New Student Guide
To Enrollment & Orientation
### Table of Contents

- **Letter from Director** 3
- **College Discovery Contact Page** 4
- **Ready to Start Enrollment** 5
  - Print New Student Check list
- **Enrollment Confirmation Response Work Sheet** 6-7
- **New Student Orientation** 8
- **Financial Aid** 9
- **Tuition & Fee** 10
- **CUNY Assessment Test Exemptions** 11
- **Medical Clearance Form** 12-14
  - Student Immunization Record Form
  - Meningococcal Meningitis Vaccination Response Form
- **Technology Tools** 16-18
- **Remedial Classes** 19-20
- **Student ID Card** 21
- **Registrar’s Office** 22
- **Direction to QCC** 23-24
Dear College Discovery Student:

Thank you for selecting Queensborough’s College Discovery Program.

On behalf of the counselors and support staff in the College Discovery (CD) office, welcome to Queensborough.

We are committed to providing you with the support necessary to help you develop academically, socially, and intellectually. Support will be delivered through academic advisement, counseling, financial aid, tutoring and other services. We are confident that you will thrive in this nurturing environment which the program promises.

Since its inception in 1963, the CD program has graduated hundreds of students university-wide. The pages of this guide contain all the necessary information you will need to begin your first semester at Queensborough. Please take some time to explore the information.

Shortly, you will be assigned a counselor who will assist you with all your enrollment needs throughout your stay at the college.

We look forward to meeting with you soon.

Regards,

Winston Yarde
Office Location
222-05 56th Avenue,
Bayside NY  11364-1497
Library Building, Room 440
718.631.6210 • Fax 718.631.6653

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Secretary
Ready to Start Your Enrollment?
(You’ll need to fill out and submit a few forms first.)

It’s time to take the next step on your path to success—your undergraduate career at QCC, CD.

This is your official package preparing you for your Fall semester.

Find the statement below that best describes you. Follow the instructions. ONLY fill out the forms that apply to you.

By state or CUNY mandate, all new students are required to complete medical records and immunization form, and meningitis forms. Students who fail to submit these forms will not be able to matriculate (register for classes) at QCC.

“I am a new freshman.”
Please click link to read, complete, and return the required forms:

- [Complete and submit to confirm your enrollment](www.qcc.cuny.edu/collegediscovery/new-Students)
- [Apply for Financial Aid: FAFSA & TAP online at](www.qcc.cuny.edu/financialaid/)
- Take [CUNY Assessment Test (CAT)]
- Complete and submit [Medical records and immunization forms]
- Complete and submit [Meningitis Response form]
- Register for Orientation online at [www.qcc.cuny.edu/collegediscovery/new-Students]
- Your OneCARD
- Print New Student [Check list]

“I am a new transfer student.”
Please read, complete, and return the following forms:

- [Final college transcripts]( ), including final grades
- [Special Program Transfer Form]
- [Apply for Financial Aid: FAFSA & TAP online at](www.qcc.cuny.edu/financialaid/)
- [Medical Clearance Satisfied]
- Your OneCARD
- Print New Student [Check list]

“I am a Returning Student.”
Please read, complete, and return the following forms:

- Complete Readmit Form, [click here for more information]
- [Email your counselor for an Advisement Appointment]
- [Apply for Financial Aid: FAFSA & TAP]
- Your OneCARD

Please fill out all forms that apply to you and submit the forms to the department. Also, please remember to register for Student Orientation by visiting us online at (click “Register for Orientation”). Student Orientation is mandatory.
COLLEGE DISCOVERY ENROLLMENT CONFIRMATION RESPONSE WORKSHEET
INSTRUCTION SHEET

APPLICATION DEADLINE: SEATING DEADLINE FEB 13, 2015
APPLICATION DEADLINE DATE FEB 13, 2015 (PENDING SEAT AVAILABILITY)

Dear New Student,

To be considered for the QCC College Discovery Program for the 2015-2016 academic year, you must complete and submit the College Discovery Enrollment Confirmation Response Worksheet online with proof of family income (copies of parent 2014 Federal IRS Tax Transcripts and all other supplemental document listed in section A-3) before the priority deadline date to QCC College Discovery Office Library Building, Room 440. If you don’t plan to enroll please indicate in section A-1.

Students must also file and be eligible to receive Financial Aid (TAP and Pell). We urge all students to complete a free financial aid application (FAFSA) before the recommended deadline. Please check the financial aid website (qcc.cuny.edu/financialaid) for the application deadline date.

HOW TO SUBMIT YOUR DOCUMENTS:

- Online: The worksheet can be found at New Student Page
  http://www.qcc.cuny.edu/college/discovery/new-students.html
  Complete all parts of the form, print a copy for your records, attach proof of
  family income and then select submit below.

  Additional methods to Submit Documents: Select 1 or 2 methods below to submit supplementary
  documents (ONLY if you did not submit the supplementary document online)
  1. By Mail: Mail this form along with copies of your documents to College Discovery Program
     Queensborough Community College, Library Building, Room 440, 222-55 56th Ave, Bayside,
     New York 11364
  2. In Person: Bring copies of all documents to the College Discovery Program Queensborough
     Community College, Library Building, Room 440, 222-55 56th Ave, Bayside, New York 11364
     during regular business hours, check our website for our office hours.

PROOF OF INCOME:

In addition to your College Discovery Enrollment Confirmation Response
Worksheet you are required to submit the following documents. Please check the
appropriate boxes below and attach the proof to the completed worksheet. As a reference we recommend that you print out
this instruction sheet. Click here to fill out the application.

1. Required PROOF OF FAMILY INCOME:

   □ For dependent student you need to provide: Request parents/step-parent, and/or spouse 2014 Federal
   IRS Tax Return Transcript. Your may order a transcript from IRS online at

   □ For independent student you need to provide: If you are born before January 1, 1990 or married. You
   and/or spouse's income taxes 1040 for 2014 and obtain your 2014 Federal IRS Tax Return Transcript.
   (IRS URL for Transcripts: https://as2-www4.irs.gov/efile-irs-start.do or Call 1800-909-9946)

   □ Did not file taxes? You need to request Non-Tax files form: a copy of IRS form 4506-T which has been
   filed by the student or family with IRS or a copy of IRS Letter 1722 indicating that the student (if
   independent) or parent did not file a tax return. Please call the IRS at 1800-829-1040 to request a Form 1722.

2. ADDITIONAL INCOME DOCUMENTS: If you or any one of the family members listed in section
   A-2 of this worksheet received any of the following additional income listed below, we will require the
   documents to complete your enrollment into the program.

   □ Social Security Benefit Award letter (IRS Form 1099) for 2015, which lists all recipients. (If applicable)
   □ Public Assistance budget letter for 2015. (If applicable)
   □ Supplemental Nutrition Assistance Program (SNAP- Food Stamp) for 2015. (If applicable)
   □ Child Support Statement for 2015. (If applicable)
   □ Pension, Annuity, or Unemployment Benefit for 2015. (If applicable)

   *If you do not have any of the items listed, contact the College Discovery office 718-631-6210.
   Other items and forms not listed on this sheet are also acceptable.
COLLEGE DISCOVERY HOUSEHOLD SIZES VERIFICATION WORKSHEET

**Form Instruction:** Complete all parts of this form, print copy for your records, attach proof of family income and then select submit below. Other alternative to submit your application is on the instruction sheet. It is your responsibility to make certain that all documents completed and accurate. Continue to monitor your CD status on your “Tiger Connect” page. If you have any questions, please attend an “New Student Orientation” or contact our office.

**SECTION A-1: STUDENT INFORMATION**

DID YOU...

1. PLAN ON JOINING THE COLLEGE DISCOVERY FRESHMAN CLASS? YES NO
2. NOT ELIGIBLE DUE TO THEIR MAINTENANCE AID? YES NO
3. ATTEND A NEW STUDENT ORIENTATION? YES NO
4. FILE & COMPLETE 2014-2015 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)? YES NO
5. SUBMIT YOUR TIGER CONNECT ID & APPLICATION? YES NO

**SECTION A-2: STUDENT & FAMILY INFORMATION**

Please select your Citizenship Status: (Please bring proof of status)
- U.S. Citizen
- Eligible Non-Citizen
- Neither Non-Registration Number: A

Last Name: ___________________________ First Name: ___________________________
Middle Initial: __________ Contact #: __________________________ Email: __________________________

Student Household Size Information: include the name of all members of the household as listed on the 2014 income taxes. Include yourself, parent(s), stepparent, and other children. If more space is needed, attach a separate page with the student’s name and CUNY Student ID# at the top. All information provided must match what was reported on the FAFSA form.

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</tbody>
</table>

FOR 2014 ARE YOU OR ANYONE LISTED ABOVE RECEIVING ..... \n
1. SOCIAL SECURITY BENEFIT WHICH LISTS ALL RECIPIENTS? YES NO
2. PUBLIC ASSISTANCE? YES NO
3. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP- FOOD STAMP)? YES NO
4. CHILD SUPPORT STATEMENT? YES NO
5. PENSION, ANNUITY, OR UNEMPLOYMENT BENEFIT? YES NO

**SECTION B: STUDENT/PARENT CERTIFICATION**

I/we declare that all information reported/submitted on this form to qualify for College Discovery is true and complete.

Student’s Signature: ___________________________ Date: ___________________________

Parent’s Signature: ___________________________ Date: ___________________________

(Only required if student is a dependent)
New Student Orientation

Success Starts Here!

To prepare you for your first exciting semester, the College Discovery Program is holding a special—and mandatory—orientation program. At orientation, you learn about the benefits of the QCC, College Discovery Program and the student services available, academic support, career preparation, and have an opportunity to meet new friends and form lifelong relationships.

The orientation will provide you with important information for you and your parents, including how to confirm enrollment. Your parents/guardians can also attend. Please visit www.qcc.cuny.edu/collegediscovery/new-Students to confirm your orientation attendance. For more information, please contact us at: 718-631-6210

We look forward to your arrival!

What is Orientation? and why is it important to attend?

The orientation brings the community together to welcome new students. Orientation is REQUIRED for all new students. During orientation, students have the opportunity to become better acquainted with the academic environment, support services, and important locations on campus while learning about the QCC experience from current students.

Orientation Date
Click here to reserve your seat. Please confirm your orientation online at http://www.qcc.cuny.edu/collegediscovery/new-Students.html Click “Register for Orientation.”
The QCC deadline for NEW FRESHMAN & TRANSFER students to complete the 2014-2015 Free Application for Federal Student Aid (FAFSA) is June 2nd.

Step #1

A. Complete the FAFSA online at https://fafsa.ed.gov. (FAFSA)
B. Complete the TAP application via New York State Link at the end of the FAFSA application.

For help completing the financial aid process, please refer to the Office of financial Services website: http://www.qcc.cuny.edu/financialaid

Step #2

Check your CUNYfirst Student Services Center “Financial Aid Tab” to view the financial aid awards you are eligible for.

- We continue to encourage students to complete the FAFSA after the December 1, 2014 deadline: however, we cannot guarantee that your awards will be available in time to pay your tuition bill for spring.

<table>
<thead>
<tr>
<th>School Codes</th>
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</thead>
<tbody>
<tr>
<td>Federal Code (for FAFSA)</td>
</tr>
<tr>
<td>State Code (for TAP)</td>
</tr>
</tbody>
</table>
**TUITION AND FEE PAYMENT**

**Definition of a Full-Time Student**
For purposes of determining tuition only, matriculated degree and certificate students are considered full-time if they are registered for at least 12 credits per semester (or a combination of credits plus chargeable hours totaling 12 per semester).

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>12 or more credits/tuition units</td>
<td>Less than 12 credits/tuition units</td>
</tr>
<tr>
<td>Residents of New York City who are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matriculated Students</td>
<td>$2,250.00 per semester</td>
<td>$195.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Non-Matriculated Students (Non-Degree)</td>
<td>$250.00 per credit/tuition unit</td>
<td>$250.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Non-Residents of New York City who are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residents of New York State with Certificate of Residency on file</td>
<td>$2,250 per semester</td>
<td>$195.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Residents of New York State without Certificate of Residency on file</td>
<td>$300.00 per credit/tuition unit</td>
<td>$300.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Out-of-State Residents</td>
<td>$300.00 per credit/tuition unit</td>
<td>$300.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Foreign Students</td>
<td>$300.00 per credit/tuition unit</td>
<td>$300.00 per credit/tuition unit</td>
</tr>
<tr>
<td>Non-Matriculated Students (Non-Degree)</td>
<td>$395.00 per credit/tuition unit</td>
<td>$395.00 per credit/tuition unit</td>
</tr>
</tbody>
</table>

**Important notice for ALL the registering students:**

In accordance with The City University of New York (CUNY) guidelines, tuition and fees for the **Fall 2015 must be paid by your payment due date.**

All tuition & Fee Schedules are subject to change without notice at any time upon action by the Board or Trustees of the City University of New York. Regardless of the tuition and Fee schedules in effect at the time of registration. There are [7 way to pay](#) your bill click here to view.
CUNY PLACEMENT TEST EXEMPTIONS

HIGH SCHOOL EXEMPTIONS

CUNY PLACEMENT TESTS: READING, WRITING, MATH MINIMUM REGENTS EXAM SCORE NEEDED FOR EXEMPTION:

- **READING**: 75 ON ENGLISH EXAM
- **WRITING**: 75 ON ENGLISH EXAM
- **MATH**: 75 ON MATH SEQUENTIAL II, MATH SEQUENTIAL III, MATH A, MATH B EXAMS. FOR STUDENTS WHO HAVE GRADUATED FROM HIGH SCHOOL AFTER JUNE 2012, YOU MUST HAVE A SCORE OF 80 OR HIGHER IN ONE OF THE THREE MATH REGENTS, AND HAVE COMPLETED MATH COURSE WORK UP TO ALGEBRA OR GEOMETRY OR TRIGONOMETRY.

**MINIMUM SAT SCORE NEEDED FOR EXEMPTIONS:***

- **READING**: VERBAL 480 CRITICAL 480
- **WRITING**: VERBAL 480 CRITICAL 480
- **MATH**: MATH 500

**MINIMUM ACT SCORE NEEDED FOR EXEMPTIONS:***

- **READING**: 20
- **WRITING**: 20
- **MATH**: 21
STUDENT IMMUNIZATION RECORD FORM

Persons born on or after January 1, 1957 are required to present proof of immunity against Measles, Mumps and Rubella (MMR).
New York State Public Health Law 2165 now requires post-secondary students to show protection against Measles, Mumps and Rubella.
Persons born before January 1, 1957 must provide proof of rubella immunization.

CUNY ID # _______________ OR S.S. # XXX-XX-____

(First) PRINT ___________________ (Last) PRINT ___________________

Name ___________________ ___________________ Date of Birth ______/_____/______

Address ___________________ City ___________________ State ______ Zip Code ______

Phone ______ (______ ______) - ______ E-mail ___________________

REQUIRED

Measles (Rubeola) Immunity

Measles immunization (1) ______/_____/______
Measles immunization (2) ______/_____/______

OR

MMR immunization (1) ______/_____/______
MMR immunization (2) ______/_____/______

First Measles or MMR immunization must be given on or after the first birthday.

Date of Measles Titer ______/_____/______

Copy of Lab Report must be attached.

Mumps Immunity

Mumps immunization (1) ______/_____/______
Mumps immunization (2) ______/_____/______

First Mumps or MMR immunization must be given on or after the first birthday.

OR

Date of Mumps Titer ______/_____/______

Copy of Lab Report must be attached.

REQUIRED

Rubella (German Measles) Immunity

Rubella immunization (1) ______/_____/______
Rubella immunization (2) ______/_____/______

First Rubella or MMR immunization must be given on or after the first birthday.

OR

Date of Rubella Titer ______/_____/______

Copy of Lab Report must be attached.

REQUIRED – MENINGOCOCCAL MENINGITIS (one dose within 10 years recommended by NYSPhL 2167)

To be completed and signed by student or parent/guardian for student under the age of 18

CHECK ONE BOX ONLY:

☐ I have received the information regarding meningococcal meningitis (see reverse side) and understand the risks of not receiving the vaccine and I have decided that I/my child will not obtain immunization against meningococcal meningitis disease at this time.

☐ I have read (see reverse side) the information regarding meningococcal meningitis and I/my child has received the meningococcal meningitis vaccine within the past ten (10) years. Date vaccine received ______/_____/______

Student's Signature __________________________________________

Date ______/_____/______

For meningococcal meningitis vaccine availability and cost, check with your Primary Care Physician.

For students under the age of 18 only:

Name of parent/guardian:

(Print) PRINT ___________________ (Last) PRINT ___________________

Signature ________________________________________________

Date ______/_____/______

Optional:

Do you have a disability? ☐ Yes ☐ No - If yes, would you like to be referred to Services for Students with Disabilities? ☐ Yes ☐ No

Do you use tobacco products? ☐ Yes ☐ No - If yes, would you like assistance in quitting? ☐ Yes ☐ No

Health Practitioner Signature __________________________________________

Print/Type Name ___________________ Date ______/_____/______

Address ___________________ City ___________________ State ______ Zip Code ______

Phone ______ (______ ______) - ______ Fax ______ (______ ______)

Provider Stamp

Required by CUNY

Please return to:
Queensborough Community College, Office of Health Services
Medical Arts Building, Room MC-02
222-05 56th Avenue, Bayside, New York 11364-1497
Telephone (718) 631-6375 • Fax (718) 631-6330

Entrance is on the north side at the corner of Kenilworth Drive and Enfield Place

QCC is a TOBACCO FREE CAMPUS > www.qcc.cuny.edu/tobacco-free

04/08/2014
MENINGOCOCCAL MENINGITIS VACCINATION RESPONSE FORM

New York State Public Health Law 2167 requires that all college and university students complete and return the following form to the Office of Health Services or you will be blocked from registration and from attending classes.

Name ___________________________________________  EMPL ID # __________________________ OR S.S.# XXX-XX-

( LAST PRINT)  (FIRST PRINT)

Address ___________________________________________  City __________ State _______ Zip Code _______

Phone (____) _______ - _______  E-mail __________________________  Date of Birth _______ / ______ / _______

CHECK ONE BOX ONLY:

☐ I have received the information regarding meningococcal meningitis (see reverse side) and understand the risks of not receiving the vaccine and I have decided that I/my child will NOT obtain immunization against meningococcal meningitis disease at this time.

☐ I have read (see reverse side) the information regarding meningococcal meningitis and I/my child has received the meningococcal meningitis vaccine within the past ten (10) years. Date vaccine received _______ / ______ / _______

Signature __________________________

Date _______ / _______ / _______

For meningococcal meningitis vaccine availability and cost, check with your Primary Care Physician.

For students under the age of 18 only:

Name of parent/guardian:

( FIRST PRINT)  (LAST) PRINT

Signature __________________________

Date _______ / _______ / _______

Please return to:
Queensborough Community College, Office of Health Services
Medical Arts Building, Room MC-02
222-05 56th Avenue, Bayside, New York 11364-1497
Telephone (718) 631-6375 • Fax (718) 631-6330
Entrance is on the north side at the corner of Kenilworth Drive and Enfield Place

Optional:  Do you have a disability?  ☐ Yes ☐ No
If yes, would you like to be referred to Services for Students with Disabilities?  ☐ Yes ☐ No

Do you use tobacco products?  ☐ Yes ☐ No
If yes, would you like assistance in quitting?  ☐ Yes ☐ No

QCC IS A TOBACCO FREE CAMPUS  www.qcc.cuny.edu/tobacco-free
**Meningococcal Disease**

*Information for College Students and Parents*

**What is meningococcal disease?** Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord) caused by the meningococcus germ.

**Who gets meningococcal disease?** Anyone can get meningococcal disease, but it is more common in infants and children. For some adolescents, such as first-year college students living in dormitories, there is an increased risk of meningococcal disease. Every year in the United States approximately 2,500 people are infected and 300 die from the disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, and people traveling to parts of the world where meningococcal meningitis is prevalent.

**How is the germ meningococcus spread?** The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person.

**What are the symptoms?** High fever, headache, vomiting, stiff neck and a rash are symptoms of meningococcal disease. The symptoms may appear two to 10 days after exposure, but usually within five days. Among people who develop meningococcal disease, 10 to 15 percent die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

**How soon do the symptoms appear?** The symptoms may appear two to ten days after exposure, but usually within five days.

**What is the treatment for meningococcal disease?** Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

**Should people who have been in contact with a diagnosed case of meningococcal meningitis be treated?** Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, daycare center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin or ceftriaxone) from their physician. Casual contact, as might occur in a regular classroom, office or factory setting, is not usually significant enough to cause concern.

**Is there a vaccine to prevent meningococcal meningitis?** There are three vaccines available for the prevention of meningitis. The preferred vaccine for people ages 2-55 years is Meningococcal conjugate vaccine (MCV4). This vaccine is licensed as Menactra (sanofi pasteur) and Menveo (Novartis). Meningococcal polysaccharide vaccine (MPSV4; Menomune [sanofi pasteur]), should be used for adults ages 56 and older. The vaccines are 85 to 100 percent effective in preventing the four kinds of meningococcus germ (types A, C, Y, W-135). These four types cause about 70 percent of the disease in the United States. Because the vaccines do not include type B, which accounts for about one-third of cases in adolescents, they do not prevent all cases of meningococcal disease.

**Is the vaccine safe?** Are there adverse side effects to the vaccine? The three vaccines available to prevent meningococcal meningitis are safe and effective. However, the vaccines may cause mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days.

**Who should get the meningococcal vaccine?** The vaccine is routinely recommended for all adolescents ages 11-12 years, all unvaccinated adolescents 13-18 years, and persons 19-21 years who are enrolling in college. The vaccine is also recommended for people ages 2 years and older who have had their spleen removed or have other chronic illnesses, as well as some laboratory workers and travelers to endemic areas of the world.

**Who needs a booster dose of meningococcal vaccine?** CDC recommends that children age 11 or 12 years be routinely vaccinated with Menactra or Menveo and receive a booster dose at age 16 years. Adolescents who receive the first dose at age 13-15 years should receive a one-time booster dose, preferably at ages 16-18 years. Teens who receive their first dose of meningococcal conjugate vaccine at or after age 16 years do not need a booster dose, as long as they have no risk factors. All people who remain at highest risk for meningococcal infection should receive additional booster doses. If the person is age 56 years or older, they should receive Menomune.


*Adapted from the New York State Department of Health, Bureau of Communicable Disease Control. Revised July 2011*
Your Tiger Connect Page

Your Tiger Connect page is a personalized web page created for you based on your admissions application. On your Tiger Connect page, you will receive information that is personalized according to your interests and goals, including events and updates related to your intended major, medical clearance, financial aid and CD program.

The page will help you stay on track with all your pre-enrollment activities such as testing, financial aid, immunization, etc. Please remember to check your Page regularly.

Your Tiger Connect page is where you will get you next steps toward enrolling in the College. Login to your account now, by selecting Login Here or visit our website at www.qcc.cuny.edu/collegediscovery/new-Students.html

TO CLAIM YOUR ACCOUNT, FOLLOW THESE INSTRUCTIONS:

- An email containing your USER Name and login information in plain text will be sent to the email address you provided on the CUNY application.

Missed the email, need to reset your account?

If you have not set-up your password, or lost the account instruction email, you can use the "Reset password" link to request a new e-mail in order to set your password, we have provided the link below or scan the QR code below and bookmark it to your smartphone.

https://cunyqcc.askadmissions.net/Vip/ForgotPassword.aspx
In order to access your QCC technology accounts, you must claim them first. This section includes a brief description of your technology accounts, followed by instructions on claiming your CUNYfirst, CUNY portal and Tigermail accounts.

CUNYFirst

In Cunyfirst, you can access the following information:

- Academics - add/drop courses and view your transcript
- Finances - account balances, refunds, charges and payments
- Financial Aid - accepting awards, aid disbursement/payments, award summaries and to do lists.

TO CLAIM YOUR CUNYFIRST ACCOUNT, FOLLOW THESE INSTRUCTIONS:

1. From the QCC home page [www.qcc.cuny.edu](http://www.qcc.cuny.edu), click LOGIN then CUNYfirst.
2. This will open a new CUNYfirst window. In the new window, choose “First Time Users”.
3. Enter the information in the required fields.
4. Once your CUNYfirst account is activated, you will receive a confirmation page for your records.
CUNY Alert

Once you are logged in to the CUNYfirst, You can sign up for our emergency notification system:

1. Click on the Self-Service link, then selecting “Student Center”
2. Once in the Student Center, go to your “To Do List” and select “sign up now for CUNY Alert”
3. Click the “Register for CUNY Alert” Link and follow the instructions

CUNY Portal

Though the CUNY Portal, you can access the following information:

- Student Advisement Degree Audit
- Blackboard
- FACTS- Financial Aid Certification Tracking System

TO CLAIM YOUR CUNY PORTAL ACCOUNT:

1. From the QCC home Page www.qcc.cuny.edu, click LOGIN the Click CUNY Portal.
2. This will open a new CUNY portal window. In the new window, choose “Register for a new account” then choose “Current Student”.
3. Enter the information in the required fields and click “NEXT”
4. Once your CUNY Portal account is activated, you will receive a confirmation page. Please print the confirmation page for your records.
TIGERMAIL

TigerMail is your student email account. Using your TigerMail address identifies you as a QCC student, so you must use your TigerMail address when emailing your College Discovery.

For assistance:

1. Please visit the student support page:
   http://www.qcc.cuny.edu/StudentSupport/index.html
2. For CUNYfirst or CUNY PORTAL support contact:
   helpdesk@qcc.cuny.edu
   Phone: (718) 631-6348
3. For TigerMail Support Contact E-Mail Help
   Email: EmailHelp@tigermail.qcc.cuny.edu
   Phone: (718) 631-6348

TO CLAIM YOUR TIGERMAIL ACCOUNT, FOLLOW THESE INSTRUCTIONS:

1. From the QCC home page www.qcc.cuny.edu, click LOGIN the click TigerMail.
2. This will open a new window. In the new Window, choose “Create Personal Tiger Mail Password”.
3. Enter the information in the required fields- Please note: your user name will be the first initial of your first name and your full last name with the last two digits of your Social Security Number (for example, if your name is John Smith and your Social Security is 123456789 your username is JSMITH89).
4. Once you’ve entered the information in the required fields, click “submit”

If you need assistance, please call the Tigermail phone hotline at (718) 631-6348 weekdays between 9AM - 5PM.

Problems logging on? Please read below.

For your enhanced security, you are required to create a new password each time this semester before your first login. To create your new password you will have to provide your username, Last 4 digits of your Social Security number, and your birthday. Your new password should be at least 6 characters long. After you have created your new password successfully, you can continue to use your new password for the rest of this semester by clicking on the Tigermail button above.

You can also use the above link to change your password.

Your USERNAME is a combination of the first letter of your first name, full last name, and the last two digits of your Social Security number.
If your name is John Smith and your Social Security number is 123456789 your USERNAME is JSMITH89.
Students whose placement test results indicate that they need remediation should begin to take remedial course work as soon as they enter the college during their summer semester.

Remedial Courses

**Basic Skills Courses:**
- ESL: BE-225
- BE-226
- Non-ESL: BE-121
- BE-122

**Reading**
- BE-201
- BE-203
- BE-205

**Writing**
- BE-201
- BE-111
- BE-112

**Mathematics Courses:**
- MA-005
- MA-010
- MA-013

EN-101 (or BN-103)

College-level Math Course

Academic Literacy courses

The remedial courses offered by the department of Academic Literacy are intended to develop proficiency in the English as a second Language (ESL), reading, and writing and are taken in the sequences outlined below:

Please Note:

- Once a student is placed into remedial courses, the student must complete the sequence. If there are special circumstances, the student may consult with chair of the Academic Literacy Department.
- Beginning in fall 2000, students must pass the Exit from Remediation Exams in order to take college-level courses.
Mathematics Courses

The remedial courses offered by the Department of Mathematics and Computer science follows this sequence.

**Take MATH-010 → College- Level Math Course**

Please check curriculum for required math courses and other prerequisites.

**Note:**

- Math -119 meets the Math requirement for A.A degree in liberal Arts and Sciences and the A.S. degree in Visual and Performing Arts.
- It is STRONGLY advised that students planning to transfer to queens college take MA-119 and MA-121 (if required), and MA-440 and MA-441.

In all cases, students are strongly advised to check the courses requirements for their specific programs of study to ensure that, upon completion of the college-preparatory sequence, they enroll in the appropriate college – level mathematics course.
Your OneCARD
Your QCC OneCard is your primary means of identification on campus. It must be carried at all times and presented to QCC personnel as requested. However, your OneCard is much more than an ID card. To learn more click here.

How Do I Get My OneCARD?
If you can make it to campus prior to your orientation date, please visit the OneCard Office. Click here to learn more.
The Academic Calendar is published by our Registrar’s office and provides you with important dates each semester. It is important to check the Academic Calendar regularly.

You will see important dates such as:

- The first day of classes
- The last day of classes
- The last day to add a class
- The last day to drop a class
- Days that no classes are scheduled (i.e. holidays during semester)
- The final exam period

You can find the Academic Calendar on the college’s website at

[http://www.qcc.cuny.edu/academics/academic-calendars.html](http://www.qcc.cuny.edu/academics/academic-calendars.html)
DIRECTION TO COLLEGE

BUS

Q27 buses (local and limited) stop on campus from 7 a.m. – 11 p.m. on weekdays. On Saturday and Sunday, the Q27 stops at 56th Avenue and Springfield Blvd.

Q30 buses marked "Queensborough" stop at the campus entrance on 56th Avenue from 7 a.m. – 7 p.m. on weekdays. On Saturday and Sunday, all Q30 buses stop at Horace Harding Expressway and Springfield Blvd.

The Nassau Inter-County Express N20 and N21 buses stop just north of campus at Northern Boulevard/223rd Street.

Subway from Manhattan and western Queens

Take the eastbound “7” train to the Flushing/Main Street station. Transfer to the Q27 bus from 7 a.m. – 11 p.m. on weekdays. All other hours, including weekends, the Q27 stops near campus at 56th Avenue and Springfield Blvd.

Take the eastbound “F” train to the 169th Street/Hillside Avenue station or the eastbound “E” train to the Sutphin Boulevard/Archer Avenue station. Transfer to the Q30 “Queensborough” bus, stopping near campus from 7 a.m. - 7 p.m. on weekdays. All other hours, including weekends, the Q30 stops at Horace Harding Expressway and Springfield Blvd.

Long Island Railroad from Manhattan and Western Queens

Take the LIRR to Queens Village Station. Transfer to the northbound Q27 bus via Springfield Blvd. to Queensborough Community College.

Take the LIRR to Bayside Station. Transfer to the southbound Q31 bus to 48th Avenue and Bell Blvd. Transfer to the eastbound Q27 bus to Queensborough Community College.

Take the LIRR to Jamaica Station. Transfer to the eastbound Q30 “Queensborough” bus from 7 a.m. – 7 p.m. on weekdays. All other hours, including weekends, the Q30 stops at Horace Harding Expressway and Springfield Blvd.
Driving

Directions from **Long Island by Car using the Northern State Parkway or the Southern State Parkway:**
Take either the Northern State Parkway west or the Southern State Parkway west to the Cross Island Parkway north. Once on the Cross Island Parkway north take the Long Island Expressway west exit. Once on the Long Island Expressway west, stay in the entrance lane and immediately exit to Springfield Boulevard (exit 29). At the traffic light turn right onto Springfield Boulevard, and then turn right on to 56th Avenue. The main entrance of Queensborough Community College is one block away on the left-hand side.

Directions by Car using the **Long Island Expressway East:**
Take the Long Island Expressway east to Springfield Boulevard (exit 29). At the traffic light turn left onto Springfield Boulevard. Go straight until you reach 56th Avenue and make a right on to 56th Avenue. The main entrance of Queensborough Community College is one block away on the left-hand side.

Directions by Car using the **Cross Island Parkway South:**
Take the Cross Island Parkway south to Northern Boulevard west (exit 31W). Merge onto Northern Boulevard and go straight until Springfield Boulevard. At the traffic light turn left onto Springfield Boulevard. Go straight until you reach 56th Avenue and make a left. The main entrance of Queensborough Community College is one block away on the left-hand side.