Transfer Enrollment Guide
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First day of classes, Monday, September 10, 2012!
If you have questions, email callcenter@lagcc.cuny.edu or call the Admissions Office at (718) 482-7206.

LaGuardia Community College is committed to providing a safe and secure environment for all College community members. Information regarding campus security and personal safety, including topics such as, crime prevention, public safety authority, crime reporting policies and crime statistics for the most recent three year period and disciplinary procedures, is available from the Public Safety Department at 31-10 Thomson Avenue, Long Island City, NY 11101, (718) 482-5559.
ENROLLMENT INFORMATION FOR TRANSFER STUDENTS

Now That I've Applied, What's Next?
Read the information carefully and follow all eight steps for successful enrollment!

☐ **STEP 1: Understand the Transfer Evaluation Process**

The Transfer Evaluation Process determines how many credits you have earned at other accredited institutions either in the U.S. or in another country are eligible for transfer toward your degree or certificate at LaGuardia. The maximum number of credits granted toward a degree is 30 and 10 toward a certificate. The Transfer Credit Office evaluates all credits submitted for transfer. Visit the office in M-147 for more information on the Transfer Evaluation Process.

- **Transfer Evaluation Results:** Once official transcripts are received the transfer credit evaluation will be posted on your “VIP” page. In most cases the evaluation will also be available at registration. For most courses to be transferred a grade of C or better must have been earned or, if taken at another unit of CUNY, a grade of D or better must have been earned. Students admitted into Nursing, Practical Nursing, Veterinary Technology, Physical Therapy Assistant or Occupational Therapy Assistant programs will be awarded credit for transferable courses with earned grades of A, B, C, or D from any accredited college as long as they appear on that major’s approved courses list.

- **Transfer and the New Student Seminar:** The New Student Seminar provides an orientation to LaGuardia, a forum for academic planning and advisement and teaches you the skills you need to succeed academically. All students are required to complete the New Student Seminar during their first semester at LaGuardia. Transfer credit will not be awarded for another school’s orientation course.

- **Transfer Credits in Cooperative Education:** Up to three transfer credits may be granted for cooperative education courses completed at another college. The Cooperative Education Department will determine which credits are eligible for transfer. Transfer students without cooperative education credit must satisfy the cooperative education requirement.

- **Transfer Credits in English:** Transfer credits are awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries if you earned a grade of C or better, even if you did not pass the writing portion of the CAT. These students will not be required to register for remedial writing courses. If the writing CAT has been passed, a grade of D or better will be accepted for a college-level English course taken at another CUNY unit. If the writing CAT has not been passed, a grade of D or better will only be accepted for a college-level English course taken at another CUNY unit after the student completes developmental writing courses. English credits are not awarded for college-level English courses taken at postsecondary institutions in non-English speaking countries.

- **Transfer Credits in Foreign Languages:** You must complete an intermediate level course before transfer credit will be awarded for an elementary level foreign language course from another institution.

- **Transfer Credits in Health Education and Science:** Transfer credit may be granted for coursework in health education and science taken at other institutions of higher education. The Natural and Applied Sciences Department is responsible for approving transfer credits in health education and science. Transfer credits for clinical phase courses in Nursing, Practical Nursing, Occupational Therapy Assistant and Physical Therapy Assistant courses will not be awarded. Students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

  SCB201/SCB202 – Fundamentals of Biology I & II
  SCB203/SCB204 – Human Anatomy & Physiology I & II
  SCC201/SCC202 – Fundamentals of Chemistry I & II
  SCC251/SCC252 – Organic Chemistry I & II
  SCP201/SCP202 – Fundamentals of Physics I & II
  SCP231/SCP232 – General Physics I & II

- **Transfer Credits in Math:** Transfer credit will be awarded for the equivalent of statistics, pre-calculus or better provided the student has met LaGuardia’s passing standard on the math CAT. Minimum passing score for the math placement test is 35 on part one and 40 on part two. Transfer credit will not be granted for any developmental level or ESL courses previously taken at another college.

- **Transfer Credits in Non-Collegiate Education:** For information on transfer credit for the College Board, Advanced Placement, and College Level Examination Program please refer to the online College catalog: [http://www.laguardia.edu/catalog](http://www.laguardia.edu/catalog)
STEP 2: Commitment Deposit

CUNY requires new undergraduate students to pay a non-refundable commitment deposit of $100. This commitment deposit will be applied towards your tuition upon enrollment (for exemptions: http://www.laguardia.edu/Admissions/Commitment-Deposit/). The commitment deposit allows you to register for classes and is due fifteen (15) days after the date on your acceptance letter. You may pay this fee by cash, check, or money order at the Bursar’s Office in room MB-55 of our Main Building located at 31-10 Thomson Avenue, Long Island City, NY 11101.

STEP 3: Submit Required Documents

All students must submit proof of immunization and demonstrate successful completion of a high school education with transcripts and a high school diploma and/or a GED. There are no exemptions from these requirements.

- **Immunization Policy**: New York Public Health Law requires all students born on or after January 1, 1957 to present proof of immunity against Measles, Mumps and Rubella. You must present proof that you have had two doses of Measles and one each for Mumps and Rubella.

  Vaccination against Meningococcal Meningitis disease is not mandatory but you must sign a declaration form (Meningitis Response Form), this applies to all students regardless of date of birth.

  Students can call 311 to find out the location of NYC Department of Health clinics that provide vaccines free of charge. Call LaGuardia’s Health Services Center at (718) 482-5280 for more information on immunizations and vaccines. Hand in or mail your Immunization Records to:

  LaGuardia Community College
  Health Services Center
  31-10 Thomson Avenue
  Room MB-40
  Long Island City, NY 11101
  Or fax them to: (718) 609-2016

- **Final Transcripts and Diplomas**: You must submit your final, official transcripts and your original high school diploma or GED to the Office of Admission Services. College Now participants and/or students who have taken college-level courses must send an official transcript of those courses to the Office of Admission Services so that an evaluation of transfer credit can be completed.

  LaGuardia Community College
  Office of Admissions Services
  31-10 Thomson Avenue, Room M147
  Long Island City, NY 11101

  Contact Admissions Services for more information:
  (718) 482-7206 or visit them on the web:
  http://www.laguardia.edu/admission/before_apply.aspx

In order to verify the required documents you have not submitted, you may view the missing documents letter that is posted onto your VIP page.

STEP 4: Take Your Placement Tests

All students are required to provide test results or prove exemptions from placement in developmental courses. Placement tests and other proficiency exams are used to place you in the appropriate courses for your major. You can demonstrate that you meet the University’s skills requirement based on your SAT, ACT, or NY State Regents test scores.

**Reading and Writing**: Transfer applicants may satisfy the University’s requirements in reading and writing by earning a grade of C or better in freshman composition, its equivalent, or a higher-level English course. These applicants will not be required to take the CUNY assessment tests in reading and writing.

**Mathematics**: Transfer applicants may satisfy the University’s requirements in mathematics by earning a grade of C or better in a credit-bearing mathematics course worth three or more credits. These applicants will not be required to take the CUNY assessment tests in mathematics.

Students who hold a bachelor’s degree are exempt from skills testing, however, bachelor degree holders who have been educated in a language other than English will be required to test in reading and writing only. For more information on testing, read the section on University Testing Policies and Procedures in the online College catalog: http://www.laguardia.edu/catalog/

- CUNY transfer students who present test scores that are more than two years old and do not show proficiency in the areas of reading, writing or math, are given the option to retest. Students who decide not to test will be placed based on existing scores. If testing is needed, you will receive a testing appointment in the mail or in person, depending on how you are admitted. Notification that a student needs to test is indicated on your LaGuardia VIP page. Rescheduling your testing appointment will delay your registration. Instructions and options for rescheduling a test appointment are also accessible through your LaGuardia VIP page.

- Ability to Benefit from Testing (ATB): New York State Law requires minimum test scores in reading, pre-algebra and writing objective tests from all students who earned a high school diploma or its equivalent outside the U.S. and who plan to apply for financial aid through the Tuition Assistance Program (TAP). Review test preparation materials for reading and pre-algebra on the web: www.cuny.edu/testing.
  For additional information about the writing objective exam and to learn more about who is required to test, please email the Testing Office at: testing@lagcc.cuny.edu.
Step 5: Apply for Financial Aid

LaGuardia offers a variety of federal, state, city and institutional financial assistance programs to help qualified students meet their educational costs. You should apply for financial aid at least four weeks before you register for classes. For more information, visit: http://www.laguardia.edu/sfs.

- **Federal Programs**: You must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for federal student aid, including programs such as Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Perkins and Direct Loans—a low interest rate loan program. Complete the form online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use LaGuardia Community College School Code 010051. Stop by our Student Financial Services Resource Center, located in C-109 for help with filling out the FAFSA.

- New York State Programs: Eligible students are advised to apply for the programs listed below using the Tuition Assistance Program (TAP) and Aid for Part-Time Study (APTS) applications. When you complete the FAFSA online you may also link to the TAP application online. The LaGuardia School Code for TAP is 1403. When you file the TAP application, you will be considered for the following:
  - Tuition Assistance Program (TAP)
  - Aid for Part-Time Study (APTS)
  - Part-Time TAP (PTAP)
  - Child of Veteran Award
  - Child of Deceased Police Officer/Firefighter
  - College Discovery
  - Vietnam Veterans Tuition Award

For more information about New York State aid programs, please visit: [http://www.hesc.com](http://www.hesc.com)

- **Scholarships**: The College offers several scholarships, which require you to demonstrate excellent academic progress, community service, and/or financial need.

  At [http://web.laguardia.edu/sfs/inst.scholar.aspx](http://web.laguardia.edu/sfs/inst.scholar.aspx) you can read about and apply to:
  - LaGuardia Foundation Scholarships
  - National Science Foundation Scholarships
  - Faculty Council Scholarships

You can also research external scholarships at [http://web.laguardia.edu/sfs/scholarship.aspx](http://web.laguardia.edu/sfs/scholarship.aspx) or visit the Student Financial Services Resources Center (C-109) or the Career and Transfer Center (B-215) to conduct your search.
Step 6: Advisement and Registration

Once your placement test results are available, and you have submitted the commitment deposit, you will receive an invitation to attend orientation where you will meet with an Advisor to discuss your major and select and register for your classes for the semester. This is a critical step in the enrollment process so make sure to carefully follow the instructions you receive. Your Advisor can tell you about LaGuardia’s many special programs that can help you set and reach educational, career and self-development goals, including:

- **Learning Communities:** As a new student at LaGuardia you are encouraged to join a learning community in your first-year, becoming part of a cluster of students whose classes are linked around a common academic theme. In these communities students explore a subject from different perspectives - for example, through science, literature, history, philosophy, sociology, psychology and film. Learning community students share classes and study with the same small group of faculty, forming bonds that often last throughout your LaGuardia experience and beyond. Students who join a learning community in their first year succeed at a higher rate than students who do not. For more information on learning communities, visit: [http://www.laguardia.edu/lc/](http://www.laguardia.edu/lc/).

- **First Year Institute (FYI):** Depending on the results of your placement tests, you may be offered the opportunity to take free pre-freshman courses in reading, writing, math or English as a Second Language before you begin your first semester at the college. Take these tests as soon as possible if you think you will need additional help in these areas. If you qualify for an FYI course you will be mailed information about the program after we receive your test results.

- **College Discovery:** College Discovery is a CUNY program for students who need academic and financial support in order to succeed in community college. This program provides concentrated and specialized counseling, supplemental instruction, tutorial services and a financial aid stipend. All CD students are required to participate in the College’s First Year Institute. Contact College Discovery: [http://www.laguardia.edu/cd/](http://www.laguardia.edu/cd/), (718) 482-5270, B-236.

- **College Opportunity to Prepare for Employment (COPE) Program:** The COPE program provides support services to students receiving public assistance, as well as students who are not on public assistance, but have dependent children and meet certain economic criteria. You can get help registering, finding tutoring and advising services, receive job placement assistance, and fulfill your workforce obligations. To find out if you are eligible, visit the COPE Office in MB-13 or call (718) 482-5479.

- **Veterans Services:** As a veteran, you are entitled from 6 to 16 college credits based on the length of your active service, military training, employment or life experience. For more information on the Credit for Learning Program call (718) 482-5232, check the website, [www.laguardia.cuny.edu/epl](http://www.laguardia.cuny.edu/epl), or send an email to epl@lagcc.cuny.edu. Through the College-Level Examination Program (CLEP), you may earn from 3 to 12 college credits toward a college degree for each CLEP exam taken, depending on the exam subject and the policy of the college or university. LaGuardia accepts up to 30 CLEP credits. To register for the CLEP exams, visit [http://wwwpeopleware.net/ace](http://wwwpeopleware.net/ace) or call (718) 482-7244. For veterans educational benefits certification including VA Work Study, Tutoring and Vocational Rehabilitation benefits contact Stanley Rump at (718) 482-5191 or visit him in C107. The Veterans Faculty Advisor is C. Jason Smith in E103S (718) 482-5649 or at jsmith@lagcc.cuny.edu. Contact the Veteran Services Office in Room C371 (or at 718-482-5386 or [www.laguardia.cuny.edu/veterans](http://www.laguardia.cuny.edu/veterans)) for information on free evening refresher classes for veterans, the Student Veterans Club, GI educational benefits counseling, college admissions, retention, and referral services.

- **Employment Services Center:** The Employment Services Center (ESC) provides a variety of services to students and LaGuardia graduates, including: Referrals to full-time and part-time employment through our online networking system (College Central Network), and workshops on job topics such as employment readiness work shops, interviewing techniques counseling, resume critiques, on-campus recruitment, job fairs and more. Recently, the College developed online resources eCareer Central and eCareer Plan where you can discover a great career and make it yours. Visit: [http://www.laguardia.edu/careerinfo](http://www.laguardia.edu/careerinfo) to learn more, or stop by C-239.

- **Students with Disabilities:** All persons with disabilities have the right to pursue their educational goals. The Office for Student Services and Disabled Students Programs can assist with advisement and registration, offer academic, career and personal counseling, and provide reasonable accommodations and supplemental services including Assistive Technology, tutors, note takers and testing accommodations to help you succeed in your educational goals. Participation is voluntary, however, you must provide documentation of your disability to be eligible. All information is kept confidential. Our office is in Shenker Hall, M-102, or you can call (718) 482-5279, or visit our website: [www.laguardia.edu/osd](http://www.laguardia.edu/osd).

Step 7: Pay Your Tuition

After registering for classes, print a copy of your official bill/ class confirmation from the Registration menu on the website. If you have a balance due on your bill, you may pay it online or at the Bursar’s window located in room MB-55. Please be sure to keep your mailing information up-to-date, so that you can receive pertinent information from LaGuardia about your registration records.
Step 8: Check your LIVE@LaGuardia Student Email

Using your LIVE @ LaGuardia student email account is vital to your success. Your LIVE email account is the main communication resource that you will have throughout your time at LaGuardia. You will not receive many notices from the College via traditional mail, so make sure to log in regularly to receive notifications and reminders of important deadlines and campus events. You will also receive a weekly email from the Student Information Center, which will summarize the most up to date information that will impact your daily college experience. You may access your student email account at: www.lagcc.cuny.edu/live.

LaGuardia Community College Schedule of Tuition and Fees Fall 2012:

New York City/State Resident Tuition:

New York State residents who are not New York City residents must obtain a B-81 Form (Certificate of Residence) from their County Clerk’s Office prior to registration.

Full-time Matriculated Students
(12 or more tuition units)............................................. $1,800.00

Part-time Matriculated Students
(Per tuition units to a maximum of $1,575)...................... $150.00

Non-degree Students
(Per tuition unit No maximum cap).............................. $205.00

Senior Citizen Matriculated and Nondegree
(60 and older/Per semester includes
Consolidated Services Fee)........................................ $80.00

Out-of-NY City/State Residents without a valid certificate of residence and Foreign Student Tuition:

Full-time Matriculated Students
(Per tuition unit No maximum cap).............................. $240.00

Part-time Matriculated Students
(Per tuition unit).......................................................... $240.00

Non-degree Students
(Per tuition unit No maximum cap).............................. $320.00

Fees for Full-time Matriculated and Nondegree Students:

Consolidated Services Fee for all full-time......................... $15.00

Student Activity Fee.................................................... $55.00

Technology Fee.......................................................... $100.00

Senate Fee.................................................................... $ .85

Fees for Part-time Matriculated and Nondegree Students:

Consolidated Services Fee for all part-time....................... $15.00

Student Activity Fee.................................................... $20.85

Technology Fee.......................................................... $50.00

Other Fees
Late Registration Fee................................................ $25.00
Change of Program Fee.............................................. $18.00
Commitment Deposit................................................ $100.00

All fees and tuition charges listed are subject to change by action of the University’s Board of Trustees without prior notice. In the event of any increase in tuition or fees, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due to the time and method for payment. All fees and tuition charges are payable by cash, check, money order and credit card. The College accepts MASTERCARD, DISCOVER Card, and AMERICAN EXPRESS by utilizing your CUNY Portal account online. Credit cards will no longer be accepted at the Bursar Window, Room MB-55, for payment of tuition.

Payment Options: Avoid long lines, pay your bill on time!
Failure to settle your bill before the established due date will result in cancellation of your registration. Visit the Bursar’s website for more payment information:
http://www.laguardia.edu/business/Bursar_main.htm

1. Cash Payments: Accepted only at the Bursar’s Window, which is located in MB-55

2. Check or Money Order Payments:
Payable to LaGuardia Community College accepted at the Bursars Window, or may be mailed to:
LaGuardia Community College
Office of the Bursar
31-10 Thomson Avenue, Room MB-55
Long Island City, NY 11101

You may also place your check or money order in the “Quick Drop Box” located next to the Bursar window. Postage-paid envelopes are also available for your convenience.

3. Web Payment: Go to www.laguardia.edu via the CUNY Portal. We accept e-Checks, MasterCard, American Express, and Discover Cards only. There is a non-refundable processing fee of 2.65% charged when paying with your credit card in addition to your tuition and fees. This is the equivalent of $52.23 if you are charging full-time tuition and fees of $1,970.85. There is no fee when paying with and e-Check. Note: Credit cards are not accepted at the Bursar’s Window.

4. Financial Aid and Scholarships: If you have qualified to receive an estimated financial aid award or scholarship, this amount may be applied to all or part of your tuition and fees bill.

5. TuitionPay Plan: You may enroll in the interest-free monthly payment plan offered through Sallie Mae formerly known as Academic Management Service (AMS). Sallie Mae representatives are generally available on campus during registration periods. Check the Bursar’s website for schedules and locations. You may also contact Sallie Mae directly at 1-800-635-0120, or visit their website: www.tuitionpay.com

6. Third Party Payment through your Employer or Sponsor: Obtain a voucher or letter from your employer or sponsor and present it to the Bursar. This method of payment is acceptable only when the College is authorized to bill an employer or sponsor directly. Please note that employee reimbursement plans are not considered third-party.