the ELA Regents.
- Produce a list of students who had a class grade of 85%+ in their English 4 class.
- Produce a list of students who had a class grade of 85%+ in their English 5 class.
- Produce a list of students who scored at least 80% on one Math Regents or 70 on one Common Core
- Produce a list of students who scored 480+ on the verbal section of the SAT.
- Produce a list of students who scored 480+ on the Math section of the SAT if offering courses with this eligibility.
- Produce a list of students who scored a 39+ on the PSAT.
- Ask for hard copy and a disk copy for all of the above.
- Determine your best prospects for enrollment in College Now.

2. Recruiting Activities

About two to three weeks prior to registration, you should begin to make morning announcements indicating when and where registration will take place. Guidance Counselors should be made aware of the program as well, as they see students on a steady basis and can promote the College Now program as well.

As the liaison, you should actively recruit interest in the program through the following possibilities:

- **Visit sophomore, junior and senior classes and briefly describe the College Now**

program and emphasize the benefits:

- take college classes for credit
- all classes are free—no tuition, book or registration fees;
- all credits will be placed on a CUNY transcript and may be transferable;
- Students taking college level courses can request a QCC student I.D. entitling them to use the facilities of the campus during the term that they are in College Now classes.
- **Advertise**
 - Hang posters indicating course offerings and their descriptions.
 - Assist the College Now Staff in conducting a PowerPoint presentation and discussion about the program to potential students (10th and 11th grade students during spring; 11th and 12th grade students during the fall semester).
 - Arrange with the Parent Coordinator for the College Now staff to conduct a Powerpoint presentation for the PTA each semester (fall and spring).
 - Send a phone-master message to students with the beginning registration date, time and location of classes.
 - Send out a program flyer with one of the school's regular mailings.
 - Publish an article on College Now in the newsletter put out by the Guidance Department.

D. Programming/Grid Production

Once you have determined your course offerings with the College Now Office, and you have the lists of eligible students from your instructors. To complete the process compare the classes you offer to students who were not previously identified with the eligibility requirements. From this, you can easily estimate the number of and types of classes which you would like to offer. This estimate must be placed on the excel spreadsheet located on your encrypted flash drive. These lists are updated during liaison visits to the College Now Office.

If your school gives parallel New York City Department of Education credit, you will have to do the following:

- Create a class code for this parallel class with the particulars and credit earned.
- Place this class code in the school's master program.
- Give the list of students eligible for this credit to your programming chair. This is done after you have completed your College Now class registration.

E. Registration

Interested and eligible students will register for classes during the semester prior to the start of the College Now class. That is, students must input their bio/demo information to the registration link for the fall semester by June. Registration input for the spring semester by students must be completed by December.

The following activities can assist you in promoting the program:

- Make morning & afternoon announcements so students to promote classes.
- Create and place posters through the halls with the rooms and classes for each course.

- Use the promotional materials that have been provided by both the QCC College Now Office and Central Office
- Ensure that instructors check over the proposed student lists.
- Double check all student information prior to adding to spreadsheet. Make sure all lists are alphabetized.
- Liaisons are to check the excel class lists for accuracy and submit them on a coded flash drive to the College Now Office.
- Ensure that any outstanding materials are delivered to the College Now Office by the end of the first class session.
- Liaisons should indicate students who have taken College Now previously and include the student EMPLID number on all activities associated with registration.

1. Form Completion

There are two forms required for each registrant:

- Parental Consent Form
- Academic Transcript

Parental Consent Form

All students must complete the Parent/Guardian Consent form. The form should then be taken home to their parents to sign as requested and returned to the instructor at the next class. Any student age 18 or older should use the Media Consent Form. Please make sure the instructors get a completed and signed form from each student.

Academic Transcript

The latest copy of an academic transcript must be provided to the College Now Office for each registrant. For students who are enrolled in pre-college workshops, College Now Preparatory Courses or courses that do require a prerequisite a transcript may be optional. Please consult with the College Now Office to ascertain if a transcript is necessary.

2. Form Collection

Liaisons are responsible for the review and collection of the parent consent forms. Needed transcripts should be attached to each consent form. Forms should be organized according to class lists and submitted to the College Now Office by the start of the semester.

The liaison should fill out the excel spreadsheet in its entirety, make two copies (one for yourself and one for the instructor). The Liaison should deliver the excel lists on the flash drive to the College Now Office by the end of the first week of class.

F. The First Instructional Session

As the College Now Liaison, please ensure that your instructors do the following:

- All instructors should reserve the first half hour to review their registration.
- Instructors are to update the excel class lists as necessary (add or delete names).
- Instructors are to submit the completed or updated excel class lists to the Liaisons.
- Liaisons are to check the excel class lists for accuracy and submit them to the College Now Office.
- Ensure that all instructors return all outstanding material by the end of the class to the College Now Office.

G. Orientation

Each year, the College Now Program at Queensborough Community College conducts orientations on the Queensborough Community College campus. Students will have the opportunity to tour the campus and learn more about Queensborough Community College.

H. Liaison Time Sheets

All liaisons must submit weekly time sheets for payroll. These sheets cannot be faxed. They should be hand delivered to our office which is in the Library Building, Room 221.

I. Instructor Absences

When an instructor is absent and unable to conduct a class session, he/she **must** notify the College Now liaison at their high school **and** the College Now Office prior to the scheduled class time. The instructor must also make arrangements to have a note posted on the door that the class session is cancelled prior to the start of the class session. Instructors should make up the class session.

V. Academic Policy and Procedures

A. Class Size

We must have a **minimum of 25 students for each course of study. Please recruit 35 students per class to allow for attrition; it is not cost effective to run classes with low enrollment. Classes with low enrollment for two semesters will jeopardize future offerings of that course.** If, after registration on the first day, you have this minimum, the class will be maintained. If the registration has fallen short of the projected goal, it will be in jeopardy of being dropped. You may attempt to fill classes with low registration to the required minimums by the next scheduled class session. If all efforts to increase class size to the required minimum are unsuccessful, the class will not run.

Students displaced from classes that do not run may be able to register for one of the other classes currently offered as long as they are eligible for the particular class and if they have not missed too much instructional time. The Director of our program will make that decision in consultation with you and the instructor.

B. Student Assignments

Individual instructors will let students know exactly how assignments are to be done. Assignments may involve one or more of the following: Reading a textbook selection and/or answering questions, writing a letter or essay, writing a report, problem-solving, skills exercises, research, etc. Blackboard use is encouraged, and in some cases required, for completion of seat time or hours required.

C. Syllabus

A syllabus is a written agreement between the instructor and the students taking the course. Students benefit from a syllabus that lays out clear goals and expectations and other information that helps them succeed in the course and capture the overall view of the course from the beginning.

As instructors develop a syllabus, they should consider the student's perspective. They should let the syllabus set the stage for the course, providing answers to the obvious questions: "Why do I need this course? What will this course enable me to do that I can't do without it? What are the course requirements and how do I meet them? How will I be evaluated? How will the final grade be determined and what is the grading scale?"

The syllabus should establish policies that will minimize problems later: attendance, unexcused absence, late work, academic dishonesty, grading, participation, etc.

In the syllabus, provide resources: glossary of relevant definitions, bibliography of related sources, and other resources available to students (people, materials, technology, facilities, etc.).

QCC SYLLABUS TEMPLATE

1. Department
2. Course prefix, number and title
3. Pre-requisites and co-requisites
4. Hours (class, recitation, laboratory) and credits
5. Course description (from catalog)
6. Curriculum/curricula for which the course is required and curricular objectives addressed by the course
7. General Education objectives addressed by the course
8. Course objectives/expected student learning outcomes
9. Summary of main topics covered in the course (include laboratory topics when applicable)
10. Example texts/readings/bibliography/other materials required or recommended for the course (as applicable)
11. Methods by which student learning will be evaluated (range of evaluation methods to be employed; note whether certain evaluation methods are required for all sections)

12. Required attire (if applicable)
13. Academic Integrity policy
14. Other expectations for student performance (if applicable)

QCC Course Outline Template
suggested order only

1. Department, course prefix, number and title (from the Course Syllabus) (i.e., Department of Mathematics and Computer Science, MA-303 Number Systems)
2. Semester and year (i.e., Fall 2017); hours and location of class (i.e., MWF 9:00 – 9:50, Room H-110)
3. Instructor's name and contact information, including office location and hours
4. Texts/readings/bibliography/other materials required or recommended for this course section
5. Course description/overview (optional) – this is the instructor speaking to the students about the course; it may include a description of particular emphases for the course, the method of instruction, class format, etc.
6. General Education objectives addressed by the course (from the Course Syllabus)
7. Course objectives – expected student learning outcomes (from the Course Syllabus); instructors may add to this list.
8. Outline of dates, topics and assignments for class meetings (reading, homework assignments, papers, lab projects, performances, presentations, exams, etc.); include a disclaimer stating that minor changes may be announced during the term
9. Methods by which student learning will be evaluated:
 - a. description of and due dates for all assignments, exams, lab reports, performances, field trips, class participation, and any other student activities that will be graded
 - b. description of the basis for grading
 - c. additional policies affecting evaluation (late assignments, etc.)
10. Attendance requirements and other expectations for student performance, including required attire (if applicable); include a statement that students who wish to request accommodation for disabilities should notify the instructor within the first two weeks of the term and present appropriate documentation from the Office of Services for Students with Disabilities.
11. Academic Integrity policy (departmental or College)

D. Textbooks

Text book orders are placed when needed upon the receipt of the total number of students in the class. Please be sure to use book receipts. Text books should be returned immediately if the student withdraws from the course, or payment is required.

Textbooks must be carefully maintained and returned in good condition to the instructor. It is advised that students cover texts in order to protect them. Students are responsible for the books in their possession and are held accountable for damaged or lost books. If a book is not returned, please collect the cost of the book. All book accounts must be settled at the end of each term.

E. Attendance and CUNYFirst

Attendance is a critical issue within our College Now program. Instructors must continually stress the fact that good attendance is not only preferred, but is also mandatory. Maintenance of original class size and daily attendance must be our prime effort and responsibility. Without a continuance of classroom attendance, our success rate will undoubtedly dwindle, and there will be a possibility of actually losing classes if the numbers drop off to certain levels.

Attendance Rosters:

Instructors must take attendance each day the class is in session. At the beginning of the semester, instructors must review their CUNYfirst Rosters for accuracy. Instructors are to verify their class lists on CUNYfirst; instructors should print out their CUNYfirst rosters for each class session to record attendance and submitted to Liaisons every Friday. Liaisons are to submit the attendance sheets to the College Now Office weekly and to retain attendance sheets for the semester.

Instructors must submit attendance rosters to Liaisons each Friday. Liaisons are to retain the attendance rosters. Liaisons must submit an updated class list to Mary Anne Meyer in the College Now Office.

When a student is absent early on, the instructor should contact the student and express concerns that he/she has missed important material which is essential to his/her success within the class, and that the student must improve his/her attendance.

F. Student Withdrawal

Withdrawal is a serious matter and should only be considered after the student has consulted with the instructor and liaison. Students must complete an official withdrawal form and have it signed by the instructor. Liaisons must submit the official withdrawal forms to the College Now Office by the deadline stipulated on the College Now administrative timeline. All “no shows” for your class must also have a withdrawal form submitted by this date as well. Students whom you have determined cannot pass the course with a grade of C or better should be advised to withdraw from the course. Text books should be returned immediately if the student withdraws from the course, or payment is required.

The withdrawal deadlines for 2017 -2018:

(College classes and workshops)

November 10 for fall and April 16 for spring

Withdrawal forms must be submitted by the deadline so that students may withdraw from the course without penalty. Withdrawals after the deadline will result in a “WU” which is the equivalent of an “F.”

G. Final Grade and Attendance Rosters

All instructors must input their final grade and attendance rosters **within 48 hours of the last class or final exam** through CUNYfirst in accordance with the Queensborough Community College's College Now timeline.

H. Data Security Procedures

The City University of New York has issued new security rules regarding the transporting of "Non-Public University Information" off campus and how this data may be transferred on campus. There is also a formalized method for reporting lost data and data breaches which everyone should be familiar with.

Non-Public University Information - For the purpose of CUNY IT Security Procedures, the term "Non-Public University Information" means personally identifiable information (such as an individual's Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; personal electronic mail address; Internet identification name or password; and parent's surname prior to marriage); information in student education records that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially.

The protection of Non-Public University Information from unintentional access is vital to our security.

Unauthorized access to Non-Public University Information can put the subject at risk, negatively impact our campus reputation, becomes an embarrassment to CUNY and also incurs significant notification costs.

Any faculty or staff member who needs to carry Non-Public University Information, beyond one's own, **between work and home** in any form on any storage media or device must have the expressed and specific approval of the Vice President of Finance and Administration. In addition the information must be encrypted. The Office of Information Technology will supply approved employees with flash drive devices which will automatically encrypt information stored on it. The flash drives are designed so that users can work directly on them. The data on the encrypted flash drives must never be transferred to another storage media. This method insures that private information stays encrypted and safe at all times.

A storage media or device includes but is not limited to hard disks drives and other media (e.g. Tape, Diskette, flash drives, CD-ROM, DVD, smart phones, or other devices) and hard copy documents that contain this information.

Non-Public University Information sent via email to anyone on campus is **not considered to be secure**. To transfer Non-Public University Information on campus between individuals you must utilize WebDrive encryption software available from the Office of Information Technology. Please E-mail, qgonjon@qcc.cuny.edu if you need a WebDrive account or would like to know more about how WebDrive works.

As soon as anyone becomes aware of the loss of or an unauthorized breach of Non-Public University Information they must report it immediately to Quincin Gonjon, QCC's Internet Security Officer. He will follow the required CUNY procedures for reporting any breach of private information.

VI. Special Opportunities and Scholarships

A. Model City Council

The Model New York City Council Project is designed to enhance the public service learning and leadership skills of high school students in the College Now program. Students learn about the New York City Council, representation, and the legislative process from faculty mentors during an intensive training program that consists of several Saturday sessions. At the conclusion of the training component, participants convene in the City Council Chamber for a Model City Council session (debating and voting on legislation) and join CUNY in hosting a reception and celebration at City Hall for Council Members.

Students will be selected for MCC based upon the following criteria:

- They are enrolled in or have completed a College Now course or workshop.
- They are scheduled to graduate in **June 2018 or June 2019**.
- They are available for the mandatory training and event schedule.
- They are willing to participate actively and commit to the goals of the project.
- They must be nominated by their school's College Now Liaison.
- They will complete and submit an application, including an essay.

1. Model New York City Council Recruitment Plan

During each semester, you will be receiving blank applications for each of the opportunities noted above. Please:

- distribute the applications to your instructors and ask them to encourage their students to apply
- collect all applications in a timely manner, prior to the deadline for submission.

- return all applications to our College Now Office at Queensborough Community College, Room L221.

[Applications are available online at CUNY's College Now website](#)

Below is a general outline of the recruitment process:

- The Program Coordinator for College Now in the Central Office will create and distribute application materials to College Now Coordinators on each campus.
- The QCC College Now Office will notify College Now high school liaisons about Model NYC Council and distribute application materials.
- High School Liaisons will nominate students from each high school.
- Completed applications will be sent to the QCC College Now Office.
- The CUNY Program Coordinator will make the final selection of students. This process will take into account the need for one student to represent each council member's district. The total number of students selected will be 50.
- The CUNY Assistant Program Coordinator will notify students invited to participate as well as an agreement contract outlining the commitment they must make to the program.

B. Myself Third: Spirit of New York Scholarship competition

This scholarship program was established in 2002 in tribute to the altruism of 9-11 rescue workers. It honors high school graduating seniors whose individual acts of concern and solidarity inspire pride, citizenship, and a sense of community.

To be eligible for the scholarship, you must be:

- a high school senior scheduled to graduate in June 2018
- enrolled in or have completed at least one College Now course or workshop
- planning to attend a CUNY school in Fall 2018

Winners are chosen based on their grades, extra-curricular activities, work and volunteer experiences. In addition, applicants are required to write an essay on civic responsibility.

The College Now Office at Queensborough Community College will make the liaisons aware of the details of the scholarship application process as it becomes available.

1. About the Myself Third: The Spirit of New York Scholarship Competition

The College Now Office at Queensborough Community College will make the liaisons aware of the details of the scholarship application process as it becomes available, but generally:

- Scholarship amounts vary from year to year.
- The competition is open to high school seniors who have participated in the University's College Now Program. A teacher or guidance counselor must initially nominate applicants but a maximum of **four applications** will be accepted **from each high school**. The principal will select final nominees. Subsequent to the principal's selection, the nominating teacher or guidance counselor will serve as a mentor to his/her nominee, guiding the student in the completion of the application.
- Applicants are required to submit an essay. They are asked to illustrate their involvement in civic service by writing about the project or activity they participated in or developed and reflect on the impact that experience had on their lives. In addition, all applicants must submit official transcripts, a description of volunteer work and extracurricular activities, and a letter of recommendation from a high school teacher or a guidance counselor.
- Students selected to receive the scholarship will be required to use it to help defray the costs of matriculating at one of the CUNY colleges.
- Winners will be notified in April and the scholarships will be awarded at a ceremony in June.
- The scholarship applications will be available in January of 2018. Application materials will be distributed through the College Now Programs.

2. Myself Third Committee Guidelines for Choosing Finalists

a) Myself Third Committee Preparation

Each college will form a committee to review applications. The College Now Coordinator at each campus will recruit a group of 3 or 5 individuals (composed of high school and college personnel) for the committee. The names and email addresses of the committee should be sent to Central Office by March. *Note: Individuals who have nominated a student cannot serve on the committee.*

b) General Criteria for Selection

The scholarship is offered to honor extraordinary civic involvement of high school students as demonstrated in the applicants' essays and letter of recommendation. In judging the applications, the quality of the content of the essay and the personal experience described in it, as well as the strength of the letters of recommendation should be the main criteria. Extracurricular activities and the official transcript should also be considered in order to get a more complete picture of each individual applicant.

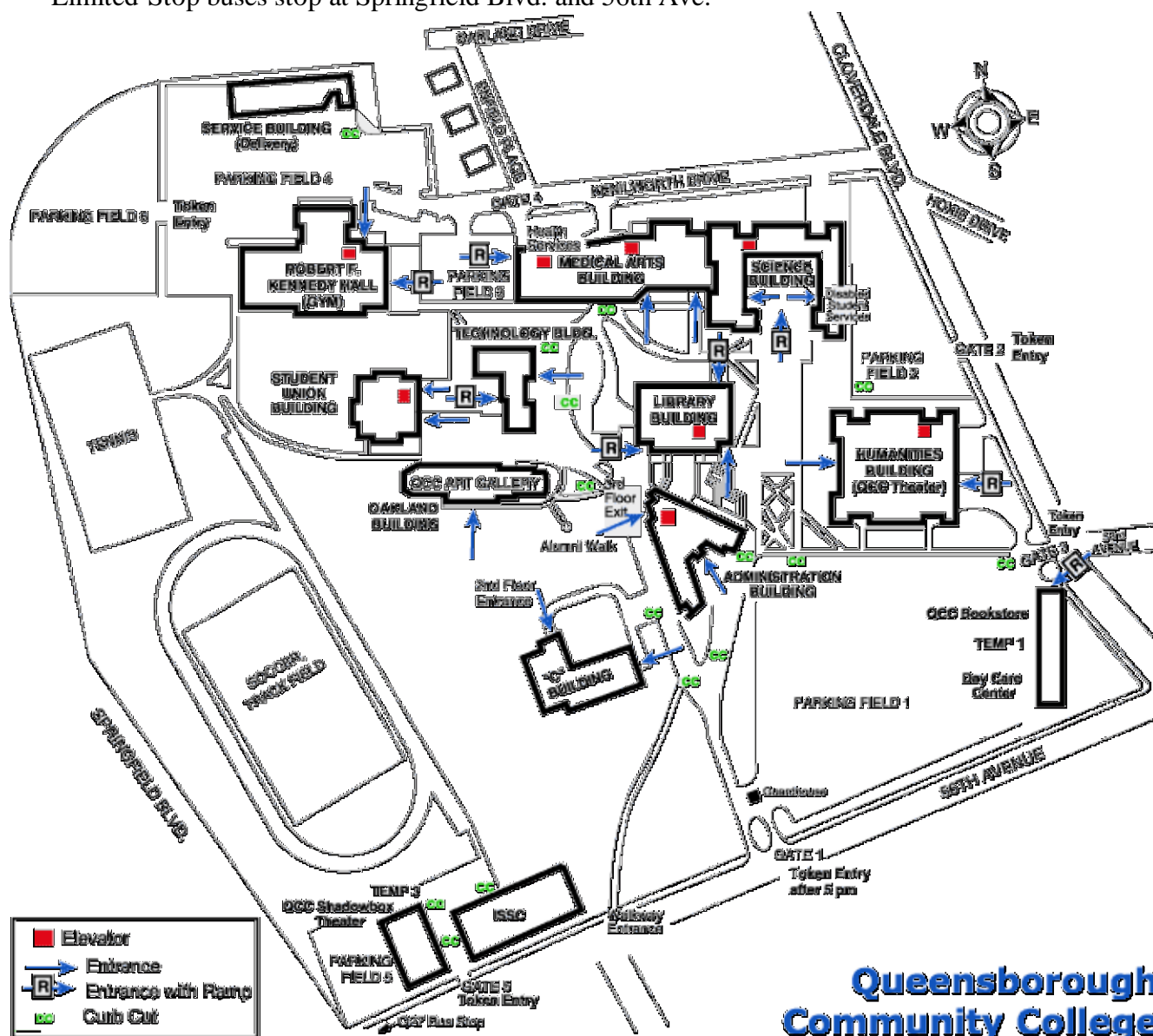
c) Evaluation Form

The Evaluation Form is provided as a guide for the assessment of the application packages. Ultimately, the selection of finalists is the responsibility of the committee members.

VII. Travel Directions to QCC and Campus Map

Queensborough Community College is located in Bayside, between Springfield Blvd. and Cloverdale Blvd. (223rd Street) on 56th Avenue. The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard Exit 29 on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

* The Q27 bus stops on the campus from 7 am to 11 pm on weekdays.
Limited-Stop buses stop at Springfield Blvd. and 56th Ave.



**Queensborough
Community College**

VIII. Where is it on the Queensborough Community College Campus?

<i>College Now Office</i>	<i>Library</i> 221
<i>Academic Advisement</i>	<i>Library</i> 434
<i>Admissions</i>	<i>Administration</i> 210
<i>Alumni</i>	<i>Administration</i> 508
<i>Art and Photography</i>	<i>C-106</i>
<i>Academic Literacy</i>	<i>Humanities</i> 324
<i>Biological Sciences and Geology</i>	<i>Medical Arts</i> 213
<i>Business</i>	<i>Administration</i> 405
<i>Bursar</i>	<i>Administration</i> 118
<i>Chemistry</i>	<i>Science</i> 445
<i>CLIP (College Language Immersion Program)</i>	<i>Y2-2</i>
<i>College Discovery</i>	<i>Library</i> 118
<i>Continuing Education. Arts & Business Development</i>	<i>Library</i> 118P
<i>Counseling Center</i>	<i>Library</i> 422
<i>CSTEP</i>	<i>Library</i> 440
<i>Electrical and Computer Engineering Technology</i>	<i>Technology</i> 20
<i>English</i>	<i>Humanities</i> 428
<i>Financial Aid</i>	<i>Library</i> 409
<i>Foreign Languages and Literatures</i>	<i>Humanities</i> 217
<i>Health, Physical Education, and Dance</i>	<i>RFK</i> 216
<i>Health Services</i>	<i>Medical Arts</i> 02
<i>History</i>	<i>Medical Arts</i> 408
<i>Instructional Support Services</i>	<i>ISSC</i>
<i>International Student Affairs & Center for Immigration</i>	<i>Library</i> 431
<i>Library</i>	<i>Library</i> 2nd Floor
<i>Mathematics and Computer Science</i>	<i>Science</i> 245
<i>Mechanical Engineering Technology and Design Drafting</i>	<i>Technology</i> 20D
<i>Music</i>	<i>Humanities</i> 140
<i>Nursing</i>	<i>Medical Arts</i> 302
<i>Performing Arts Center Box Office</i>	<i>Library</i> 1 st Floor
<i>Physics</i>	<i>Science</i> 342
<i>QCC Shadowbox Theater</i>	<i>Temp 3 / Z Building</i>
<i>Registrar</i>	<i>Administration</i> 104
<i>Security</i>	<i>Library</i> 3rd floor
<i>Services for Students with Disabilities</i>	<i>Science</i> 132
<i>Social Sciences</i>	<i>Medical Arts</i> 104
<i>Speech Communication and Theatre Arts</i>	<i>Humanities</i> 125
<i>Student Activities</i>	<i>Student Union Building</i>
<i>Student Affairs</i>	<i>Library</i> 412
<i>Student Café</i>	<i>Science Building</i>
<i>Testing</i>	<i>Y2 Building</i>
<i>Military and Veteran Affairs</i>	<i>Library</i> 428