NEW STUDENT GUIDE  SPRING 2020

START SMART.

MY 1st
New Student Orientation
DAY

FINISH STRONG.

LaGuardia Community College
DARE TO DO MORE
## IMPORTANT DATES - SPRING 2020 SESSION I

### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, March 2</td>
<td>Last Day to Drop for 100% Tuition Refund</td>
</tr>
<tr>
<td>Tuesday, March 3</td>
<td>First Day of Weekday Classes - Spring Session I</td>
</tr>
<tr>
<td>Saturday, March 7</td>
<td>First Day of Saturday Classes - Spring Session I</td>
</tr>
<tr>
<td>Sunday, March 8</td>
<td>First Day of Sunday Classes - Spring Session I</td>
</tr>
<tr>
<td>Sunday, March 8</td>
<td>Last Day to Drop for 75% Tuition Refund</td>
</tr>
<tr>
<td>Saturday, March 14</td>
<td>Last Day to Drop for 50% Tuition Refund</td>
</tr>
<tr>
<td>Thursday, March 19</td>
<td>Last Day to Drop for 25% Tuition Refund</td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed., April 8 - Thurs., April 16</td>
<td>Spring Recess</td>
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</tbody>
</table>

### May

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Thursday, May 7</td>
<td>Withdrawal period ends</td>
</tr>
<tr>
<td>Saturday, May 30</td>
<td>Last Day of Saturday Classes - Spring Session I</td>
</tr>
<tr>
<td>Sunday, May 31</td>
<td>Last Day of Sunday Classes - Spring Session I</td>
</tr>
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### June

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, June 4</td>
<td>Last Day of Weekday Classes - Spring Session I</td>
</tr>
<tr>
<td>Friday, June 5</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Sat., June 6 - Fri., June 12</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

Check [laguardia.edu/academic-calendar](http://laguardia.edu/academic-calendar) for the full Academic Calendar!
Welcome!

WE ARE EXCITED that you’ve chosen LaGuardia Community College. This is the place where you can dare to do more, push boundaries and write your own future.

Let’s kick off the fun at NEW STUDENT ORIENTATION, which is an invaluable part of your first year experience at LaGuardia. Today, we want to celebrate your arrival and provide you with helpful information, resources and services to ease your transition to college.

Your FIRST YEAR SEMINAR (FYS) course will offer you a unique opportunity to work closely with a professor and a Student Success Mentor to strengthen the skills needed for success in college. You will be introduced to your major, learn about important College resources and events, and create an ePortfolio. Your FYS professor will also serve as your academic advisor throughout the semester, helping you further develop your academic and career plans.

MY CAMPUS EVENTS are a series of events designed around topics important to college students, which will support you along your path to graduation. By attending, you will find opportunities to join a student club or organization, map out your academic and career paths, explore transfer options, network with LaGuardia students, staff and faculty, and develop your financial literacy. Be sure to check your My LaGuardia page for information about these events and others.

At LaGuardia, we care about your success and we are working hard to make sure you have the best College experience.

Enjoy your time on campus, ask questions, ask for help, and make new connections, and congratulations on this chapter of your educational journey.

Welcome to LaGuardia!

Bart Grachan, Ed.D.
Interim Vice President for Student Affairs
New Student Orientation Program

TODAY’S SCHEDULE - FEBRUARY 27 & 28, 2020

10:00 a.m. - 1:00 p.m.  
**Check-in & Campus Tours**  
(check-in occurs from 10:00 a.m. - 11:30 a.m.)  
E-Building, Lobby & Various Locations in E, M, B and C Buildings

11:15 a.m. - 11:30 a.m.  
**College Welcome**  
E-Building, Mainstage Theatre

11:30 a.m. - 11:50 a.m.  
**Financial Resources at LaGuardia**  
E-Building, Mainstage Theatre

11:50 a.m. - 12:10 p.m.  
**Technology Resources at LaGuardia**  
E-Building, Mainstage Theatre

12:20 p.m. - 1:05 p.m.  
**Introduction to the First Year Experience**  
E & M-Buildings, Various Locations  
*Please refer to your check-in cards for group & room assignments info during dismissals from program areas*

1:15 p.m. - 2:15 p.m.  
**Peers Panel**  
E-Building, Mainstage Theatre

2:15 p.m. - 3:15 p.m.  
**Resource Fair & Social**  
M-Building, Gym

Share your favorite #LaGuardiaOrientation moments on Instagram and Facebook. Be sure to tag us (@laguardiacc)!
# FINANCIAL AID TIPS

## PREPARE

- Create a Federal Student Aid (FSA) ID at fsaid.ed.gov.

## APPLY EARLY

- The application opens on October 1 each year.
- Complete the Free Application for Federal Student Aid (FAFSA)
  - Priority deadline: April 15
  - School Code: 010051
- Complete all New York State applications:
  - Tuition Assistance Program (TAP) (school code: 1403)
  - Excelsior Scholarship
  - NYS Part-time Scholarship
- Complete internal and external scholarship applications.

## CHECK YOUR FINANCIAL AID STATUS

- Review your To-Do List on CUNYfirst in February and March
- Submit all outstanding documents to C-107 in February and March
- Review financial aid awards on CUNYfirst in April
- Review your tuition bill on CUNYfirst (under Account Inquiry) after you are enrolled in your classes.

## STUDENT FINANCIAL SERVICES – RESOURCE CENTER

C-Building, Room C-109

Monday & Thursday: 9 a.m.–5:30 p.m.
Tuesday & Wednesday: 9 a.m.–4:30 p.m.
Friday, Saturday & Sunday: Closed

For more financial aid information visit laguardia.edu/PayingforCollege or contact us at 718-482-5242 or financialaid@lagcc.cuny.edu.
Technology Resources at LaGuardia

LaGuardia’s Student Technology Mentors (STMs) help students, faculty and staff with the use of technology. Take advantage of the following resources and opportunities.

Microsoft Office
CUNY provides Microsoft Office 365 for Education to students via the Microsoft Office in Education program. Your access will remain active until you leave CUNY. For more information, visit www.laguardia.edu/technology-resources.

Dropbox
CUNY provides Dropbox and Dropbox Paper to all active CUNY students. You can use these tools to store and access files from different devices, share files and collaborate on content. For more information, visit www.cuny.edu/about/administration/offices/cis/technology-services/dropbox.

ePortfolio
An ePortfolio is a personal website that allows you to document, deepen and reflect on your learning experiences at LaGuardia. Showcase projects and assignments, plan your degree, career and transfer goals and develop core skills that will help you stand out. You’ll start with a template customized for your major. Log into ePortfolio via My LaGuardia.

ePortfolio Scholars Program
The ePortfolio Scholars Program is a series of ten workshops that allow students to focus on key areas of their core ePortfolio. You’ll reexamine, revise and complete work on ePortfolio, and you’ll attend workshops to enhance skills such as public speaking, writing and professional development.

Tech Scholars Program
The Tech Scholars Program provides you with pre-employment training through mentorship, leadership and professional skills development as you gain important industry insights. Open to students from all majors, the program will help you gain contacts in tech businesses and connect you to internship opportunities through LaGuardia employer partners. Selected students will earn a $250 stipend. For more information, email Oscar Cortes at ocortes@lagcc.cuny.edu.

Introduction to First Year Experience
To help you achieve your academic goals, we encourage you to take advantage of the First Year Experience (FYE). Designed to support new students, FYE will help you connect with the College community, learn about our many resources and develop an understanding of what it means to be a successful college student.

Ideally taken during your first semester, the First Year Seminar (FYS) course is taught by a professor from your major and supported by a Student Success Mentor. A graduation requirement, the course will help you learn about your major, develop strategies for academic success, do some career exploration and understand the importance of learning opportunities outside of the classroom by participating in LaGuardia’s many co-curricular activities.

The course will also support you in creating an ePortfolio where you will document much of what you learn as a LaGuardia student. Your FYS professor, who also serves as your advisor, will help you learn about course selection and guide you in developing your academic plan. Successful completion of the FYS course will support you in achieving your goals and help you make the most of your time at LaGuardia!
Peers Panel – Student Opportunities

America Needs You
The Center for Career and Professional Development (CCPD) partners with America Needs You to provide mentorship, career development training, internship support and transfer support to first-generation college students during a two-year fellowship. As part of the program, you’ll attend career development workshops and be paired with a mentor for individualized support.

Room B-114
718-482-5235
www.laguardia.edu/careerservices

Court Interpreter Internship
If you are a multilingual student, you can take advantage of our partnership with the New York State Unified Court System to gain training to become a court interpreter. The 20-hour or 100-hour internship training will prepare you for the state’s Per Diem Court Interpreter screening exams — the first step in qualifying for a well-paying job as a court interpreter.

Room B-234FF
718-482-5484
www.laguardia.edu/Home/News/New-Court-Interpreter-Internship-Harness-Students-Language-Skills

College Discovery
College Discovery Programs (CD) assists students who have the potential to succeed in college but lack the educational foundation and economic resources necessary to pursue a degree.

Room B-235
718-482-5270
www.laguardia.edu/cd

College Senate
The first comprehensive governance plan for Fiorello H. LaGuardia Community College was created in 1978 with the goal of translating into practical form the ideals and mission of the college, built around a core belief in making the best of higher education and professional opportunities available to all those who seek them.

Room C-745
718-482-6027
www.laguardia.edu/senate

CUNY LEADS
CUNY LEADS is a unique academic and career program for students with disabilities. Receive support including employment opportunities, job search guidance, advocacy skills development and referral assistance with ACCESS-VR.

718-482-5140
www.laguardia.edu/careerservices

CUNY Service Corps
CUNY Service Corps gives students the chance to play a role in improving New York City’s future while gaining real work experience and getting paid. As a CUNY Service Corps student, you will become a member of a prestigious university community practicing service and building skills.

Room B-114
718-482-5235
www.laguardia.edu/careerservices

GRACE Leadership Program
The GRACE Leadership Program is an opportunity for you to develop critical thinking and leadership skills with the ultimate goal of gaining confidence and a sense of empowerment that will translate beyond the classroom. Develop lasting relationships with like-minded, goal-oriented individuals while building your resume.

Room MB-10
718-482-5188
www.laguardia.edu/womenscenter

Honors Internship Program
The LaGuardia Community College Foundation’s Honors Internship Program enables you to apply your academic knowledge and explore career paths with community or business organizations. You’ll get real-world experience related to your major that will increase your job market value. Plus, you’ll receive a $3,500 stipend!

Room E-511
718-482-5930
www.laguardia.edu/scholarships

LaGuardia Mellon Humanities Alliance Scholars
The LaGuardia Mellon Humanities Scholars program enriches your understanding of the humanities and helps build academic and career pathways. Through biweekly meetings and additional activities, you’ll be exposed to modes of critical and creative thinking, various historical and cultural perspectives and aesthetic appreciation. You’ll also develop your skills in research, communication, collaboration, project management and digital literacy.

Room C-745CC
718-482-5468
www.laguardia.edu/honors-internship

LaGuardia Community College Foundation Scholarships
LaGuardia Community College Foundation Scholarships are made possible by contributions from generous donors who believe that deserving students like you should have a quality education without the financial burden. If you are eligible, the Foundation offers support to assist you with the rising cost of tuition, textbooks, transportation and fees associated with attending college.

Room E-511
718-482-5930
www.laguardia.edu/scholarships

The Lit
LaGuardia student writers and artists can publish their own work and read or view the work of others in our student literary and arts magazine, “The Lit.”

Room M-109A
718-730-7522
www.laguardia.edu/English/The-Lit

Peer Advisors
Peer advisors support students through the process of developing a clear understanding of their path toward success in their academic programs. We provide you with education and guidance along a clearly defined pathway from admission to graduation.

Room M-311
718-482-5382
www.laguardia.edu/peeradvisors

Jack Kent Cooke Scholarship
The Cooke Undergraduate Transfer Scholarship is a highly selective scholarship for the nation’s top community college students seeking to complete their bachelor’s degrees at four-year colleges or universities. Each Cooke Scholar has access to generous financial support for two to three years, ongoing advising and opportunities to connect with fellow scholars.

www.laguardia.edu/honors

The LaGuardia Mellon Humanities Scholars program enriches your understanding of the humanities and helps build academic and career pathways. Through biweekly meetings and additional activities, you’ll be exposed to modes of critical and creative thinking, various historical and cultural perspectives and aesthetic appreciation. You’ll also develop your skills in research, communication, collaboration, project management and digital literacy.
Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is an International Honor Society for two-year colleges, founded in 1918 to recognize academically high-achieving and motivated community college students. PTK offers members the opportunity to develop in the areas of scholarship, leadership, service and fellowship. Members are also eligible for special transfer scholarships offered by four-year colleges across the country.

Room C-740
718-482-5220
www.laguardia.edu/PTK

President’s Society

President’s Society gives you the practical skills, confidence and connections you need to compete in today’s world. Students are selected on the basis of demonstrated leadership, perseverance and motivation.

Room E-511
718-482-5610
www.laguardia.edu/presidentsociety

President’s Society Environment Program

This program provides the opportunity to stand up for environmental justice and make a difference in our community. Join to learn the skills you need to make your voice heard, collaborate with the local community and government organizations and work on important projects to make our neighborhood better.

Room E-511
718-482-5610
www.laguardia.edu/honors-internship

Pulitzer Center Fellowship

The Pulitzer Center fellowship is open to current LaGuardia students and recent graduates who wish to report on an underrepresented topic of global importance. The application and information regarding the fellowship can be found at pulitzercenter.org/grants/student-fellows.

Room M-119A
718-730-7453
pulitzercenter.org/campus-consortium/laguardia-community-college

Student Clubs and Organizations

Make the most of your time at LaGuardia by participating in the various academic, social and cultural clubs and organizations on campus. You’ll get opportunities to expand your network, enhance your communication and organizational skills and grow as a leader.

Room M-115
718-482-5190
www.laguardia.edu/student-clubs

Student Government Association

The Student Government Association (SGA) is your voice. We’re devoted to representing, advocating and empowering every student at LaGuardia through leadership, resources and diverse and innovative ideas. SGA recognizes tradition and embraces the future, seeking to unify students, faculty, staff and alumni while enhancing the campus community as a whole.

Room M-160
718-482-5190
www.laguardia.edu/SGA

Transfer Services

When you think about transferring, Transfer Services is here to guide you through your experience, whether you are transferring in or graduating and transferring out to a four-year college. Our goal is to engage, educate and empower you to make informed decisions about the transfer process.

Room B-215
718-482-5185
www.laguardia.edu/transferservices

PEER SHARE: Quick Tips from Your Fellow Students to Survive and Thrive in College

“I found it helpful to read the course material before class, and also review and rewrite my notes after class. It reinforced, clarified and deepened my understanding of the material.”

GO TO CLASS!

“Attend all of your classes and show up a few minutes early. Participate and ask questions!”
Resource Fair Participants

Academic Peer Instruction

Academic Peer Instruction (API) is a peer tutoring program modeled after a nationally recognized program, Supplemental Instruction (SI). As an API Tutor, you can develop leadership skills, strengthen your knowledge in the subject area you tutor and gain valuable teaching/tutoring experience.

Room E-1150 | 718-482-5215
www.laguardia.edu/API

Accelerated Study in Associate Programs

Accelerated Study in Associate Programs (ASAP) is designed to help motivated community college students stay on track and graduate on time. If you're selected for the program, we'll provide you with academic, social and financial support to help you graduate in no more than three years.

Room B-A22 | 718-482-5921
www.laguardia.edu/ASAP

Campus Life

Campus Life gives you ways to participate in student clubs and organizations, leadership opportunities, civic engagement and peer mentoring. By getting involved, you’ll make new friends, enhance your academic and professional skills and be a part of our dynamic campus community that dares to do more every day.

Room M-115 | 718-482-5190
www.laguardia.edu/campuslife

Campus Recreation

Our on-campus Sports Gymnasium, Fitness Center and Aquatics Center are open year-round for walk-in recreation. Members of the College and the community are welcome.

Room MB-42 (Main Office) 718-482-5044 (Main Office)
www.laguardia.edu/recreation

Center for Career & Professional Development

Success in today’s competitive job market requires the right knowledge, skills and opportunities. The Center for Career & Professional Development (CCPD) is here to help. We’ll provide you with useful tools and resources and connect you with employers, faculty and staff so you can prepare for anything the future may bring.

Room B-114 | 718-482-5235
www.laguardia.edu/careerservices

CUNY EDGE

CUNY EDGE, formerly known as the COPE program, provides a range of services, benefits and support to help students who are receiving public assistance achieve academic excellence, graduate on time and find employment.

Room MB-13 | 718-482-5479
www.laguardia.edu/academics/CUNY-EDGE

Early Childhood Learning Center

Parenting students—you’ve made a great decision to attend college. At LaGuardia, we want you to have a supportive environment to successfully accomplish your educational goals. We provide a high-quality, on-campus childcare program where your young children can be near you and receive a fun, engaging education that will prepare them for tomorrow’s success.

Room MB-09 | 718-482-5295
www.laguardia.edu/ECLC

ePortfolio

An ePortfolio is a personal website that allows you to document, deepen and reflect on your learning experiences at LaGuardia. Showcase projects and assignments, plan your degree, career and transfer goals and develop core skills that will help you stand out. You’ll start with a template customized for your major. Log into ePortfolio via My LaGuardia.

Room MB-57 | 718-482-5407
eportfolio.laguardia.edu

First Year Seminar

The First Year Seminar (FYS) is a graduation requirement that provides students with a gateway to the academic and co-curricular experience at LaGuardia. It will offer you a closer look at your chosen major and career plan, help you develop study skills key to success in college and introduce you to the many resources available at LaGuardia.

Rooms C-447 & M-311
www.laguardia.edu/ssm/fys-lab

Health Services Center

Consider Health Services your go-to when you have health issues or need immunizations. We’re focused on keeping you healthy and helping you remain in school and graduate. We offer free services, resources, information and referrals on various issues.

Room MB-40 | 718-482-5280
www.laguardia.edu/healthservices

Honors Program

The Honors Program is designed to enhance the LaGuardia experience for highly motivated students. We are looking for students who want the most out of college and who desire stimulating academic challenges. LaGuardia’s growing Honors Program is designed to promote a rigorous academic experience for talented, intellectually curious, motivated and ambitious students (full- or part-time, day or evening).

Room M-201B | 718-482-5922
and 718-482-5225
www.laguardia.edu/honors

Honors Student Advisory Committee

The Honors Student Advisory Committee (HSAC) plans events for all LaGuardia students on topics such as transfer, scholarship, student research and civic engagement. HSAC members are focused campus student leaders who, because of demonstrated service to the program and the College, are eligible for opportunities to attend national and regional conferences.

Room M-222 | 718-482-5225
www.laguardia.edu/HSAC

International Student Services

With 150 countries represented and 98 native languages spoken by our students, faculty and staff, there is no better place than LaGuardia for you to explore, experiment and learn. International Student Services (ISS) is here to support you.

Room B-117 | 718-482-5145
www.laguardia.edu/international-students

LaGuardia CARES

LaGuardia CARES (College Access for Retention and Economic Success) connects students with resources, referrals and local community services to overcome financial barriers, stay in school and graduate. Get help with daily living expenses, including food, healthcare, rent, emergency transportation and more! All of our services are free for LaGuardia students and their immediate family members.

Room C-107 | 718-482-5135
www.laguardia.edu/CARES

LaGuardia Community College Foundation Scholarships

LaGuardia Community College Foundation Scholarships are made possible by contributions from generous donors who believe that deserving students like you should have a quality education without the financial burden. If you are eligible, the Foundation offers support to assist you with the rising cost of tuition, textbooks, transportation and fees associated with attending college.

Room E-511 | 718-482-5930
www.laguardia.edu/scholarships

LGBTQIA Safe Zone Hub

The LGBTQIA Safe Zone Hub is an open, inclusive and safe space dedicated to improving the environment for LGBTQIA students, faculty and staff at LaGuardia. We work toward educating the College community about sexuality and gender through events, activities, conversations and support services.

Room MB-10 | 718-482-5188
www.laguardia.edu/safezonehub
Pathways to Success

Are you a parenting student or expecting student at LaGuardia? The Pathways to Success program is here to provide support and advocate for your needs. Part of the Division of Student Affairs, the program provides academic, emotional, social and financial support to help make getting your education easier.

Room C-371 | 718-730-7543
www.laguardia.edu/pathwaystosuccess

Peer Advisors

Peer advisors support students through the process of developing a clear understanding of their path toward success in their academic programs. We provide you with education and guidance along a clearly defined pathway from admission to graduation.

Room M311-A | 718-482-7503
www.laguardia.edu/peeradvisors

Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is an International Honor Society for two-year colleges, founded in 1918 to recognize academically high-achieving and motivated community college students. PTK offers members the opportunity to develop in the areas of scholarship, leadership, service and fellowship. Members are also eligible for special transfer scholarships offered by four-year colleges across the country.

Room C-740 | 718-482-5220
www.laguardia.edu/Phi-Theta-Kappa

President’s Society

President’s Society gives you the practical skills, confidence and connections you need to compete in today’s world. Students are selected on the basis of demonstrated leadership, perseverance and motivation.

Room E-511 | 718-482-5610
www.laguardia.edu/presidentsociety

Public Safety

LaGuardia’s Office of Public Safety is staffed by law enforcement professionals licensed by New York State. Our officers provide a safe and secure campus environment by preventing crime, maintaining the peace and ensuring that all comply with campus safety policies.

Room M-145 | 718-482-5558
www.laguardia.edu/publicsafety

Student Success Mentors

Student Success Mentors (SSMs) provide a wide range of support while facilitating the Studio Hour component of your First Year Seminar course or Capstone course. We introduce you to key strategies and habits for academic success, guide ePortfolio development, promote co-curricular learning opportunities and share important campus resources.

Visit us in the FYS Lab, Room C-447.
www.laguardia.edu/ssm

Veteran Services

Veteran Services is privileged to welcome veterans, reservists, military personnel and their families to our College community. We value your service and are here to help ease your transition from the military to college life. Our team understands the unique challenges you face, and we arm you with support and resources to meet your personal and academic goals.

Room C-371 | 718-730-7587
www.laguardia.edu/veteranservices

Wellness Center

At the Women’s Center, we aim to promote awareness of women’s issues and educate the campus community on gender equality. Our ultimate goal is to make our campus a safe, welcoming space for everyone.

Room MB-10 | 718-482-5188
www.laguardia.edu/womenscenter

Writing Center

The Writing Center offers free professional tutoring on any aspect of any phase of any kind of writing, from finding or narrowing a focus for your writing to reviewing a finished piece before submission. We can also help you with appropriate use of quotes, citations and grammar.

Room B-200 | 718-482-5688
www.laguardia.edu/writingcenter

Office of Student Success Mentors

Office of Student Success Mentors (SSMs) provide a wide range of support while facilitating the Studio Hour component of your First Year Seminar course or Capstone course. We introduce you to key strategies and habits for academic success, guide ePortfolio development, promote co-curricular learning opportunities and share important campus resources.

Visit us in the FYS Lab, Room C-447.
www.laguardia.edu/ssm

Veteran Services

Veteran Services is privileged to welcome veterans, reservists, military personnel and their families to our College community. We value your service and are here to help ease your transition from the military to college life. Our team understands the unique challenges you face, and we arm you with support and resources to meet your personal and academic goals.

Room C-371 | 718-730-7587
www.laguardia.edu/veteranservices

Wellness Center

At the Women’s Center, we aim to promote awareness of women’s issues and educate the campus community on gender equality. Our ultimate goal is to make our campus a safe, welcoming space for everyone.

Room MB-10 | 718-482-5188
www.laguardia.edu/womenscenter

Writing Center

The Writing Center offers free professional tutoring on any aspect of any phase of any kind of writing, from finding or narrowing a focus for your writing to reviewing a finished piece before submission. We can also help you with appropriate use of quotes, citations and grammar.

Room B-200 | 718-482-5688
www.laguardia.edu/writingcenter
Tutoring Resources

Academic ESL Lab
Available in Room B-233 for students taking ESA 099, ESC 099, ESL 097, ESL 098, ESL 099, ESR 097, ESR 098 and ESR 099 classes.

Academic Peer Instruction (API)
Group tutoring offered to all current LaGuardia students (courses include MAT, MAC, BTA, SCP, SCC and SCB) in Room E-115Q.

Anatomy & Physiology Lab
Group tutoring available for SCB 203 & 204 in Room E-312.

ASAP Resource Center
Tutoring available in Room B-208 for all ASAP students.

Math Tutoring Center
Walk-in tutoring offered to all current LaGuardia students in Room MB-44.

Modern Language Lab
Walk-in, individual and small group tutoring in Rooms B-206 & B-207 for students enrolled in language courses.

Reading Lab
Walk-in small group tutoring for all students in Room E-114.

Science Study Center
One-on-one tutoring in Room E-342 offered to all current LaGuardia students in SCP, SCC and SCB courses.

Speech Center
Walk-in tutoring in Room C-216 provided during open lab. (Hours vary.)

Student Government Association (SGA) Tutoring Lab
One-on-one tutoring offered to all current LaGuardia students (courses include MAT, MAC, BTA, SSE, SCP, SCC and SCB) in Room M-165.

Writing Lab
One-on-one tutoring in Room B-200 for any writing assignment. Make an appointment through MyLaGuardia.

Assistance with Technological Tools

ePortfolio Office
Get support for ePortfolio & Digication technical difficulties in Room MB-57.

First Year Seminar Lab
Walk-in help for your ePortfolio available in Room C-447 for all students enrolled in First Year Seminar & Capstone courses.

Technology Support
Receive support with ePortfolio and other technology tools, such as Microsoft Office, Blackboard and digital storytelling projects, in Rooms B-121 & B-127.

Visit www.laguardia.edu/tutoring for more information.

PEER SHARE:
Quick Tips from Your Fellow Students to Survive and Thrive in College

ASK FOR HELP BEFORE YOU GIVE UP
"If you think you may need to withdraw from a class, get ahead of the game — speak with an advisor on your Advising Team about your options, they are here to help you make it to graduation."

MANAGE YOUR TIME
"I'm such a procrastinator so I rely on my cell phone calendar to remind me of important academic dates, assignment deadlines, appointments, even when to study."

USE CAMPUS RESOURCES
"Whether you're a first time freshman, transfer or international student, every student can use some support during this exciting change. Take advantage of the free support services — tutoring, child care, financial benefits screening, food pantry, counseling, swimming, resume review, transfer help, and more."
New Student Checklist

☐ I know my student EMPLID # and LaGuardia email address - Your personalized My LaGuardia page and email are ready for use. Access it daily 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 and more.

☐ I downloaded the My LaGuardia mobile app - It’s free, and you can find it in Google Play or the App Store. (Search “LaGuardia”)

☐ I submitted all required documents - Check your recent email to see if anything is missing, or contact admissions@lagcc.cuny.edu for an update.

☐ I paid my tuition bill/set up a payment plan - Review CUNYfirst to make sure your payment balance is less than $200. If you have already enrolled in a tuition payment plan, then your classes are secured.

☐ I picked up my LAGCC ID card - Stop by the C-Building, Room C-115 to pick up your Student ID card and officially feel like a LaGuardian!

☐ I purchased my textbooks and supplies - Once you know what books are required for your classes you may buy them at our bookstore. Note: You can use the leftover money from your Pell Grant to get a book advance to help pay for books.

☐ I know where my classes are located - Check your class schedule the night before or the morning of your classes, there may be last minute changes to the rooms that your class will be held in.

☐ I’m ready for my first semester!

☐ I still need to ask the following questions: __________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
LAGUARDIA LINGO

Ask LaGuardia: The online resource to help you get quick, easy and accurate answers to questions about LaGuardia 24/7. Before you visit the College office, wait on a line or pick up the phone, first go online and Ask LaGuardia! Visit laguardia.edu/ask.

Blackboard: An online tool that allows you to view important announcements from your professors, participate in online discussions, access course materials and submit your assignments/tests/quizzes as well as check your grades.

Bursar: The college office to pay or ask questions about your tuition bill. Located in the C-Building, Room C-110.

CUNYfirst: The online system to register for classes, check grades, see your financial aid award, or view and pay your tuition bill.

Degree Audit: Provides you with a checklist of classes you need to take each semester for your major, to help you stay on track to graduation.

ePORTFOLIO: Your personal website that allows you to document, deepen and reflect on your learning experiences at LaGuardia. Log into ePortfolio via My LaGuardia.

FAFSA: Free Application for Federal Student Aid, this form is used by the college to put together your financial aid package, including federal and state aid, grants, work-study, scholarships, etc. Be sure to submit the FAFSA every year to get money to cover your college costs.

FERPA: Family Education Rights and Privacy Act provides guidelines and regulations for when and how an academic institution can share student/parent records with third parties.

Full-Time Student: A student is considered full time when they take 12 or more credits per semester. Graduate in two years by taking 15 or more credits over Sessions I and II each semester.

Hybrid Class: A mix of online and traditional face-to-face classroom instruction.

My LaGuardia: Your “one-stop shop” personalized student page with information and resources to help you track your academic progress and get the most out of your college experience at LaGuardia. You’ll receive academic, financial and registration updates as well as easy access to your student email, Ask My Advising Team, CUNYfirst, Blackboard and Degree Audit e-tools, all in one place. Be sure to log into your My LaGuardia page daily. It can be accessed through the college website or mobile app.

Ombudsman: Is the student advocate that serves as a mediator to help you address concerns and facilitate communication should any issues arise in the College. If you have any concerns or issues, please visit the Ombudsman Office in the M-Building, Room M-103C.

Part-Time Student: A student is considered part time when they take less than 12 credits per semester.

PEER SHARE:
Quick Tips from Your Fellow Students to Survive and Thrive in College

UNLOCK YOUR TOOLBOX

“Log into your MyLaGuardia page for single sign-on to your college e-tools — student email, Degree Audit, CUNYfirst and Blackboard.”

GET INVOLVED

“During your downtime, check your My LaGuardia page to find out what’s happening on campus and participate. Join a student club or organization that piques your interest — you’ll meet new people, develop as a leader and have fun while making a difference.”

WORK HARD, PLAY HARD

“I try to find balance between school and my personal life. This semester a few of my classmates met once a week for study buddy brunches!”
We're Here to Help

STUDENT ASSISTANCE QUICK REFERENCE

As you progress along your academic journey here at LaGuardia Community College, we understand that you will have questions and need additional information. Please refer to the list of departments and staff below as a first stop to finding the answers to your questions. **We're here to help!**

**STEP 1: KNOW WHO TO CONTACT**

<table>
<thead>
<tr>
<th>Admissions</th>
<th>Registrar</th>
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</thead>
<tbody>
<tr>
<td>Contact: LaVora Desvigne</td>
<td>Contact: Burhan Siddiqui</td>
</tr>
<tr>
<td>Phone: 718-482-5111</td>
<td>Phone: 718-482-5085</td>
</tr>
<tr>
<td>Email: <a href="mailto:lavorad@lagcc.cuny.edu">lavorad@lagcc.cuny.edu</a></td>
<td>Email: <a href="mailto:bsiddiqui@lagcc.cuny.edu">bsiddiqui@lagcc.cuny.edu</a></td>
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<tr>
<th>Bursar</th>
<th>Registration Lab</th>
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<tbody>
<tr>
<td>Contact: Tony Abreu</td>
<td>Contact: Derwent Dawkins</td>
</tr>
<tr>
<td>Phone: 718-482-7226</td>
<td>Phone: 718-482-4010</td>
</tr>
<tr>
<td>Email: <a href="mailto:tonyab@lagcc.cuny.edu">tonyab@lagcc.cuny.edu</a></td>
<td>Email: <a href="mailto:springregistration@lagcc.cuny.edu">springregistration@lagcc.cuny.edu</a> (spring semester)</td>
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<tr>
<th>Health</th>
<th>Student Financial Services</th>
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<tbody>
<tr>
<td>Contact: Renee Fuseyamore</td>
<td>Contact: Dr. Gail Baksh-Jarrett</td>
</tr>
<tr>
<td>Phone: 718-482-5280</td>
<td>Phone: 718-482-5085</td>
</tr>
<tr>
<td>Email: <a href="mailto:rfuseyamore@lagcc.cuny.edu">rfuseyamore@lagcc.cuny.edu</a></td>
<td>Email: <a href="mailto:gailbj@lagcc.cuny.edu">gailbj@lagcc.cuny.edu</a></td>
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<th>Public Safety</th>
<th>Wellness</th>
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<tr>
<td>Contact: James Grantham</td>
<td>Contact: Frank Laterra-Bellino</td>
</tr>
<tr>
<td>Phone: 718-482-5559</td>
<td>Phone: 718-482-5471</td>
</tr>
<tr>
<td>Email: <a href="mailto:jgrantham@lagcc.cuny.edu">jgrantham@lagcc.cuny.edu</a></td>
<td>Email: <a href="mailto:flaterra-bellino@lagcc.cuny.edu">flaterra-bellino@lagcc.cuny.edu</a></td>
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If you are not sure which department you need, please see the Welcome Center Help Desk located in the M-Building lobby or contact:

**Student Advocate/Ombudsman**

Contact: Dr. Robert Walton
Phone: 718-482-5414
Email: rwalton@lagcc.cuny.edu

**IT Support:**

Location: Room B-127
Phone: 718-482-6121 (Blackboard)
or 718-482-6117 (software)
Help with CUNYfirst, Blackboard, software programs and your LaGuardia email.

**STEP 2: BE PREPARED**

When contacting an office, be sure to provide your **EMPLID** and the names of staff members or offices you may have contacted regarding your questions.

**STEP 3: FOLLOW UP**

IF YOU DO NOT RECEIVE A RESPONSE WITHIN 7 DAYS, please call the office of the **Vice President of Student Affairs** at 718-482-5180.
Spring Fest: Clubs, Service Learning, and Civic Engagement Fair

**CAMPUS LIFE**

Wednesday, March 25, from 12 Noon - 5:00 p.m.
E-Atrium, Poolside Café, and Cobblestone Courtyard

Become a part of our dynamic campus community. Join a student club, organization or program (i.e. Chess, Theater, Finance, Chinese Student Club, PTK Honor Society, President’s Society, etc.). Joining an organization on campus will provide you with the opportunity to make new friends, develop leadership skills, and add something cool and interesting to your resume. Attend to also learn about co-curricular activities & resources available to help you throughout your college journey.

$mart Money Financial Literacy Workshops

**STUDENT FINANCIAL SERVICES**

- **Tuesday, April 7, 2020**
  3:30 p.m. - 4:30 p.m.
  C-Building, Room C-103
  BUDGETING AND BANKING - Maximize banking relationships to avoid expense fees and start saving.

- **Tuesday, April 21, 2020**
  3:30 p.m. - 4:30 p.m.
  C-Building, Room C-103
  CREDIT & STUDENT LOAN REPAYMENT - Build and improve your credit. Understand student loan repayment options.

- **Tuesday, April 28, 2020**
  3:30 p.m. - 4:30 p.m.
  C-Building, Room C-103
  INVESTMENT BASICS - Set and achieve your financial goals through investment.

My LaGuardia Network

**STUDENT ADVISING SERVICES & CENTER FOR TEACHING & LEARNING**

Thursday, April 2, from 2:30 p.m. - 5:00 p.m.
E-Building, Room E-111

Come meet up with your Student Success Mentors for a mid-semester check-in. At this event, you will have opportunities to learn more about financial aid and scholarships, talk to advisors, and even meet other LaGuardia students, deans, and vice presidents.

Spring Job and Internship Fair

**CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

Thursday, April 23, from 11:00 a.m. - 3:00 p.m., Gymnasium

Exciting opportunity for students to make insider connections needed to land their next dream job. Come prepared in business attire and with multiple copies of your resume. Log in to your Career Connect account for a complete listing of participating companies. To register, visit http://bit.ly/retailsp2020

H.A.W.K. Talks

**WELLNESS CENTER & HEALTH CENTER**

Wednesday, May 6, from 1:00 p.m. - 5:00 p.m.
E-Building, Room 500

Faculty, staff and students will share personal and professional experiences that reflect the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Eight Dimension of Wellness in order to highlight the importance of making healthy life choices.
THE MY LAGUARDIA MOBILE APP IS HERE!

Features:
- Virtual ID
- Notifications
- Degree Map
- Courses
- Upcoming Appointments
- Quick Links
- My E-Tools
- Academic Calendar
- Map & Directions
- Directory
- Emergency Information & Much More!

NEW STUDENT GUIDE SPRING 2020

START SMART • MY 1st DAY • FINISH STRONG