We are excited that you’ve chosen to continue your education at LaGuardia Community College. You belong here. No matter what your career or educational goals are, we are here to help you and inspire you to push boundaries, challenge expectations and follow your dreams.

Start the process of turning your dreams into a reality. Review this guide and complete the enrollment steps below to get to your first day of classes – Fall 2018 – Session I starts Wednesday, September 12, 2018.

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Heads up, your personalized VIP new student page is your direct connect to your enrollment information so check it regularly.

**Step 1: Understand the Transfer Evaluation Process**

We'll help you understand the transfer process and how to keep the valuable credits you've already earned. The Transfer Evaluation Process determines how many of the credits that 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 toward a certificate is 10. This evaluation is only for your LaGuardia degree or certificate, and may vary from how future institutions will evaluate your credits from any prior transcripts.

The Transfer Credit Office evaluates all credits submitted for transfer. Visit the office in room C-102 for more information on the transfer evaluation process.

- **Transfer Evaluation Results:** Once official transcripts are received, a 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 the course was taken at another CUNY college, 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, or C from any accredited college, as long as they appear on that major’s approved courses list.

- **Transfer and the First Year Seminar:** The First Year Seminar (FYS) is a discipline-specific course designed to support freshmen and transfer students in their transition to LaGuardia. Taught by faculty in Natural Sciences, Business and Technology, Liberal Arts: Social Science & Humanities, Health Sciences, Liberal Arts: Math & Science, Engineering & Computer Science, Psychology, and Criminal Justice, students are introduced to key concepts in their major, learn skills essential to academic success, receive advising support, and learn how to tap into the College’s many resources and co-curricular opportunities. FYS students receive additional support in an attached studio hour, where they learn about the digital tools that LaGuardia offers to facilitate educational and career planning. Students at LaGuardia must successfully complete the First Year Seminar to graduate. Transfer credit will not be awarded for another school’s first-year seminar course.

- **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 CUNY Assessment Test (CAT). These students will not be required to register for developmental 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 college.

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 college 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 in a foreign language 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 Sciences and Health Sciences Departments are responsible for approving transfer credits in science and health education, respectively. Transfer credits for clinical phase courses in Nursing, Practical Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiologic Technology, Veterinary Technology, and Paramedics 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

Students can transfer in the first part of the sequence and take the second part of the sequence at LaGuardia for the following courses:

  SCC201/SCC202 – Fundamentals of Chemistry I & II  
  SCC251/252 – Organic Chemistry I & II  
  SCP201/202 – Fundamentals of Physics I & II  
  SCP231/232 – 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 course placement exam. Minimum passing score for the ACCUPLACER Elementary Algebra placement test is 57. 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 College’s online catalog: [http://www.laguardia.edu/catalog](http://www.laguardia.edu/catalog).

### Step 2: Confirm Your Enrollment

**Are you in?** Let us know that you plan to take classes in the upcoming semester. Head to the Confirmation section on your VIP page and check off ENROLL.

### Step 3: Submit Commitment Tuition Deposit

All undergraduate students are required to pay a non-refundable $100 Commitment Tuition Deposit to secure their enrollment. The deposit will be applied towards your first semester tuition charges and will allow you to schedule your orientation, placement tests and registration. You are strongly encouraged to send in your deposit as soon as possible, but no later than the date below.

For the Fall semester, the deposit must be received by May 1, the national deadline for accepting offers of admission and financial aid. If you are admitted after May 1, the deposit is due 15 days after the date you received your admission notification.

You may pay this fee by cash, check or money order at the Bursar’s Office located in the C-Building in room C-110, 29-10 Thomson Avenue, Long Island City, NY 11101.

### Step 4: Submit Required Documents

All freshmen 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.

• **Immunizations:** Safety first. 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 the Measles immunization 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 locate 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 Admissions. High school seniors may be allowed to register prior to graduation, but it is important that you present a diploma before the start of classes to avoid cancellation of your courses. College Now participants and/or students who have taken college level courses must send an official transcript of those courses to the Office of Admissions so that an evaluation of transfer credit can be completed.

LaGuardia Community College, Office of Admissions  
29-10 Thomson Avenue, room C-102  
Long Island City, NY 11101  
(718) 482-7206

To verify which required documents you have not yet submitted, view your missing documents letter on your VIP page.
Step 5: Take Your Placement Tests

Be on the lookout for a testing appointment letter in the mail. This is your next big step in the college enrollment process. All students need strong reading, writing and math skills to succeed in college, and assessment tests verify that you are prepared to transition into college-level coursework. It is important to take the placement tests as soon as possible. Rescheduling your testing appointment will delay your advisement and registration.

Prepare to do your best! Your test results determine the courses you will take. If your scores are not high enough for college-credit courses, you will need to strengthen your skills by taking developmental (remedial) coursework. This could take one or two semesters, and can affect your financial aid.

Ability to Benefit from Testing (ATB): New York State law requires minimum test scores in reading, mathematics and sentence skills (writing) exams 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). For additional information about the ATB test and whether you are required to take the test, please email the Testing Office at testing@lagcc.cuny.edu.

Exemptions: Some students are exempt from placement tests—meaning that you may not be required to take them—if you have done well on your SATs, ACTs and New York State Regents. If you hold a bachelor’s degree, you are exempt from skills testing. However, bachelor’s degree holders who have been educated in a language other than English will be required to test in reading and writing only.

Testing results: Log into your LaGuardia VIP page after four business days to view your scores. Review the Placement area for reading and math results. Writing results take approximately 14 days to post. After all three test results are available, the College will send you an email and update your VIP page with information about your New Student Advisement & Registration session.

Visit the CUNY Testing website for practice materials at www2.cuny.edu/academics/testing/.

Review the University’s Testing policies and procedures in the College’s online catalog at www.laguardia.edu/catalog.
Step 6: Apply for Financial Aid

LaGuardia helps you find ways to overcome financial barriers. We offer grants, scholarships, work-study, on/off campus jobs, tuition payment plans and information about loans to help you cover college costs.

- **Federal Programs**: Complete the Free Application for Federal Student Aid (FAFSA) form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply 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. Use LaGuardia Community College School Code 010051. Stop by our Student Financial Services Resource Center, located in room C-109, for help filling out the FAFSA.

- **New York State Programs**: Apply for Tuition Assistance Program (TAP) and Aid for Part-Time Study (APTS) at [www.hesc.ny.gov](http://www.hesc.ny.gov). 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 apply for TAP, 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

You should apply for financial aid as early as possible (application opens every October), to receive the most amount of money available. For more information, visit [www.laguardia.edu/financial-aid/scholarships](http://www.laguardia.edu/financial-aid/scholarships).

- **Scholarships**: The College offers numerous scholarships to students who are attending the College and have attained a high degree of academic excellence, have considerably served their community and/or have financial need.

Visit [www.laguardia.edu/Financial-Aid/Scholarships](http://www.laguardia.edu/Financial-Aid/Scholarships) to read about and apply for:

- LaGuardia Foundation Scholarships
- Faculty Council Scholarships

Don’t stop there. Research external scholarships at [www2.cuny.edu/financial-aid/scholarships](http://www2.cuny.edu/financial-aid/scholarships) or by visiting the Student Financial Services Resources Center (room C-109).
Step 7: Attend your Advisement and Registration Session

Once you have confirmed your enrollment; submitted required documents; and your placement test results are available—you will receive an invitation via email and VIP page to attend an advisement and registration session. Here you will meet with an advisor to discuss your major and advise you on courses to take during your first semester and guide you through the registration process. This is a critical step in the enrollment process, so carefully follow the instructions you receive from your advisor.

Of the courses you will register for during your New Student Advisement and Registration appointment, be sure to include the following:

• **MY FIRST DAY (ADV_MFD)**
  My First Day is a half-day orientation program designed to welcome you to the LaGuardia community. You will have an opportunity to engage with LaGuardia staff, to receive important tips for college success and to learn about key campus resources. The program will include a student performance, peer discussions, a campus information fair, tour and refreshments.

• **FIRST YEAR SEMINAR**
  LaGuardia’s discipline-specific First Year Seminar (FYS) courses facilitate students’ productive transition to college, linking an introduction to the major with advisement and an orientation to college learning. Students explore key skills and concepts of their discipline and practice the habits of persistence, achievement, and self-efficacy needed for college success. Taught by discipline-based faculty and supported by advisement teams, the seminars utilize peer mentoring, co-curricular learning, and the connective power of ePortfolio to advance student achievement in the first college year and beyond.

• **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.

• **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 through different disciplines, such as 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 through their LaGuardia experiences 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 www.laguardia.edu/clusters.

If you qualify for an FYI course, you will be mailed information about the program after we receive your test results.

• **College Discovery (CD):** 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. For more information, contact College Discovery - room B-235, call (718) 482-5270, or visit www.laguardia.edu/cd/.

• **CUNY EDGE,** formerly known as the COPE Program, has expanded its student services to provide new benefits and support. CUNY EDGE’s mission is to help CUNY students achieve academic excellence, graduate on time, and find employment.

  CUNY EDGE provides academic, personal and career planning support; encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner.

  Tools and procedures are incorporated to help students remain compliant with all HRA rules and regulations. HRA school letters are completed at least once a semester during the academic year.

  CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the University. In order to qualify for CUNY EDGE, you must be a matriculated CUNY undergraduate student who receives cash assistance from HRA. Contact the CUNY EDGE office in room MB-13 or by calling (718) 482-5479.
**Veterans Services:** As a veteran, you are entitled to between 6 and 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, visit www.laguardia.cuny.edu/cpl, or send an email to cpl@lagcc.cuny.edu. Through the College-Level Examination Program (CLEP), you may earn 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://ace.laguardia.edu/clep/ or call (718) 482-7244. For veterans educational benefits certification including VA Work Study, tutorial assistance and Vocational Rehabilitation benefits contact Edward Arredondo at (718) 730-7578.

The Veterans Faculty Advisor is C. Jason Smith in room E-103S, at (718) 482-5649 or at jsmith@lagcc.cuny.edu.

Contact the Veteran Services Office in room C-371 by calling (718) 482-3856 or at www.laguardia.edu/veteranservices for information on the Student Veterans Club, GI educational benefits counseling, college admissions, retention, referral services and free evening refresher classes for veterans.

**Center for Career & Professional Development (Room B-114):** The Center for Career & Professional Development (CCPD) offers a variety of career-related and job readiness services designed to prepare students and alumni to set career goals and become competitive and successful job seekers.

CCPD can assist you in polishing your resume, interviewing techniques, and professional branding. In addition, you can use their online job resource, Career Connect, to search and secure part-time and full-time employment. CCPD also hosts on-campus recruitment opportunities.

**Getting started on Career Connect:**
- Log in to your My LaGuardia Page at https://my.laguardia.edu
  - Username: FIRSTNAME-LASTNAME
  - Password: Eight digits of your CUNY ID and last two digits of your birth year
- Click on Career Connect icon under E-Tools
- Complete your Academic Profile

You can access all of the College’s career and professional development online tools at www.laguardia.edu/careerservices.

**Students with Disabilities:** All persons with disabilities have the right to pursue their educational goals. The Office for Students with Disabilities can assist with advisement and registration; offer academic, career and personal counseling; and provide reasonable accommodations and supplemental services. The office provides 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. For more information, contact the Office for Students with Disabilities–room M-102, call (718) 482-5279, visit www.laguardia.edu/osd/.

**Office of Transfer Services:** We know you’re just arriving, but it’s never too early to start thinking about your options after you graduate from LaGuardia. If your plans include completing a bachelor’s degree or graduate school, we can help you search for the right school, plan your courses for a successful graduation and transfer, complete the application process to any college, and navigate scholarships and financial aid questions for the next stop.

For more information, contact the Office of Transfer Services—room B-215, call (718) 482-5185, email transfer@lagcc.cuny.edu, or visit www.laguardia.edu/Student-Services/Transfer-Services/Home
Step 8: Pay Your Tuition

After registering for classes, view your semester charges, including tuition payment due dates via your CUNYfirst account. If you have a balance due on your account, you may pay it online or at the Bursar’s window located in room C-110. Please be sure to keep your mailing information up-to-date, so that you can receive pertinent information from LaGuardia about your registration records.

Don’t let finances get between you and your education. If you have any questions regarding your tuition bill, please contact the Office of the Bursar, room C-110, at (718) 482-7226 or email us at bursar@lagcc.cuny.edu. Learn more at www.laguardia.edu/bursars.

Step 9: Unlock your My LaGuardia Page and Student Email

Approximately 10 days after registering for classes, you will receive an email with login information to access your personalized My LaGuardia student page and LIVE student email account. Your My LaGuardia page and LIVE @ LaGuardia student email account is the main communication resource that you will have throughout your time at LaGuardia and using both is vital to your success.

You will not receive many notices from the College via traditional mail, so make sure to log in regularly to stay in the know on your academic status, info from your professors and your advising team, financial aid status, job and internship opportunities, emergency alerts, campus events student discounts and more. You will also receive a weekly email from the Student Information Center (SIC) summarizing current information that impacts your daily college experience.

You can access your My LaGuardia page and student email account at https://my.laguardia.edu

Username: firstname.lastname
Password: Your eight digit CUNYfirst ID and the last two digits of your birth year.
LaGuardia Community College
Schedule of Tuition and Fees Fall 2018:

New York City/State Resident Tuition:

New York City residents and New York State residents with a valid certificate of residence from the county of residence.

Full-time Matriculated Students
(12 - 18 EQ credits or units)................................. $2,400.00
Part-time Matriculated Students
(fewer than 12 EQ credits or units)........................... $210.00
Non-degree Students........................................... $265.00
Senior Citizen Matriculated and Nondegree
(60 and older/Per semester includes
Consolidated Services Fee)................................. $ 15.00
Administrative fee per session............................. $  65.00

Non-New York City residents, international (F-1 visa)
students or undocumented students who are ineligible
for residency tuition rates:

Full-time and Part-time Matriculated Students........... $320.00
Non-degree Students........................................... $420.00

Fees for Full-time Matriculated and Nondegree Students:

Consolidated Services Fee for all full-time............... $  15.00
Student Activity Fee......................................... $  67.00
Technology Fee.............................................. $125.00
Senate Fee................................................... $    1.45

Fees for Part-time Matriculated and Nondegree Students:

Consolidated Services Fee for all part-time.............. $  15.00
Student Activity Fee......................................... $  26.00
Technology Fee.............................................. $  62.50
Senate Fee................................................... $    1.45
Other Fees
Late Registration Fee......................................... $  25.00
Change of Program Fee..................................... $  18.00
Commitment Deposit......................................... $100.00

All tuition and fee 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, the due date and the method for payment. All tuition and fee charges are payable by cash, check or money order.

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

1. Cash Payments are accepted only at the Bursar’s Window, located in room C-110.

2. Check or Money Order Payments are to be made payable to LaGuardia Community College. Payments are accepted at the Bursars Window, or can be mailed to:
   LaGuardia Community College
   Office of the Bursar
   29-10 Thomson Avenue, room C-110
   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. For Web payments, go to https://home.cunyfirst.cuny.edu and access your CUNYfirst account. We only accept e-Checks and there is no service fee.

4. 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. You may enroll in Nelnet, an interest-free monthly payment plan. For more information, please contact Nelnet at 1-888-470-6014, or visit www.mycollegepaymentplan.com/cuny.

   The Bursar Self-Service Center located in room C-111 will also be available for students to sign up for a tuition payment plan. Bursar staff members will be readily available to assist you.

6. To use a Third-Party Payment through your Employer or Sponsor, obtain a voucher or letter from them 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.

   Note: Employee reimbursement plans are not considered third-party.
Remember, we are here to support you from start to finish.

- Contact our helpful Student Information Center (SIC) telecounselors by phone at (718) 482-5000 or email infonow@lagcc.cuny.edu
- Participate in fun and informative events (on campus and online) just for newly-admitted students. View the events calendar at www.laguardia.edu/calendar
- Get quick, easy and accurate answers 24/7 to questions about LaGuardia at www.laguardia.edu/ask

At LaGuardia Community College you’re part of a vibrant, diverse community of learners who dare to do more every day.

31-10 Thomson Avenue • Long Island City, NY 11101

Fall 2018